Growing together through our Faith and Love



Henllys Church in Wales School

Prospectus

2026/27

St Peter Vicarage
30 Longhouse Grove
Henllys
NP44 6HQ
T. 07983953644
E. RevdKerl@gmail.com

Dear Parents and all those interested in Henllys Church in Wales School

It is a pleasure to welcome you to our school and to this prospectus, which I trust you will find full of information that you need to help you find out more about us and all that we can offer you and your children when you join our family.

Since becoming the Team Vicar of the Cwmbran Ministry Area it has been my privilege to serve the whole school community. I am honoured to lead worship, assemblies and festivals at the school. I support the children in their plays, sports days and special events. I lead the Christian foundation in Confirmation classes, baptisms and Access to Communion classes. I am also available for all staff, children and parents at any time for conversation, counsel or prayer. You will certainly see me around campus.

As Chair of Governors, I am also tasked with supporting the dedicated team that provides the best possible education for your children. I warmly welcome you to visit us at the school and see our wonderful premises for yourself. You will soon experience the warm family atmosphere that ensures each individual is both welcomed and honoured with us. Each child is encouraged and supported to be the very best that they can be: unique, individual, and valued. Every child is offered the understanding that they are loved of God and cherished with us.

I very much hope that you will join us and I look forward to meeting you to welcome you in person.

Yours in Christ,

Reverend Elizabeth Kerl

The Reverend Elizabeth Kerl
Team Vicar of the Cwmbran Ministry Area
Chair of Governors

HENLLYS CHURCH IN WALES SCHOOL

At Henllys, we pride ourselves in providing a very kind and nurturing environment for all our learners and we really feel that we are one big happy family. Community spirit is a real strength of ours, which we hope is echoed in our ethos, mission statement and school vision which are as follows:

Our Ethos:

'Growing together through our Faith and Love'.

Our Vision:

Inspire

Challenge

Achieve

Nurture

We want to inspire a new generation to 'achieve' and reach their full potential. 'I CAN' is something that we encourage all pupils to say rather than 'I CAN'T'.

Our Vision Statement:
The following statement reflects what we firmly believe the children of Henllys Church in Wales School will become in the future:

'Our vision is to provide a high-quality education, rooted in the Christian faith and values, with high expectations for all. Our aim is to nurture ethically informed citizens, who care deeply about their culture, community and the wider world. With a strong sense of belonging, our learners will lead healthy and fulfilled lives. United in belief and confidence, we CAN and will succeed.'

SCHOOL CONTEXT

Henllys Church in Wales Primary School was opened in September 1991. It is an Anglican Voluntary Aided School, one of only six that serves the Diocese of Monmouth.

It is a beautifully designed and well equipped school, with spacious play areas and games field.

As a church school, we take pride in our association with churches within the Ministry Area of Cwmbran and Pontnewydd. The clergy are regular visitors to the school and take an active interest in the fostering of good relationships between school, home and church. The school also receives welcome visits from representatives of the Diocese of Monmouth.

The school celebrates the major Christian festivals and there will be an opportunity for you to join us at many of these celebrations, and also to join us on termly basis for a morning Eucharist.

GENERAL INFORMATION

Headteacher:	Mrs. P. Minto B.Sc.(Hons), PhD, PGCE
School Address:	Henllys Church in Wales School Ty Canol Way Henllys Cwmbran Torfaen NP44 6JA Tel: 01633 877796 e-mail: minto.philippa@torfaen.gov.uk danielle.hughes@torfaen.gov.uk clerk.henllyschurchinwales@torfaen.gov.uk
School Website/Twitter:	http://www.henllyschurchinwalesschool.co.uk/
Chair of Governors:	Rev. Elizabeth Kerl 07983953641

Teaching Staff:

Lower school:	Mrs L. Henson	B.Sc.(Hons) PGCE
	Miss S. Cook	B.A.(Hons)
	Miss K. Standen	B.A.(Hons) PGCE

Upper school:	Mr. M. Yendle	B.Sc.(Hons) PGCE
	Mrs. S. Kasim	B.A. (Hons)
	Mrs. K. Harris	B.A. (Hons) PGCE
	Miss R. Bevan	Dip H.E., B.Ed.(Hons)
	Mr. T. Cleverley	B.Sc.(Hons) PGCE

Mr. Cleverley is the Deputy Headteacher and Mrs. Kasim is a member of the Senior Leadership Team and our ALNCo.

Teaching Assistants:

Higher Level Teaching Assistants (HLTA)	Mrs. L. Cook
	Mr. R. Barton
	Mrs. A Meehan
Classroom Assistants	Mrs. R. Chambers
	Miss N. Morgan
	Miss R. Bailey
	Mr. L. Smith
	Miss D. McLennan
Secretary/Clerk	Miss. D. Hughes
Caretaker	Mr. K Jones
Cook	Torfaen Catering
Cleaners	Torfaen Cleaning

THE GOVERNING BODY

The Governing Body in a Voluntary Aided School is the employer of all the staff in the school (except the kitchen staff and cleaners). It is concerned with all aspects of school life and decides on school policy. The conduct of the school is under the direction of this body.

The Governing Body seeks to ensure that the school provides effective teaching and learning for all children.
Different governors are appointed, or in some cases elected, by different representative bodies. The bodies referred to are:

- The Local Ministry Area
- The Diocese of Monmouth
- The Local Authority
- The community council
- The teaching staff
- The ancillary staff
- The parents of children attending the school.

Parent Governors must have a child in the school at the time of their election and are elected by their fellow parents. They are expected, as far as is possible, to bring the views of parents to the Governing Body but they speak and act as individuals. They should not be thought of as delegates or mouthpieces of the parents and they do not vote for all parents in general.

Composition of the Governing Body:

Chairperson:	Rev'd E. Kerl
Vice Chairperson:	Mrs. C. Watkins
Ex-Officio	Rev'd M. Pateman
Foundation Governors:	Mr. K. Jones
	Mrs. K. Morgan
	Mrs. D. Chambers
	Mrs. C. Devine
	Mrs. K. Davies
Local Authority Representative:	Mrs. F. English
Minor Authority Representative:	Mr. S. Wharton
Parent Representative:	Mrs. D. Oliver
Teacher Representative:	Mr. T. Cleverley
Ancillary Staff Representative:	Mr R. Barton

LOCAL EDUCATION AUTHORITY

Torfaen County Borough Council
Education Department
Pearl House
Pontypool
Torfaen

Tel: 01495 762200

Chief Education Officer:	Dr. Andrew Powles

HENLLYS CHURCH IN WALES SCHOOL

School Aims

Our overall aim is to develop the whole child and to work with children so that they acquire the knowledge, skills and experiences, which will provide them with a firm foundation for the future.

We aim:

- To provide a happy school, based on Christian values where the children will be sensitively cared for.
- For each child to achieve their full potential in literacy and numeracy and in all areas of the curriculum.
- To help pupils develop a sense of pride in themselves and a commitment and a willingness to be an active and responsible member of the community.
- To help children understand the world in which they live and develop a respect for religious and moral values, tolerance for other races and religious ways of life.
- To build a partnership with parents and other members of the community.
- To keep parents informed about things that are happening in the school, especially on their child's progress.
- To be open and welcoming and offer opportunities for parents to become involved in the daily life of the school.

To help us achieve these aims we need parents to:

- Ensure that their children come to school regularly, on time, refreshed, alert, correctly dressed and ready to work.
- Take an active and supportive interest in their children's work and progress.
- Support the authority and discipline of the school, and to help their children to achieve maturity, self-discipline and self-control.

All new parents are requested to sign, and adhere to, the School's Home/School contract which incorporates the aims listed above.

THE CODE OF CONDUCT

The children and parents are expected to follow the school's Code of Conduct and the day to day rules. These can be found at the back of this prospectus. Please make sure that you, and your child/ children, are aware of these. For further information regarding behaviour management within the school please

see the school's Behaviour Policy. An example of which can be found on the school's website.

SCHOOL ORGANISATION

School Times:

	R, Y1 and Y2 (Lower school)	Y3, Y4, Y5 and Y6 (Upper school)
Early Bird Session (£2 per pupil per session)	8:00 a.m.	8:00 a.m.
Free Breakfast Club	8:30 a.m.	8:30 a.m.
School starts	8:50 a.m.	8:50 a.m.
Morning session ends	12:00/12:15 p.m.	12:15 p.m.
Afternoon session starts	1:15 p.m.	1:15 p.m.
End of School	3:15 p.m.	3:15 p.m.

Children should not arrive at school before 8:50 a.m. unless they are attending our early bird session or breakfast club. From 8:50 a.m. until 9:00 a.m. the children enter the school and go straight to their classes where they will be met by their teacher. The children are then ready to start work at 9:00 a.m.

In the mornings, we ask for parents not to accompany their children into the school building. Parents needing to enter the building must do so via the main secured entrance and sign in.

Term dates for the current academic year are at the back of this prospectus.

CLASS ORGANISATION

The school is one form entry with approximately 30 pupils per class. The law states that we can only admit 30 children in Reception, Year 1 and Year 2 during the general admission. There are 7 classes for children aged 4 to 11.

LUNCHTIME

School meals are available to all children and are provided by Torfaen Catering. Meals are free for all pupils. They may choose a hot cooked meal, a pasta bar meal (hot or cold) or a salad meal with a jacket potato. The school is part of the Torfaen cashless catering system via ParentPay and all parents are asked to register for this as it covers payments for activities in school such

as school trips. Parents will be asked for a preferred e-mail address and will be sent a 'login' to access the system. Any specific dietary requirements need to be reported directly to the Torfaen Catering team.

All children are entitled to free school meals, however, we encourage all **eligible** parents to apply for the 'Schools Essential Grant'. This grant is available to low-income families to help with the cost of school items like uniforms, sports kits, and classroom equipment. It also affects the school budget in a positive way. Applications are made via a direct link to Torfaen County Borough Council. Please contact the school for further information.

If you so wish, children may bring their own packed lunch to school. We are a healthy eating school and request that all lunch boxes adhere to the Healthy Schools Initiative. During the lunch break, children are supervised by Teaching Assistants and Torfaen Play. Our HLTA and trained TAs are on call for first aid purposes.

HEALTHY SCHOOLS INITIATIVE

We are proud to be acknowledged as a 'Healthy School'. To promote a healthy lifestyle we:

- Provide a free healthy breakfast for all pupils
- Provide clean drinking water throughout the day
- Allow only fruit or vegetables for a snack
- Provide a wide range of extracurricular sports clubs
- Encourage pupils to take part in daily exercise and/or well-being activities
- Have a healthy food theme and other initiatives within the curriculum

We ask for your co-operation in supporting our aims as part of the All Wales Healthy Schools initiative. In order to encourage a healthier diet we would ask that children bring only fruit or vegetables to school for playtime snacks.

Children will be allowed to keep a named, plastic bottle with a sports cap containing water around their classrooms and drink from it as required. We ask that water bottles are taken home each day for washing and refilling. The children will be given opportunities to refill this bottle at school as necessary. Although we heavily promote the drinking of water, parents may choose to send in a fruit drink to be used at lunchtime. This drink should not be used at any other time of the day.



ADMISSIONS

Children are admitted to the school at the beginning of the Autumn Term of the school year in which they reach their fifth birthday. The school year runs from September 1st to August 31st. Transfer to secondary education takes place in the Autumn Term following the child's eleventh birthday.

Application forms for admission to Henllys School are to be submitted via Torfaen County Borough Council for 2027 via the online application/paper form.

School Admissions - Primary (Reception) - Torfaen County Borough Council

The closing date for applications is the last working day of January in the year that the parents request entry.

The school has no catchment area because of its nature as a church aided school. Should the demand for places exceed those available, then places will be allocated by the School Governors according to the following Admissions Policy which can be found on our website.

Admission to the school falls into two distinct categories:

A. Admission to Reception Class
B. Admission at all other times

A. Admission to Reception Class

I. Most children are admitted to the school in the Reception Year. In accordance with the Education Act 1990, no Reception class size will exceed 30 children.

II. Should demand exceed the thirty places then the School's Admissions Policy is used. The policy appears in the LA's booklet 'Guidance to Parents', which is sent out in the autumn to all parents who have children who will start primary or secondary schools in the September of the next year. All parents in the school, along with the congregation of the Local Ministry Area are informed of any changes to the Admissions Policy. In accordance with the Trust Deed, Henllys Church in Wales

School must cater for the Anglican children in the Local Ministry Area in the first instance. Anglican children from outside this area are then considered along with other children who wish to attend the school.

B. Admission at all other times

I. Current legislation decrees that no class in Reception, Year 1 and Year 2 should exceed 30 children at the close of the admission round. However, this does not apply to 'in year' applications. If an application is made to an R, Y1 or Y2 class that has a class size of less than thirty then that child will be admitted. Should an application be made for a class of over 30 then the Admissions Panel will convene to consider the application.

II. Should an application be made to a Year 3, 4, 5 or 6 class that is full, then the Admissions Panel will convene to consider the application.

III. Should a vacancy arise in a class, and there is a child on the reserve list, then the place will be offered to that child. In the case of more than one child on the reserve list, all parents will be informed of the vacancy and invited to apply for that place. The Admissions Policy then comes into force.

Parents have the right to appeal against all decisions made by the Admissions Panel, which is a sub-committee of the Governing Body. An independent panel hears all appeals.

STARTING SCHOOL

Induction Procedures:

The school attaches great importance to preparing and welcoming all new parents and pupils. To make the transition to school as easy as possible we will arrange for parents and children to visit and look around the school and meet their teacher before they begin. All parents will also receive a Reception Handbook. Reception pupils start full days in September but phased entry may be considered for a large cohort.

Transport:

If you live over two miles from the school you are entitled to free transport if you or your child are baptised Anglicans. This is because you have chosen the school because of its religious nature. Details and information can be obtained from Torfaen County Borough Council.

Breakfast Club:

Parents are able to sign up for our free Breakfast Club which runs from 8.30 a.m. until school opens. In addition, Torfaen Play are offering 'early bird' play sessions which start at 8.00 a.m. at a cost of £2.00 per session per child - children can then access the free breakfast club at 8.30 a.m.

Secondary School Transfer:

Details of admission to all LA schools are given to Year 6 parents in the Autumn Term. Due to the fact that the vast majority of our children move on to St. Alban's Roman Catholic High School, we are in the St Alban's Cluster of schools who meet regularly to ensure a smooth transition from primary school to secondary school. However, some children prefer to attend local schools such as Cwmbran High School and Croesyceiliog High School. Again, we ensure a smooth transition to these schools.

CURRICULUM FOR WALES

The current Curriculum for Wales became statutory in September 2022. The purposes of the curriculum in Wales is to ensure that children and young people develop 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.

The curriculum is broken down into six **'areas of learning and experiences'** or AOLEs. These are as follows:

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

There are also three **'cross-curricular responsibilities'** which are:

- Literacy
- Numeracy
- Digital Competence.

In addition, four **'wider skills'** will be embedded across the curriculum:

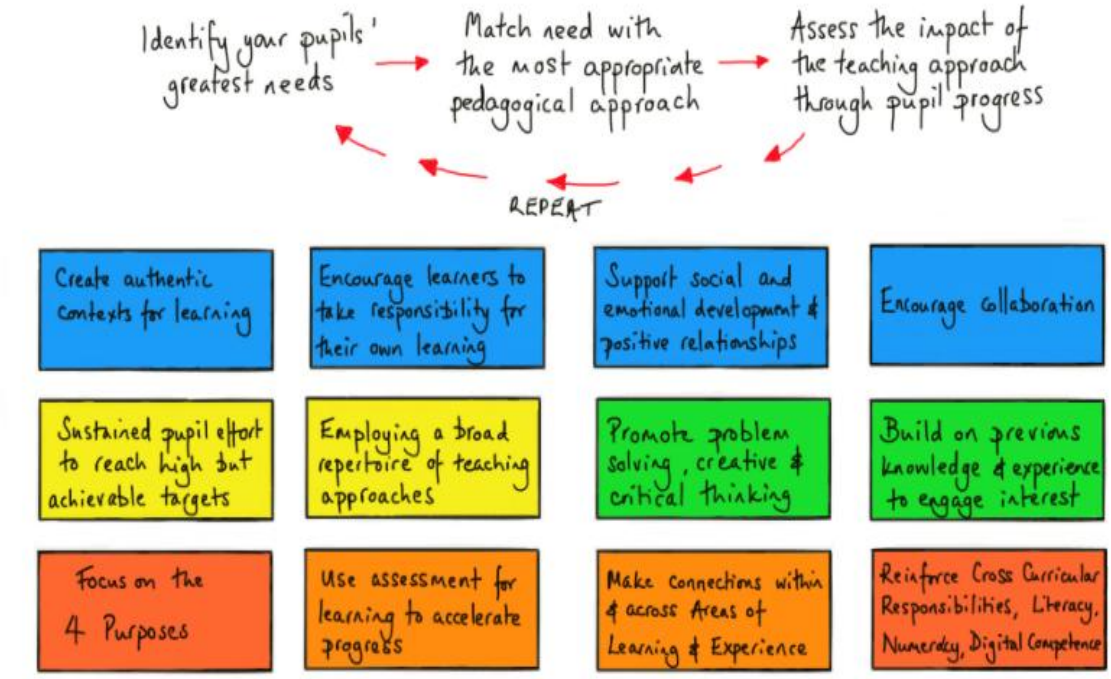
- Critical thinking and problem solving.
- Planning and organisation
- Creativity and innovation
- Personal effectiveness

The aims of the school is to enable all of our children to realise their full potential. This we endeavour to achieve by delivering a curriculum that is broad, balanced, relevant and differentiated.
Progress in literacy and numeracy is identified through the use of national reading and numeracy tests. The tests are completed online and the reading test consist of a number of passages followed by short, closed response and multiple choice type questions. The numeracy test is split into two papers. The procedural numeracy test assesses knowledge of numerical procedures such as addition, subtraction, multiplication and division. The reasoning test assesses learners' ability to apply this knowledge to everyday problems.

Parents are given a progress report on how their child/children performed in these tests at the end of the Summer Term.

TEACHING AND LEARNING AT HENLLYS

The 12 pedagogical principles outlined below, underpin all our teaching and learning. '*Decisions about teaching and learning are very context based and purpose specific and are best taken by the teachers themselves.'*
(Successful Futures Report by Professor Donaldson)



We adopt topic or 'theme based' approaches to teaching and learning which incorporate 'hooks or immersion days' followed by a midpoint review to further enhance the learning. At the end of each topic or theme there should be a celebration event.

All teaching and learning promotes progression in the three cross curricular responsibilities of Literacy, Numeracy and Digital Competence.

Our curriculum design also incorporate, where appropriate, opportunities for learning of cross-cutting elements. These should allow learners to:

- consider local, national and international contexts
- develop understanding of relationships and sexuality education (RSE), human rights education and diversity, and careers and work-related experiences. For further information on our RSE policy please refer to our website.

For further information, please refer to the Teaching and Learning Policy which is on our website.

Use of Welsh Language (Bilingualism):

Welsh as a second language is timetabled throughout the school. The teachers follow a programme approved by the Welsh advisory team, which is regularly updated. Staff are trained for their year groups and supported by the advisory team. Children are encouraged to use incidental Welsh – basic words and phrases throughout the school day, including play and lunch breaks. Staff use incidental Welsh in all lessons, daily routines, worship and around the school both to pupils and colleagues. All children participate in Welsh lessons and use incidental Welsh at their particular level during their school day. All children are learning Welsh as a second language as there are currently no first language Welsh speakers in the school. All children are included in the learning of Welsh.



The children are also taught modern foreign languages as part of the new curriculum e.g. French, German and Spanish.

Religion, Values and Ethics:

As a church school, we are not bound by curriculum guidelines for Religion, Values and Ethics Education. Part of the 'Trust Deed' which governs the provision of Religious Education in a Voluntary Aided school states that "religious education should be in accordance with the tenets of the Church in Wales (Anglican)."

Church in Wales Statement:
Wales has a rich and distinctive culture with its own language, customs, festivals, music and politics. It is a culture in which many diverse views co-exist within a society bound by the common values of democracy and the rule of law. This diversity creates the dynamic and vibrant society, which reflects modern Welsh life where all social, cultural, religious and spiritual beliefs are scrutinized, and those who hold them are respected and treated equally.

The celebration and underpinning of this diversity are fundamental to the ethos of Church in Wales schools and should be embedded in all aspects of the curriculum through rich learning experiences. Throughout its history Wales has welcomed people of different faiths and from different cultures, and via its teaching of the subject of religion, values and ethics, the Church in Wales supports an approach which promotes the understanding of and respect for all religions, beliefs and non-religious world views, thus reflecting the diversity that exists in our forward-looking Welsh society.

Our approach celebrates a creative, compassionate education that embraces and empowers, ensuring that children and young people are supported to engage with matters of "purpose, faith and belief" and to fulfil their roles as valued members of society ready to play a full part in life and work as ethical, informed citizens of Wales and the world.

Religion, Values and Ethics in the school is governed by the Church in Wales syllabus. We are proud of our Anglican status and aim to provide the best possible general education within the context of a religious interpretation of life and ethos, supported by committed Christian teachers.

During the day there are opportunities for prayer and reflection. The children are fully involved in acts of worship, supported by our Worship Workers pupil voice group. The children's achievements and successes are also celebrated during collective worship.

From September 2022, there will be no parental right to withdraw from RVE as the new Curriculum for Wales was implemented.

Collective Worship:

Each school day has an act of Christian Worship taken by a member of staff or a member of the Ministry Area Clergy. The Ministry Area Clergy are regular visitors to the school and take an active interest in the fostering of good relationships between school, home and church. The school celebrates the major Christian Festivals and there will be an opportunity for you to join us at many of these celebrations and also join us from time to time for morning assembly. There is a Sung Eucharist each term in school and the children attend a number of services at St. Gabriel's Church, including special Christmas and Leavers' services.

Parents may request that their children do not take part in Collective Worship. This should be discussed with the Headteacher, followed by a written request detailing the reasons for withdrawal.

SAFEGUARDING

Child Protection:

Henllys Church in Wales School is committed to ensuring the welfare and safety of all children in school. All Torfaen schools, including Henllys Church in Wales School, follow the Wales Safeguarding Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's full safeguarding policy is available on request (or on the school website) and a summary of the Child Protection Procedures and Policy is in Appendix 1.

All staff have annual Child Protection training. The Designated Senior Person (DSP) is the Headteacher and the Deputy DSP is the Deputy Headteacher. The governor with responsibility for safeguarding is Mrs. Fran English.

D.B.S. checks are carried out and monitored for all adults working with the children and recruitment procedures are regularly updated to ensure all applicants are thoroughly vetted before starting work.

Site Safety:

We are committed to ensuring the welfare and safety of all children in school. The school's gates are always locked during the day. All visitors are required to press the intercom to gain entry to the school grounds and must come to the main entrance and to report to the office. They are required to sign in on entering and exiting the building and wear a visitors' badge whilst in school.

The school has a large perimeter fence, with pedestrian and vehicular gates. The pedestrian gates are opened for access at the beginning and end of the day and then locked throughout the school day to ensure the safety of our pupils.

Parents using cars to bring and collect children are asked not to enter the school grounds because of obvious danger to other children unless specific arrangements have been made. (See Additional Learning Needs section). The large school gates are closed from 8:20 a.m. until 4:30 p.m. every day.

Anti-bullying:

In Henllys Church in Wales School, the children display an excellent standard of behaviour. However, bullying in schools is a much talked about occurrence. Bullying may take many forms:

- Verbal
- Physical
- Emotional/Indirect
- Cyber
- Racist/Homophobic

People may be bullied as a result of the following:

- Race, Religion, Belief
- Gender, Age
- Disability, Circumstance, Appearance, Ability
- Sexual Orientation

Torfaen's definition of bullying has been developed by children, young people and adults in the borough. It states:

> 'Bullying behaviour involves an imbalance of power where a person or group of people repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals of equal power should not be seen as bullying.'

We are pleased to re-assure you that we are using the following to promote anti-bullying.

- Full investigations into alleged bullying
- An effective school buddy system
- Anti-bullying lessons and well-being lessons
- Anti-bullying awareness week
- Positive behaviour management

The school believes that it is important to work in partnership with parents. It is therefore essential that we have a shared understanding of bullying and full support of the strategies we use to promote anti-bullying. For further information, please refer to our Positive Relationships Policy on our school website.

Health Matters:

Minor medical problems will be dealt with at school. However, there will be times when children fall and hurt themselves or are taken ill. On these occasions, we will either telephone parents and advise that they should come and collect their child and either take them home or seek further medical advice or, invite the parent in to see their child when they can decide whether they want to take the child home or to their G.P. or local pharmacy. Should it be necessary for a child to receive hospital treatment parents will be notified at the earliest opportunity. There is a School Nursing who can provide advice on a range of subjects.

Very occasionally, it may be necessary for medicines to be administered at school, but parents should note that **only prescribed medication** will be given to children. *Administering of Medicine* forms are available from the office and will need to be completed before the giving of medicine can be undertaken.

Please keep us informed of any medical problems. It will be assumed that all children will take part in physical activities unless you inform us to the contrary. We have a number of staff members who hold the 'First Aid at Work' qualification.

From time to time the School Medical Service arranges medical inspections. If there is any cause for concern the service will contact you.

We appreciate the complications and uncertainties that surround children being ill. To minimise the spread of 'bugs' and colds in school we follow

guidance from Torfaen C.B.C. and the Public Health Wales Health Protection Team.

Below is guidance for some of the more common illnesses:

Condition:	Comments:	Recommended time away from School:
Sickness and/or diarrhoea	2 weeks exclusion from swimming from last episode of diarrhoea	48 hours from the last episode
Impetigo	Ask GP about treatment	Until affected areas are crusted or healed.
'Slapped Cheek'	Can affect vulnerable children and women in the early stages of pregnancy	Ask GP for advice
Flu	Can affect vulnerable children	Until recovered. Ask GP if unsure.
Chicken Pox	Can affect vulnerable children and women in the early stages of pregnancy	5 days from the onset of the rash and until blisters are crusted over.
Conjunctivitis	Avoid rubbing eyes and wash hands frequently.	Seek advise from GP or local pharmacy. Can attend school.

If your child is ill and you are in any doubt about keeping them away from school, please contact both your G.P. and the school.

Allergies:

There may be some children in school who have a severe allergic reaction to nuts. Therefore, nuts must not be brought into school under any circumstances. Any specific dietary requirements or food allergies need to be reported directly to the Torfaen Catering team. Please also let the school know about any allergies by adding them to your child's medical form.

Health and Safety Education:

Children are often not as aware of the dangers around them. Road, railways, water, building sites and of course strangers all pose threats to children's safety. Through a programme of films and visiting speakers, we try to highlight these dangers and teach children to manage their own safety. The

'Keep Me Safe' campaign and 'Crucial Crew' initiatives as well as our Community Police Support Officers all play a part in helping develop Health and Safety Education at Henllys Church in Wales School. Year 2 or Year 3 children take part in Kerb Craft which is a road safety programme.

Emergency Telephone Numbers:

It is essential that the school is kept up to date with any changes in your home/work telephone numbers. We require ***at least two emergency contact numbers*** in addition to the main contact number as it can be very distressing for a child to be taken ill in school and we are unable to contact a member of the family.

The school has a Dojo messaging system so all mobile numbers should be kept up to date.

Attendance, absences and holidays:

When the children arrive at school they receive a 'mark' in the class register to show that they are present. The registers also indicate when children are off ill, visiting a dentist or doctor - these are authorised absences.

If your child is ill, we ask you to contact the school to report the absence. We are part of the Torfaen First Response Initiative and ask that all parents ring in before 9.30 a.m. to report a child sick on the first day of absence and contact us again if the illness continues into a new week. We will be obliged to contact you if we are not informed of an absence.

Taking children out of school during term time is actively discouraged.
Torfaen's approach is to no longer approve pupils taking holidays during term time except in exceptional circumstances and at the discretion of the Headteacher. Holidays taken during term time will be classed as 'unauthorised absences'. All parents need to complete holiday forms and return them to the office at least two weeks before the planned absence. Parents also need to inform the school if their child/children are going to be late for any reason.

The most recent attendance data is included at the back of this prospectus.

ADDITIONAL LEARNING NEEDS AND DISABILITY PROVISION

When children have additional learning needs these are managed in a staged process as described in the Additional Learning Needs Code of Practice for

Wales. This was reformed in 2021 as part of the Additional Learning Needs Bill.

The school's Additional Learning Needs policy is in the process of being revised as part of the new bill. The school has an Additional Learning Needs Coordinator (ALNCo), who works closely with the Headteacher. Children who are considered to have additional learning needs are identified as soon as possible and are brought to the attention of the ALNCo and the Headteacher where upon a suitable and appropriate course of action is agreed.

If appropriate, children are placed on the additional learning needs register and appropriate support is given in the form of individual development programmes (or IDPs). The children's progress is continually monitored and their programmes reviewed regularly and amended when necessary, parents are consulted at all times. Any additional learning needs funding received by the school contributes to part funding of teaching assistants.

The school works closely with a range of outside agencies seeking advice, support and assessment in order to ensure that the school provides the best educational experience for individual children.

The premises are fully accessible to all pupils including those with physical disabilities. Parents of children with physical disabilities, who have been distributed with a ‘Blue Disability Badge’, are allowed to come into the school grounds when bringing children to school and collecting them at the end of the day.

Children with highly complex needs, some of whom may have physical or learning disabilities, are fully integrated into school life and have full access to the curriculum. They receive additional help from our support staff as well as their class teacher. Occasionally, for some children, we may need further support from external agencies. We always inform parents before putting any new measures in place.

All pupils have access to a differentiated curriculum that is designed to meet their ability, including opportunities for more able children. Appropriate support is given to ensure that all pupils have full access to the curriculum and extra-curricular activities.

Our curriculum provides for and challenges More Able and Talented (MAT) children. Where necessary, teachers provide these children with greater challenge to extend their breadth and depth of study and opportunities for independent learning. There is governor responsible for Additional Learning Needs and More Able and Talented pupils.

EQUAL OPPORTUNITIES

Equality of opportunity lies very much at the heart of our school. We are committed to ensuring that everyone in our school is accorded the same rights and opportunities. We adhere to the Equality Act 2010 and the nine protected characteristics. We treat everyone as equals regardless of their age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

Children for whom English is an additional language can be supported by the Gwent Multi-Ethnic Service (GEMS). Their support helps the children access the curriculum effectively.

We value the individuality of all our children and are committed to providing them all with every opportunity to achieve their full potential. Further information can be found in the school's Strategic Equality Plan on our website.

FRIENDS OF HENLLYS (P.T.A)

The Friends of Henllys is a very supportive and enterprising organisation. The activities are co-ordinated by a band of dedicated people who make up the 'Friends of Henllys Association'.

In terms of financial support, the Association contributes enormously to the amount of money we spend on items for the children. We are extremely grateful for this help and urge everyone to actively promote this aspect of their work. The Annual General Meeting of the Friends of Henllys is held annually and we look forward to the support of all parents, especially new parents.

EXTRA-CURRICULAR ACTIVITIES

We attempt to provide a variety of extra-curricular activities which run all through the year except for the first and last weeks of each of the three terms. Children who take advantage of such activities benefit considerably in many aspects of their overall development. The following list gives an idea of the activities that may be provided:

Yoga/mindfulness	Bible Club	Summer Multi-Sports
Netball	Safe Cycling	Welsh Club
Boys & Girls Football	Eco Club	Film
Rugby	Summer Sports	Drama
Arts and Crafts	Gardening	Hockey

Occasionally, it may not be possible to provide all the above activities since the range offered will depend upon the interests and expertise of members of staff. Activities may also be available outside the above list.

HOME SCHOOL LINKS

We place great importance on the fostering of links with parents and keeping them informed about what is happening in the school. Every week a newsletter is posted on the school website/dojo. If you do not have access to the internet then please inform the school office so that we can supply you with a paper copy.

It is important that parents are kept informed of their child's progress at school and indeed, parents must also advise us of any concerns that they may have. To this end, the class teacher will contact parents regarding a child in relation to work or behaviour, and teachers are available to talk to parents but appointments should be made. Parental consultations are held in the Autumn Term and the Spring Term and parents are given a progress update by their child's teacher. These sessions also provide an opportunity for you to discuss your child's wellbeing and an opportunity to see your child's work. Written reports are completed for all children at the end of the Summer Term and are given out to parents.

If parents have a concern about their child/children then they should make an appointment to see the class teacher. However, brief conversations can always be had at the beginning and the end of the school day.
Parental involvement is vitally important in helping children to learn. Indeed, research has shown that it can contribute up to 25% of a child's attainment. Simple things can make a big difference such as reading with your child for just ten minutes a day. You can use any reading material, not just the books provided by the school. Talk about the text, words and numbers that you see around you and encourage your child to talk about maths concepts such as 'how much', 'how big' and 'how many'. Look for shapes and patterns in everyday objects and the world around you. Talk about and involve your child/children in everyday tasks that involve literacy and numeracy – cooking, playing or watching sports, paying for the shopping, planning a trip or playing a board game with the family or friends. Visits to museums, galleries, castles or any historical site can help with learning.

HOUSE SYSTEM

The school operates a house system and each child in the school is a member of one of four houses. The houses are named after the churches in the Ministry Area:

Saint Gabriel (yellow) Saint Mary (blue)
Saint Michael (green) Saint Peter (red)

It is hoped that house membership encourages a sense of belonging, loyalty and team spirit. In the Autumn/Spring Term, the pupils in each house vote for a House Captain and Vice-Captain from the current Year 6 pupils.

Teams in the annual school sports are based on the house system as are the competitions which form our Saint David's Day Eisteddfod.

SCHOOL UNIFORM

All children are obliged to wear the school uniform in accordance with the decision of the Governing Body, which is the Responsible Body for the school. There is a strict uniform code, which is outlined below.

Winter:

Blue blouse/shirt & tie
Burgundy V neck sweatshirt or cardigan
Grey skirt/pinafore/trousers
Grey tights/socks
Black shoes
NOT TRAINERS

Summer

Burgundy stripe or gingham dress or blue polo shirt
Grey skirt/trousers/shorts
White/grey socks
Black shoes
NOT TRAINERS

Physical Education:

All children are allowed to come into school in their P.E. kits on their P.E. day. Children are asked to wear black shorts and a t-shirt of their house colour. Indoor P.E. is always undertaken in bare feet. For outdoor P.E. children will need black jogging bottoms and trainers.

Extra-Curricular Activities:

Blue polo shirt/rugby or football top
Tracksuit
Black/blue netball skirt/shorts
Long socks
Trainers/football boots

Most of the school uniform is available at Pretty Miss in Cwmbran. All polo shirts, sweatshirts, cardigans and t-shirts have the school logo on them (but this is not statutory). The summer dresses are available from Next, Asda, Sainsbury or Marks & Spencer Ltd or there are also several internet providers.

We have recently joined the Free School Clothes initiative which offers an exchange service for pre-loved school uniform.

https://freeschoolclothes.com/

We recommend that each child has a clearly labelled bag with a drawstring for P.E. and games kit. This should be left in school so that it is available should the P.E. timetable be amended at short notice.

For a number of reasons there will be times when children will be unable to take part in physical education lessons. On these occasions a written note must be provided.
It will be most helpful if **all items of clothing are clearly marked with your child's name** otherwise searches for lost property may be unsuccessful. The school will not be responsible for any unnamed clothing.

SPORTING AIMS AND ACHIEVEMENTS

All children by law have to take part in Physical Education. The school aims to teach children that exercise promotes a healthy lifestyle and can be fun.

Whilst Physical Education is not predominately competitive in the primary sector, it is important that children experience some degree of competition. It is also important that pupils learn to work in teams and learn to obey simple 'game' rules. Therefore, children learn to play rounders/baseball, hockey, netball, football and cricket. The school has enjoyed success in netball, football, cross country running, rugby, tennis, hockey and cricket matches played with other schools and in tournaments.

The school also celebrates individual sporting achievements (outside school) on a weekly basis during our Friday Celebration Worship.

CHARGING POLICY

The school is part of the Torfaen cashless system (ParentPay) and all parents are asked to register for this as it covers payments for activities in school such as school trips. Parents will be asked for a preferred e-mail address and will be sent a ‘login’ to access the system.

Music tuition is provided in the school by Gwent Music Support and other agencies. Parents can access information on their website where you will be able to apply for your child to receive tuition with one of their peripatetic tutors during school hours. They offer violins, woodwind, guitar and brass tuition.

Each year, some classes participate in Musical Development Projects where children receive weekly tuition as a whole class. During the projects children learn about dance, rhythm, singing and working together as a group. There is a cost or around £30 for these sessions.

Our Year 5 and Year 6 children join in sessions for Taiko Drumming with Upbeat Music. The cost varies between £10 and £30 depending on how many sessions are offered.

Swimming lessons are taken at a local leisure centre and each child pays around £2.00 per week towards the cost of transport.

Educational visits (and visitors to the school) are arranged as part of the children's studies and requests for money are made to cover the cost of entry to establishments and transport.

Whenever trips/visits are deemed to be expensive then the cost of these will be spread across the year. N.B. Parental permission is sought prior to education visits.

PARENTAL HELP

We welcome parents/carers/grandparents into school, to help with activities and to accompany us on visits. There are always plenty of things to do! If you can offer help please contact the class teacher.

Many parents ask the question, "What can I do to help my child?" Our reply would be that, in asking the question, you have already moved some way to providing the answer! Interest, enthusiasm and support are perhaps, the first and most vital ways of helping your child. Children will frequently come home wanting to talk about incidents that have occurred during the school day. The skills of speaking and listening, ideas can be developed and thoughts enlarged by listening and talking to your child. Number skills can be developed whilst out shopping!

We often need parents to accompany children on trips and be temporary midday supervisors. If you are interested, please ask Miss D. Watkins (School Clerk) to put your name on her list. All parent helpers are subject to a security check by the Disclosure and Barring Service, which is a part of the Home Office.

COMPLAINTS PROCEDURE

We trust that parents will have little reason to complain but if you feel you have reason to complain you are asked to contact the class teacher in the first instance and then the Headteacher. If necessary, further contact may be made to the Chair of the Governing Body. A complaint about the Headteacher should be made, in writing, to the Chair of Governors.

The Governing Body has adopted the complaints procedure outlined by Torfaen LEA 2013. A full copy of the schools' complaints policy and procedures is available by request from the school office or via our school website.

INSPECTION OF DOCUMENTS/POLICIES

Parents can view school policies on request or by visiting our school website.

CODE OF CONDUCT FOR PARENTS/GUARDIANS

- Parents/guardians are expected to send their children to school in clean and appropriate school uniform.
- Parents/guardians should drop off their children either at the Early Bird session, Breakfast Club or at 8:50 a.m. and must arrange for them to be picked up on time at the end of the school day or at the end of the afterschool club/activity.
- Parents/guardians are expected to attend all parents' evenings.
- Parents/guardians are expected to attend all meeting requests to discuss their child's progress, especially when it comes to planning Individual Development Plans (IDPs).
- At the end of the school day, parents become accountable for their children as soon as they have left the building. Parents should not allow their children to disrupt any extra-curricular activities by allowing them to wander off and play with the equipment.
- No outdoor play equipment is to be used, by the children, at the end of the school day.
- Parents/guardians are not allowed to drive into the school grounds to drop off a child unless the child has been issued with a Blue Disability Badge.
- Parents are to speak respectfully to all members of staff. The use of inappropriate language and/or aggressive, threatening or violent behaviour towards staff, will not be accepted and may result in a time limited ban from the school premises. This decision will be made by the Headteacher in collaboration with the Chair of Governors.

- Any libellous and/or abusive remarks, towards staff, on social media will be reported to the Local Authority's legal department.
- Safe Cycling: In Year 5, children undertake Safe Cycling training and often parents ask if bikes can be left in school overnight due to difficulties in transporting bikes to and from the school. All requests for this have to be made to the Headteacher and parents are advised that the school will not take responsibility for any damage to these bikes outside school hours.
- No dogs (except guide dogs) are to be brought onto the school grounds unless invited in by the teacher (wellbeing dog or lesson discussions etc.).

CODE OF CONDUCT FOR PUPILS

- Pupils are expected to speak politely to each other, staff and visitors and always be honest and truthful.
- Pupils are expected to take pride in their appearance, to wear the school uniform and be ambassadors for the school at all times.
- Pupils are expected to be kind, patient and tolerant of each other, actively helping those in any kind of distress or need.
- Pupils must not disrupt the work of others.
- Movement around the school is expected to be orderly and quiet, with pupils always keeping to the left-hand side.
- Foul language is not acceptable at any time.
- The school car park is out of bounds to all children.
- Morning worship is a time of quiet reflection and children are expected to actively participate in worship and praise.
- During lunchtimes, pupils should demonstrate good table manners, maintain a low level of noise and treat midday supervisors and canteen staff with respect.
- School property and personal effects are to be respected at all times. Any damage to property or loss will have to be compensated for.
- Cloakrooms and toilets are to be kept neat and tidy.
- Children are expected to tidy away all apparatus and ensure tables and desk tops are clear at the end of each day. Any equipment on the floor should be picked up and put away.
- Litter must be placed in the bins provided.
- Children are expected to try their best in everything they do.
- Children are not allowed to wear jewellery except for a small crucifix on a chain or stud earrings.
- Children must not come to school with brightly coloured hair, hair that has patterns or 'zig zags' etched in or with hairstyles that are judged to look unsightly or make the child stand out.

GENERAL RULES/BEHAVIOUR

- No pupils to arrive on the premises before 8:50 a.m. unless they are attending the early bird session or breakfast club.
- Parents should not accompany their children into the building (except for Reception parents in the Autumn Term).
- Parents needing to enter the building must do so via the main secured entrance and sign in.
- No running within the building.
- No sweets or chewing gum.
- No toys, playing cards etc. are to be brought to school except at the discretion of the Headteacher.
- No children allowed on grass banks at any time.

We operate an 'It's Good to be Green' Behaviour Policy which rewards pupils for excellent behaviour e.g. Funtime Friday, Peas in a Jar treats. Please refer to the Behaviour Policy on our website for further details.

ATTENDANCE

The end of year attendance for 2025/2026 was:

2025/26	Attendance:	95.6 %
	Authorised absences:	2.6 %
	Unauthorised absences:	1.8 %

(includes holidays taken during term time not authorised by the school)

The school's attendance targets are as follows:

2026/27 Attendance:	95.7%
2027/28 Attendance:	95.8%
2028/29 Attendance:	95.9%

These targets can only be achieved if parents do not take children out of school in term time.

School Term and Holiday Dates:

School term dates make provision for 195 school days. Within these 195 days, schools are allowed to close for five/six days for training purposes. You should contact your child's school for information about the days on which they will close for training purposes.

The school terms and holiday dates for the academic year 2026/27 are as follows:

Term	Begins	Half Term begins	Half Term ends	Ends
Autumn	Monday 1st September	Monday 26th October	Friday 30th October	Friday 18th December
Spring	Monday 4th January	Monday 8th February	Friday 12th February	Friday 19th March
Summer	Monday 5th April	Monday 31st May	Friday 4th June	Tuesday 20th July

Please note that these dates are training days:

Monday 1st September 2026
Tuesday 2nd September 2026
Friday 23rd October 2026
Thursday 6th May 2027
Monday 19th July 2027
Tuesday 20th July 2027

* Occasionally schools have to close as a result of bad weather/unavoidable emergencies.

(Appendix 1 – Child Protection)

Henllys CiW School – Child Protection Policy and Procedures (based upon the Wales Safeguarding Procedures) – (Short version for all parents, staff and volunteers)

Key principles
The key principles on which to base work with children and families are found in the *Children Act 1989* and the *UN Convention on the Rights of the Child,* to which the UK is a signatory and

All children deserve the opportunity to achieve their full potential. They should be enabled to:

- Be as physically and mentally healthy as possible;
- Gain the maximum benefit possible from good quality educational opportunities;
- Live in a safe environment and be protected from harm;
- Experience emotional well-being;
- Feel loved and valued, and be supported by a network of reliable and affectionate relationships;
- Become competent in looking after themselves and coping with everyday living;
- Have a positive image of themselves and a secure sense of identity, including cultural and racial identity;
- Develop good inter-personal skills and confidence in social situations.

Definitions of child abuse and neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency Child Protection Plan.

1. Physical abuse
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by a carer.

2. Emotional abuse
Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, thought it may occur alone.

3. Sexual abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4. Neglect
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5. Domestic abuse
Domestic abuse also has a detrimental effect on a child's well-being – where a child is subject to **or** a witness to domestic violence then a child protection referral should be made.

Identifying and acting on concerns or suspicion of abuse
Anyone who has concerns about a child's or children's welfare, they should report it using My Concern OR write down their concerns and talk to the Designated Safeguarding Person, Philippa Minto (or Tom Cleverley if Philippa is absent). Any discussion about a child's welfare should be recorded using My Concern by the DSP (Philippa Minto), including a note of the date and who took part in the discussion. At

the close of a discussion, there should be clear and explicit agreement about who will be taking what action, or that no further action will be taken. This agreement should also be recorded in My Concern. A suspicion of abuse may take the form of 'concerns' rather than 'known facts'. Concerns can and should be shared with Social Services through a referral. While concerns will not necessarily trigger an investigation in themselves, they may help to build up a picture, along with concerns from other sources, which suggests that a child may be suffering harm.

If you suspect a child is being neglected or may be subject to any form of physical, emotional or sexual abuse or be in family where there is domestic violence or be at risk of radicalisation report the matter the school's Designated Safeguarding Person (DSP), Philippa Minto. In the event of her absence, report the matter to Tom Cleverly (Deputy DSP).

A referral should be made to Social Services by telephone **asap** on 01633 647249. Do not wait for the designated person to be available if a child could be in danger when they go home. For advice beforehand, telephone the duty worker on 01633 648092 or 01495 742920. After 5pm you need to phone the emergency duty team on 08003284432 or the police. A referral should be followed up by the paperwork within 24 hours of the referral being made so it may be appropriate to wait for the designated person before you do this. The link to the On-line Duty to Report form which is the preferred method of referral is https://services.torfaen.gov.uk/report-a-concern-about-a-child

If someone tells you that they or another child or young person is being abused:

- Show that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account. TEDS – Tell me, Explain, Describe, Show me what happened.
- Explain what actions you must take, in a way which is appropriate to the age and understanding of the child.
- Do not promise to keep what you have been told secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down what you have been told, using the exact words if possible.
- Make a note of the date, time, place and people who were present at the discussion.
- Report your concerns to the member of staff in your organisation with designated responsibility for child protection (Philippa Minto) using My Concern (or the orange forms).
- Do not confront the alleged abuser.
- Do not worry that you may be mistaken. You will always be taken seriously by Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

If the behavior of any adult (including colleagues and members of the public) towards children or young people causes you concern:

- Do not dismiss your concerns.
- Do not confront the person about whom you have concerns.
- If it is a person with professional responsibility for children or young people discuss your concerns with the Designated Safeguarding Officer, Philippa Minto.
- If the concern is about Philippa Minto, contact the Chair of Governors and in their absence John Tushingham, Safeguarding Officer at the LA.
- If you feel that this is inappropriate, or you are not satisfied with the response that you get, contact the relevant person in your agency or Social Services. It is very important that you do not ignore or dismiss suspicions about another professional.

Messages:
Better to be safe than sorry!
If you see, hear or suspect something, say something and know who to say it to!

Contact Details

John Tushingham	01495 766941
Social Services	For referrals 01633 647249
Duty	For advice 01633 648092 or 01495 742920
Emergency Social Services	After 5pm only if child could be in danger of harm 08003284432

The link to the On-line Duty to Report form which is the preferred method of referral is https://services.torfaen.gov.uk/report-a-concern-about-a-child