



School Prospectus 2022

Borrass Park Community Primary School
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Welsh Network of Healthy School Scheme



Cynlluniau Ysgolion Iach - Rhwydwaith Cym



WELCOME FROM THE HEAD TEACHER

Dear Parents/Carers

I am delighted to welcome you and your child to Borrass Park Community Primary School. We look forward to developing a true partnership of trust and co-operation between home and school for the benefit of your child. We have many exciting and creative opportunities ahead and I hope you are going to contribute and support our next phases of enhancement and development.

I am excited to confirm that we now accommodate all of our amazing pupils under one roof with the completion of our major site transformation in July. From September, we will be aiming high on a different trajectory. We have a brand new school, a new curriculum to embrace and my very skilled, passionate and dedicated team of staff to continue to go above and beyond in providing the best ever learning environment that Borrass has ever seen.

We also have the opportunity to refresh and transform the breadth of the curriculum on offer at Borrass through the new Curriculum for Wales 2022 reform - 'Successful Futures'. We have already been making innovative steps to adapt to the new curriculum approaches both in-house and through collaboration with other schools in Wrexham and other areas of Wales. We are even expanding our breadth of collaboration with other schools in the USA, Mexico and China.

At Borrass our dedicated team of staff aim to provide a happy secure environment where children can enjoy the engaging learning process and make friends. We take great pride in the quality of care and enriching education our children receive whilst knowing every child by name, need and nature.

I look forward to you and your child joining our Borrass "family" and to meeting you on many future occasions throughout the learning journey.

Yours faithfully



Mr R. Nicholson
Head Teacher

SCHOOL BACKGROUND

Borras Park Community Primary School is situated on the north eastern edge of Wrexham, surrounded by private housing, close to shops, local amenities, golf club and open countryside.

The school was first opened in September 1971 as a mixed Infant and Junior school with 240 pupils. It was immediately obvious that the building could not house the growing number of children, so when Borras Park Junior School was opened in 1975 on an adjacent site the schools became two separate independent units.

In September 2016 the two separate schools amalgamated to form Borras Park Community Primary School and the school now provides education for children aged 3 to 11.

After several years of strategic discussion with Wrexham Council, school governors, staff and Read Construction, plans were put in place for a massive site enhancement programme which began in 2020 and was completed in July 2022..

Originally split across two locations, the new school site consists of a modern, two-story extension and a full refurbishment of the old junior site. The two phases are seamlessly joined together so all pupils and staff from nursery to Year 6 are under one roof.

There have also been some huge enhancements to the full day care provision, as this has also been extended and modified within the same building. The full day care provision works hand in hand with the school and offers high quality childcare for pre-school children, nursery plus, Early Entitlement, after-school club and a very popular holiday club.

Early years children (Nursery and Reception) attend a purposely designed Early Years Unit within the main school. Years 1, 2 and 3 share learning areas on the ground floor with Years 4, 5 and 6 in spacious classrooms above.

Children are organised into mixed ability classes. There are at least two classes for each age group. Within each class children may be taught in whole class groups, ability groups or individually, as appropriate to their needs. Each class also has access to shared learning areas and intervention rooms..

There are two resourced provision classes for children with a hearing impairment - one in Foundation Phase and one in KS2. These classes are an integral feature of the school, catering for children from the wider area of Wrexham County Borough.

At Borras Park Community Primary School we pride ourselves on the quality of the curriculum we provide. It is our aim to ensure all children meet their full potential providing support and challenge to children of all abilities. We keep up to date with the latest resources and technologies and fully engage the pupils in decision making throughout school through our various committees which combine to form our Pupil Parliament.



ADMISSION POLICY

The school follows the current Wrexham County Council Policy on admissions. Wrexham County Council publish a "Parents' and Carers' Guide to Education Services in Wrexham".

Electronic admission forms are available on the following link on Wrexham Council website <https://www.wrexham.gov.uk/service/school-admissions> to be completed by Parents or carers, however paper copies are available on request.

On applying for a Nursery and Reception place parents can state their preferred school but allocation of a place will be dependent on the number of places available at that school. **A place in Nursery does not necessarily guarantee a place in Reception.** The county council makes the decision as to which school your child will be offered a place in. If the school is oversubscribed the local authority's over subscription criteria will be applied to allocate places.

We welcome visits from prospective parents. The Head Teacher or member of the senior management team would be happy to show you around our school and discuss your child's educational needs. If you would like to book a visit please contact the school.

PRE-SCHOOL/NURSERY TRANSITION

Borras Park Community Primary School has very well established transition arrangements for pupils from pre-school settings such as Playgroups, Private Nurseries and Early Education. Our partnership approach with parents includes visits to school prior to starting. Further visits can be planned where necessary, and our commitment to the wellbeing of our pupils ensures that pupils settle in quickly and make a confident start to their school life. Home visits are also offered for Parents so that Teachers can meet the children in an environment where they are most confident, and Parents can discuss their concerns, worries etc. while the Teacher gets to know the child and what matters most to them.

CLASS TO CLASS TRANSITION

Now that, all children are on the same site, within the same building, transition is much more of a seamless process. There is very close liaison between all Class Teachers. However, during the summer term, prior to moving up to their new class, pupils make a number of visits for planned activities, play times and a full morning with their appointed teacher for the following year. Teachers meet during the course of the summer term to discuss pupil needs and abilities and pupils are reassured about where their new class is and know what to expect.

JUNIOR TO SECONDARY TRANSITION

Rhosnesni High School is the designated school for Borras Park Community Primary School and as a school we maintain close links with Rhosnesni High School. Children from Borras also transfer to other schools across Wrexham County Borough and beyond. Early in the autumn term our Year 6 parents are notified of the online application date via the Council website where they can apply for a place for their child in the high school of their choice. A transition plan is developed to allow Year 6 pupils to commence a piece of work within Year 6 and then continue it on their arrival into Year 7. During June/July parents of Year 6 pupils are invited to a meeting to familiarise themselves with the new school and meet the 'new' class teachers.

CHARGING AND REMISSIONS POLICY

In accordance with the Educational Reform Act 1988, no charges are made for activities taking place in school hours which involve whole classes and are over and above the usual work to follow the Curriculum for Wales.

However, we do occasionally ask parents for voluntary contributions towards activities that would be too expensive to be funded out of the school's budget such as educational visits. These activities have great educational value but can only take place if sufficient contributions are received to cover the costs. No child will be excluded because of the inability to pay however, if not enough contributions are received the school and governors may decide to cancel. The cost of breakages, lost or destroyed school property must be paid for. A full copy of school's charging policy is available at parents' request.



COMPLAINTS POLICY

We request that if you are concerned about your child's education or happiness you should follow the summarised steps below:

First discuss your concern with the class teacher.

If you are still not satisfied you should then make an appointment to see the Head Teacher.

In the rare event that this does not provide a solution, you may wish to write to the Chair of Governors to make a formal complaint and request a hearing. In this instance you will receive a letter of acknowledgement and the complaints committee will meet to investigate the complaint.

A full copy of school's complaints policy is available at parents' request.

HOURS OF ATTENDANCE

Session times for the Foundation Phase and KS2 children differ slightly to comply with Government guidelines.

Foundation Phase: Due to the age of the children, we expect each child in Foundation Phase to be brought to school by an adult and to be safely handed over to the teacher's care. Similarly an adult should collect each child at the end of the school day. Parents are asked to wait outside the classrooms. Children enter school through the doors of their own classroom which open at 8.45 a.m. apart from Nursery who enter school at 9 a.m.

If you are unable to collect your child it is important to let us know of any alternative arrangements. **We will not allow a child to leave if we are unfamiliar with the person collecting that child.** Children will not be released to older school age siblings unless specific written permission is supplied by the parent/guardian.

<u>Nursery timings</u>	School doors open at 9.00 am
<i>Morning Session:</i>	9.00am - 11.30am
Amser cinio/brechdanau Lunch time/ sandwiches	11.30am - 12.30pm
<i>Afternoon session:</i>	12.30pm - 3.00pm
Amser mynd adref Home time	3.00pm

<u>Reception to Year 2 timings</u>	School doors open at 8.45 am
<i>Morning session begins:</i>	8.50am - 11.30 am
Amser cinio/brechdanau	11.30am - 12.30pm (Reception)
Lunch time/ sandwiches	12:00pm - 1:00pm (Year 1 and 2)
<i>Afternoon session:</i>	12.30pm - 3.00pm (Reception) 1:00pm - 3:00pm (Year 1 and 2)
Amser mynd adref Home time	3.00pm

<u>Year 3 to Year 6 timings</u>	School doors open at 8.45 am
<i>Morning session begins:</i>	8.50am - 12.00pm
Amser cinio/brechdanau	12.00pm - 1.00pm
Lunch time/ sandwiches	
<i>Afternoon session:</i>	1.00pm - 3.10pm
Amser mynd adref Home time	3.10pm

ABSENCES

Please let us know if your child is unable to attend school for any reason, either via a telephone call, e-mail or a note to the class teacher. If you fail to inform us of the reason for absence an "unauthorised absence" may be registered.

Please let us know in advance if you need to take your child out of school during normal school hours by sending a note or seeing the class teacher. You can then call at the school office at the pre-arranged time to collect your child.

All children who arrive late must be signed in at the office, and similarly children who are collected early must be signed out. No child will be allowed to leave the premises during school time unaccompanied.

School officially starts at 8.50a.m. each morning and 9:00am in Nursery. It is important that your child arrives in school on time. When pupils arrive late it makes things difficult for everyone. The latecomer misses the first part of the day and often feels uncomfortable and embarrassed. Perhaps even more importantly, they miss the opportunity to play and socialise with their friends in the playground or to have their turn to take on duties and responsibilities.

School is only able to authorise 10 days for term-time holiday where it is viewed that the family have no alternative.

Any further holidays will be recorded as an unauthorised absence.

SCHOOL UNIFORM

We have a school uniform and would encourage all parents to dress their children in it.

School uniform is obtainable from SE Workwear, Unit 26 Penley Industrial Estate, Penley, Wrexham - Tel: 01978 798024. www.sarahsembroidery.co.uk

We do ask parents to understand that the children will have an active, busy day in school and often they will get their uniform dirty or marked. This is the reason why they wear a uniform as opposed to their own lovely clothes.



- Dark grey pinafore dress/skirt
- Dark grey trousers/shorts
- White polo shirt or white formal blouse/shirt
- Dark grey jumper or cardigan
- Yellow and white check dress
- White, black or grey socks/tights
- Black shoes or sandals
- School tie (optional)



P.E.

Black shorts
Yellow T-shirt
Pumps or trainers
Socks and a Pump bag

JEWELLERY AND PERSONAL BELONGINGS

Children should not wear any jewellery in school because of the danger of accidents that may be caused to themselves or others in physical and practical areas of the curriculum. The only exception to the rule is for watches (when a child gets a little older) or a small stud in the ear. There can be no guarantee for the safe keeping of any valuable personal belongings in school.

LOST PROPERTY

If an item is named we will do our best to return it. If not, it will be kept for a limited time only. A lost property display is held periodically and any items not claimed will be donated to charity or disposed of. Losing uniform is frustrating but it is not the fault of the staff so please do not be frustrated with them if your child misplaces their clothing. Named clothes are normally returned swiftly. **PLEASE WRITE YOUR CHILD'S NAME ON EACH PIECE OF CLOTHING.**

LUNCHTIMES

School meals are cooked on site. Dinner money is always paid in advance. Payments must be made using the online parent pay system on www.wrexham.gov.uk/pay using your child's individual reference number, which is available from the school office. Any credits or monies owing will be carried over to the following week.

Please notify us if your child has special dietary requirements.

After eating their lunch the children go out to play in their Year groups. On wet days the children may go back to their classroom or play under the shelter. Midday Supervisory Assistants look after the children throughout the lunchtime period.

The supervisors are encouraged to play games, read stories and generally to get involved with the children.

FREE SCHOOL MEALS - CINIO

Free meals forms are available at school for anyone on income support or job seekers allowance. These can also be downloaded from the school website. Welsh Government have also funded free school meals for children in Reception from September. Parents still need to select the choice of meal for their child using the online parent pay system on www.wrexham.gov.uk/pay

PACKED LUNCHES - BRECHDANAU

Please send your child's lunch (appropriately proportioned for their age/appetite) in a suitable container and not in a large holdall as we only have limited storage. Please do not use breakable containers or put hot drinks into the containers. Fizzy drinks are also no permitted

Confectionery is not allowed in school. This means sweets and bars of chocolate - anything that would be purchased in a sweetshop or sweets aisle in a supermarket. Biscuits and cakes of any flavour can be included in moderation. All left-over food, wrappers and packets have to be taken home for disposal rather than leaving them in the school bins. To help us improve our impact on the environment, please try to prepare lunches that require minimal wastage and/or can be reused.

SNACK

Healthy snacks are organised for Foundation Phase children for a small charge. This amounts to just over £1 per week (£10 per half term) to cover the cost of snacks, which will vary daily. We only provide healthy snacks such as fruit and vegetables. Payment must be made via the on-line system. Due to food allergies, no snacks are allowed to be brought in from home for Foundation Phase children. When the children reach KS2 they are allowed to bring a healthy snack in from home. This has to be fresh fruit or vegetables. Crisps, sweets, breakfast bars, 'Fruit Winders', yoghurts and chocolate bars are not permitted for snack time.

Curriculum for Wales 2022 "Successful Futures".

The next few years are crucial in achieving ambitions which are shared - and demanded - across Wales. We need to ensure that our children and young people are able to lead fulfilling personal, civic and professional lives in our modern democracy.

Our curriculum needs to prepare children and young people to thrive in a future where digital skills, adaptability and creativity are crucial, where there is a blend of experiences, knowledge and skills, and that is rooted in Welsh values and culture.



Curriculum for Wales 2022 seeks to allow for a broadening of learning, supporting settings and schools to be more flexible in their approaches, and provides education leaders and practitioners with greater agency, enabling them to be innovative and creative.

At the heart of this are the **four purposes of the curriculum**, setting out the aspirations for all children and young people by the age of 16. The four purposes will enable our children to be successful learners who play an active part in their community and wider society, and who are prepared to thrive in an increasingly complex world.

The four purposes of the curriculum are guiding our whole design and development of the new Curriculum for Wales 2022. They are the starting point for all decisions made in respect of our developing curriculum. The 'Curriculum' includes all the learning experiences and assessment activities planned in pursuit of the four purposes which are to develop children and young people as:

- Ambitious, capable learners, ready to learn throughout their lives.
- Enterprising, creative contributors, ready to play a full part in life and work.
- Ethical, informed citizens of Wales and the world.
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Curriculum for Wales 2022 organises learning around Six Areas of Learning and Experience which are:

Expressive Arts.

Health and Well-being.

Humanities.

Languages, Literacy and Communication.

Mathematics and Numeracy.

Science and Technology.

Each of the Areas of Learning and Experience has been designed to support learners to realise the four purposes of the curriculum, and provides the starting point and aspiration when developing our school-level curriculum. They encompass existing subjects and disciplines, and are intended to promote collaboration and continuous school-level curriculum development and design.

The cross-curricular responsibilities of literacy, numeracy and digital competence

The cross-curricular responsibilities of literacy, numeracy and digital competence support almost all learning and are essential for learners to be able to participate successfully and confidently in the modern world.

Literacy, numeracy and digital competence are a fundamental part of our school-level curriculum design across all areas of learning and experience. They are embedded within our curriculum where they support the learning set out within each lesson.

In each year group, teachers will plan for progression across the full range of literacy, numeracy and digital skills in a flexible manner, appropriate to the needs of individual learners.

To ensure that learners develop high levels of competence in these skills and have frequent opportunities to develop, extend and apply them across the curriculum, the National Literacy and Numeracy Framework (LNF) and the Digital Competence Framework (DCF) will continue to be implemented.

PHYSICAL DEVELOPMENT OPPORTUNITIES

Opportunities to build on these skills are essential in order to promote positive mental health and wellbeing as well as the need to be physically fit and healthy. Children are presented with experiences to be creative and imaginative through gymnastic and dance, for example. Through adventurous activities, they learn how to swim, be safe and feel confident in water and how to read a map and work as a team. Competitive activities offer the chance to learn games skills and play in a team, as well as how to run faster, jump higher and throw further.



Learners begin to understand that physical education is about learning how to feel healthy and stay fit while having fun. Pupils have the opportunity to join a range of extra-curricular sporting clubs at our school.

MUSIC

The teaching of music in school provides children with a range of musical activities. Class musical activities take in all aspects of music, such as, composition, performance and appraising. Extra-curricular musical activities help to channel the interests of those who enjoy music eg. orchestra and choir. Peripatetic staff visit the school on a weekly basis and further develop skills in singing and playing particular instruments.

R.E. AND COLLECTIVE WORSHIP

An act of collective worship occurs on a daily basis for all children. This may be as a whole school or within the individual classes and they are broadly Christian in nature. The assemblies are led by the Head Teacher, Deputy Head Teacher or another member of staff. At times assemblies may be led by visiting clergy from churches and chapels in the Wrexham area.

In both R.E. and assemblies we try to give children a sense of belonging, learning to care and respect for each other. We celebrate festivals, both Christian and multi-cultural, and achievements. We teach children Bible stories and those of other beliefs.

Parents have the right to withdraw their child from religious education and collective worship.

RELATIONSHIPS AND SEXUALITY EDUCATION

RSE has a positive and empowering role in learners' education and plays a vital role in supporting learners to form and maintain a range of relationships, all based on mutual trust and respect which is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. An understanding of sexuality with an emphasis on rights, health, equality and equity empowers learners to understand themselves, take responsibility for their own decisions and behaviours, and form relationships that are fully inclusive, reflecting diversity and promoting respect.

Our school therefore plans and delivers a comprehensive, inclusive, developmentally appropriate whole school teaching and learning programme for RSE which conforms with Welsh Government mandatory requirements.

Our RSE curriculum will be taught through cross-curricular themes and it will be interlinked within all Areas of Learning and Experience as appropriate. This will allow learners to make connections between their learning in RSE and the wider curriculum, understanding historical, cultural, geographic, physical, political, social and technological perspectives and influences on RSE issues.

We believe that parents would wish to trust teachers on how best to cope with pupils' individual questions on sexual matters. Teachers will answer honestly, factually and sensitively at a level appropriate to the maturity of the children but, generally, will not pursue the subject beyond the content of the agreed Programme of Work. The school will also involve the School Nurse and the Healthy schools team in this programme.

SPORTING PROVISION

In addition to the physical development and sport covered through the school curriculum, the school offers a wide range of additional sporting provision both during the school day, at lunchtime and after school. This includes sports such as tennis, rugby, cricket, football, netball, athletics and swimming.

PUPIL WELLBEING INTERVENTIONS

In school, we have access to several interventions that aim to improve children's emotional health and wellbeing. Each intervention covers a range of issues which may affect children in our modern day society. The Student Assistance Program supports children in dealing with such issues by providing them with a secure and confidential environment to express any worries or concerns they may have. We also run Friends for Life and Friends Resilience sessions.

Some of the topics covered within the sharing sessions include:

- Dealing with different feelings
- Knowing who to trust and who to turn to for help
- Building friendships
- Caring for ourselves and others
- Leading a healthy lifestyle
- Boosting self esteem
- Receiving nurturing affirmations for growth

FOREST SCHOOL

A forest school has been developed on the school site, enabling our children to access an alternative curriculum in the outdoors. The forest school can improve self-esteem, independence, confidence, social communication and team skills. Key skills such as motor skills and manual dexterity are developed. Overall behaviour, motivation and attitude to learning are improved, as well as health and well-being. The children are encouraged to use their senses, creativity and imagination. Forest school nurtures an understanding and caring attitude towards the environment and the natural world.

Accompanying the forest school we are establishing allotments for the children to grow fruit, flowers and vegetables. This will encourage the children to eat fruit and vegetables that they have grown and have an understanding of the importance of recycling and composting.



PARTNERSHIP WITH PARENTS AND CARERS

COMMUNICATION BETWEEN FAMILIES AND SCHOOL

We welcome parents in school and place importance on regular discussion. Please make an appointment to see your child's teacher if you want to talk at any length.

The school has an open door policy and the Head Teacher will see you whenever possible. However, being a busy school it may be better to make an appointment to save your time.

We welcome open discussion and feel that a problem discussed at an early stage is beneficial to all.

CONTACT NUMBERS

On entering school you are asked to complete an admission form giving details of your child and including telephone contact numbers and emergency contact numbers. It is vital that you inform us immediately of any changes in these details so that our records are accurate.

RECORD KEEPING AND REPORTING TO PARENTS

Staff are continually assessing the children and recording progress. An early assessment is made shortly after they have started school. You will be invited into school to discuss these assessments with the teacher during the Autumn term. This helps the teacher plan for each child's individual needs. Each child's record is shared with parent/s in the Spring term. A full report is made available to parents in the Summer term.

OPEN EVENINGS

Parents are welcomed into school to talk with staff at anytime, although it may be advisable to arrange a mutually convenient time. Formal parent/teacher consultation evenings are arranged in October/November and March/April each year.

A written annual report is given to all parents towards the end of the Summer Term.

NEWSLETTERS

Newsletters and Head Teacher Bulletins are sent regularly (at least once per half term) as well as other documentation to promote events or to pass on important information. We are trying to reduce the amount of paper we use, so we tend to communicate such documentation via our online platform See-Saw. We aim to give you as much information about school events and activities as possible

A diary of events is usually given at the beginning of each term, but reminders will be sent nearer to the event.

We also send updates and reminders via our school Twitter account, Facebook and Instagram.

PARENT VOLUNTEERS

Any parent or other adult who has time to spare, either regularly or occasionally, are most welcome to help in many varied ways in school life. This could include going with a class on a school trip, coming in to listen to readers or helping in the classroom. If you feel you could help, please see your child's teacher or Head Teacher, and you will be asked to complete a volunteer registration form. Statutory police checks must be undertaken prior to working in the school.

SCHOOL PUBLICITY

On occasions, the school may be featured in the local press perhaps to celebrate an individual pupil's success or to highlight a school achievement. On entry to school you will be asked to complete a permission form for your child's photograph to be taken and details released to the press. We will also use this consent to publish photographs on our school website and Twitter page.

CAR PARKING and SITE ACCESS FOR VEHICLES

Cars belonging to parents/ carers are not allowed beyond the barrier of the staff car park. Yellow lines are painted on the roadway and on the corner of Cherry Hill drive indicating a no parking area. We ask for your co-operation in not obstructing this busy road or any driveways belonging to the school neighbours. It is illegal to stop on the yellow zig-zags.

Vehicle drop off for Breakfast Club

To reduce the number of vehicles at the narrow route at the front of school, Parents of children in Year 4 and above are asked to use the STOP-DROP-GO bays for Breakfast Club before 8:30am. The children can then walk themselves round to the Breakfast Club door independently using the zebra crossings and pavements. Parents of younger children using Breakfast Club can access the front car park area for a closer drop off. **Breakfast Club is not accessible after 8:30am.**

Vehicle parking to drop off after 8:30am

The only vehicles belonging to parents / carers after 8:30am that may access the site to **park** are:

1. Local Authority Taxis transporting our pupils
2. Parents/ carers with Blue Badges relating to a child with mobility difficulties or additional learning needs
3. Parents/ carers owning a Blue Badge for their own needs *NB: It must be the Blue Badge owner themselves that is leaving the vehicle to do the drop off. If the Blue Badge owner is the driver / passenger and another person is leaving the vehicle to do the drop off, then please park off site.*

Vehicles using the "STOP - DROP - GO" laybys for dropping off

These special bays are NOT parking bays! (unless you have a Blue Badge as explained above).

Enter the site towards the round-about, stopping at zebra crossings to let pedestrians cross. Go around the round-about and find a vacant STOP - DROP - GO space. STOP your vehicle, let your child/ren out and guide them to the paved island at the front of your vehicle. DROP your child off to navigate to the closest zebra crossing to enter the school site independently. Once your child is on their way the parent/ carer can GO safely on their way. Please do not stay longer than needed as it causes congestion. Please take extra care when reversing out of your space.

Please be patient and do NOT unload on the double yellow lines before the round-about.

Unless you own a Blue Badge or you have special authorisation to do so from the Management, please do not enter the school car park area between the hours of 8.30am and 3.30pm. Vehicles must not be brought onto site when dropping children off or picking children up, unless the child is ill and it is outside normal collection time.

Vehicle access on site for home-time pick up

This is far simpler. No access for any vehicles for home-time pick up unless they are:

1. Local Authority Taxis transporting our pupils
2. Parents/ carers with Blue Badges relating to a child with mobility difficulties or additional learning needs
3. Parents/ carers owning a Blue Badge for their own needs *NB: It must be the Blue Badge owner themselves that is leaving the vehicle to do the drop off. If the Blue Badge owner is the driver / passenger and another person is leaving the vehicle to do the drop off, then please park off site.*
4. Blue Badges can use the 'STOP - DROP - GO' bays to park in at home-time as we do not have enough disabled bays to meet the demand.

Any vehicle pick-ups after 3:30pm

We allow on-site pick-ups for the Full Day Care's After School Club. Please use the front of the school near the Main Entrance to do this if there is room. Otherwise, park somewhere else on site and do not use the disabled bays without a Blue Badge.

We allow on-site pick-ups to collect children that have been doing one of our after school clubs; such as football, cricket, craft, rugby etc.

Pedestrian Access

If you are walking to school, you are requested **not** to bring your child through any of the car park areas.

Please do not cross the road opposite Cherry Hill Drive to get to the path to school. You must walk to Carole the Lollipop Lady and cross safely. You can then enter the school towards the Main Entrance, turn left and make your way around the site. To avoid using the pavement running across the car park entry gate, please use the safer footpath that leads around the edge of the staff car park to the rear of school.

BEHAVIOUR

We expect our pupils to behave very well at all times during the school day and with all adults on the school premises. We have high expectations of the children and believe that good behaviour, manners, kindness and thoughtfulness are essential to live in any community.

WHOLE SCHOOL RULES

We have three school rules which were developed with the children. They are:

Be Kind Be Respectful Be Your Best

DISCIPLINE

Children are encouraged to exert self discipline and show respect towards each other.

We expect children to be well behaved and courteous, being aware of established classroom rules.

We believe that it is important to recognise and reward good behaviour.

Rewards include praise, merits, stickers and sanctions include discussion, positive re-enforcement, time-out for short periods and the loss of a privilege.

If unacceptable behaviour persists, parents will be invited to discuss the way forward with the class teacher, management team, Deputy Head or Head Teacher.

CHILDREN WITH ADDITIONAL NEEDS

Children have Additional Learning Needs(ALN) if they have;

- a. significantly greater difficulty in learning than the majority of children the same age
- b. have a disability or medical condition which prevents or hinders them from accessing the educational opportunities or facilities generally provided in school,
- c. have been identified as exceptionally able or
- d. have social, emotional or behavioural difficulties.

If we feel that your child has any form of ALN you will always be consulted from the outset.

We work hard at Borras to ensure that all children have access to a broad, balanced and differentiated curriculum, which relates to both their individual needs and the requirements of the Curriculum for Wales. Each child is treated as an individual and we endeavour to provide an education appropriate to his/her needs.

Our ALN Policy implements the Government's current Code of Practice. We also maintain an ALN register. Where children experience continuing difficulties it may be appropriate to involve other agencies in order to support them fully. In circumstances such as these the school always works in partnership with parents or carers by always involving them in all discussions about their children. Assessment of pupils' needs and provision will be reviewed regularly.

EQUAL OPPORTUNITIES AND ACCESSIBILITY

It is recognised that people do not have an equal starting point. The Local Authority (LA) and Borras Park Community Primary will work against all forms of discrimination endeavouring to ensure that lifelong learning can meet the needs of all. Our school is committed to equal opportunities for all, in every aspect of school life regardless of age, race, sex or disability. A copy of our equal opportunities policy is available for parental perusal. Equality of opportunities is always observed with positive attitudes being developed irrespective of any of the protected characteristics of age, disability, gender, race, ethnic origin, culture, language or religion. The school has been audited for disabled access/facilities and has an up to date Accessibility Plan. Appropriate provision of toilet facilities ensures accessibility for all pupils and clear Local Authority guidelines and monitoring procedures are in place for cleaning such toilet facilities.

SAFEGUARDING

Aspects of child protection and safety are also taught through different curriculum areas. Emphasis will always be on learning how to "Keep safe" and being aware of how to say "No" to different and threatening circumstances. Road safety, stranger danger and bullying are all important issues to be covered at regular intervals throughout school life. Staff have a duty to protect the children in their care and will comply with the Children Act 1989 in referring any concerns about their wellbeing initially to the Head Teacher. Head Teachers are required to report any obvious or suspected signs of child abuse - this includes non-accidental injury, neglect, emotional abuse or sexual abuse. The procedure is intended to protect children at risk, and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that occasionally the Head Teacher may upset some parents by reporting a case, which, on investigation, proves unfounded. In such circumstances, it is hoped that parents will accept that the Head Teacher was acting in what was believed to be the child's best interests.

Child Protection Officers for Borras:

Mr R Nicholson - Head Teacher
Mrs J Jones - Deputy Head

FULL DAY CARE PROVISION

Our Full Day Care Provision means that children can attend afterschool club for children of primary school age, 3 - 12 years old, daily from 3.00pm - 6.00pm during school term and from 8.00am - 6.00pm during school holiday time (closed for Bank Holidays and Christmas Holidays only). This is managed by a separate committee of trustees. Children who attend the afterschool club follow a variety of activities both indoors and outdoors and staff work hard to ensure that children are meaningfully engaged; or equally they can sit in a quiet area and wind down after a busy day. All children need to be registered with the club via the online platform I-Pal and payments must be received in advance with the booking. An up to date price list is available on request.



If there are more than 2 children in one family, the third child is free.

During Summer holidays the Full Day Care Provision provide additional activities and have previously held baking sessions, mini golf and football club.

In our Full Day Care setting we provide Wrap-around Nursery provision for children aged 3-4 to who attend part time Nursery in school, should parents wish to use this facility. Again the children follow a constantly evolving variety of activities both indoors and outdoors. All bookings and payments must be received in advance. Further information is available on their Facebook page.

Please make sure that you book your child for the sessions you need in advance, in order to ensure that a place is available.

Further details and prices can be obtained from the Full Day Care Provision staff.

We are now also in the fortunate position of being able to offer playgroup facilities for children from the age of two. If you need to find out more please come and find us and speak to our staff.

BREAKFAST CLUB

The school runs a busy Breakfast Club consisting of two elements; an early 'charged element' for the child care and a 'free' element for children just requiring the free breakfast. Parents can use the parking bays for Breakfast Club before 8.30 a.m. If you have a child in Year 4 or above, you can enter the school site in a car and utilise our new STOP-DROPGO bays to relieve the pressure on the front car park area. Just stop in a bay and let your child navigate his/her own way to the entrance at the side of the hall. Please instruct your child to use the zebra crossings and pavements.

	Times
Early £1 Charge Session begins	7:50am
Free Session begins	8:20am
Last entry time	8:30am
End of club, children taken to class	8:45am
Staff finish (Class Registration)	8:50am

SITE SECURITY

The school realises its responsibility towards the safety of children at school. The school complies fully with the Data Protection Act and are registered for use of CCTV on both sites. Visitors to school must always report to reception on arrival. The Head Teacher and the Governors carry out an annual site risk assessment.

Regular fire drills are held during term time as well as a 'Lock-down' procedure. Other than the Nursery gate, our **external gates are locked and secured at 8:50am** once all the children have arrived in school every morning. "*The train leaves at 8:50am!*" (meaning, school registration begins at 8:50am). Children who are late, can only gain access to the school through the main entrance. Please note that it is absolutely forbidden for children to leave the school premises during the school day unless accompanied by an adult.

If your child has an appointment during school hours you must inform the class teacher and report to the office.

This school is a designated 'No Smoking Zone'.

Dogs and other pets are not allowed on site (Local Authority rule) unless they are a guide dog or therapy dog.

ILLNESSES AND ACCIDENTS

All parents are issued with the Incubation and Exclusion Periods of the Commoner Infectious Diseases from the Department of Public Health Medicine and should follow the advice outlined in it.

We will contact parents of any child displaying clear symptoms of Covid. A child will have to be taken home and asked to self-isolate until they are no longer ill or confirmed negative. Family or other contacts do not need to isolate.

When the cause of illness is unknown, any child with a rash, diarrhoea, vomiting or who is generally unwell should remain at home until medical advice has been obtained, or until the child has recovered.

In cases of confirmed Chickenpox, Fifth Disease and Rubella it is important that the Head Teacher is made aware so that women of child-bearing age can be informed.

If your child is sick and unable to attend school, no extra work will be given during the first week of absence but the class teacher will be pleased to organise work for them during the second week or longer.

If your child is accidentally injured or becomes ill in school we will make every effort to contact you. Please ensure all contact numbers are up to date.

Parents are informed of any "head bumps" either verbally in person, in writing or by telephone. Depending upon the severity of the bump, you may be asked to come and collect your child from school.

If we fail to contact a parent and feel that the child needs further attention we will call for an ambulance.

SUN SAFETY

On many occasions, learning takes place outside. There are some limited areas of shade on our school site but it is essential that parents apply a generous coating of sun cream with a high factor rating (UVA and UVB) before they come to school. Members of staff will not apply sun cream to children for many reasons. A hat/ cap and cold water in a named flask or plastic bottle should also be brought from home. Staff will always allow access to water at *appropriate* times of the day. If the weather is particularly hot and sunny, exposure to outdoors will be restricted to prevent over-exposure.

MEDICINES IN SCHOOL

As a safety precaution we can only administer prescribed medication in school. The only exceptions are for long term complaints or conditions , such as epilepsy, asthma, diabetes, severe hay fever, anaphylaxis and A.D.H.D. **Parents of children requiring medication must discuss the details with the Head Teacher and a decision will be made, in the child's best interests.** Generally speaking, if your child is in need of medication due to feeling ill or has an infection or cough, they are not well enough to be in school. We must minimise the spread of illness and infections to other children and staff. **If your child has been sick or has had diarrhoea, they must remain off school for 48 hours since their last episode to prevent the illness spreading to other children or members of staff.**

Please inform us also if your child has any severe allergies or food intolerances and we can make appropriate arrangements to manage the situation.

In primary school, it is perfectly normal and common for children to acquire head lice due to the close proximity of their nature of play. Staff do not routinely check children's hair but we do some times notice "visitors" as we work with them. If this is the case, a member of staff will contact you directly to advise you. This is a sensitive and delicate phone call but it is in the best interest of the child.

ACCESSIBILITY

The school site is accessible for all children and visitors. Children and visitors with mobility issues are able to access the lift to the upper floor under supervised access only. Ramped access and egress points are present at each door of school. If you or your child require any additional support with access, please make us aware prior to your visit or stay with us.



PUPIL PARLIAMENT

We have established a Pupil Parliament at Borrás, which consist of elected pupils from each class. In addition, we have many pupil committees that play an active role around the school. Elected members from each committee represents the group as part of the Pupil Parliament. The active groups are Criw Cymraeg, Digital Leaders, Eco Council, One World 'Agents of Change', Learning and Inclusion Council and Sports Council. Meetings are held at lunchtimes and/or after school so that the pupils have the opportunity to express their views about every day events in the school.

If you would like receive any additional information about our school data or performance, please contact the school office.

We are happy to share general data but will always respect and uphold any data protection regulations to safeguard the identity of individuals.

Thank you for taking the time to read our prospectus.