

Ysgol Gynradd Bwrlais Burlais Primary School



Burlais



School Prospectus

2024-2025

"Working together, learning forever"



*Working Together, Learning
Forever*

Dear Parent/Carer,

It gives me great pleasure to present to you, via this prospectus, some information about our school. This handbook is intended to help you know more about the life and work at Burlais Primary School. At our school we hope to provide a caring environment for your child.

We endeavour to provide a wide range of balanced learning opportunities for all children to help them grow into independent and responsible people. A good home and school relationship is vital to foster a sense of partnership between parent and teacher to ensure the best possible environment for your child.

Of course, no prospectus can answer all your questions or convey the atmosphere or ethos of our school - a visit is therefore essential.

After reading this handbook you might want further information. If so, you may contact either myself, or my deputy Mr. Michael Bowen.

You are warmly invited to call or telephone the school to make an appointment. I shall be delighted to meet you and provide you with a guided tour of Burlais Primary School.

The information given here is correct at the time of publication. It cannot be assumed however, that there will be no changes in the arrangements described during the school year.

Mr. M. Thompson
Headteacher/Prifathro



Gweithio gyda'n Gilydd, Dysgu am Byth

Annwyl Rieni,

Pleser o'r mwyaf yw cyflwyno y llawlyfr yma i chi. Pwrpas y llawlyfr hwn yw eich cynorthwyo i wybod mwy am fywyd a gwaith Ysgol Gynradd Bwrlais.

Yn ein hysgol ni ein nod yw darparu awyrgylch gysurus ar gyfer eich plentyn er mwyn hybu ei ddatblygiad ysbrydol, moesol, diwylliannol a chorfforol. Mae perthynas gyfathrebol dda rhwng y cartref a'r ysgol yn hanfodol i feithrin y syniad o bartneriaeth rhwng rhiant ag athro, i sicrhau yr awyrgylch orau bosib.

Mae yma ysgol arbennig o hapus a chartrefol, ysgol sy'n weithgar yn y gymuned ac ysgol sy'n meddwl ac yn symud gyda'r amser.

Ar ôl darllen y llawlyfr hwn efallai y byddech yn dymuno cael mwy o wybodaeth. Os felly, gallwch gysylltu a'r ysgol i siarad a fi, neu'r dirprwy brifathro Mr. Michael Bowen.

Mae yma ysgol agored iawn gyda pherthynas agos, adeiladol rhwng rhieni ac athrawon.

Mae croeso i chi drefnu i ymweld â'r ysgol i drafod addysg eich plentyn.

Mr. M. Thompson
Prifathro / Headteacher



Burlais Primary School

Gerddi Alexander
Cwmbwrla
SA5 8BN
01792 652350

E-mail:
burlais.primary@swansea-edunet.gov.uk

Website: www.burlaisprimaryschool.co.uk

EDUCATION AUTHORITY
Swansea Education Department
Civic Centre
Oystermouth Road
Swansea
SA1 3SN
(01792) 636000

BURLAIS PRIMARY SCHOOL STAFF

Head Teacher

Mr. M. Thompson

Deputy Head Teacher

Mr. M. Bowen

Assistant Head Teacher & Progression Step 1 Leader

Miss C. Rowe

Senior Management Team

Mrs. L. Bartlett - Additional Learning Needs Coordinator

Mrs. K. Meredith-Williams - Progression Step 2 & Maths and Numeracy Leader

Mr. D. Webster - Progressions Step 3 Leader & Literacy and Numeracy
Framework Leader

Miss H. Hill - Extension & Enrichment Leader

Mr. M. Wotherspoon - Digital Competence Leader

Teaching Staff

Mrs. K. Bishop

Mrs A. Jones

Mrs. J. Tucker

Mrs. R. Evans

Miss Y. Scrine

Mrs. A. Gay

Mrs. L. Bird

Mrs. D. Maher

Mrs. C. Worley

Mrs. N. Davies

Mrs. S. Young

Mrs. J. Byrom

Miss M. Sneade

Mr. G. Thomas

Mrs. L. Jenkins

Ms. S. Thompson

Mrs. N. Richards

CLASSROOM ASSISTANTS

Progression Step 1 (Nursery and Reception)

Mrs. J. Freeman
Mrs. J. Turner
Miss N. Taylor
Mrs. L. Davies
Mrs. S. Clement
Miss T. Kettleborough
Mrs. S. Price-Horton
Mrs. R. Oldroyd
Mrs. K. Grewal
Miss C. Sprake
Miss K. Edwards

Progression Step 2 (Years 1,2 & 3)

Mrs. J. Benson
Mrs. H. Rix
Mrs. C. Guy
Mrs. J. Colfer
Mrs. B. Sethi
Mrs. L. Davies
Mrs. M. Cater
Mrs. L. Kerslake

Progression Step 3 (Years 4,5 & 6)

Mrs. C Craven
Mrs. K. Thomas
Mrs. V. Harris
Mrs. L. Keirl
Miss L. Brannigan
Miss K. Matthews
Mrs. L. Burns
Mrs. J. Tucker
Miss M. Ashton

Admin/Workload

Mrs. J. Brown
Miss S. Davies
Mrs. J. Rowe

Specialist Teaching Facility

Mrs. V. Russell
Miss S. Clatworthy
Mrs. C. Healy
Mrs. A. Washer
Mrs. A. Lewis
Mrs. C. Price
Mrs. J. Brooks

PPA Cover

Mrs. K. Bishop
Ms. S. Thompson

Clerical Staff

Mrs. S. Lewis
Mrs. S. Maddick

Family Liaison Officer

Ms. S. Couch

Pastoral Support Team

Miss A. Begum

Caretaker

Mr. D. Morgan

Breakfast Club

Mrs. C. Guy
Mrs. J. Tucker
Mrs. J. Benson
Miss S. Clatworthy

Mrs. M. Cater
Miss C. Sprake

Lunchtime Supervisors

Mrs. D. Grey
Mrs. J. Rowe
Mrs. G. Kettleborough
Mrs. D. Newton
Mrs. C. Healy
Mr. D. Morgan
Miss M. Cater
Mrs. J. Benson
Mrs S. Horton-Price

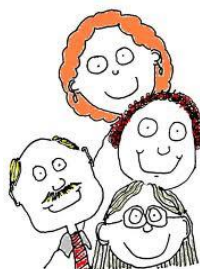
Cleaning Staff

Mr. D. Morgan (Supervisor)
Mrs. A. Dobbs
Mr. D. McMurray
Mrs. D. Williams

Catering staff

Mrs. K. Simpson
Mrs. S. Tregembo
Mrs. C. Stephens
Mrs. A. Riddle
Mr. O. Rogers

GOVERNING BODY



	Started	Ending
Councillor Chris Holley Local Authority Governor	23/11/2016	27/01/2025
Councillor Lewis Thomas Local Authority Governor	23/11/2016	27/01/2025
Councillor Peter Black Local Authority Governor	23/11/2016	27/01/2025
Miss Magan Sneade Teacher Governor	13/03/2024	13/03/2028
Miss Maryann Enereba Local Authority Governor	23/05/2024	22/05/2028
Mr Mark Thompson Head Teacher Governor	02/09/2021	N/A
Mr Matthew Giffard Community Governor	21/12/2023	21/12/2027
Mr Muhammed Cassamo Parent Governor	03/12/2020	02/12/2024
Mr Nigel Hawkins Community Governor	11/12/2016	10/12/2024
Mr Stuart Thomas Parent Governor	06/12/2023	05/12/2027

Mrs Eve Dewson Parent Governor	01/09/2016	01/11/2024
Mrs Helen Cooper Parent Governor	13/05/2021	12/05/2025
Mrs Jenna Tucker Teacher Governor	01/09/2023	31/08/2027
Mrs Samantha Jones Parent Governor	06/07/2022	05/07/2026
Ms Amina Jamal Community Governor	11/12/2016	10/12/2024
Ms Sharon Couch Staff Governor	01/09/2023	31/08/2027

Clerk to Governors:

Mrs S. Lewis
C/o Burlais Primary School
Gerddi Alexander
Cwmbwrla,
Swansea
SA5 8BN

Chair of Governors

Cllr. Chris Holley OBE
C/o Burlais Primary School
Gerddi Alexander
Cwmbwrla,
Swansea
SA5 8BN

The school Governors together with the Headteacher, make decisions about how the school is run. They meet at least once a term. School Governors are: parents, Local Council representatives, community representatives and teachers and support staff of the school. They have

legal duties, powers and responsibilities in the management of our school. They can only act together, not individually. Parent governors, are elected by the parents of the school. They serve, as do other governors, for a period of four years. Parent governors bring the views of parents to the governing body. However, they are not delegates for parents, as they speak and act as individuals.



School Organisation

Pupils are organised into co-educational mixed ability classes according to age. Burlais Primary School is a modern, newly built school. The new school was built in 2015, comprising of the old Manselton and Cwmbwrla Primary Schools. The school offers Nursery to Year 6 provision. There is a Speech and Language Specialist Teaching Facility attached to the school for children with Speech, Language and Communication Difficulties who are drawn from across the Swansea Education Authority. The facility is part of the Special Needs provision of the Education Authority.

School Aims and Objectives

All our children will be supported to develop as:

ambitious, capable learners who:

- set themselves high standards and seek and enjoy challenge

- are building up a body of knowledge and have the skills to connect and apply that knowledge in different contexts
- are questioning and enjoy solving problems
- can communicate effectively in different forms and settings, using both Welsh and English
- can explain the ideas and concepts they are learning about
- can use number effectively in different contexts
- understand how to interpret data and apply mathematical concepts
- use digital technologies creatively to communicate, find and analyse information
- undertake research and evaluate critically what they find

and are ready to learn throughout their lives

enterprising, creative contributors who:

- connect and apply their knowledge and skills to create ideas and products
- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risks
- lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit

and are ready to play a full part in life and work

ethical, informed citizens who:

- find, evaluate and use evidence in forming views
- engage with contemporary issues based upon their knowledge and values
- understand and exercise their human and democratic responsibilities and rights
- understand and consider the impact of their actions when making choices and acting
- are knowledgeable about their culture, community, society and the world, now and in the past
- respect the needs and rights of others, as a member of a diverse society
- show their commitment to the sustainability of the planet

and are ready to be citizens of Wales and the world

healthy, confident individuals who:

- have secure values and are establishing their spiritual and ethical beliefs
- are building their mental and emotional well-being by developing confidence, resilience and empathy
- apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives
- know how to find the information and support to keep safe and well
- take part in physical activity
- take measured decisions about lifestyle and manage risk
- have the confidence to participate in performance
- form positive relationships based upon trust and mutual respect
- face and overcome challenge
- have the skills and knowledge to manage everyday life as independently as they can

and are ready to lead fulfilling lives as valued members of society

School Values and Ethos

Burlais Primary School serves its community by trying to provide an education of the highest quality within the context and understanding of shared values. These values underpin our values education system and the work that we are carrying out with regards to The United Nations Convention on the Rights of the Child. We are a Rights Respecting School. As a Rights Respecting School, we recognise that we need to put the Convention on the Rights of the Child at the heart of our school's planning, policies, practice and ethos. By taking these steps our school community will help to improve well-being and develop every child's talent and ability to their full potential. A Rights Respecting School not only teaches about child rights but also models rights and respect in all its relationships between adults and between pupils. Indeed, our School Values are the springboard for the school's day-to-day relationship with the community it serves.

Section 351 of the Education Act 1996 requires that the curriculum should promote the spiritual, moral and cultural development of pupils, and should prepare them for the opportunities, responsibilities and experience of adult life.

Our school vision states: -

"We aim to provide a happy, caring, consistent and inclusive environment where all pupils feel safe, secure and valued to be the best that they can be. We want our children to develop a positive attitude to and lead their own learning whilst enjoying rich learning experiences. We expect pupils to become increasingly independent and confident whilst showing empathy and respect to others and become ethical and informed citizens of our local community, Wales and the world."

School Charter

Our School Charter states that at Burlais Primary:

1. We have the right to learn.
2. We have the right to a lovely school.
3. We have the right to be respected and listened to.
4. We have the right to be safe.
5. We have the right to have friends.
6. We have the right to become the best we can be.

To help us we should:

1. Try to come to school every day and make sure that we are not late.
2. Look after the school and all its equipment and resources - Keep things neat and tidy.
3. Show respect to everyone in school and value their opinions.
4. Look after each other and look out for each other.
5. Make sure that everyone is included and that no one is left out.
6. Always try to do our best.

Home-School Partnership

The school cannot over-emphasise the importance of establishing a positive relationship between parents and teachers. Our aim is to

encourage and develop a fruitful partnership between all those concerned with the child's education. This will involve parents, teachers, governors and the community in which we live and work.



This is Rory - our Rights Respecting Rhino. He is our Rights Respecting School Mascot and he reminds us how we work towards ensuring that all our rights are upheld at Burlais.

The School Day

The school day routine is as follows:

Breakfast Club - 8.10 a.m. - 8.50 a.m. (no admittance after 8.30 a.m.)

Teachers will be on duty in the yard from 8.40 onwards.

Foundation Phase

8.50-11.40 Morning session

10.15-10.30 Snack and playtime

12.30-3.25 Afternoon session

1.30-1.50 - Playtime

Key Stage 2

8.50-12.35 Morning session

11.00-11.15 Playtime

1.25-3.25 Afternoon session

It is important to note that for legal reasons we cannot accept responsibility for your children before 8.50 a.m. and after 3.25 p.m. Your co-operation is appreciated in this matter.

The recommended minimum teaching time laid down by the Welsh Government is 21 hours for Infant classes and 23.5 hours for Junior classes.

School Discipline

School discipline is the responsibility of the Headteacher supported by his staff. The main aim of the school's policy is to encourage children to behave sensibly and to have consideration for other people's views and feelings. Each class has developed a Class Charter, which highlights the rights and responsible actions expected from its pupils. There is also a whole school charter based on developing a Rights-Respecting culture within the school.

When action becomes necessary following a misdemeanor then this is usually affected through a loss of privilege/golden time. As a school we try to make sure this action happens immediately. Where pupils fail to respond to this, then parents may be invited to the school to discuss with the Headteacher alternative approaches, which might be necessary.

Our Award System

Each Friday, we celebrate achievements in our Silver Star Assembly. One child from each class is chosen and called out to receive their silver star. These are then either taken home or displayed within your child's classroom.

Golden Time

Golden Time runs from Y1 - Y6. Golden Time activities include outdoor/indoor sports, art and craft, music, chill out time and construction. Lower year groups operate a similar system but adapted to suit the age of their pupils.

Admissions to School

Admissions

The school admits pupils in line with the current policy of the City and County of Swansea Local Education Authority. Admission to our Nursery may be achieved after the child's 3rd birthday or in the September following the child's 3rd birthday depending on the number of nursery age pupils at the time. Nursery education is part time and if the places are oversubscribed, children from the catchment area are admitted on the criteria of age. Children are admitted to full time education in the

September following their 4th birthday. Parents/guardians are asked to register their child for the nursery by contacting the school office. Burlais Primary School has an admission number of 75 per year group. All parents/guardians must register their child by filling in the appropriate forms.

Upon entry to Burlais Primary School, parents are required to complete registration and medical forms in full for each child and to bring their child's birth certificate to the office for verification.

This is especially important since it provides us with essential information about contact telephone numbers in case of an emergency. It is also important at this stage to note any conditions or needs a child may have e.g. allergies, dietary requirements.

Parents must apply for entry into Reception via The City and County of Swansea. Please note that a place in our Nursery does not guarantee a place in Reception. Appeals may be made to the County if a child is refused entry to the school.



GDPR

Burlais Primary School is the data controller who is responsible for holding the data you provide. We will use your data to keep you up to date with school activities. We will not share your data with anyone else and we hold your information on the basis of your consent, which you can withdraw at any time by contacting the school office. More information on your rights can be found in our privacy notice and our data protection policy.

Starting School for the First Time

Starting school is an especially important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

Our curriculum is based upon active learning. Through practical activities, purposeful play and talk, our Early Years pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents/guardians can play a significant role in fostering good attitudes to learning, developing good language skills and promoting good behaviour.

Joining the School Later On

Sometimes children join school when the term has started or later in their school life. We make every effort to make sure that they are welcomed, looked after and monitored so that they quickly make friends and can find their way around the school. Teachers give pupils time to settle in before assessing their academic ability. This assessment, together with records from the previous school will enable your child to have the best start in our school. Parents and carers are asked to contact the school if their child has a problem settling. We are keen to promote an active partnership with parents.



Moving On - Transfer to Secondary School

When children in Year 6 transfer to the secondary school of their choice, every effort is made to prepare them for this exciting move. Teaching staff, from our local comprehensive school, Pentrehafod, visit the school and the children, in turn, spend some transition time at the secondary school at the end of the summer term. Information records are transferred to the respective schools, and sometimes pupils complete transition booklets, which accompany them to their new destinations. Our aim at Burlais Primary School is to have equipped our pupils with the life skills necessary to cope with the transfer and enable them to fulfil their potential in whatever they choose to do.



Parents in Partnership

We welcome parents and carers to Burlais Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued.

If you are ever able to help, especially on a regular basis, please contact your child's teacher. All parents/helpers will be required to complete an enhanced DBS (Disclosure and Barring Service) check before being able to help in school.

School Building and Site

Burlais Primary School opened in September 2012. It is an amalgamation of the old Manselton and Cwmbwrla Primary Schools. The school serves a well-defined and established area within the City and County of Swansea. Opened in September 2015, our new building is a purpose-built, modern 21st Century School. The school's grounds consist of two hard playground areas, grassed areas, a purpose-built pond and an orchard area. The school is also able to use the amenities provided within Cwmbwrla Park. Mainstream pupils are drawn from both private and local authority housing, which make up the catchment area. In addition to the mainstream classes in the school, there are two classes in the Specialist Teaching Facility, which cater for pupils with significant speech, language and communication difficulties. Pupils attending our STF are mainly drawn from schools in the eastern part of the city.

School Security

The security of the pupils, staff and all visitors is of the utmost importance to the school and every effort is made to ensure that everyone involved should maintain a high level of awareness of security issues at all times. The perimeter fence and yard spaces are covered with CCTV cameras for added security.

We also aim to maintain maximum security of the site, buildings and contents of the school constantly. School security is to be managed as a

part of a continuing process, rather than in response to a particular incident.

Visitors to the School

To ensure a safe environment for the children, all visitors must sign in and out at the main reception so that adults present on site are accounted for and are known to the staff.

All exterior doors are locked during the school day, and the only means of entering the building is through the main entrance, to the reception area for signing in.

All children are left in the care of their teachers no earlier than 8.50 a.m. and collected no later than 3.25 p.m. During this period, the staff have the safety and well-being of the children as their ultimate concern throughout. No child may leave the school without prior consent from the parent/guardian, i.e. trips. Pupils will not be able to participate without prior consent. Parents/guardians also need to be responsible for informing the school if another adult will be collecting the child at the end of the school day. No child will be handed over to an unauthorised person.



Fire Drills

Fire drills are held during each term. All pupils are aware of the procedures upon entry into each new classroom at the beginning of the new school year. Regular inspections are made on the fire safety equipment and logs are kept. The local fire brigade occasionally visits the school to talk to the children about fire hazards and demonstrate the use of the fire engine and safety equipment.

Parking Arrangements

Parents delivering or collecting children by car are asked to make sure that they do not park in any unauthorised area. **The large car park at the side of the school is for staff and authorised users only.** Consideration should also be given to local residents in and around the school's locality.

Emergency Closure

From time to time, especially in the winter, situations may arise where it is necessary to close the school. Where possible parents will be informed the day before the school is to close. However, if the school must close at very short notice e.g. heavy snow, it will be put on the City and County of Swansea Council Website and local radio stations will be informed. A notice will also be placed on the school premises and whenever possible staff will be available to answer the telephone if you call the school. You will also receive a text message from the school informing you of any emergency closure. Please can you inform us of any changes to your contact details.

School Meals

School meals are provided by Swansea Catering Department. It offers a wide choice of dishes, which are prepared by our excellent kitchen staff in our well-equipped kitchen. School meals are served in the school hall. At all times children are expected to display good manners. Positive eating habits are actively encouraged e.g. use of knife and fork.

At the time of updating this prospectus all pupils from Reception to Year 6 can have a lunch free of charge in school. Financial support is also available for families who are in receipt of certain benefits. Application forms are available from the City and County of Swansea website and we would whole heartedly encourage parents to apply for this as it brings with it a number of savings e.g. uniform grant, reduced cost for residential etc.

Children are allowed to bring their own packed lunches if they wish. To avoid risk or injury, parents are asked to ensure that no child brings soups or drinks to school in glass containers. All waste must be taken home by the child.

Children are not allowed to leave the premises at lunchtime unless this has been agreed with the Headteacher. Children must always respect the supervisory assistants and where children cannot meet our expected code of behaviour during this period, parents will be asked to make alternative arrangements for them during the lunch hour.



Money

Would all parents, please ensure that all monies sent to school are in a secure envelope marked with your child's name, amount and purpose of the money.

Free Breakfast Club

Our free Breakfast Club offers parents the opportunity to drop the children off before school. The Club operates between 8.10 a.m. and 8.50 a.m. Breakfast includes cereals, toast, fresh fruit and juice. Children are fully supervised during this time. It is your responsibility to ensure that your child arrives before the 8.30 a.m., which is the cut off time for admittance. All children must be handed over to staff. Anyone arriving after this time will not be entitled to participate in the Breakfast Club for that day.

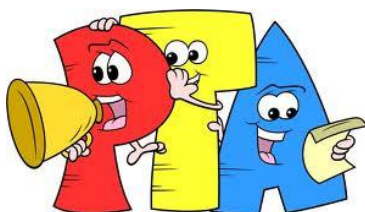
Fruit Tuck Shop

To encourage children to eat more fresh fruit as part of their diet, the school is promoting sales of fruits at break time for our Junior children. Our Infant children bring in three pieces of fruit on a Monday and these are then shared throughout the week. Children must not bring in unhealthy snacks and drinks from home for break times.



PTFA

The school has a very enthusiastic Parent-Teacher and Friends Association and every parent is invited to participate in its activities. We always welcome new faces. If you are interested in joining the PTFA please contact the school.



Meetings

Parent-Teacher Consultation

We consider that regular Parent-Teacher Consultations are crucial to the educational progress of our children.

The school operates an 'open door' policy where parents are invited to come to school to discuss their child's progress. However, since teachers are employed to teach, it would be appreciated if parents could make an appointment outside teaching hours to discuss any problems, anxieties or to discuss progress.

In addition to the above the school organises two parent's evenings in Autumn and Spring terms. Parents also have the opportunity to meet with teachers following annual written reports to parents during the Summer Term.

Headteacher-Parent Consultation



The Headteacher positively encourages parents to play a prominent role in the education of their children. If any parent wishes to discuss any matter of relevance to the progress of their child, they are more than welcome to arrange an appointment to see the Headteacher and to discuss the matter.



School Uniform

The school has a school uniform, which all children are expected to wear.

WINTER UNIFORM

Burlais Green Sweatshirt/Cardigan
Burlais Green Hoodie
White Polo Shirt
Black or Grey Trousers
Pinafore Dress/Grey skirt
Grey or White Tights/Socks
Black Shoes

SUMMER UNIFORM

Burlais Green Sweatshirt
Burlais Green Cardigan
Burlais Green Hoodie
White Polo Shirt
Black, Grey or Navy Shorts
Green Gingham Dress
White Socks
White or Black trainers

All our school uniform can be purchased from the school office. Other school sundries are available too such as PE Kits, book bags and water bottles.

Please note that during the Summer Term pupils must wear enclosed shoes. For Health and Safety reasons, no flip flops/Crocs etc. are allowed.

Pastoral Care Arrangements



Article 19: "You should not be harmed and should be looked after and kept safe."

The school aims to create a warm, caring and secure atmosphere. Parents/guardians' home and work telephone numbers are recorded. All accidents and illnesses are reported to the Headteacher who then contacts parents/guardians if further medical attention is necessary. If immediate hospital treatment is required, resulting from an accident or illness, an ambulance will be called to take the pupil to hospital and parents will be contacted.

Where children have been prescribed medicines, parents need to complete the appropriate forms so that these medicines can be given by adults within the school. The school will only administer medication provided by a doctor. Should you require any clarification on this matter, please come in and speak to a member of the office staff.

Class teachers supervise morning and afternoon breaks. Supervisory staff are on duty for the lunchtime break. Should the need arise a member of Senior Leadership can be called to support any issues that may arise. For medical appointments etc. a note from a parent/guardian must be produced.

From time to time the school nurse, dentist or hearing specialist will visit the school to carry out routine health inspections and hearing tests. Parents will always be informed when this is happening. When any problems are encountered, parents will be notified and advised to seek further help from either the school health service or their family doctor.

Head lice are often uninvited guests at school; please check your child's hair routinely.

Referrals

Burlais Primary School is a caring establishment that takes the welfare and well-being of all pupils extremely seriously and it will always be the intention of the school to work closely with families to address any issues. However, there may be occasions when a pupil will disclose to a member of staff a matter that could be a potential Child Protection concern. As a result, there may be occasions when the school will need to contact other agencies (such as Social Services or the Police) to discuss those concerns. In some circumstances, those discussions will take place without first contacting the parents or carers if it is felt that by contacting those individuals the child could be placed at further risk of being harmed.

Illness or accident at school

If your child is ill or has an accident, we will let you know and usually ask you to collect him/her should the need arise. If they have a minor bump or scrape in the yard, your child will have a slip of paper to take home, to let you know what happened and what appropriate action was taken. We keep all contact telephone numbers on file and expect parents to inform us immediately if numbers or addresses change. In the case of a significant injury, we will try to contact the parents as soon as possible and ensure that the child is taken to hospital. The accident book will be completed following minor incidents. Any major accident will be recorded in the accident book and accident forms will be filled out and sent to the LA, who will then investigate the accident if appropriate.

Returning to School after illness

Children returning to school after illness should clearly be fit to do so and free from infection. Please err on the side of caution when deciding about your child returning to school. Children should be fit to participate in all school activities including outdoor games and playtime.



Pastoral Support Team

At Burlais Primary School we have a dedicated pastoral support team that offers support to both pupils and parents. Activities such as Drawing and Talking are offered to pupils and help with tenancy support, counselling services are available for parents to access. If you require any help then please ring the school and ask for Ms. S. Couch.

Attendance Information 2022/23 & 2023/24

Attendance Information 2022-23

The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of attendance days. Please be aware that the figures quoted below are not a true representation of attendance at Burlais owing to the COVID pandemic

Period: 10/09/2022 to 31/08/2023

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Y1MW	9541	0	675	354	10570	90.3
Y1ER	9527	0	675	172	10374	91.8
Y2G	8883	0	575	360	9818	90.5
Y2MB	9064	324	660	370	10418	90.1
Y3DW	11265	1	608	390	12264	91.9
Y3H	10863	0	616	735	12214	88.9
Y4J	9694	61	517	222	10494	93.0
Y4P	9713	62	522	361	10658	91.7
Y5S	9233	200	518	181	10132	93.1
Y5B	9670	124	644	338	10776	90.9
Y6GT	7208	158	600	252	8218	89.6
Y6MW	7355	136	626	295	8412	89.1
Y6W	7828	161	457	242	8688	92.0
STF1	1085	0	177	2	1264	85.8
STF2	2120	0	142	18	2280	93.0
STF3	2596	18	142	22	2778	94.1
Totals	125645	1245	8154	4314	139358	91.1

Attendance Information 2023-2024

The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of attendance days (Figures up until 7/6/24)

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Y1MW	7101	73	497	255	7926	90.5
Y1ER	7205	73	503	339	8120	89.6
Y2G	8814	0	536	160	9510	92.7
Y2MB	8470	26	553	409	9458	89.8
Y3DW	8080	426	390	554	9450	90.0
Y3H	8479	118	650	311	9558	89.9
Y4P	10335	210	789	430	11764	89.6
Y5S	8607	228	666	233	9734	90.8
Y5B	8757	161	486	370	9774	91.2
Y6MW	8897	54	504	249	9704	92.2
Y6W	8891	27	613	271	9802	91.0
STF1	1899	12	162	35	2108	90.7
Totals	95535	1408	6349	3616	106908	90.7

The school has an Attendance action plan and is working with the Education Welfare Officer.

Service in order to raise attendance and reduce unauthorised absences.

The school has a dedicated Attendance Officer and a Family Liaison Officer.

School Holidays 2024/2025

			Mid Term Holidays			
Term	Term Begins	Term Ends	Begins	Ends	Term Begins	Term Ends
Autumn 2024	Monday 2 nd September	Friday 25 th October	Monday 28 th October	Friday 1 st November	Monday 4 th November	Friday 20 th December
Spring 2025	Monday 6 th January	Friday 21 st February	Monday 24 th February	Friday 28 th February	Monday 3 rd March	Friday 11 th April
Summer 2025	Monday 28 th April	Friday 23 rd May	Monday 26 th May	Friday 30 th May	Monday 2 nd June	Monday 21 st July

Bank holidays

18 April 2025 - Good Friday

21 April 2025 - Easter Monday

5 May 2025 - May Day

26 May 2025 - Spring Bank Holiday

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a direction on term dates.

Swansea Council does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government.

Schools will be closed to pupils for Inset/staff preparation on six days between Monday 2nd September 2024 and Monday 21st July. Dates will be shared via school newsletters

Our Expectations

Children are expected to always behave in a courteous and orderly manner. The standard of conduct is that expected of a good family: sympathy, tolerance and understanding on the one hand call for courtesy, co-operation and zeal on the other.

The school staff have all received training in Restorative Practice and implement Restorative Circles as a means of addressing issues with pupils and families, where appropriate.

Sanctions administered for misdemeanors will be always reasonable and moderate and such as a parent might expect a child to receive for doing wrong. Promoting positive behaviour is a matter for all people concerned within the school. If a child fails to respond to our systems, parents will be invited into school to discuss their behaviour needs and your child may move onto our report card system. **Support from parents in promoting positive behaviour is essential.**

Continued serious misbehaviour may result in the exclusion of the child for a specific period of time.

Playground Ethos

Since a proportion of the school day is spent in the school playground, it is important that children are encouraged to develop attitudes of fairness, honesty, tolerance and kindness. The following are suggestions:

We should tell an adult if someone is being unkind.

We should play safely and be respectful to all.

We should be caring, friendly and play gently.

We should ask others to play when they are sad and lonely.



Bullying

Bullying within the school is unacceptable and we will take immediate action to resolve the problem.

However, bullying, either verbal or physical, can take place unknown to the school or parents. Watch for signs of distress in your children. There could be an unwillingness to attend school, a pattern of headaches or bad stomachs, or even a request for extra pocket money. Please remember, if you think that your child is being bullied, please contact the school **IMMEDIATELY**. Bullying will not be tolerated at Burlais Primary School. A copy of our Anti-Bullying Policy is available on our school website.

Problems at Home and at School

From time to time, in children's lives, events may take place that are upsetting for them. If you can share information about your child's personal life with us it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher or the Headteacher in the first instance.

Attendance



Article 28: "We have the right to learn and to go to school, so we should attend regularly and be on time."

Attendance is particularly important. Pupils are expected to arrive at school on time, dressed appropriately and ready to learn. Parents are expected to contact the school as soon as possible to explain their child's absence. This can either be done by phone, email or by means of a note or message from a member of the family, friend or neighbour. As it is necessary for us to make a note on our registers whether an absence is of an authorised or unauthorised nature, we kindly ask for a clear message from the family to that end.

Penalty notice statement

The Welsh Government (WG) Education (Penalty Notice) (Wales) Regulations 2013 states that Local Authorities (LA's) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absences can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent/carer because of a child's regular non-attendance at school/educational provision.

The school adheres to the code of conduct for penalty notices as issued by Partneriaeth and agreed by your Local Authority, and therefore may request the local authority to issue a penalty notice in certain cases.

Absences from School

Parents are required by law to ensure that children attend school regularly. Good attendance is critically important for a child's learning pattern to develop smoothly and for progress to be maintained. If your

child misses school for any reason, please telephone or send a written message of explanation as soon as you can. Unless we receive such a message within 3 days, the absence will be recorded in the register as unauthorised. In cases of long or frequent absences, or persistent lateness when arriving in school, the Education Welfare Officer will be notified.

If you intend to go on holiday during school time, you will need to complete a request for absence form, which is available from the school office. The school, have adopted the local policy on attendance and completion of this form does not guarantee that these days will be authorised. Our attendance officer, will follow the guidelines set out in the policy and present them to the Headteacher who has the final decision if the absences will be authorised or not.

No pupil will be allowed to leave school unless collected by a responsible adult, for example, when being collected for medical appointments. You will need to ensure that your child must be signed out at the school office prior to being taken. Please let the class teacher know if your child will be arriving late at school or is to be collected for an appointment. When returning to school after an appointment, make sure that your child is signed back into school again.

Lost Property

Although we attempt to encourage children to look after their property, children will be children and carelessness with personal property does and will occur. It would be helpful if articles of clothing could be clearly marked with your child's name.

Meeting the Needs of Our Curriculum

All classes in this school currently receive education based on the New Curriculum for Wales which came into effect from September 2022. Topics have been designed at each Progression Step, to ensure that pupils receive a broad, balanced and relevant curriculum. Throughout the school, emphasis is placed on the acquisition of the highest possible individual levels in the basic skills of maths and language, together with activities and studies embracing the Expressive Arts, Health and Well-Being, Language Literacy and Communication, Maths and Numeracy, Humanities

and Science and Technology Areas of Learning. Assessments are carried out at the end of the year to measure progress in literacy and numeracy.

Teachers often organise their classes according to the type of activity being carried out – this could be in peer groups, mixed ability groups or ability groups. Further information about the curriculum is available on our school website.

Progression Steps

Our school is no longer organised into Foundation Phase or Key Stage 2. The year groups are organised into Progression Steps.

Nursery and Reception – Progression Step 1

Year 1, Year 2 and Year 3 – Progression Step 2

Year 4, Year 5 and Year 6 – Progression Step 3

As your child moves to their comprehensive school, they will progress through Progression Steps 4 and 5. A broad range of stimulating activities is provided to promote children's development across 6 areas of learning:

- Health and Well-Being
- Language, Literacy and Communication
- Maths and Numeracy
- Humanities
- Science and Technology
- Expressive Arts

In addition to these 6 Areas of Learning, there are 4 core purposes that overarch and permeate throughout them. The 4 Core Purposes of our curriculum want our children to be: -

- Ethical, Informed Citizens
- Ambitious, Capable Learners
- Enterprising, Creative Contributors
- Healthy, Confident Individuals

Assessment, Recording and Reporting

Assessment is a central feature of our new curriculum. Assessment is determined by continuous 'teacher assessment' carried out throughout the Progression Step, and nationally set tests carried out at the end of each year for pupils in Year 2 - Year 6.

The main purpose of Teacher Assessment is to build up a picture of pupils' achievements over the Progression Step in relation to our new curriculum, to take pupils forward in their learning. Teacher Assessment is, therefore, part of everyday teaching and learning. It is a continuous process and not a separate activity, which necessarily requires the use of extra tasks or tests.

Attainment should be recorded throughout the Progression Step. These records can help us to plan future work. They can also form a basis for identifying pupils' achievements and progress.

Parents will be kept informed about what their children will be learning at school and how they are progressing. You will receive not only an Annual Governors Report on the school but also an Annual Report on your child. This Annual Report will include:

- Comments on your child's progress in the different Areas of Learning;
- Comments on the pupil's achievement in other areas of school life.
- A copy of the results from the Welsh Government Tests showing the progress made year on year;
- A comment from the head teacher and class teacher on general progress and attendance record;
- An indication of the person to whom the parent should talk to discuss the report and details of how to fix an appointment.
- Targets for your child for the coming academic year.

Arrangements for Religion, Values and Ethics (previously called Religious Education)

There is no right of withdrawal up to and including Y6 within Religion, Values and Ethics lessons. The school will use a locally agreed syllabus to teach this area. The school has no religious affiliation.

The Act makes it explicit that any agreed syllabus for RVE must reflect both religious beliefs and also non-religious beliefs. These include beliefs such as humanism, atheism and secularism.

Agreed syllabuses should recognise that while the principal religions and their traditions in Wales should be taught in all schools, other beliefs (including non-religious philosophical convictions such as humanism and atheism) are now a recognised part of life within local areas in Wales and beyond. This is reflected in the Act which states that the agreed syllabus:

- must reflect the fact that the religious traditions in Wales are in the main Christian while taking account of the teaching and practices of the other principal religions represented in Wales
- must also reflect the fact that a range of non-religious philosophical convictions are held in Wales

The Teaching of Welsh

Welsh is taught as a second language to children of all ages by the class teacher and sometimes by a peripatetic teacher. In addition to acquiring vocabulary and learning sentence patterns in lessons, children respond to Welsh used incidentally during the day. Some lessons lend themselves easily to be taught through the medium of Welsh; this gives the language a meaning and purpose for the pupil.

The main medium of instruction at Burlais Primary School is English. Our STF children are all disapplied from the learning of Welsh as a Second Language. These pupils study aspects of Welsh life rather than the language itself.

In addition, regular use is made of incidental, informal Welsh in the life of the school.

During their time at Burlais Primary School, all children develop an appreciation of the cultural heritage of Wales through aspects of the curriculum and involvement in different activities.

'Y Cwricwlwm Cymreig'



Article 7: "We have the right to a name and a nationality."

The nature of the whole curriculum at Burlais Primary School also reflects the distinctiveness of the 'Cwricwlwm Cymreig' - a curriculum concerned with Wales where the children's learning experiences are made meaningful and relevant in the context of the local and wider community.



Mathematics/Numeracy

The skills that we aim to address in Mathematics and Numeracy are:

- Solving mathematical problems
- Communicating mathematically
- Reasoning mathematically

Pupils develop their mathematical skills, knowledge and understanding through learning about and using number, measures, money and shape, position and movement and data handling.

Concepts are reinforced using a range of resources such as computers, calculators and mathematical apparatus and games e.g. Numicon. The school recognises the importance of oral maths and understanding the language of maths, and the children are regularly helped to develop their skills in counting and remembered facts, as well as learning to apply their mathematical skills in everyday situations. Problem solving is addressed by using RIDACE, which helps children to split up a problem into smaller achievable steps - rather than dealing with the problem as a whole.

English/Literacy

In Burlais Primary, children are encouraged from an early age to build confidence in speaking clearly, in the classroom, assemblies or other public places. Their ability to listen and respond intelligently is being nurtured at the same time. Learning to read and then reading to learn is of the utmost importance for the children. Reading is an activity which dominates the school day at Burlais, whether a pupil is engrossed in a delightful story, working out how to answer a scientific question, or practising singing a song!

There are varied reading schemes used throughout the school, which all have a variety of interesting, informative or amusing stories which children really enjoy. Many other reading books are available. Our school also uses Read, Write, Inc to help children develop their phonological awareness and help them to become avid readers.

Early Years place great emphasis on Pie Corbett strategies to help develop story telling.

Book Fairs are organised regularly, at which children and parents have the opportunity to browse and buy books.

We celebrate "World Book Day" annually and children are given vouchers, which can be exchanged for books at any bookshop.

The school has a structured approach to the teaching of spelling, handwriting and the understanding of how language works. Children are taught to write in a variety of forms, such as inventing a story, composing a poem, reporting news or recording an experiment.

The school also participates in many competitions outside the school and we are enormously proud of our achievements at local and national level.

Science and Technology

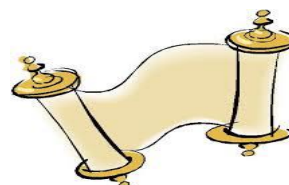
Scientific skills are developed across all Progression Steps. The emphasis is on giving children first-hand experiences through investigating and experimenting. Children learn to observe, to predict, to list their ideas and make appropriate records of their findings.

Children in all classes have the opportunity to work on computers. There are C-Touch Screens situated in all classrooms. ICT is integrated into all areas of learning.

Children have the opportunity to design and make a range of products using a range of varied materials. They learn new skills as they work independently and collaboratively in groups.

Humanities

Burlais Primary adopts an enquiry-based approach to Humanities, teaching children to ask questions of historical sources and to answer them with available evidence. As well as studying selected periods of the history of Wales and Britain, pupils learn about local history, with visits and outings in the local area being an essential element of this.



Humanities is delivered through cross-curricular thematic approach based on practical activities, independent research and fieldwork in the local area. Swansea and its surrounding area offer a rich resource for the study of the environment, with notable coastal, river-valley and upland features. Localities abroad are investigated through topic work and pupils make use of a variety of resources to enhance a wide range of mapping and other skills. Pupils are always encouraged to identify links with cultural diversity, sustainability and develop into caring and effective global citizens.

Health and Well-Being

As a school we place great emphasis on involving all pupils in a wide range of sports activities and on the value of participation in sport and recreational activities for fun, health and physical development. Children have access to a good range of sports facilities. Specific skills are taught, focusing on a different aspect each term, such as dance, athletics, gymnastics, outdoor education and games. Children throughout the school can have swimming lessons in the local pool during the school year. All the children have P.E. and games lessons every week. Annual sports days are held in the summer term (dependent on weather). The school also run

several extra-curricular sports activities, which include football, netball, rugby, rounders and cricket.

In the interest of pupil safety, it is advisable that jewellery should not be worn to school. However, we appreciate that watches are important and are therefore acceptable. The only permissible exception is the wearing of small stud backed earrings. (Hoop earrings are not to be worn by pupils). However, these must be removed during P. E. lessons by the pupils and are the responsibility of the owner and not the staff in school.

Expressive Arts



Expressive Arts covers art, music, film and digital media, dance and drama. A variety of activities are undertaken, through which children learn to understand, make and investigate different techniques. From time-to-time artists visit the school to work with the children. These activities vary from pottery/ceramics, mosaics, collage, photography etc.

Performing, Composing and Appraising are the three main aspects of music in the National Curriculum. As well as being encouraged to perform at school and community events, pupils are also encouraged to develop their musical skills through access to local interest groups.



Collective Worship

Collective worship is held each day, either as a class activity, key stage or whole school. Parents may exercise their rights, under the 1998 Education Act, to withdraw their child from collective worship. If you wish to do this, please contact the Headteacher.

Extra-Curricular Activities



Article 15: "You have the right to meet with friends and join groups and clubs."

There are after-school clubs, which are open to pupils - an opportunity to play football, netball and other games, computers, Lego club,

art/technology, music & drama and Funky Fitness are all on offer at some time during the school year.

Pupils have an opportunity to take part in inter-school matches and to join with other schools for various activities e.g., local tournaments and educational visits.

Children are encouraged to take an active part in local community life and to put on productions to entertain the community in school and at various other venues e.g. St. David's Day, The Grand Theatre.

Throughout the year, children have opportunities to visit the theatre and places of interest to support the work done in our curriculum. During the year pupils in Years 4, 5 & 6 have the opportunity to attend residential visits.



Arrangements for Additional Learning Needs

The 2017 ALN Code states that all children with learning difficulties should be regarded as having additional educational needs. The Code emphasises that, wherever teaching takes place, additional education should be regarded in terms of quality of teaching and access to resources.

At Burlais Primary School we offer a range of support for children with additional needs.

Some pupils may acquire an Individual Development Plan (IDP), which expresses the nature of their learning difficulties and what provision is required to meet those needs. These IDP's are in fact 'contracts' between the home, the school and the Local Education Authority. If a pupil has an IDP his/her educational needs are reviewed on an annual basis.

The school holds an ALN Register. IDPs (Individual Development Plans) are reviewed with parents and teachers on an annual basis (every 6 months for pupils under 5). Copies of IDPs are sent home to parents and saved digitally for staff to access.

The school maintains a close working relationship with the Swansea Educational Psychologist and other agencies.

At all times a close relationship is fostered between the ALNCO, the child's classroom teacher and crucially, the parents of the child.

It is important to emphasise that **more able or talented** children may also require special provision to be made available. The school, working closely with the parents, will do its utmost to supply the necessary challenge and educational provision.

At Burlais Primary all the children are special and important young people. We do our utmost to ensure that all their needs are met.

Specialist Teaching Facility Provision

Burlais hosts one of two Local Authority primary aged Specialist Teaching Facilities (STF) for pupils with Speech, Language and Communication Needs. All our STF pupils hold a Statement of Special Educational Needs or an IDP (Individual Development Plan) and have been placed at our STF via the Local Authority Additional Learning Needs Panel. Our STF has two classes which between them accommodate 24 pupils aged 3-11. Each class is staffed by a Specialist Teacher and three Teaching Assistants, all of whom are trained and experienced in working with Pupils with Speech, Language and Communication Needs. We also have Speech & Language Therapy Staff working on site giving advice, programmes and direct therapy according to the needs of the children. All pupils have an IEP (Individual Education Plan) and have opportunities for carefully planned and supported inclusion into mainstream according to their needs.

For further information on Additional Learning Needs and what to do if you are concerned if your child has Additional Learning Needs, please refer to our school policy available via the school office or the school website.



Relationships and Sexuality Education

The school policy on Relationships and Sexuality Education has been approved by the Governing Body and is in line with the LA policy. In Progression Step 1 and 2, teachers endeavour to answer children's questions appropriately. In Progression Step 3, RSE is treated as an integral part of science and health education. However, during the summer term, Years 5 and 6 pupils have a series of RSE lessons with the school nurse relating to puberty and changes. **As of September 2022 there is no right of withdrawal from this area of the curriculum.** Further information is available from the RSE policy.

Looked after Children (LAC)

The Headteacher is the designated teacher who supports and promotes the educational achievement of looked after pupils

Equal Opportunities

We recognise the right to equality of opportunity for all individuals, staff and pupils irrespective of their ability, gender, status, race, religious beliefs or age. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented. Further information is available by looking at our Strategic Equality Plan, which is available via the school office or school website.

Disability Discrimination Act

At Burlais Primary we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, spiritual, emotional and cultural needs. We are further committed to challenging

attitudes about disability and accessibility and developing a culture of awareness, tolerance and inclusion. The building is DDA compliant with a lift allowing access to the first floor.

Children with Disabilities

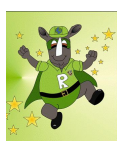
The school welcomes all children and in consultations with the Local Authority ALN team and any agency involved with the child will seek to ensure that the child's needs may be catered for. Admissions for any child is via the process already addressed in this prospectus.

Healthy Schools

Burlais Primary is part of the Healthy Schools initiative. The Health and Well-Being Senedd manages a fruit stall and fruit is sold daily. We also run a school breakfast club daily. Water is available for pupils to drink at all times. The school environment is continuously being enhanced with the help of parents working closely with the school. Unhealthy snacks and drinks must not be sent in for breaktimes.



Pupil Voice



Article 12: "You have the right to say what you think should happen and to be listened to."

Burlais Primary School recognises the importance of the pupils' voice and making pupils part of the decision-making process. At Burlais Primary we are aiming to further develop pupil voice and ensure that we place pupil voice at the heart of everything we do in our school.

To move our school forward we have set up the "Burlais Senedd" in order to increase pupils' participation in their learning. The Senedd is made up of pupils from Year 2 to Year 6.

It is the job of the Senedd members to feedback to the rest of the school.

The Senedd is made up of 6 groups each linked to one of our Areas of Learning. They meet every half term as a group and then give feedback to Mr. Thompson and Cllr. Holley – Chair of Governors.

Sport

The school encourages all children to take part in many sporting and physical activities offered by the school. Opportunities for taking part in sporting activities mainly occur in Progression Step 3 and are usually part of the physical education programme of study. During the autumn and spring terms, participation in rugby, football and netball is encouraged while in the summer term, the opportunity is there to take part in athletics, tennis and cricket. Swimming also forms part of the curriculum for Physical Education

Homework

The school has a positive homework policy. However, the setting of homework for pupils is at the discretion of the class teacher. A monthly homework menu is sent to all parents that encourage the whole family to take part in a wide range of exciting projects. Parents are encouraged to work alongside their child and help with homework.



Charging and Remissions

In accordance with Section 110 of the 1988 Education Act the Governing Body has decided on the following Charging and Remissions Policy:

When activities requiring added payment occur, it may be necessary to ask for voluntary contributions or donations. Examples of such activities are: transport for visits, field study visits, outdoor pursuit courses. However, the Governors of Burlais stipulate that there is no obligation to

contribute and no pupil will be omitted from the activity. The school has adopted the LA policy on charges and remissions.

Inspection of Documents

Documents required to be available by regulation may be inspected, and where appropriate, copied at the school during school hours by arrangement with the Headteacher. A choice of policies and other documents are available via our school website.



Information on How to Make a Complaint

If you have a complaint under Section 409 of the Education Act 1996 relating to the curriculum, Religious Education or Religious Worship, the LA has prepared a formal complaints procedure, a copy of which is available from the school, the Education Department or the Public Library.

In the event of any other type of complaint you should contact Mr. M. Thompson or the Chair of Governors. The school has a formal complaints procedure and a copy of this may be obtained from the school's office or via the school website.

Further advice about complaints may be obtained from the Education Department, Pupil and Governor Unit. Tel - 01792 636000

Conclusion

Education is presently undergoing a period of rapid change and innovation. However, it must be remembered that at the very heart of such change lies **your child**.

We shall endeavour, at Burlais Primary School, to provide our pupils with a quality of education. We have a caring, committed and enthusiastic staff who are dedicated to working alongside our parents so that the children in our care receive the best possible start in life.



Mr. M. Thompson (Headteacher/Prifathro)
June 2024

Privacy Notice: What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

Subject

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Swansea Local Authority (LA) and Burlais School.

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;

- the organisation of educational events and trips;
- planning and management of the school.

Welsh Assembly Government (WAG) & Local Authority (LA)

The Welsh Assembly Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WAG and LAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level..

Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;

- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Organisations who may share personal information

Information held by the School, LA and the Welsh Assembly Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Assembly Government, LA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any "data controller". The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the Council Website (**School or LA website**) or for those pupils/parents where this is not practical, a hard copy can be obtained from Mr. M. Thompson, Headteacher.

Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is

processed and shared can be found at
<http://www.learningrecordsservice.org.uk/learnparent/>.

Other information

The Welsh Assembly Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you person suffer damage;
- in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- the school on 01792 655763
- your LA on 01792 636535;
- ***the Welsh Assembly Government's data protection officer at, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ;***
- the Information Commissioner's office help line can be contacted on 01625 545 745;

information is also available from www.ico.gov.uk