

WELCOME TO CORNIST PARK SCHOOL



SCHOOL PROSPECTS 2018 / 19

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(updated May 2016)

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CORNIST PARK SCHOOL

Cornist Park is a county primary school with approximately 330 children on roll aged 3 to 11 years. The school serves the expanding Cornist area of the town of Flint in NE Wales. The school was opened at Easter 1997 and is housed in a modern, bright and inviting building.

VISION & MISSION STATEMENTS

Freedom to Flourish

Our Vision

Our vision is to create a school community where ALL pupils experience a sense of worth, pride and praise for their achievements. A community, which encourages all pupils to engage freely and enthusiastically in their learning. A community which provides every opportunity for potential to be reached, the freedom to flourish and the opportunity to excel.

Our Mission

Cornist Park school will strive to achieve its vision through the promotion and provision of,

- C** - caring, committed and collaborative learning community
- O** - opportunities for all to flourish, excel and achieve their personal goals
- R** - respect for ourselves, others and our community which is vital for our success
- N** - nurturing of individual skills and talents
- I** - inspirational teaching and guidance of independent pupils
- S** - successful partnerships with parents , stakeholders and the wider community
- T** - trust and teamwork - together we will succeed

**GOVERNING BODY
2018/19**

Mrs D Fearnhead
Cllr D Cox

Chairperson

LA Representative
LA Representative

Mrs K Ferguson
Mr A Kelly
Mrs E Pasquale Vice Chair
Mrs L Carroll

Parent Governor
Parent Governor
Parent Governor
Parent Governor

Position Vacant

Town Council

Mr E Hughes
Miss A Seton
Mrs L Morris

Co-opted Governor
Co-opted Governor
Co-opted Governor

Mrs N Thomas

Head Teacher Governor

Mrs P Adams
Miss K Williams

Teacher Governor
Teacher Governor

Mrs H Avery

Staff Governor

Mrs S Hunt

Clerk to Governing Body

SCHOOL STAFF

Class Based Staff 2018/19

Teaching staff	Support Staff	
Mrs N Thomas (Headteacher)	Learning Support 3	Learning Support 2
Mrs L Gardner (Deputy Headteacher)	Mrs. R. Stokes	Mrs. J. Cooper
Mrs. P. Adams (FP Manager / Assistant Head)		Mrs. R. Jones
Mrs K Astbury		Mrs. S. Davies
Mr B Growcott		Miss S. Garner
Mrs S Hunt (ALNCO / Data / Attendance)		Mrs. L. Riordan
Miss S O'Neil		Mrs. R. Evans
Mrs S Sutcliffe	Pastoral Support	HLTA
Mrs L Thomas	Mrs. S. Little	Mrs E Williams (PPA)
Miss K Williams	Mrs. D. Wadsworth	Miss R Allman (Nurture)
Mr S Williams	Mrs. A. Ward	Mrs L Riordan (Forest)
Mrs S Williams	Mrs. J. Hamill	
Mrs R Wood		

School Support Staff 2018/19

Name	Position
Mrs. H. Avery	School Business Manager
Mrs. A. Hill	Secretary
Ms K Jenkins	Caretaker
Mrs. M. Fellows	Cleaner
Mrs. T Franks	Cleaner
Ms. L. Davies	Cleaner
Mrs. A. Williams	Cook
Mrs. M. Fellows	Kitchen Assistant
Ms. K. Jenkins	Kitchen Assistant
Ms. L Davies	Kitchen Assistant
Mrs. R. Jones	SMDSA
Mrs. L Williams	MDSA
Mrs. G. Duffy	MDSA
Mrs. T. Franks	MDSA
Ms. C. Jones	MDSA
Mrs. L. Brown	MDSA

OUTSIDE AGENCY SUPPORT OF THE SCHOOL



The school and the families of the school have access to the support of a range of outside agencies.

Health Visitor	Ms Michelle Hingson	Based at Flint Clinic
School Nurse	Mrs Liana Davies	Based at Flint Clinic
ESW (Education Social Worker)	Mrs VAL Hands	Based at Flint High School
Educational Psychologist	Mrs Adrienne Eddleston	FCC
Police Liaison Officer	P.C. Sinclair	NWP
Children's Services	Flintshire social services helpdesk	
TAF (Team Around The Family)		Referral from School
CAMHS (Children and Adult Mental Health Service) Nurse		Referral from school / GP/ sch

If you feel that you would ever benefit from additional support with your children, be it about, education, health, behaviour or any other issues that sometimes occur from time to time, then please do not struggle on alone. We are here to help and support, do not hesitate in speaking with us. We are always on hand to listen, advise if and where we can and to suggest possible avenues for seeking further support.

HOME SCHOOL AGREEMENT



1 The Parents

I/We shall try to:

- see that my child arrives at school each day on time, attends on a regular basis and is properly equipped,
- show an interest and involvement in my child's work,
- attend parents' evenings and discussions about my child's progress,
- let the school know about any concerns or problems that might affect my child's work or behaviour,
- support the school's code of behaviour and statement on uniform,
- take a wider interest in the activities and life of the school,
- return homework and reading books on the correct day.

2 The School will

- provide a safe and caring environment for your child,
- provide an effective home/school format of communication,
- a well organised and effective form of teaching and learning,
- organise and monitor homework for your child,
- alert parents to any difficulties that your child may be experiencing in school,
- arrange Parents' evenings during which your child's progress will be discussed,
- keep parents informed about special events in school.

Name of Pupil Date.....

Parent/Guardian Date.....

Head Teacher Date.....

SCHOOL SECURITY

Cornist Park has open access to its site via the unlocked car park throughout the school day. In light of this and the fact that there are no public right of way accesses on the school grounds, staff are asked to be vigilant at all times for persons or vehicles entering the grounds which do not appear to be doing so on school business. The site can only be as secure as the people who use it. School staff are asked to;

- Challenge any unfamiliar persons on the premises
- Ensure access doors are kept locked to prevent intrusion but able to facilitate smooth exits
- Ensure ALL visitors to school enter via main reception and sign in/out the visitors book
- Ensure parents taking children out of school for whatever reason before the end of the school day, must record this in the appropriate record book at reception
- Ensure that NO unaccompanied child is allowed at any time to leave school during the school day
- Ensure children are only handed to those with parental responsibility and if they are at all unsure to contact the HT/SMT for advice before doing so
- Ensure that NO details of children are provided to unfamiliar individuals contacting school to enquire about a child on roll/possibly on roll
- Ensure that if a child leaves the school premises without permission during the school day that they DO NOT CHASE the child, but report this immediately to the HT/SMT who will monitor from a safe distance, contact the parents and police and inform of the situation.
- On the rare occasions where a single child will require being transported by a staff member for school related matters, this will only happen where there are two members of staff available to accompany the child. NO staff member should ever be in a 1-1 situation with a pupil in a car/vehicle. (This would also be the rule for parents transporting pupils to/from sporting events)

SAFEGUARDING OF PUPILS ON YARD BEFORE SCHOOL DAY:

Foundation Phase (Nursery - Year 2) pupils do not go onto the yard before the school day begins. FP doors are open for parents to drop off their children from 8.40am where they are met by class staff at the door.

KS2 pupils (Yr 3 - 6) are not expected to arrive in school before 8.45am, unless attending Breakfast club. Parents are reminded that there is no staff member on duty on the Junior yard until 8.40am, therefore they are responsible for their child's safety until this time. Junior doors are unlocked at 8.40am when two members of staff will be on duty. (One to supervise children on yard, one to monitor access through the door).

SAFEGUARDING OF PUPILS ON YARD AT BREAKTIMES:

All staff on outdoor duty wear high visual vests for ease of identification.

N/R Classes do not have a formal playtime on the yard. They access outdoor play via the FP outdoor provision

Yrs 1 / 2 have a 15 min morning break when ALL teaching staff are present on the yard

KS2 have split 15 min breaktimes -

Yrs 3/4 10.30 - 10.45 and Yrs 5/6 10.45 - 11.00

All KS2 playtimes are supervised by at least 2 members of staff

DISMISSAL OF PUPILS FROM SCHOOL AT THE END OF THE SCHOOL DAY:

*Parents are asked to arrive at school **no earlier than 3.05pm** to wait for their children. Before this time, the outdoor areas are often being used for PE and other outdoor activities. Parents are asked to collect their children from their class doors at the rear of the school unless notified differently.*

Foundation Phase pupils (FP) Nursery - Yr 2

We expect all FP pupils to be collected from school at the end of the day by a parent, or other responsible adult with permission from the parent. Staff in FP hand children over to the collecting adult from class area doors. Any unexpected adult attempting to collect a child will be questioned by staff and this may then be followed up with a clarification phone call to the parent. Parents are asked to inform school if they will be sending an unknown adult to collect their child.

Key Stage 2 pupils (KS2) Yr 3 - 6

At KS2 we appreciate that children are developing their independence skills and as such, are aware that there are numerous arrangements made within families as to whether their child is collected from school, walks home, or is met somewhere along the route. Because of this, children are repeatedly reminded to immediately return to their teacher/other staff member if their parent is not at the designated meeting point. Staff will then attempt to contact the parent to ascertain what they want the child to do. All pupils know that they should NOT wait in the car park area, but bring themselves inside and to alert a staff member that they have not been collected.

Late Collection:

If parents contact the school to alert us to the fact they are running late for collection, the child and class teacher are then informed and the child is asked to wait for their parent in the main Reception Area. Please be aware that if your child is not collected by 3.25pm, then they will be placed into our after school fun club and a charge for using the care facility will be made.

Public Bus Service:

Pupils who use the bus service will be escorted to the bus by a member of staff after first meeting in the school reception area and a register taken. Once pupils board the bus, they become the sole responsibility of their parents.

Extra Curricular activities

Staff who offer Extra Curricular Activities understand that they are responsible for dismissing the children to their parents at the end of the session. If the activity/club is cancelled at late notice due to weather or other circumstances, then the staff member or SMT are responsible for taking charge of the children until they are collected by a parent. NO CHILD WILL BE ALLOWED TO LEAVE SCHOOL AT AN UNEXPECTED TIME WITHOUT PARENTAL CONSENT.

TEACHING & LEARNING

Teachers at Cornist Park School recognise that learners learn in diverse ways. A range of appropriate teaching strategies are used to suit the subject area being taught and improve the quality of learning experiences offered to the pupils.

Children at Cornist Park are guided towards the discovery of their unique ways of learning. Planning takes into account different teaching and learning styles as well as the additional learning and cultural needs of some learners.

Great emphasis is placed on matching work to children of differing abilities, including setting and flexible grouping by ability within the classroom and occasionally across year groups if and when applicable. Cornist Park recognises these children with additional needs including exceptionally able pupils. These children are catered for by setting an individual education plan, liaison with advisory staff and liaising with our High Schools on transfer. All children are given strategies to enable them to fulfil their learning potential and through the teaching of these strategies teachers intend to adhere to the Dyslexia Friendly policy. All learners are encouraged to feel good about themselves. Teachers support children in creating a positive self-image and help them understand that mistakes are an indispensable part of learning.

Characteristics of Teaching and Learning in Cornist Park include: the promotion of pupil autonomy, interactive and stimulation displays, the celebration of every child's work throughout the year, clear school and class rules, the fostering of positive attitudes and high expectations. Teachers are aware that children should be encouraged to drink water and eat a healthy balanced diet and we would look to you as parents to support us in this - providing healthy snacks and packed lunches.

Teachers have high expectations of every pupil, irrespective of ability, race, gender, age or achievement; maintain good discipline through mutual respect, use a variety of teaching styles based on the task and needs of the children, have good curriculum knowledge, have clear

lesson objectives, ability to assess children's learning within a lesson and devise appropriate assessments and effective records; design challenging and differentiated tasks using stimulating resources; value and promote partnership between home and school and form positive relationships as part of the Cornist Park Team.

We aim to create opportunities to explore outdoor environments via the outdoor classroom and our Forest School. Children should enjoy energetic activity both indoors and out and the feeling of well being that it brings. Outdoor play provides a multi-sensory environment which responds to individual learning styles. It complements and enhances all aspects of children's development and learning through its physical, open-ended nature. Planning reflects a flow of ideas and resources from an indoor environment to outdoors.

CHARGING AND REMISSION POLICY

The policy as agreed by the Governing Body is as follows:

- The school will endeavour to support curriculum related visits by raising funds either in part or in total to cover the cost of transportation.
- To ask for voluntary contributions to cover the cost of each outing.
- Contributions are voluntary.
- If 80% of the cost of the outing is not received, the outing will not go ahead.

CURRICULUM

- Cornist Park School offers the full range of subjects as set out in Curriculum 2008 for Key stage 2 and the Foundation Phase. The school is also beginning to implement curriculum change in light of Professor Donaldson's recommendations for a new Welsh Curriculum, which will become statutory in 2022.
- We pay very careful regard to the talents and needs of each individual child. In this way we aim to ensure that every pupil gets the maximum benefit from their time in our care. We place special emphasis on ensuring that each child receives a thorough grounding in the core subjects of the National Curriculum, and the seven areas of learning in the Foundation Phase, doing so in a way that will stimulate their natural desire to learn. Staff also ensure that they are delivering the LNF (Literacy & Numeracy Framework) throughout their teaching, encouraging learners to use their skills and learning in different situations and in different subject areas.
- As the school is currently identified as a Pioneer School for Digital Learning, Staff have also had an opportunity to be involved in the design and content of the DCF (Digital Competency Framework) which now sits alongside the LNF in Wales. This framework ensures that our learners are given the very best opportunities to develop
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their digital and ICT skills, preparing them for life and work in our ever increasingly digital society.

- There is a sub committee of identified Governors responsible for monitoring the implementation of the curriculum at Cornist Park School.
- Classes across both Foundation Phase and Keystage 2 are organised according to the delegated budget of the school and the number of pupils in each cohort.
- Each child is set individual learning targets each term.
- The school operates within a clearly defined framework to support those pupils who have been identified as having an additional educational need. We have a teacher with specific responsibility for managing ALN provision within school, liaising with outside agencies, class teachers and classroom support workers to ensure support and programmes are delivered to those pupils who require some additional assistance in their learning. A member of the school's Governing Body is charged with monitoring the implementation of our additional needs within Cornist Park.
- Peripatetic music tuition is also available within school to those pupils who show an aptitude for the instrument (This is at a termly cost which is charged to parents) Pupils attending peripatetic music tuition have the opportunity to attend the County Music School.
- Cornist Park School seeks to enrich our pupils' appreciation of the Welsh culture through celebrating and explaining the history and geography of Wales. Children in our school have weekly Welsh lessons. The staff and children are encouraged to use the Welsh language as naturally as possible while in school. This may include greetings, simple instructions and questions to afford the children the opportunity to extend their oral command of the Welsh language. The use of everyday Welsh is encouraged throughout the school.
- Religious Education is delivered in accordance with the National Curriculum. Collective worship takes place weekly, with all the main festivals of the Christian church being marked in school. We also make sure that pupils get the chance to learn about the belief systems of other religions. Each class prepares a class service. The class leads the service in the school hall for the whole school and parents, relatives and friends are invited to attend. Parents have the right to request that their child/ren should be withdrawn from Collective Worship. If you wish your child to be excluded from R.E / Services on religious grounds, please inform the Headteacher in writing. In such circumstances it would be beneficial if your child is provided with appropriate activities.
- Cornist Park School is fortunate in having numerous, computers, laptops and iPads and a bank of excellent software to enable pupils to develop their IT skills cross curricularly. This is continuously being updated and added to as budget restraints allow.

- Sex and Relationships Education is delivered in accordance with Welsh Government Guidance. All pupils at Cornist Park School will receive high quality Sex and Relationships Education (SRE) as part of their personal and social development. This programme is designed to develop the pupils' skills and knowledge appropriate to their age understanding and development. By the end of Foundation Phase, Pupils will be able to recognise parts of their body in order to differentiate between male/female. By the end of KS2, the school will ensure that the pupils are aware of the reasons for the physical and emotional changes during puberty, including, conception pregnancy and birth. As a school we believe SRE should be a shared responsibility, we wish to develop a positive and supportive relationship with parents through mutual understanding trust and cooperation. An information leaflet for parents is available from school which outlines the programme of delivery for SRE.
If a parent wishes their child to be withdrawn from SRE, they are welcome to make arrangements to see the Headteacher to identify which aspects of the programme they do not wish their child to participate in.

- **Sport**

Swimming takes place every Friday afternoon for children from Yr3 - 6. Children travel by coach to the Pavilion Leisure Centre in Flint where Pavilion staff and teachers who hold the relevant qualifications to teach swimming, instruct the children. To assist with the cost of transportation, we ask for a weekly donation towards the cost of the coach.

Cornist Park School has football, netball, and rugby squads who compete in the local area primary school leagues. The children are actively encouraged to participate in the after school practice sessions to encourage competition for team places.

Choral Singing and dance are also a strong feature at Cornist Park. Contemporary items have been performed in the Flintshire Dance Festival and Flintshire School's in Performance at Theatre Clwyd.

Annual Sports Days are organized to give focus and a sense of belonging to a team. Children have been organized into Houses; Bleddyn, Llywelyn, Gruffydd and Madog and a sense of occasion has been brought to the day.

Jewellery can be a source of danger particularly in P.E lessons and should not be worn during the school day.

PLEASE NOTE, WE EXPECT CHILDREN WITH PIERCED EARS TO BE ABLE TO REMOVE THEIR OWN EARRINGS FOR PE. NO EARRINGS ARE TO BE WORN FOR PE / SWIMMING LESSONS (County Policy). STAFF ARE NOT ALLOWED TO REMOVE OR REPLACE EARRINGS ON HEALTH AND SAFETY GROUNDS.

THE CELEBRATION OF SUCCESS

Our policy at Cornist Park School is to reward success and to recognise pupil achievement. We do this by awarding Certificates of Merit and Merit Awards.

Children are presented with certificates at class / Departmental services. Merit Awards are given during lesson time to pupils who have excelled.

As a school we also celebrate the out of school achievements of our pupils. Stickers, visits to the Headteacher, and tweets, and mentions on class see saw apps are regularly made and a popular feature with pupils and parents alike.

Weekly outstanding achievements are also recognised at KS2 with #hotchocwiththe head

The half termly 'School Smartie' award has been introduced as of Sept 2014. Class Teachers are asked to identify a pupil who has been an excellent school citizen/role model for their peers and made great progress in their work. The awards are announced at the whole school celebration services held on the last day of every half term. Certificates are presented, a profile of the pupil and their efforts displayed on the display board in the reception area and a letter of congratulation and recognition sent home to parents.

HOMELEARNING

KS2 (Years 3 - 6)

During the Autumn, Spring and first half of the Summer Term, homework tasks set alternate between an English and Maths focus. The tasks set consolidate specific English and Maths skills, supporting objectives set in class and are carefully differentiated to suit individual learner's needs. Tasks are skill specific but wherever possible are linked to current topics or themes. During the second half of the Summer Term, more extended/creative learning tasks are set allowing for greater flexibility whilst encouraging the application of Literacy and Numeracy skills across a broad range of contexts and subjects. These types of tasks are a huge success amongst children and parents and have a major impact on our drive to develop a more independent learner. Tasks are issued once a week on a Monday and returned on a Friday.

Children take the lead role in sharing their knowledge and understanding of the task in their own personalised way.

We value our partnership with you in encouraging children to complete their learning task to the best of their ability and return it to school on time. In all Homework folders there is a home/school record sheet which we encourage you to fill in with your child following completion of a task so that the class teacher is aware of any concerns you may with your child's level of understanding of a task.

In school we provide a learning environment in which children are not afraid to make mistakes and we ask that this approach is fostered at home also. It is important that the teacher sees any mistakes your child may make in their learning log so that appropriate support can be given.

As part of our partnership programme parents are requested to ensure that pupils complete the tasks set at home and to return the activity/reading book by the specified day.

Set out below is the homework timetable for Foundation Phase and KS.2 pupils

Timetable - Foundation Phase

NURSERY:

Monday - Practical tasks to support class learning - Returned Friday

Friday - Shared Readers sent home - Return Monday

FOUNDATION PHASE (Rec - Yr 2)

Monday - Learning Log Task set (alternating maths and language activities) - Returned Friday

Wednesday - Library books (Yr2) - Returned following week

Friday - Reading Books / Word wallets - Returned Monday

KEY STAGE TWO (Years 3, 4, 5 and 6)

Monday - Homework Task - Return Friday (alternating maths and language activities)

Tuesday - Reading Books - Return Wednesday (Years 3/4)

Friday - Reading Books - Return Monday

EXTRA CURRICULAR CLUBS

A variety of 'Clubs' are offered to pupils in Key Stage 2 throughout the Autumn and Spring and first half term of summer, but not in the last half term. At Foundation Phase some Sport related clubs / choir and dance are offered in the Summer Term.

Timetables of the clubs are available via a termly newsletter, website and twitter.

Clubs begin at 3.15pm and run until 4.00 - 4.30pm depending on the activity. It is understood that if the weather is too wet or unsettled, outdoor clubs will be cancelled. If you are unavailable to collect your child at this time, then staff will take responsibility for your child until you are able to collect them. Twitter is used as a useful way of communicating any changes to sessions or cancellations due to bad weather etc.

BREAKFAST CLUB

The Welsh Assembly Government made a commitment to provide all children of primary school age registered in maintained primary schools in Wales with the opportunity to have a free, healthy breakfast at school each day.

The scheme is intended to improve the health and concentration of children to assist in the raising of standards of learning and attainment and will seek to involve parents/guardians. It is not intended to replace breakfast already provided by parents/guardians but to allow all those children, who for whatever reason, have not had breakfast at home, to have one in school.

From September 2016 Free Breakfast Club will be available for Reception - Yr 6 pupils

WHERE? - In the School Hall.

WHEN? - Each school day **between** 8.15a.m. to 8.35a.m.

ARRIVAL? - Pupils will enter the Club via the rear side door of the hall, where they will be received by one of the supervisors on duty.

FOUNDATION PHASE PUPILS

Must be brought by an adult and handed over to the supervisor.

CARS - Cars drop off **ONLY** in the bus bay (Driver not to get out of vehicle) otherwise **ALL** vehicles to use bottom carpark for escorting children to the door. Top car park is for staff use only.

MENU - Cereal and semi-skimmed milk.
Fruit Juice
Toast (jam optional)

ATTENDANCE - Any planned changes to your child's attendance to Breakfast Club (i.e. change of parents work patterns, holidays etc), please inform the Supervisor the week before, as this may affect staffing requirements.

AFTER THE - All pupils will be escorted to their
BREAKFAST classrooms at 8.45 a.m. by a Supervisor.

If you would like your child(ren) to attend the breakfast club you must complete a form available from the school office and return it to the school ASAP

If you require any further information, please do not hesitate to contact school. Please note a free breakfast is not a right. Schools can refuse entry to any children on the grounds of unacceptable behaviour.

RISE AND SHINE CLUB MORNING CHILDCARE PROVISION

From April 2016, the school will operate a **pre** Free Breakfast Club childcare provision. This provision will be open for half an hour 7.45am - 8.15am with the children then attending Free Breakfast Club from 8.15am.

The fee for attending Rise and Shine Club is £1.00 per child per day. This is to be booked and paid for via the schoolgateway online payment system.

AFTER SCHOOL 'FUN CLUB' CARE PROVISION

During the Spring Term 2016, the school trialled a 'paid for' after school care provision run by our own staff. The club operates between 3.15 - 5.15pm daily and children from Nursery - Year 6 can attend. Sessions are currently charged at £4.50 for the first hour and 50p per 15 minutes thereafter. Children can be booked in for as many days as parents require wish and can be collected at any time during the 2 hour session. Booking in and payment for attending the provision is to be done via the schoolgateway online payment system.

TERM DATES 2016/2017

AUTUMN TERM 2016

<i>Tuesday</i>	<i>1 September</i>	<i>Staff Training Day - school closed to pupils</i>
<i>Wednesday</i>	<i>2 September</i>	<i>Staff Training Day - school closed to pupils</i>
<i>Thursday</i>	<i>3 September</i>	<i>School opens</i>
<i>Friday</i>	<i>23 October</i>	<i>School closes - half term</i>
<i>Monday</i>	<i>2 November</i>	<i>School opens</i>
<i>Friday</i>	<i>18 December</i>	<i>School closes - Christmas</i>

SPRING TERM 2017

<i>Monday</i>	<i>4 January</i>	<i>Staff Training Day - school closed to pupils *</i>
<i>Tuesday</i>	<i>5 January</i>	<i>School opens</i>
<i>Friday</i>	<i>12 February</i>	<i>School closes - half term</i>
<i>Monday</i>	<i>22 February</i>	<i>School opens</i>
<i>Thursday</i>	<i>24 March</i>	<i>School closes - Easter</i>

SUMMER TERM 2017

<i>Monday</i>	<i>11 April</i>	<i>Staff Training Day - school closed to pupils*</i>
<i>Tuesday</i>	<i>12 April</i>	<i>School opens</i>
<i>Monday</i>	<i>2 May</i>	<i>May Day - Bank Holiday</i>
<i>Friday</i>	<i>27 May</i>	<i>School closes - half term</i>
<i>Monday</i>	<i>6 June</i>	<i>School opens</i>
<i>Friday</i>	<i>17 July</i>	<i>School Closes - Summer</i>
<i>Monday</i>	<i>20 July</i>	<i>Staff Training Day - school closed to pupils*</i>

* It is possible that these dates may change and may differ from other local school's dates for INSET training days*

SCHOOL POLICIES

In a County Primary school such as Cornist Park, all National Curriculum Subjects are compulsory. The current curriculum documentation is under review in light of the introduction of the LNF (Literacy and Numeracy Framework) which became statutory as of September 2014.

All statutory and non statutory policy documentation are reviewed on a planned cycle and amendments are made as and when required following presentation and formal approval by the Governing Body.

A range of policies are available for parents to view on our school website. Others can be viewed by request.

ADDITIONAL LEARNING NEEDS

Policy Documentation

The School Policy for ALN outlines the purpose, nature and management of Additional Needs at Cornist Park School. The Governing Body view all pupils' needs to be special. However, we view children who have a special skill(s) or require additional learning support to have needs which are extra special requiring an individualised education plan.

It is the policy of the Governing Body to:

- ✓ ensure that all teaching and support staff are trained to identify and support pupils with additional educational needs (AEN);
- ✓ establish procedures within the school to highlight pupils who show particular talents in areas of learning;
- ✓ have in place an effective whole school assessment policy and assessment procedures which will monitor progress made and indicate areas of concern;
- ✓ provide access to a full and differentiated curriculum using a range of teaching styles and learning opportunities;
- ✓ implement fully the Code of Practice for Additional Needs including all teachers working together closely to ensure most effective provision and support;
- ✓ Close liaison with parents;
- ✓ prepare, monitor and review individual pupil programmes of work;
- ✓ liase with external agencies for provision of advice and expertise;
- ✓ resource effectively AEN provision within the school;

Through monitoring, observation and effective record keeping, both staff and pupils are encouraged to bring any concern that they may have regarding a pupil's progress to:

- 1 the class teacher
- 2 the Deputy Head teacher
- 3 the Head teacher
- 4 the ANCO (Additional Needs Co ordinator)
- 5 the Governor with responsibility for Additional Needs

Once a concern has been raised the following procedures are put into practice;

If the school raises a concern parents/guardians are invited to school where concerns will be discussed. If a parent/guardian raises a concern a meeting is arranged with parent/guardian, class teacher and AENCO. A monitoring form will be completed at this stage.

Once further action has been decided upon, the AENCO will be requested to facilitate this action, reporting at each stage to all parties involved. If support is required the Additional Needs Teacher will become involved and this stage is identified as Early Years Action or School Action.

Should involvement of outside agencies be required the AENCO will organise this. This stage is identified as Early Years Action Plus or School Action Plus.

Children who have specific needs, which require extra support, which is provided from outside the school, have a statement or School Action Plus support.

Children with additional needs have extra time awarded to them in assessment situations and readers provided when the situation arises. Children with statements can be disapplied from certain aspects of the National Curriculum if the LEA deems this appropriate.

These procedures are in response to the Special Educational Needs Code of Practice for Wales. The full Code of Practice is available for inspection upon request at the school.

DISABILITY STATEMENT

The school is designed and equipped to facilitate ease of access for pupils who are eligible for a school placement and have a mobility difficulty. An access plan has been formulated to ensure the school building and the curriculum will be fully accessible to all pupils, parents and guardians. This is in response to the Disability Discrimination Act. This documentation will be available to view in school.

Parents and guardians may also request that written materials sent out by the school are available in alternative formats, (large print, audio-tape, Braille etc). Please contact the school to ensure your requirements are met.

INSPECTION 2015

During the academic year 2014-15, Cornist Park School was subject to a rigorous inspection by ESTYN.

Estyn confirmed the view that Cornist Park is a very happy, supportive and inclusive school where pupils make very good progress in many areas. The inspectors identified that,

'The school is a close - knit and welcoming community that celebrates the successes of pupils well. Staff treat all pupils fairly and give them equal access to all areas of the curriculum' the Headteacher has 'a clear vision that focuses strongly on promoting the well being and achievement of all pupils. Together, the Headteacher, staff and governors sustain a calm, happy and welcoming school for pupils and parents'

The inspection also identified that the school has responded well and made good progress in implementing national initiatives such as the Literacy and Numeracy Framework and pupils use their literacy and numeracy skills well across the curriculum. It was very pleasing that Estyn also identified the standards in ICT to be 'outstanding.'

The report also states that pupils are keen to learn and that standards of behaviour are consistently high. In terms of lesson delivery, staff plan together collaboratively and use a 'wide range of teaching approaches to interest and engage pupils'

Attendance at around 95% for the last Four years, places the school in the top 50% of schools.

To conclude, the report states 'In view of the good progress made by pupils, the high quality of provision and leadership, the school provides good value for money'

The full report can be viewed on www.estyn.gov.uk/inspection-reports or on the school website www.cornistpark.cp.uk

REPORTING ON PROGRESS

On entry to the Foundation Phase children are assessed on their personal and social development, language literacy and mathematical development and physical development (FPP) using assessment as recommended by the Welsh Government and LA. Children are then assessed on a regular basis throughout the Foundation Phase. You will be involved in this process, being afforded the opportunity to talk to the class teacher to help build up an accurate picture of your child. This formal contact will be complimented by frequent informal opportunities to share information about your child with their class teacher.

Three times yearly you will be offered consultation meetings with your child's class teacher. At these sessions you will be brought up to date on your child's progress and achievement, as well as the sharing of the targets being set for them in the coming terms. However, we do, of course, welcome you into school at any other time to discuss any concerns you have about your child. Equally, if we feel we need to raise any matter with you, we will contact you immediately.

A detailed report is issued for each child at the end of the school year. This report comments on progress, effort and attitude in all aspects of school life.

FUNDRAISING AT CORNIST PARK SCHOOL

We look forward to receiving your support at the school's fund-raising and other social events that take place during the year. The "Friends of Cornist" work hard to raise additional funds and any parents wishing to share their time and enthusiasm and ideas will be warmly welcomed. The funds raised have enabled school to purchase resources that would normally be beyond our financial reach. We ask all parents to support us, thereby enabling us to provide resources for your children.

We also hope that some parents will be able to come into the school to offer extra support to our teaching staff in the classroom. This help is valued by both the teachers and the children. If you feel able to help in this way, please do approach your child's class teacher in the first instance.

SCHOOL CODE OF BEHAVIOUR

Working in partnership with parents, we wish Cornist Park School to be an orderly, caring community, where each pupil is free to learn and thrive in a secure atmosphere. A clearly set out code of behaviour helps us to achieve this environment and we ask parents to sign up to this as part of the Home-School partnership contract.

- Pupils' and Parents' Rights and Responsibilities
- Pupils will attend school regularly and on time.
- Pupils will show respect to all adults at school and will be encouraged in this by their parents.
- Pupils will conduct themselves at all times in school in a proper manner for their age, displaying good behaviour and consideration for all other members of our school community.
- When a pupil displays poor behaviour, they will be subject to sanctions at school, which parents will support, having discussed this with the appropriate member of staff.
- If a child's behaviour repeatedly falls below the standards which the school expects, this will be referred to the Head teacher who will action notifying parents with a view to discussing situation and remedy and acknowledging a satisfactory outcome (following which appropriate action will be taken to support the child in improving their behaviour).
- Cornist Park School will not tolerate bullying of any nature. Any such action will be dealt with in accordance with the Flintshire County Council's policy on bullying which the Board of Governors has adopted.
- Should exclusion from our school be considered, parents will have their rights fully explained to them at the outset of the process, including the right to appeal.

To Ensure Our School is a Happy and Orderly Place Where Everyone Can Achieve Their Goals, We Agree to Follow Our School Rules and Be Citizens That Our Families, Our School, Flint And The Wider World Can Be Proud Of.

READY, RESPECTFUL and SAFE

These 3 simple rules can be applied to all situations we find ourselves in. Our learners should be encouraged at school and at home to think of their behaviours in terms of these 3 phrases, to assist them in making right choices and becoming responsible for their own behaviours.

EQUAL OPPORTUNITIES

The Equal Opportunities documentation at Cornist Park School is a code of practice which enables all pupils to celebrate the diversity of our school community. We aim to ensure that all individuals teach, learn and work in a non-threatening and supportive environment in which self-esteem is enhanced. We aim to ensure that every effort is made to ensure that all individuals within Cornist Park are valued and have the opportunity to develop to their full potential within the context of mutual respect, justice and fairness. Should you wish to access the full documentation please contact school for an appointment.

ADMISSION PROCEDURE

Children are admitted to our Nursery in September following their 3rd birthday in accordance with the guidelines laid out by Flintshire Local Education Authority.

Admission requests for children of any primary age must be made directly with the admissions team at FCC. If you are advised that a place is available for your child at the school of your choice, then an appointment can be made with the Headteacher and invitation to visit the school made, allowing parents the opportunity to seek further details in respect of their children's possible admission. The school is not responsible for agreeing to the admission of pupils.

SCHOOL SESSION TIMES

Nursery (5 sessions per week)

8:50 am to 11.20 am or 12.45pm to 3.15pm

Foundation Phase (Reception, Years 1 & 2)

8.50 am to 11.45am and 12.45 pm to 3.10 pm

Key stage 2 (Years 3, 4, 5 & 6)

8.50 am to 12.00 noon and 1.00 pm. to 3.15 pm

Pupils have one break of 15 minutes in the morning

SCHOOL UNIFORM

We ask parents to send children to school in uniform. The school uniform is as follows:

BOYS

Navy/grey trousers
White/navy polo/school shirt
Navy sweatshirt
Navy/grey tailored shorts may be worn in summer
Black Shoes

GIRLS

Navy/grey trousers or skirt
White polo/school blouse
Navy sweatshirt
Blue or Green gingham dresses for summer months
Black shoes (no heels)

We ask that trainers are only worn when changing for P.E.

School uniform with logos, including ties, can be purchased directly from the school. Order forms showing current prices are available from the school office or are downloadable from the school website. Orders for uniforms are usually processed by the office on Thursdays and handed to the children to bring home / collected from Reception on that day as long as payment has been made with the order.

Please assist staff by **LABELLING ALL** items of clothing worn or brought into school. Staff will attempt to reunite any found items of clothing to their owners; however any unclaimed and unlabelled items of clothing will be recycled at the beginning of each half term.

Please appreciate that with over 320 pupils in school wearing almost identical uniform, we do accumulate a vast amount of lost property. Whilst we sympathise with you as parents who have spent a great deal of money on uniform items that have gone missing, the only way we can attempt to locate such items is if they are **CLEARLY LABELLED WITH YOUR CHILDS NAME.**

PE & GAMES

All children throughout the school, (Nursery in the Summer Term) require T-shirt, shorts, jogging pants and sweatshirt for PE. These must be in the colour of their House. Madog (red), Llywelyn (blue), Gruffydd (green), Bleddyn (yellow).

We advise that all kits should be brought into school on a Monday and taken home on a Friday for washing!

Please note **football shirts** are **not** an acceptable form of dress in school PE sessions.

Outdoor games require a change into suitable footwear and clothing.

Please assist staff by **LABELLING ALL** items of clothing worn/brought into school.

Children who forget their kit will not be able to participate in the class lesson.

If children are unfit to participate in a P.E lesson a written note explaining the reason is required.

Children who represent the school at sport will be provided with the appropriate kit, in the school colours.

For health and safety reasons, **NO jewellery** should be **worn for PE/Games**.

ROAD SAFETY

In order to ensure the safety of all children, please ensure that if your child is in the Foundation Phase, that they walk **with** you or their carer, keeping to the footpaths at all times. Foundation Phase pupils are dismissed at the end of the school day into your care from the door nearest to their classroom. Visitors to school are asked to exercise special care when entering and exiting the school grounds in their cars and also when parking.

Key Stage 2 children are allowed to walk home unaccompanied.

No pupils are permitted on any of the walls or grass banks adjacent to the pathways - we ask you as parents to ensure you do not allow your children to do so whilst in your care.

A bicycle stand is provided for children to leave their cycles although they are left at the owner's risk. All children using this facility must wear a safety helmet and failure to do so will incur a phone call to parents to provide a helmet or collect the cycle. Pupils in Years 5 and 6 are offered the opportunity to participate in the Cycling Proficiency Award Scheme when available.

CAR PARK

In order to ensure the safety of all children entering and leaving the school, **ALL** vehicles must be parked in **designated bays only**. Please **DO NOT** park around the **ROUNDBOUT** this simply causes congestion and unnecessary hazards. If all spaces are full, alternative parking **MUST** be sought outside of the school grounds. Failure to comply with this simple rule may lead to the permanent closure of the car parking facility. **No visitor / parent parking is available in the staff car park** unless permission is sought from the Head teacher. The upper

car park is for STAFF parking only after 8:30am. Where possible parents are encouraged to leave cars at home and walk children to school.

ACCIDENTS/ INJURIES AT SCHOOL

If your child has an accident at school and receives First Aid attention, then you will be informed. For minor injuries such as scrapes, cuts, trips and slips etc, you may be spoken to by your child's class teacher at hometime handover. Your child may bring home a form detailing their injury, treatment provided and symptoms to look out for which signal medical advice should be sought. School keep a record of all accidents which occur on the school premises.

If your child suffers a **head injury** which results in a cut, bruise, swelling or if your child displays any symptoms of dizziness, sickness or loss of consciousness, then our procedure is to make contact with a parent who will be asked to come into school to check that they are happy for their child to remain in school, or a decision made by the parent to take their child to seek further medical advice at their GP / Local A&E department.

If your child experiences a more serious injury or complicated accident, then we will immediately call for 999 assistance and ensure that trained first aiders remain with your child until the ambulance service arrives. You as Parents, will also be contacted and informed at this point.

ILLNESS / ALLERGIES / ADMINISTRATION OF MEDICINES

Please inform the Headteacher/Deputy Headteacher/Foundation Phase Manager/class teacher of any allergies or illnesses your child may have. We have experience of successfully and discreetly handling a range of medical conditions that pupils have presented with over the years. Our aim is to ensure that ALL pupils are able to access a whole range of activities and the curriculum in safety.

As a school, it is our policy to **only administer medication prescribed by a doctor**. This includes medicines such as Calpol/antihistamine etc.

We will administer the last couple of days of medication such as penicillin or antibiotics, providing your child is well enough to be attending school. Please be mindful that if such medication has been prescribed, then your child is probably quite poorly and we would ask you to consider if they are in fact, well enough to be attending school for the initial days of the course of treatment.

If your child is a regular user of a particular medication, for example a ventolin inhaler, please ensure that **you** check regularly with them/class teacher they have an in date inhaler and that it has not run out. Such medication will of course be taken on all out of school visits to ensure your child as access to it as and when it may be needed. You will need to sign a parental consent form which will detail the required dose your child needs, if they require to use their inhaler.

If your child has been prescribed an epipen or suffers with other more serious conditions, then a care plan should be shared with the school as soon as possible. At this point additional

support, training and guidance for handling your child's condition may well be provided by the School Nurse Team and or hospital consultant.

ALL MEDICATION brought into school must be delivered by an **ADULT** to Reception. Medication will only be administered by a member of the SMT (Senior Management Team) once a **REQUEST TO ADMINISTER MEDICINE FORM** has been completed by a parent. These forms are available from Reception or are available for download on the school website.

All medicines brought into school are kept in the Headteacher's office or in the staff room fridge if they need to be kept cool. A record is kept of all medicines administered during the school day. These records are kept for the duration of the academic year.

Pupils are **NOT** permitted to bring medicines into school and keep them in their bags or trays. (This would include cough sweets or soothers). Any such items found will be confiscated and returned to an adult at the end of the school day. This is to safeguard all pupils from wrongly taking un-prescribed medication.

ATTENDANCE DATA

Could you add the attendance table in here please Helen

PUPIL ABSENCES

If a child is absent through illness, we require you to telephone the school office as soon as possible or leave a message on the answer service. The school is obliged by law to publish un-explained absences as truancy; therefore a written note of explanation is required on the child's return to school. Teachers should be informed BEFOREHAND of any appointments at the hospital or dentist etc and children should be collected from the front entrance.

The school's Educational Social Worker (ESW) Mrs. Val Hands, regularly monitors our registers and incidents of repeated lateness or absence which are a cause for concern may well result in contact being made with parents. At this point, the ESW will expect you to provide explanations for your child losing school time.

In November 2014, Flintshire CC circulated a leaflet to parents of all school aged children informing them of the possibility of issuing Fixed Penalty Notices for pupils who have repeated unexplained/unauthorised absences from school.

Family Holidays - The Governing Body may authorize ten days per year for family holidays, which **unavoidably** fall in term time. Holiday forms can be collected from the office and returned to the Headteacher. Please be aware that any additional holidays / days taken as holidays beyond this will be registered as unauthorised absences.

Absence and late marks are recorded in the electronic register and a print out is provided with your child's end of year report.

Targets to reduce the number of unauthorised absences





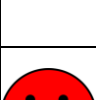
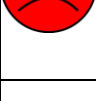
- 1 Encourage parents to contact school on a daily basis should the pupil be unable to attend school.
- 2 To continue to personally contact parents should pupils not arrive in school when no telephone message has been received regarding pupil absence.
- 3 Encourage parents to contact school on a daily basis should the pupil be unable to attend school.
- 4 Encourage parents on a regular basis to inform school of any changes to the home address or emergency contact details.
- 5 Targets for the new school year will involve the reducing the number of pupils who are consistently late onto the premises.
6. All pupils who fall below attendance of 85% in a given period will automatically be referred to the Education Inclusion Officer

It's REALLY important for children to attend school regularly if you want them to.....

- Achieve their potential
- Develop their self confidence
- Develop a good work ethic
- Do well in assessments and exams
- Have the best opportunities for their futures



Here is a breakdown of attendance data information for you
(data is based on 1 complete school year, Sept - July)

100% Attendance	0 missed weeks of learning		Best Chance of Success
95% Attendance	1 week 4 days of missed learning		Best Chance of Success
90% Attendance	3 weeks 4 days of missed learning		Poor Attendance Causing concern ACT NOW TO IMPROVE
85% Attendance	5 weeks 3 days of missed learning		Poor Attendance Causing concern ACT NOW TO IMPROVE
80% Attendance	7 weeks 3 days of missed learning		Very poor attendance causing great concern
75% Attendance	9 weeks 1 day of missed learning		Very poor attendance causing great concern

Please be aware that these %'s are based on a whole year's attendance. Pupils who may have been taken out of school for holidays or had a number of sickness absences during the Autumn and Spring Terms may well present with low % in the first half of the school year. As long as parents ensure that attendance is consistently high for the remainder of the school year, %'s should increase by July.

SCHOOL MEALS

School meals cooked on the premises are available. As the price varies from time to time, this detail is available upon enquiry. All meals must be paid for in advance, preferably via the online schoolgateway payment system.

Children **must not** be sent with **loose money** as class based staff are unable to accept this.

For those children who attend Breakfast Club, a locked collection box near the hall door should be used by parents to deposit any monies coming into school that day.

Forms are readily available for applications for free school meals. (Office - Mrs Hill)

Facilities are available for packed lunches brought from home to be eaten under supervision.

Please note - any dinner monies outstanding for 7 days are reported to the Finance Department at FCC for recovery in direct accordance with procedures laid down by Flintshire County Council

SNACKS DURING THE SCHOOL DAY

Foundation Phase children -

Snacks cost £1.00 per week. Snack money is to be paid termly via the Schoolgateway online payment system.

Key Stage 2 -

Healthy snacks are available for purchase each breaktime. A selection of fresh fruit is on sale at a minimal cost. All children are asked to bring a healthy snack which is deemed to be **fresh produce only**, not packaged or processed foods such as cereal bars, cheese strings or yoghurt drinks.

ALL children are encouraged to bring a bottle of **unflavoured still water** to drink during the school day, and will be allowed access to it during the day.

CONCERNS PROCEDURE

We at Cornist Park School hope that you and your child will always be happy here, but occasionally you may feel a little concerned about something and wish to raise your concern with us at school. In this situation, your first point of contact should be the class teacher. Every teacher in Cornist Park will do his or her utmost to assist you and your child. On occasions parents may feel that they need to discuss matters with the Foundation Phase Manager, Mrs Adams or the Key Stage 2 Manager, Mrs Lynne Gardner.

If you feel that you wish to formalise your concerns then it is with the Head teacher or the Deputy Head that the concern must be raised. This can be done either by letter or by making an appointment to speak to the Head teacher at a mutually convenient time. In the event of a meeting-taking place, notes will be made and the content of the concern clarified before further action is taken.

If the situation cannot be resolved to either party's satisfaction, the next formal step is to meet with the Chair of Governors.

The Head teacher and the Chair of Governors will then discuss the complaint with the parent or guardian and a decision will be made as to the best way forward for all parties concerned.

Should an impasse occur then appropriate professional advice would be sought.

If a complaint about a member of staff is made, that member of staff has the right to seek advice and support from their professional body i.e. their Professional Union.

No teacher will be placed in a situation where discussion with a parent or guardian is viewed to be confrontational, aggressive or abusive. A Policy of Zero-Tolerance will be operated and any such meeting will be terminated.

We hope that this guidance will be helpful to you. At Cornist Park our aim is that any concern that you may have can be dealt with promptly and sympathetically.

CONTACT AND COMMUNICATION

If a child is taken ill at school or is hurt, we need to contact parents/guardians quickly. It is essential that all parents complete an emergency contact form, giving telephone numbers where they or other designated adults with permission to collect your child can be contacted.

Please keep the school informed of any changes to these contact numbers, particularly mobile phone numbers.

ON LINE PAYMENT SYSTEM - SCHOOLGATEWAY

During the Spring term 2016, the school successfully introduced an online payment system for parents called schoolgateway.

From September 2016, we will ask that all Nursery snack will be paid via this system. Once you are listed, other items such as class trips, fundraising events, residential visits and school dinners can all be paid on this secure and hassle free system. If you have any questions about how to load or use this system, please see the office staff who will be happy to assist you.

** An Electronic Version of this document can be found on the school website. It will be updated on yearly basis to ensure it remains current. Unless specifically requested by a parent, this version will be the only hard copy provided, therefore, please as your child progresses through the school, keep informed of any changes via the online version **

*** Daily news, updates, communications and weekly celebrations in school are posted on our twitter account and our school website - Please view these valuable sources of information frequently to see what is happening in school ***

@cornistpark

www.cornistparkcp.co.uk