

Ysgol Gynradd *Griffithstown* Primary School

**PROSBECTWS / PROSPECTUS
2025 / 2026**



***INSPIRE CHALLENGE ACHIEVE
YSBRYDOLI HERIO CYFLAWNI***

Ysgol Gynradd Griffithstown Primary School
INSPIRE CHALLENGE ACHIEVE
YSBRYDOLI HERIO CYFLAWNI



Head: Mr N Blackburn

Address: Florence Place, Griffithstown Pontypool, NP4 5DN

Tel: 01495 759679

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Dear Parents/Carers/Guardians

Welcome to Griffithstown Primary School. We are delighted that you chose this school for your child. We are confident that their time here will be happy and rewarding.

The prospectus provides a range of information about the school organisation, the school curriculum, extra curricular activities and other details which you will find useful.

Our mission statement is 'Inspire, Challenge, Achieve'. I recognise the tremendous opportunity we have to work in partnership to ensure that your child reaches their full potential and develops a love of learning that continues as a lifelong skill.

Communicating with parents, carers or guardians is a key priority. Newsletters, reports, open days, consultations, visits, special events and an 'open door' policy all support the development of a healthy and productive home-school partnership.

I look forward to meeting with you on many occasions in the future and wish you to know that parents, carers or guardians are invited to contact school about any issues of concern at any time.

Cofion,
Mr N Blackburn
Head Teacher
Mrs S Jordan
Chair of Governors

Ysgol Gynradd Griffithstown Primary School
INSPIRE CHALLENGE ACHIEVE / YSBRYDOLI HERIO CYFLAWNI



Mission Statement

Inspire, Challenge, Achieve

Vision

At Griffithstown Primary School, excellent teaching ensures that all learning is inspirational and challenging. We are a happy, safe and nurturing school, with excellent behaviour, attendance and punctuality. The opinions of children, parents, staff, governors, the community and other organisations are listened to and acted on in all aspects of school evaluation and improvement. Children develop and apply excellent literacy and numeracy skills across the whole curriculum; we are adaptable lifelong learners.

Pupils make healthy choices and have active bodies and minds. Griffithstown Primary School is committed to equality and inclusion, and no one is disadvantaged by social or economic factors. Griffithstown Primary embraces the Welsh language and the heritage of Wales. We understand the diversity of modern Wales and our place in the wider world. Pupils understand the environmental challenges and are prepared for the technological opportunities of the 21st century.

Aims

We will:

1. Plan high quality learning informed by the Curriculum for Wales, the Literacy and Numeracy Framework (LNF) and Digital Competency Framework (DCF)
2. Ensure we promote and develop professional learning and leadership qualities for all staff and have a workforce ready to engage fully with Curriculum for Wales
3. Provide high quality feedback and ensure all learners make good progress from their starting point.
4. Ensure meaningful opportunities to develop our knowledge and understanding of languages, cultures and diversity in modern Wales.
5. Ensure that school prepares children for the 21st century: developing ICT skills, awareness of the environment and climate change, and promoting a commitment to health / well being in all aspects of life
6. Develop spiritual awareness, mutual respect, and promote inclusion, equality, and equity
7. Collaborate effectively with schools, service providers, outside agencies and all other bodies and organisations to deliver excellent standards of achievement, attainment, behaviour, attendance and punctuality



Staff
2025 / 2026

Leadership Team

Headteacher: Mr N Blackburn
 Deputy Head (Assessment): Mrs C Pugh
 TLR2 ALNCo: Mrs S Jordan
 TLR2 Curriculum for Wales Leader: Mr I Pembrey
 TLR2 PS3, LLC (English) and Professional Learning: Miss K Morris
 TLR2 PS2, LLC (Welsh): Mrs D Hall
 TLR3 Equality and Induction: Mr R McDonnell
 TLR3 Forest School: Mr J Blackmore
 TLR3 Conversational Welsh and Induction: Miss R Thomas

Teaching Structure

<u>Year Group</u>	<u>Teacher</u>
Nursery	Mrs C Cox
Reception	Miss E Lloyd
	Mrs J Crane-Brown / Mrs R Jones
Year 1	Mrs S Hawksworth
	Miss L Murphy
Year 2	Miss E Evans
	Mr J Blackmore
Year 3	Mr R McDonnell
	Miss A Charles
Year 4	Miss K Morris
Year 4/5	Mrs S Jordan
Year 5/6	Miss R Thomas
Year 6	Mr I Pembrey

HLTAs

Mr P Sergeant

Mrs T Nightingale

Teaching Assistants

Mrs R Lee	Mrs C Powell
Miss S Long	Mrs H Mason
Mrs C Harris	Mrs J Morgan
Mrs S Aubrey	Mrs A Cleere
Miss D Sinagoca	Mrs B Barrett
Mrs R Cooke	Mrs A Instone
Mrs J Probert	Mrs A Cooper
Mrs C Cuerden	

School Support Officer

Mrs A Mruk

Attendance Lead

Mrs L Badham

Caretaker
Mr S Carter

Senior Midday Supervisor
Mrs A Hughes

Midday Supervisors

Miss K Howells
Mrs E Shepherd
Mrs E Ashcroft
Mrs R Shortman

Mrs G Frampton
Mrs J Mortlock
Miss H Lamb

GOVERNING BODY

Chair of the Governing Body: **S Jordan**

Vice Chair of the Governing Body: **A Clarkson**

Reserve: **A Phillips**

The Governing Body has responsibility for the oversight of the running of the whole school. The Governing Body meets regularly and has a number of sub-committees dealing with finance, premises, the curriculum, appointments and discipline. An Annual Report is sent to all parents, carers, or guardians during each academic year. Governors serve for a term of four years. Parent Governors are your representatives. They are elected by the parents, carers, or guardians through a ballot.

Committee Structure:

STATUTORY COMMITTEES

Committees were appointed as below:

a) Staff Disciplinary and Dismissal Committee

P Darmanin

A Skinner

M Dean

b) Staff Disciplinary and Dismissal Appeal Committee

A Clarkson

N Powell

S Jordan

Pupil Discipline & Exclusions Committee

N Powell

A Biaggi

A Phillips

c) Grievance Committee

P Darmanin

A Phillips

A Clarkson

d) Grievance Appeals Committee

A Peploe

S Jordan

M Dean

e) Complaints Committee

A Skinner

V Campbell

N Powell

f) Headteacher Performance Management Committee

A Biaggi

C Campbell

S Jordan

g) Headteacher Performance Management Appeals Committee

- R Blackmore
- A Clarkson
- M Dean
- h) Pay Review Committee
 - S Jordan
 - N Powell
 - A Phillips
- i) Pay Review Appeal Committee
 - R Blackmore
 - A Skinner
 - A Clarkson
- j) Headteacher and Deputy Headteacher Selection Panel:
 - N Powell
 - A Clarkson
 - S Jordan
 - V Campbell
 - V Darmanin
 - *Headteacher to be invited to attend the appointment of Deputy Headteacher only.
- k) Staff Capability Appeals Committee
 - A Biaggi
 - M Dean
 - N Powell
- l) Capability Committee (HT)
 - A Clarkson
 - S Jordan
 - A Phillips

NON-STATUTORY COMMITTEES

Governors agreed to adopt the Non-Statutory Committee Structure membership and Terms of Reference as follows:

- a) Standards Committee
 - N Powell
 - A Phillips
 - A Clarkson
- b) Resources Committee
 - A Biaggi
 - N Powell
 - A Skinner
- c) Staffing Requests Committee
 - A Phillips
 - A Clarkson
 - M Dean
- d) Staffing Requests Appeals Committee
 - A Clarkson

A Skinner
A Biaggi

List of reserves for statutory/non-statutory committees

Governors agreed to be called from an agreed list in order unless one of the following applies: already a member; has a vested interest; disqualified by regulations/policy; or has sat on the first committee for which the meeting is an appeal.

1.	A Biaggi
2.	V Campbell
3.	A Clarkson
4.	M Darmanin
5.	M Dean
6.	S Jordan
7.	A Peploe
8.	A Phillips
9.	N Powell
10.	J Probert
11.	A Skinner
12.	R Blackmore
13.	J Blackmore

Link Governors

Governors agreed to the following Link Governor Appointments:

Child Protection/Safeguarding – A Phillips
Children Looked After (CLA) – A Phillips
Additional Learning Needs (ALN) – N Powell
Closing the Gap Governor (PDG/FSM) – N Powell
More Able and Talented (MAT) – A Clarkson
Training Governor (Link Governor for Training and Development) – J Blackmore
Self-Evaluation Champion – A Clarkson
Hwb Champion – J Probert
Health and Safety – A Peploe
Association of School Governors Representative – N Powell
Distanced / Blended Learning – V Campbell
Literacy – S Jordan
Numeracy – A Clarkson
Welsh – N Powell
Wellbeing – P Darmanin

ADMISSION AND TRANSFER

The school offers part-time, (full-time in exceptional circumstances) education for pupils of 3 - 4 years in our Nursery. If space is available Nursery places are offered in January and April.

Full time education is offered from 4 - 11 years, at which stage transfer is made to secondary education. Griffithstown Primary School is part of the West Mon Comprehensive School cluster. All applications for school entry should be made to Torfaen Local Authority.

THE SCHOOL DAY

The school is open for 190 days per year and teachers attend six staff development (INSET) days.

Session Times for Progression Step 1 (Nursery ONLY)

AM session: 9:10am – 11:40am

PM session: 1:00pm – 3:30pm

Session Times for Reception to Year 2

	9:00–9.10	9.10–9.30	9.30–10.30	10.30–10.45	10:45–11.00	11.00–12.00	12.00–1.00	1:00 – 3.00	3:00 – 3:20
Mon	Registration	Assembly	Session 1	Circle Time/Snack	Break	Session 2	Lunch	Session 3	Story
Tues									
Wed									
Thurs									
Fri									

Session Times for Year 3, 4, 5 and 6

	9:00–9.10	9.10–9.30	9.30–10.30	10:30– 10:45	10:45 – 12:30	12.30–1.30	1:30 – 3.10	3:10 – 3:30
Mon	Registration	Assembly	Session 1	Break	Session 2	Lunch	Session 3	Story
Tues								
Wed								
Thurs								
Fri								

Teachers are on duty 10 minutes before the start of the day and pupils should not arrive more than 10 minutes before the start of the school day unless attending Breakfast Club. They are monitored on the appropriate playground areas until directed to their classrooms in time for registration at 9.00am. Parents, carers, or guardians must leave their children at the school doors (not including pupils with known needs or requirements). Any pupils attending Breakfast Club must come via Florence Place.

Nursery children should enter school via their designated entrance at 9:10am

Pupils are supervised during breaks by staff and at lunchtime by midday supervisors and teaching assistants.

ATTENDANCE and LATENESS

A register is taken at the beginning of each morning and afternoon. Pupils arriving after 9.00am will be marked as late and **must be signed in**, by parents, carers or guardians, using the electronic system outside the front office.

Likewise, Nursery pupils arriving after 9:10am or 1:00pm will be marked as late and parents, carers or guardians must also sign them in via the electronic system.

Please notify the school by telephone on the first day of absence or in writing if your child is absent from school, as there are some absences which may be authorised.

As far as possible, please arrange for all routine appointments to be taken outside school hours. If you must have a day time appointment, please ensure your child is present for morning and afternoon registration.

Unauthorised absences will be pursued by the school and the Education Welfare Officer.

Holiday absence will be authorised if current attendance is above 95% and the previous year's attendance was above 95%. Parents and carers are strongly discouraged from taking children away from school during term time.

Percentage attendance	Equivalence in missed school time	Rating
100%	0 weeks of learning	Best chance of success
95%	1 week 4 days of learning	Good chance of success
90%	3 weeks 4 days of learning	Reasonable attendance
85%	5 weeks 3 days of learning	Poor attendance
80%	7 weeks 3 days of learning	Very poor attendance
75%	9 weeks 1 day of learning	Extremely poor attendance

The attendance of all children below 95% is discussed with the Education Welfare Officer (EWO) each month. Parents are invited to formal meetings with the Head, EWO and link Governor when attendance goes below 90% and/or there are additional concerns, e.g. lateness.

New: Fixed Penalty Notices

We issue Fixed Penalty Notices (FPN) as part of our strategy to bring our attendance back in line with our pre-Covid figures. We have always been proud of our attendance figures. Now that we are back to normal with our school routines, we feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms each day. We will only issue an FPNs as a last resort. However, if we feel that there are no underlying reasons for school absence then the FPN process will be followed.

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the pupil has come to the attention of the police or public during school hours for being absent from school, without an acceptable reason.

There is no appeal process for an FPN. Further information is available in the document, 'Local Code of Conduct Education Fixed Penalty Notices'.

ARRIVING/LEAVING SCHOOL

It is the parents, carers, or guardians responsibility to ensure that pupils arrive safely in school and are collected from school. All doors, other than the main school door will be locked at 9:00am to ensure school security. No admittance will be allowed through these doors after this time. At the end of the day, pupils are dismissed from the infant classroom/junior doors respectively. Infant parents, carers, or guardians wait in designated areas near the classrooms and junior parents wait on the main yard.

Electronic gates open/close times

Morning

Open between 8:50am and 9:20am

End of day

Open between 3:15pm and 3:45pm

Morning Nursery collection
Open 11:30am to 11:55am
Afternoon Nursery drop-off
Open 12:50pm to 1:10pm

Parents, carers, or guardians who deliver or collect their children from school by car should be reminded that to ensure the Health and Safety of all pupils it is essential that they **do not enter the car park** to drop children off or collect at the end of the day. Gates will be closed both at the beginning and end of the school day. Parents, carers, or guardians are also asked to ensure that they park appropriately outside school and are mindful of pedestrians and residents.

Parents, carers, or guardians are encouraged to walk their children to school whenever possible. The team at **Panteg House** kindly offer the use of the car park to parents, carers, or guardians – a very short walk to and from the school.

LUNCHTIME

Free school lunches are available each day to all pupils through the Universal Free Meal offer.

If your child has received free school meals in the past it is essential that you apply for the **School Essentials Grant** to access additional financial benefits. The number of families who successfully apply for this grant, impacts directly on the school's funding. Our funding determines the number of staff we can employ to support our pupils.

You may prefer to provide your child with a packed lunch. We would encourage parents, carers, or guardians to support Healthy Eating by ensuring lunch box contents are healthy containing a balanced meal with fruit and vegetables. Fizzy drinks are **not** permitted and you should avoid chocolate bars and foods containing colourings.

Please submit the **School Essentials Grant**, even if you prefer to provide a packed lunch. The funding can support with uniform and trips.

BREAK-TIME SNACK

We are a 'Healthy School' and so **sweets, chocolates, crisps, cereal bars etc. are NOT permitted at break**. Please provide your child with a piece of fruit.

LABELLING CLOTHES

Clothes **must** be labelled with your child's name. Names are what we look for when an item goes missing - without a label, clothes are difficult to

recover. Every time you wash an item the biro will fade, so please check and rewrite as necessary. Children/family members are directed to lost items of clothing that are stored in the hall. At the end of each term, unclaimed clothes are disposed of at a recycling bank.

WATER IN SCHOOL

It is recommended that children drink around a litre of still water a day. Research shows that dehydration is common amongst children and it impacts on their attention span, mood and health. Children must only bring sports' bottles because they have a pull up/push down top and the water will not spill if it is knocked over. Fresh drinking water is available throughout the school. **ONLY STILL WATER** is permitted: no fizz, flavouring or colouring. Children who do not like still water are not permitted to bring anything else. It is still water that medics recommend. It is not acceptable for children to share bottles. Bottles must be labelled with children's full names, with a label that will not come off.

DESIGNED TO SMILE PROGRAMME

We encourage parents of all Nursery and Reception pupils to sign-up to the Design to Smile programme. Pupils brush their teeth (in school) once per day and fluoride applications are completed periodically.

MILK

Milk is provided for all Nursery to Year 2 pupils. If any pupil has a milk allergy parents, carers, or guardians must inform the school. If pupils do not like milk for snack time, they are provided with a cup of water.

LITTER

Griffithstown Primary School endeavours to be litter-free school. All pupils are taught to care for our school premises and use waste bins. We recycle all our waste and pupils are encouraged to deposit their rubbish in the appropriate recycling bins. Pupils have a collective responsibility to maintain an orderly site. Please help us to maintain our litter free environment at the beginning and end of the school day.

ESTYN

We were inspected by Estyn in February 2019. Full copies of the report are available from:

- School office: 01495 759679
- School website: www.griffithstown-primary.co.uk
- Estyn website: www.estyn.org.uk

CURRICULUM FOR WALES

Your child's learning journey is sectioned into Progression Steps:

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

All learning is focused on one or all of the Four Purposes:

- Ambitious, capable learners
- Enterprising, creative contributors
- Ethical, informed citizens
- Healthy confident individuals

The curriculum contains six AOLEs – ***Areas of Learning and Experience***.

- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology
- Humanities
- Expressive Arts
- Health and Well-being

AOLEs are sectioned into What Matters Statements and teachers select appropriate Descriptors of Learning to ensure that learning is progressive, cross curricular, creative and authentic. All information about the new curriculum is available on the school website or via your child's TEAMS page.

LITERACY NUMERACY FRAMEWORK (LNF)

The LNF framework is central to all learning. All lessons must consolidate or further develop your child's Literacy or Numeracy skills.

DIGITAL COMPETENCE FRAMEWORK (DCF)

The framework introduces and develops the skills needed to live and work in an increasingly online and digital world, ranging from communicating and collaborating to problem solving and handling online bullying. Like literacy and numeracy, the DCF framework applies across all subjects, developing skills and confidence in learners that make them adaptable to changes in technology over time. The framework has four strands of equal importance: **citizenship, interacting and collaborating, producing and data and computational thinking**.

PERSONALISED ASSESSMENTS

Personalised Assessments for pupils in Year 2 to Year 6 are completed in the summer term in Reading, Mathematical Reasoning and Mathematical Procedures. We try to make the preparation and subsequent test period as relaxed and stress free as possible.

PHYSICAL EDUCATION

All pupils have at least 2 lessons per week. This includes gymnastics, dance and games. In PS3 swimming and athletics are added to the curriculum.

Adventurous activities include visits to Gilwern Outdoor Education Centre:

Year 3: the pupils experience a day of activities, on the school site

Year 4: one day visit – **not** over night

Year 5: two night residential

Year 6: four night residential

Opportunities to extend Physical Education are presented through extra curricular activities, including football, rugby and netball.

WELSH and INTERNATIONAL LANGUAGES

Welsh is taught throughout school as a second language. Schemes of work, in each year group, cover a series of progressively more complicated language patterns. All pupils and adults must use incidental language as regularly as possible in the classroom and around the school. Weekly 'international language' opportunities must be high quality and all pupils are encouraged to 'translanguage', and combine elements of English, Welsh and French (or other language). We encourage and support all pupils to explore the etymology of language.

RELIGIOUS EDUCATION

Religious Education is a compulsory subject under the 1988 Education Reform Act. Through these lessons we aim to equip the child with a set of moral values and attitudes gained from the study of Christianity, other world faiths and moral issues.

Daily assemblies are held which are Christian in emphasis. Pupils efforts are frequently recognised on these occasions and these assemblies form an important part of the school day. Parents are entitled to formally request that their child is withdrawn from assemblies e.g. on religious grounds.

RELATIONSHIPS and SEX EDUCATION

Relationships and sex education is provided to pupils in all year groups. We follow the Torfaen agreed policy and content is pitched appropriately to the pupil's age. RSE is delivered cross curricular and in the majority of cases will not be taught in stand alone lessons.

ADDITIONAL LEARNING NEEDS

Our protocols and procedures are in line with the ALN Act. Pupils with additional needs, (learning, physical, or sensory impairment), are identified for support by families, teaching staff or external agencies. Your child's individual development plan (IDP) contains smart targets for improvement that are monitored, several times each week, by the teaching staff. The

ALNCo and head teacher quality assure all ALN documentation, provision and outcomes each term.

IDPs are reviewed termly by teaching staff and families, along with the views of the pupil.

The ALNCo and head teacher liaise with parents, external agencies and the Local Authority to ensure that pupils with physical / medical / mobility requirements have access to all areas and can participate in all learning opportunities.

BASIC SKILLS

See the most up-to-date policy in the 'Learning' section of the school website.

Pupils working below the expected level, but not ALN, in maths or English, are identified as 'Basic Skills' pupils. Pupil centred planning meetings are completed by the Basic Skills leader, teaching staff and families, to identify and set smart targets. The Basic Skills leader and head teacher quality assure all Basic Skills documentation, provision and outcomes each term, with the expectation that identified children are working at the expected level after a short period of time.

MOST ABLE

Pupils working significantly above the expected standard are identified as 'most able'. Individual Action Plans are completed to support these pupils to maintain a high standard of attainment in spelling, writing, reading and maths. The M.A.T. leader and head teacher quality assure all I.A.P.s, provision and outcomes each term.

PUPIL COUNCIL

Pupil views and opinions are sought through the use of a Pupil Council. Representatives from Year 1 to Year 6 attend regular meetings where they are able to contribute to the formulation of school policies and help support whole school decision making.

ASSESSMENT – Summative and Formative

Summative assessments are completed regularly throughout the year to inform next stages of learning. Parents are regularly informed of progress and attainment and we welcome your support in the home, to 'plug the gaps' in your child's knowledge.

Parent consultations are offered in the Autumn and Spring term. These meetings are important opportunities to discuss progress and support. A written report is sent annually.

Formative assessment is ongoing in high quality written and verbal feedback.

Pupils routinely self and peer assess and develop high quality metacognition skills.

TARGET SETTING TO IMPROVE PERFORMANCE

Targets for pupil improvement are set from test data. The expectation is that pupils test results are in line with their chronological age, unless there is a specific learning need.

HOME LEARNING

All Nursery to Year 6 pupils have unique log-ins for Hwb and TEAMs, which are online learning platforms. These platforms provide access to a range of age and stage specific resources to support spelling, handwriting, maths, reading and much more.

We value you finding weekly opportunities to share and discuss reading books, which are sent home for Nursery to Year 4 pupils. Most pupils in Year 5 and Year 6 are 'free readers'. Find out about the books they are reading and discuss language choices, plot, and characters to support your child's comprehension skills.

SCHOOL UNIFORM

The Halo Code

Griffithstown Primary School has adopted [The Halo Code](#), the UK's first Black hair code. No black staff or students should have to change their natural or protective hairstyle in order to thrive at our school. We hope that the Halo Code will move us one step closer to a world free from discrimination, where all Black members of our community have their identities fully recognised and celebrated.

Our Code:

Griffithstown Primary School champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance. We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps. At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed."

The wearing of uniform:

- gives pupils a sense of identity
- gives status to the school
- encourages pupils to dress neatly and wear suitable clothing

It is regarded by most parents, carers, or guardians as sensible and practical.

All items **MUST** be labelled and checked regularly because ink fades in the washing machine.

In keeping with 'Statutory guidance for school governing bodies on school uniform and appearance policies (Education, Wales (2019, No. 21))', please see the list items of clothing which are permitted to be worn in school. There are no requirements for items of clothing to only be worn by students of a certain gender.

- grey pinafore, skirt, culottes
- grey trousers or shorts
- blue and white gingham dress
- white or pale blue polo shirt
- navy sweat shirt or navy cardigan
- black shoes or black trainers

PE KIT

- T-shirt: Your child's HOUSE colour
 - Panteg: a plain **yellow** t-shirt
 - Griffiths: a plain **green** t-shirt
 - Thomas: a plain **blue** t-shirt
 - Kemys: a plain **red** t-shirt
- Black shorts or black joggers (in colder months)
- Plain trainers, daps or plimsolls

JEWELLERY

The wearing of jewellery is **not** permitted in school for safety reasons. However, exceptions, on religious grounds, will be made following discussion with the head. Earrings in the form of small plain studs are allowed. Watches are also permitted. Please note all jewellery must be removed for P.E. lessons. Children must **not** wear earrings on P.E. days. No other body piercing is permitted.

HAIR STYLES / MAKE-UP/ NAILS

Pupils must have a sensible hairstyle, and refrain from wearing large bows and other hair decorations. No makeup is to be worn in school. False nails are not permitted and nails must be kept short.

TELEPHONES

Handsets must be deposited in the office at the start of the school day, and collected at home time.

NON SMOKING ZONE

Cigarettes and vapes are not allowed on the school grounds or nearby the school gates. We are a smoke / vape free zone and we promote healthy life choices to all our pupils.

DOGS

Only 'school' dogs that have been fully risk-assessed are permitted on the school grounds. It is **an offence** to bring any other dog onto school premises.

ORGANISATION OF SCHOOL

All year groups are taught in open plan 'plazas' and each plaza can accommodate in excess of 60 pupils. Teaching staff share expertise and organise their areas to best suit the needs of the pupils. The statutory class size for Nursery to Year 2 is 30 pupils. Although not statutory, nearly all our Year 3 to Year 6 classes are 30 or less.

EXTRA CURRICULAR ACTIVITIES

A wide range of extra curricular activities are available during and out of school hours, including: Netball, Football, Rugby, Digital Leaders, Safe Cycling, and Choir.

BREAKFAST CLUB

Breakfast Club is free for all pupils.

Timings: 8:30am to 9:00am

Pupils must be supervised by parents up to 8:30am

AFTER SCHOOL CLUB

After School Club: every day from 3:31pm – 5:30pm (4:30pm on Friday)

For details contact the ASC Team: **07940454060**

Cost: £6.00 to 4.30pm, £12.00 to 5.30pm

EVENTS

All pupils have the opportunity to participate in performances/activities throughout the year, including concerts, eisteddfodau, sports' day etc. We invite theatre groups, visiting musicians and speakers throughout the year.

EQUALITY: RACE and DIVERSITY

The school is committed to equality, tackling prejudice and ending discrimination.

All pupils, parents, governors and staff have opportunities to contribute to the development, provision and monitoring of our Strategic Equality Plan. Language or behaviour that is offensive to any member of a 'protected characteristic' will not be tolerated and will be challenged and dealt with appropriately.

Protected characteristics as defined by the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)

- pregnancy and maternity
- race
- religion or belief
- gender

CHILD PROTECTION STATEMENT

Child Protection Officer: Mr N Blackburn

Deputy Child Protection Officer: Mrs C Pugh

Child Protection / Safeguarding Governor: Mrs A Phillips

All staff have received safeguarding training and complete annual updates. All staff understand the protocol for recording and reporting safeguarding concerns.

Governors understand their responsibilities to keep all pupils safe in the event that an allegation is made against a member of staff, including the head or deputy.

HEALTH AND WELFARE

You must inform the office via email or telephone regarding significant changes in your child's health. Please take advice from your GP if your child has an ailment that could be infectious to others.

ACCIDENTS OR ILLNESS AT SCHOOL

It is essential that we have correct and up to date contact details, for carers, or guardians. Mobile phone numbers tend to change frequently and it is essential that we are kept informed of all changes.

MEDICAL/DENTAL APPOINTMENTS

Ensure routine appointments are made outside of school hours. Copies of appointment cards and letters must be presented to the office for school records.

MEDICINE

Parents must complete appropriate documentation (from the front office) if you require medicine to be administered during the day. We can only administer prescribed medicines, where the dosage is clearly visible. We can not administer generic medicine or from handwritten notes. Families of pupils who require asthma inhalers should provide a labelled inhaler with written instructions of how to administer in an attack. Spare inhalers must be left in the school office.

HEADLICE

Please treat your child immediately and repeat as per medical advice. You must inform the school so that a letter can be sent home to other families to prevent wider spread.

MEDICAL SERVICES

The school nurse service and other medical staff visit school throughout the year regarding height, weight and vision screening for younger pupil. Medical staff are also timetabled to administer national vaccination programmes. School will inform and request consent as appropriate. If your child has a medical issue about which you require support, contact the school nurse service (contact school for details). You must contact your Health Visitor if your child in Nursery aged.

SCHOOL GROUNDS

The school grounds are the property of Torfaen Local Authority and there is **NO** public right of way through the grounds. There are no parking facilities on the school grounds. Parents, carers, or guardians **must not** drive into the school grounds or hinder access. Anti social parking can be referred to the head teacher, and school will refer identified registration plates to the police (101).

VALUABLES

School takes no responsibility for the loss of any valuables, e.g. toys, electronics, jewellery and we advise that such items are left at home.

EDUCATIONAL VISITS

Educational visits are designed to support the curriculum and are always organised to enhance learning provision. You will always be fully informed of the details and nature of a visit.

CHARGING AND REMISSIONS POLICY

Off-site activities occur throughout the year and you will be asked to make a contribution. Every effort is taken to keep the costs as low as possible but if these are not covered by parental contributions, then activities will be cancelled.

CASHLESS

All payments to school must be made via your cashless account. The account is created for the first named contact on your child's admission form. The account communicates via the telephone number and email address attached to this name. Keep school informed if these details change. Contact the office if you are having any difficulties.

COMPLAINTS

Share complaints with the class teacher but if this does not resolve the issue, then you must contact the headteacher. Under the Education Act 1988, there is provision for parents, carers, or guardians to take complaints to the Governing Body if they cannot be resolved by the school.

A copy of the Complaints Procedure is available on the school website or can be requested from the office.

PASTORAL CARE AND GUIDANCE

All staff share a collective responsibility for your child. We are committed to helping you child to become confident, act independently, care for others, be courteous, be honest and develop a responsible attitude to life. We provide opportunities for children to participate in all aspects of school leadership. Roles include membership of the Pupil Council, house captains and vice captains, digital leaders, eco leaders, sport ambassadors, Criw Cymraeg members.

BEHAVIOUR AND WELLBEING

All pupils must abide by the expectations of the school:

- To listen and follow instructions
- To respect and consider everyone and everything
- To be honest, polite and kind

All staff promote rewards, rather than consequences. Rewards include house points, stickers, visits to the head or deputy, and phone calls/notes home. Weekly golden time activities are chosen by consensus and include all pupils and adults in the class.

Individualised plans are developed, monitored and reviewed for pupils with specific behavioural / wellbeing needs and staff members are trained to deliver a range of approaches, strategies and programmes. All behaviour / wellbeing provision is monitored regularly each week by staff and the SLT quality assure documentation every half term. Families must work with school to maintaining the highest standards of behaviour and wellbeing.

TEAM TEACH

Team Teach ensures safety for staff and pupils when positive handling is needed.

'Team-Teach techniques seek to avoid injury to the service user, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect of ensuring that the service user remains safe.'

FAMILY COMMUNICATION

- All news, including key dates is shared on DoJo
- Global texts are sent to the person identified as the first contact on your child's admissions form
- Electronic news 'Gazette' is uploaded to the website and DoJo every month

- School Website – www.griffithstown-primary.co.uk

FAMILY PARTICIPATION

- Parent helpers are welcome for school visits, concerts or other events. Parents, carers, or guardians who would like to assist in the classroom are especially welcome. Please note that parent volunteers are now required to complete checks with the Disclosure Bureau Scheme (DBS).
- Class assemblies and events are held throughout the year. Your attendance and support is welcomed and important.

FRIENDS OF GRIFFITHSTOWN SCHOOL (FOGS)

We encourage you to join / support FOGS and help raise money to purchase additional items that will enhance learning for all pupils. Contact the front office if you are interested in joining the FOGS team.

TRANSFER TO SECONDARY SCHOOL

In Year 6 autumn term you must choose your child's secondary school. 'Enhanced' transition is organised for pupils who have specific needs.

SCHOOL TERM AND HOLIDAY DATES 2025 -2026

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Monday 01.09.25	Monday 27.10.25	Friday 31.10.25	Friday 19.12.25
Spring	Monday 05.01.26	Monday 16.02.26	Friday 20.02.26	Friday 27.03.26
Summer	Monday 13.04.26	Monday 25.05.26	Friday 29.05.26	Monday 20.07.26

2026 - 2027

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Tuesday 01.09.26	Monday 26.10.26	Friday 30.10.26	Friday 18.12.26
Spring	Monday 04.01.27	Monday 08.02.27	Friday 12.02.27	Friday 19.03.27
Summer	Monday 05.04.27	Monday 31.05.27	Friday 04.06.27	Tuesday 20.07.27

Occasionally schools have to close as a result of bad weather or unavoidable emergencies such as loss of utility services. In the event of an unexpected closure, messages will always be texted, shared on DoJo and displayed on the school website.

Cofion,
Nicholas Blackburn
Head Teacher

Sarah Jordan
Chair of Governors