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**Croeso i Wefan
Ysgol Iau Y Porth**



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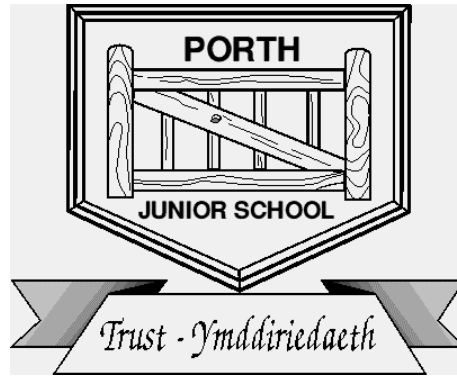
**Porth Junior School
Ysgol Iau Y Porth**

Head teacher / Pennaeth
Mr. G H. Morris

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**Prosprctus 2001 - 2002
Prospectws 2001 - 2002**

Ysgol Iau Y Porth



Porth Junior Mixed School

End of Primrose Terrace

Llwyncelyn

Porth

Rhondda Cynon Taff

CF39 9TH

Tel: (01443) 683623

Fax: (01443) 683623

e-mail: porth.junior@porthjun.rctednet.net

School web address - www.porthjuniors.ndo.co.uk

School Prospectus 2001/2002

Headteacher: Mr. H Morris

Deputy Headteacher: Mr. D C Jones

Chairman of Governors: Mr. L Rees

District Education Office

Education Office

Grawen Street, Porth

Tel: (01443) 687666

A Message from the Headteacher



Dear Parent,

It is with pleasure that the Governors, Headteacher and staff present you with this prospectus. We hope that it will provide you with an insight into the aims and objectives of the school, as well as giving information about its organisation and running.

Aims and Objectives

The aims of our school represent the long term philosophy and ethos, whilst objectives are specific goals through the attainment of which the aims are achieved.

Aims

The overall aim is to make every child confident in his/her ability within a well-structured and happy environment. We want to give the children a desire to learn and this requires the development of a wide range of strategies to keep children highly motivated.

Objectives

The greatest influence will be the experience of the attitudes displayed by those closest to the children by their actions and deeds. Sincere affection, respect, understanding, trust, encouragement, praise, differentiation between faults and mistakes, fairness – all these must be accepted by all teachers as normal in every aspect of life.

We want to do the very best we can for your child. We hope that you too will want to share in this enjoyable and challenging task. We look forward to working together with you. If you require any further assistance, please contact me.

Yours sincerely,

A handwritten signature in black ink that reads "Hugh Morris". The signature is written in a cursive style.

Hugh Morris.

Home/School Agreement

Porth Junior School will make every effort to:-

- provide a happy, safe and stimulating environment for all children.
- provide quality and equality in all aspects of the curriculum.
- encourage pupils to develop a high standard of politeness to each other and to other adults.
- inform parents of their child's progress at regular meetings.
- provide an individual education plan for all pupils who are under achieving or under attaining.
- keep parents fully informed of school activities.
- respond promptly to requests made by parents.
- contact parents at an early stage if problems are identified.

Pupils should aim to:-

- be polite and helpful to others.
- attend school regularly and on time.
- learn a sense of self-discipline in order to promote a good standard of behaviour in school.
- try their best at all times.
- learn to respect others and their property.
- co-operate with all adults who work in the school.
- do their best to complete all homework.
- do their best to take care of our school.

Parents/Guardians acknowledge and agree to:-

- accept the school's expectations of its pupils.
- recognise my responsibility to ensure my child's attendance and punctuality.
- provide a note to explain any absences.
- encourage my child to obey the school rules and support the school's discipline policy.
- provide a suitable environment for homework or other tasks sent home to complete.
- make every effort to attend parents evenings.
- co-operate with the school in an attempt to rectify problems.
- inform the school immediately of any change of address or telephone number.

PORTH JUNIOR SCHOOL



NAMES AND CLASSES OF TEACHERS 2001 - 2002

Year 3	Mrs. K. Smith	3S
Year 3	Mrs. T. Evans	3/4E
Year 4	Mrs. C. Richards	4R
Year 5	Mrs. M. Morgan	5M
Year 5/6	Mrs. J. Taylor	5/6T
Year 6	Mr. D. C. Jones Deputy Headteacher	6J

NON TEACHING STAFF

Classroom Assistants	Mrs. N. Curtis	Mrs. T. Pitman
School Secretary		Mrs. C. Bastable
School Caretaker		Mr. A. Coombe
School Cook		Mrs. T. Gibby
School Assistants		Miss E. Brown Mrs. D. Jones Mrs. M Regan
Dining Hall Supervisors		Mrs. A. Jackson Mrs. E. Jones Mrs. B. Weston

Porth Junior Mixed School

Governing Body 2001

Name	Address	Status/Reps.
Mr. H. Morris	Porth Junior School	Headteacher
Mr. E. Phillips	2 Coronation Terrace, Porth	L.E.A.
Mr. L. Rees	3 Caemawr Gardens, Porth	L.E.A.
Mrs. J. Rees	3 Heather Way, Porth	Parent
Mrs. P Morgan		Parent
Rev. N. Evans	57 Leslie Terrace, Porth	Parent
Mr. D. C. Jones	Porth Junior School	Teaching Staff
Mrs. T Gibby	Porth Junior School	Non Teaching Staff
Mrs. M Clack		Co-opted member
Mr. G. Richards,	7 Arran Close, Pontypridd	Co-opted member

School Term and Holiday Dates 2001/2002

Autumn	Term Begins	Half Term Starts	Half Term Ends	Term Ends
	Tuesday 04:09:01	Monday 22:10:01	Friday 26:10:01	Friday 21:12:01
	(35 days)		(40 days)	
Spring	Tuesday 08:01:02	Monday 18:02:02	Friday 22:02:02	Thursday 28:03:02
	(30 days)		(24 days)	
Summer	Tuesday 16:04:02	Monday 03:06:02	Friday 07:06:02	Tuesday 23:07:02
	(34 days)		(32 days)	

There will be an additional TWO In-service training days that will be taken during the year. These will be notified by pupil post and posted on the school web site.

SCHOOL UNIFORM

Although school uniform is not compulsory, we urge parents to support the school to actively encourage pupils to wear uniform. The vast majority of pupils do wear our uniform. We believe a uniform promotes equality for all children; a philosophy all the staff and governors support.

Winter Uniform - Boys

Grey or white shirt, dark green sweater, grey/black trousers.

Winter Uniform - Girls

White blouse, dark green jumper or cardigan, grey skirt, grey, black or white tights or white socks.

Summer Uniform - Boys

Green/White polo shirt or T-shirt, grey or black shorts.

Summer Uniform - Girls

Green/White polo shirt or T-shirt, grey skirt or green and white gingham dress.

The Infants' school uniform may be worn until outgrown.

School ties and bags are available from school at a cost of £2.50.

**UNIFORMS CAN BE PURCHASED AT BOTH WOOLWORTH,
and THE WOOL SHOP, HANNAH STREET, PORTH**

School Rules

- 1 All pupils are expected to be punctual for morning and afternoon sessions.
- 2 A high standard of behaviour is expected of every child. Foul or abusive language to staff or pupils will be severely dealt with.
- 3 The privilege of staying in for a school meal or sandwiches is conditional on good behaviour. Pupils who continually misbehave will have this privilege removed in the first instance. The last sanction will be exclusion. If such a measure has to be taken, parents will be informed by letter.
- 4 School cannot be held responsible for the loss of jewellery brought to school regardless of the nature of the loss.
- 5 No unreasonable haircuts or hair colours are accepted. Children will be requested to remain at home until satisfying the school's requirement.
- 6 Stud earrings only will be permitted, for health and safety reasons.
- 7 The school will require a letter or telephone call for a pupil to be excused games or swimming lessons.
- 8 Plastic/foam balls only to be used in the school yard.
- 9 No drinks to be brought in glass containers.
- 10 No chewing gum or bubble gum to be brought to school.
- 11 Pupils must not bring to school any instruments, e.g. penknives, scissors, compasses, that could endanger other children.
- 12 School cannot be held responsible for the loss of toys/games brought to school by pupils.

SCHOOL PROSPECTUS - 2001/2002

Type of School

The school is a mixed junior school for boys and girls in the age range 7 to 11 years, administered by the Rhondda Cynon Taff Authority (R.C.T.).

Visits by Parents

The school welcomes visits by parents and the Headteacher will see them at any time during the school day. However, it would be helpful if parents would telephone to make an appointment.

Aims of the School's Curriculum

The Governing Body has accepted the R.C.T. Authority's policy document A Strategy for the Curriculum for Pupils aged 5-16 years. This document contains the following extract:

Schools should aim:

1. to help pupils to develop lively, inquiring minds, the ability to question and argue rationally and apply themselves to mental and physical tasks;
2. to help pupils acquire knowledge and skills relevant to adult life and employment in a fast changing world;
3. to help pupils to use language and number effectively;
4. to develop a respect for religious and moral values, and tolerance to other races, religions and ways of life;
5. to help pupils to understand the world in which they live and the interdependence of individuals, groups and nations;
6. to help pupils to appreciate human achievements and aspirations.

Start of School Sessions and Lesson Times

Pupils are required to be present in school by 8.50 a.m. for the morning sessions and by 12.50 p.m. for the afternoon session.

The times set aside for teaching during the school days are as follows:

Morning Session	Afternoon Session
8.55 a.m. to 12 noon	1.00 p.m. to 3.30 p.m.

This gives the required statutory 23.5 hours' teaching each week.

Summary of Ways in which the School's Curriculum is Organised, including the National Curriculum:

The following is a summary for each year group of the content of the school curriculum and how it is organised including the National Curriculum:

The core subjects of the National Curriculum require priority on the school curriculum, i.e., Mathematics, English, Science and I.T. Mathematics and English are taught in sets according to each child's ability. Mathematics is taught as a separate subject and the acquired skills developed in the theme of each term's project. English is taught through the child's experiences and the term's project. In each year group rules of English grammar will be developed, together with a school programme for spelling. Reading is taught through the school's reading scheme, Ginn 360, plus the use of supplementary

readers and the use of a book club every term. Books are also hired from the Rhondda Library Service. The theme for each term's project varies. This enables the teacher and pupils maximum opportunity to satisfy the requirements of the National Curriculum.

The subjects of Technology, Welsh, History, Geography, Art and Craft and R.E. are taught through the term's project in a cross-curricular manner where appropriate. Physical Education is taught weekly and boys in Year 5 and 6 also receive soccer and rugby lessons. The girls of the same age group have netball and hockey. All children of Years 5 and 6 are taught basketball by Missy Lender.

Complaints Procedure (Curriculum and Religious Worship)

The Governing Body has approved the document setting out the arrangements for R.C.T. in respect of the above. The complaint procedure is summarised as follows:

- 1 Informal complaint to Headteacher and staff of School;
- 2 Formal complaint via District Education Officer to Governing Body;
- 3 Further formal complaint via District Education Officer (Clerk to the Governors) to Director of Education;
- 4 Formal complaint via Director of Education to County members' panel;
- 5 Only after all stages of approved local arrangements have been exhausted can the Secretary of State entertain such complaint.

Inspecting and Obtaining Copies of Documents

The following documents are available in the school for perusal by governors and parents:

- 1 a strategy for the Curriculum for Pupils ages 5 - 16 years;
- 2 statutory instruments, circulars and memoranda sent to the School by the Department of Education and Science;
- 3 any H.M.I. reports which refer to the School;
- 4 the schemes of work and syllabuses used in the School;
- 5 the Governing Body's most recent annual report to parents;
- 6 documents relating to the National Curriculum.

Where a copy of any of these documents is requested a charge will be made.

Pastoral Care

The arrangements for the pastoral care of pupils are that teachers are responsible for the welfare of the pupils in their class. The Headteacher has overall responsibility for pastoral care and matters of concern are referred to him.

Special Curriculum and other Arrangements including Pupils with Special Educational Needs

A specialist reading teacher visits the school three sessions during each week to give extra help to children in Year 3 and Year 4 with reading difficulties.

With the structure of the school's National Curriculum policy for all subjects, children with Special Needs will be identified and included on the S.E.N. register. These children will have individual programmes to cater for their needs.

The Use and Teaching of the Welsh Language

The current policy of the School on the teaching of the Welsh language is to follow audio-visual packs produced by ESIS. These range from Iaith Iau II in Year 3 through Ben Bwgan Brain, Stabec and Bobol Bach in Year 6. Children are encouraged to use incidental Welsh during all aspects of school life. There are bi-lingual signs throughout the school.

Sex Education

The Governors have decided that Sex Education should be included in the School Curriculum within a carefully planned Health Education Programme as part of the broader spectrum of Personal and Social Education which takes account of the needs of pupils as they develop and mature through the years of compulsory schooling. Parents can withdraw their child from all or part of the sex education provided.

The Organisation of Education in the School

Classes are mixed ability and more than one age group may be placed in a class because of the school's staffing arrangements. Children, however, for most of their time work in groups according to their stage of development.

Children have the opportunity of receiving violin tuition and all pupils receive swimming instruction. Book clubs are run throughout the year for all the pupils. Homework is left to the discretion of each teacher who will consider the needs of each child.

Religious Worship and Religious Education

An assembly is held every day for a short religious service and religious education is provided for every pupil in the School. The teaching of religious education is subject to the statutory regulations of the 1944 and 1988 Acts, which provide that all pupils should receive religious education and take part in collective worship except where withdrawn by parental request. The teaching will take place in a variety of forms, which will reflect the ethos of the whole application to cross-curricular themes as well as to work specifically in religious education. In this context the teaching of religious education should:

- develop from pupils' own perceptions and experiences;
- place religion in contexts which pupils can relate to their own experience;
- promote links with other areas of the curriculum;
- have specific objectives when taught within integrated topic work.

Charging Policy

- (a) The Local Education Authority will make charges for board and lodging for residential visits. It will recover the full cost for residential visits outside of R.C.T., but retain the current charges, amended annually, for the Authority's own Centres. Charges for board and lodgings for pupils whose parents are in receipt of Income Support or Family Credit will be remitted.
- (b) No cost associated with individual tuition in the playing of a musical instrument or for vocal training will be charged.
- (c) No charge will be made for incidental transport for education during school hours or for travel direct from home to work experience or vice versa.

- (d) Parents will be charged the full cost for activities arranged for their children and which take place wholly or mainly outside school hours and provided those activities are not required to fulfil statutory duties relating to the National Curriculum or to religious education.
- (e) If the Authority arranges any of the following activities for pupils whose parents are on Income Support or Family Credit, they will have the costs fully remitted:
 - (i) The full cost of entry to other than a prescribed examination
 - (ii) The full cost of preparing a pupil for such an examination outside school hours.

The Governing Body will charge parents in the following circumstances: for breakages to windows, doors or fittings as a result of pupil's behaviour then a nominal charge is made to an individual's parents or a proportional cost if more than one pupil is involved.

These charges will be included in the School's disciplinary code. Parents are allowed a right of appeal to the Governing Body Sub-Committee that deals with staff disciplinary matters. The Governing Body has agreed that the Headteacher may seek voluntary contributions from parents so that activities during school hours, for which charges may no longer be made, can be organised.

School Discipline

A copy of the School's disciplinary rules is available. Any changes in these will be notified to parents by pupil post.

Free Meals and Distinctive Clothing

Applications for free meals and distinctive clothing grants are made on Free Meals Application Forms. Applications for Distinctive Clothing Grants are made in the last term prior to the pupil entering the comprehensive school and the forms can be obtained from the School.

End of Key Stage Statutory Assessment Test Results

Here follows a comparison chart, which shows the number of children entered for S.A.T. Tests/Tasks with their results. This year there were 50 children.

% of 11 year old children attaining each level as determined by the Statutory Assessment Tests at the end of Key Stage 2 July 2000.

Comparative information against RCT/national averages attained in the Tests.

Percentage of Pupils	Porth Junior	LEA	National
Level 4+			
English	84	73	74
Mathematics	80	69	69
Science	94	79	81

Punctuality and School Hours

Parents are requested to help the working of the school and the training of the children by ensuring that whenever possible, children arrive in plenty of time for school. Late arrival causes loss of school time and inconvenience to others. Punctuality is considered good training for children. Children are not allowed to leave school outside the prescribed times unless a request has been received from the parent. For their own welfare and

safety, children who have school meals or packed lunches are not allowed out of the school during the midday break. Parents are reminded of their responsibility for the children after normal school hours. In cases of emergency, please contact the school.

Attendance/Absences

1. All pupils are required to attend school regularly. In the event of absences a note of explanation/telephone call is required from the parent. Frequent illnesses can hinder a child's educational progress. Where there are difficulties arising perhaps from a period of illness, parents are advised to contact the school.
2. Attendance credit may be given to children for certain categories of explained absences. These include dental visits and medical visits. Attendance credit is dependent upon the class teacher having sight of a proper appointment card.
3. Parents who require their child to leave the school premises during the course of the school day are requested to provide a note giving advance notice of their intention and to make the appropriate arrangements for collecting or meeting their child. No child is permitted to leave the school premises during the course of the normal school day without the specific permission of the Headteacher or deputy Headteacher.
4. Parents who take their annual holiday during the course of a school term and who require their child to be absent from school for this holiday period, are requested to contact the Headteacher. Homework is not normally set for such absences, but the school can make provision, if requested.
5. Pupils are expected to leave the school premises promptly at the end of the school day. Children remaining for extra-curricular activities are obviously exempted.
6. Rates of authorised and unauthorised absences for 2000/2001 were as follows:

Av.No. Register	Average Attendance	Authorised Absences	Unauthorised Absences
155	92.25%	07.47%	00.28%

Extra-curricular Activities

There are extra-curricular activities available at the School.

N.O.F. Clubs

- Art Club
- French Club
- Cyber Cafe
- Netball Club

School Savings Scheme

The school operates a school savings scheme with all monies collected on a Monday morning. This account is run via the School Private Fund and the school retains all profit. In the event of the retirement of a long-term member of staff permission will be sought from parents to allow the purchase of a gift from this fund on behalf of the children.

Equal Opportunities Policy

Equal Opportunities for all is one of the most important overall aims in Porth Junior School. We have the responsibility to provide a full and effective curriculum for a large group of children who present a full range of aptitudes and abilities. The school is committed to equality assurance for all staff and also for pupils, parents and others in the community.

It is important that the school ensures children and adults are provided with an environment where diversity is valued and is seen as a great strength. Direct or indirect discrimination on the basis of race, gender, religion or ability will not be acceptable.

The policy for Equal Opportunities in the school will be readily available to all. Each person in the school will be expected to adhere to the following statements at all times:

1. Direct or indirect discrimination on the basis of race, gender, religion or ability is unacceptable as Porth Junior School.
2. Every pupil and teacher should support this objective by contributing towards a happy, caring environment in the school and by showing respect and appreciation for each other as individuals.
3. Each child should be encouraged to take up the whole curriculum and experience full educational development appropriate to his/her present needs and for future adult life.
4. All pupils should have access to the whole curriculum. Staff must be aware that their own expectations affect the achievement, status and behaviour of each pupil.
5. The curriculum should be well balanced, objective and sensitive and will not highlight cultural or sexual diversity in a negative way. It will aim to raise awareness of the value of diversity within the school environment.
6. The school should aim to provide resources for all pupils according to their needs, irrespective of race, gender, religion or ability.
7. The school should raise awareness of the diversity of the society in which we live and foster attitudes of empathy and respect for each other.

Disabled Pupils

The physical layout of our school is very uncomplimentary to assist pupils who are disabled.

To gain access to our school requires climbing a number of steps. Also the school is 'two tier' so again access is very difficult. The LEA has recommended our school not be used unless there is no alternative.

Health and Safety

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils and staff (teaching and non teaching). We also accept our responsibility for health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters, and the arrangements which we will make to implement this policy are contained in the schools 'Policy Document'. The policy will be kept up-to-date as personnel change and new areas of care are found to be necessary. The policy and the way in which it is operated, will be reviewed yearly.

Responsibilities

Overall and final responsibilities for Health and Safety at Porth Junior School is that of the Headteacher: Mr H Morris.

The system will work by the Headteacher appointing staff members, if necessary, with special responsibilities for sections of risk and hazard. He will ensure they are fully instructed in the duties requested of them and that they receive adequate training, if necessary, in the fields they are covering.

Where any member of staff notices a Health and Safety problem which they cannot put right straight away, they must immediately remove pupils from the area and report the problem to the Headteacher who will inform the appropriate agency.

Emergency Services, Fire, Ambulance may be called out without reference to any higher authority. The only criticism that can be made is if such necessary service is NOT called out.