



School Prospectus 2023-2024

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Madras VA School
Penley
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Telephone: 01978 710 419

Email : mailbox@madras-pri.wrexham.sch.uk

Website: www.madras-pri.co.uk

Headteacher - Mrs. K. Macey

Dear Parents and Children,

On behalf of the Governors and staff, I welcome you to Madras V.A. Primary School, Penley.

Our school was built in 1811 by the 2nd Lord Kenyon and based upon a similar structure in India. Madras School became the first free school in Wales. Its unique design with a thatched roof (the only one in the country, we believe) together with the more modern extension, set in open and extensive grounds, makes it a very attractive setting. Recognising its historical foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the church at parish and diocesan levels.

Within this context of Christian belief, we aim to provide our pupils with the highest quality education in a happy and supportive atmosphere. We wish our children to enjoy interesting and stimulating lessons whilst understanding the need for good behaviour and respect for themselves and others. We also enrich the curriculum through a wide range of after school activities and educational visits.

We welcome close co-operation with parents in the education of their children. If at any time you wish to discuss any matter with the class teacher or myself, please email or telephone to make an appointment that is mutually convenient.

We look forward to a productive partnership between home and school with the common aim of preparing your child for a successful life beyond primary school.

Yours sincerely

Mrs. K. Macey
Headteacher

Our Governing Body

Chairman	Mr. J. Griffiths
Vice Chairman	Mrs. T. Beckett
Headteacher	Mrs. K. Macey
Parent Governor	Mrs. S. Aza
Teacher Governor	Miss. L. Mira
Staff Governor	Mrs. A. Jarvis
Foundation Governors	Mrs. T Beckett
	Mr. M. Carnell
	Ms. H. Fish
	Mr. J Griffiths
	Mr. D. Humphries
	The Hon. A. Tyrell – Kenyon
	Vacancy
LEA Governor	Vacancy
	Vacancy
Community Governor	Mrs. S. Rodenhurst

Our Staff

Headteacher	Mrs. K. Macey
Deputy Headteacher	Miss. L. Mira
Nursery	Mrs. A. Jarvis
Class 1: Reception / Year 1	Miss. A. Kempster
Class 2: Year 1 / Year 2	Mrs. B. Whalen
Class 3: Year 3 / Year 4	Mrs. K. Jenkins & Mrs. R. Hadlow-Powell
Class 4: Year 5 / Year 6	Miss. L. Mira
Teaching Assistants	Miss. E. Clarke
	Mrs. S. Hawkins
	Mrs K. Healey
	Mrs. J. Moulton
	Mrs. L. Pearson
	Mrs. G. Platt
	Mr. M. Williams
School Administrator	Mrs. S. Evans
Cooks in Charge	Mrs. H. Davies
Assistant Cook	Mrs. L Turner
Lunchtime Supervisor	Mrs. C. Blake
	Mrs. S. Hawkins
	Mrs. L .Pearson
	Mrs. G. Platt
	Mr. M. Williams
Caretaker	Mrs. L. Stamper
Cleaner	Mrs. C. Blake

Vision and Mission Statement

This is our school

We aim to provide the highest possible quality of education that meets the needs of the individual child, giving them the opportunity to reach their full potential. We endeavour to create a stimulating environment which is caring and supportive and reflects the Christian values which we hold dear. We wish our pupils to develop academically, socially, morally and physically as confident individuals, who can cope with the challenges that life has to offer.

The school strives to establish a happy atmosphere, with excellent relationships between pupils and teachers. Pupils are encouraged to have respect for moral values, for other people and to exercise tolerance towards others.

As a 'family' school, we value highly the contribution that parents can make to their child's education. We also operate an 'open door' policy, where staff will willingly see parents to discuss any concerns or issues.

Our Mission Statements

'Every child will succeed in a caring and supportive environment'

Christian values underpin our ethos and teaching

High priority is given to the spiritual development of all and we promote mutual respect and responsibility.

Understanding of our world as a gift from God to be respected and valued.

Respect for ourselves and others is essential

Caring for others is always encouraged.

Home and community links are highly valued.

Admissions Policy

Admissions to the school are the responsibility of the School Governing Board. If the number of applications exceeds the numbers of places available, which is **17**, priority will be given to applicants in the order set out in our Oversubscription Criteria. Application forms for admission are available from the school in October for Reception and January for Nursery.

Oversubscription Criteria

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)
- c) Pupils who live in the Mission Area of Maelor and for whom this is the nearest suitable Church in Wales school to their home address and who live within a 3 mile radius of this school. Distance will be measured as detailed in “Tie Breaker” section. (see “Definitions” section of the policy)
- d) Pupils whose parents (see “Definitions” section of the policy) attend St Mary Magdalene, Penley in the Mission Area of Maelor.
- e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales School.

Please be aware that admission into nursery class **does not** guarantee admission to Reception. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. The right to appeal does not apply for Nursery admissions. Appeals should be made should be made in writing to: **Clerk of the Governors of our school.**

(Please see full policy for further details)

School Curriculum

From September, all pupils in school will follow The Curriculum for Wales (statutory from September 2022) Please see our website for our Curriculum Vision and Rationale.

This new curriculum has the Four Purposes at the heart of the curriculum. These Four Purposes will be the foundation of the curriculum.

All children will get support to be:

- ambitious, capable learners who are ready to learn throughout their lives
- enterprising, creative contributors who are ready to play a full part in life and work
- ethical, informed citizens who are ready to take part in Wales and the world
- healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

As well as learning literacy, numeracy and digital skills, there will be six areas of learning and experience.

- **Expressive arts**

In Expressive Arts, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.

- **Health and Well-being**

Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.

- **Humanities**

In Humanities, they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.

- **Languages, Literacy and Communication**

In Languages, Literacy and Communication, your child will learn about languages. They'll understand and use Welsh, English and other languages. They'll study and create literature, and communicate in spoken, written or visual ways. This could include poetry, drama and film.

- **Mathematics and Numeracy**

In Mathematics and Numeracy, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.

- **Science and Technology**

In Science and Technology your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.

The Curriculum for Wales also includes life skills:

- Creativity and innovation skills
- Critical thinking and problem-solving skills
- Personal effectiveness
- Planning and organising skills

Relationships and Sexual Education

The school aims to implement the sex education policy within a family environment, which emphasises the importance of personal relationships and responsibility. Children should be able to discuss issues related to sexual development and growth within this context without embarrassment and with sensitivity.

Our objectives are:

- To increase individual responsibility for behaviour and consideration of others.
- To stress the value of family life and to look at changing relationships within families and between friends.
- To look at children as developing individuals, physically, socially and emotionally.
- To give information regarding changes during puberty.
- To dispel myths and hearsay

- To acquire a proper vocabulary for body parts
- To develop a child's concepts of human reproduction.

Religious, Values and Ethics

As a church school our Religion, Values and Ethics (RVE) has been designed in accordance with the trust deeds of the school. Our RVE is informed by the Church in Wales Supporting Guidance for RVE and has regard to the Agreed Syllabus.

Religion, Values and Ethics is a mandatory part of our Humanities curriculum and is built upon a series of concepts and big ideas. Our curriculum provides a range of disciplinary approaches to support learners to engage critically with a broad range of religious and non-religious philosophical convictions.

Collective Worship

A daily act of Collective Worship is held. There is whole school Collective Worship on three days per week one of which is led by our vicar, Reverend Clive Hughes and Mrs. Sue Hughes. Once per week, infants have their own service, while juniors have class worship and vice versa. At least once each half term, the service is held in St. Mary Magdalene Church, Penley. We also hold special services to celebrate Harvest, Remembrance Day, Christmas and Easter. Collective Worship is planned to follow the major events in the Church year.

Parents have the right to withdraw their child from Collective Worship if they wish.

Right to Withdraw

From September 2022, there will be no parental right to withdraw from RVE or Relationships and Sexual Education (RSE) in respect of all learners up to and including year 6.

Collective worship sits outside the curriculum and has its own legal standing and requirements. Parents may still request that their children are withdrawn from collective worship from September 2022, if they wish.

Additional Learning Needs

Provision is made for pupils with Additional Learning Needs to access the National Curriculum and to participate in all activities. We have an experienced ALN Support Assistant in school for one morning per week. In addition, class work is differentiated to cater for the individual needs of all pupils. We run different groups across the school, which address specific areas of difficulty ranging from Literacy to Emotionally difficulties.

Children may also receive additional support from an outside agency, from the Inclusion Service or Educational Psychologist. We will hold regular meetings with parents to discuss the child's individual needs which includes Pupil Centred Planning.

(Please see our website for the full Policy.)

Equal Opportunities

The School supports the Local Authority's position on equal opportunities. We believe all children and their families are entitled to the same education and support regardless of their sex, race, creed or age. Guidance can be found in our Strategic Equality Plan, which is available on our website.

The School Day

Start	Morning Break	Lunch	Afternoon Break (Class 1 and 2 only)*	Finish
8.55am	10.30 – 10.45am	12.00 – 1.00pm	2.00 – 2.10pm	3.15pm
Nursery: 8.55am	10.30 – 10.45am			11.30am

*Class 3 and 4 pupils will have a 'comfort break' at a convenient time during the afternoon session.

Two members of staff will be on duty in the morning, on each gate from 8.45a.m. we would ask that children are not left unsupervised before this time.

The gates are unlocked at 8.45am and children will come straight into school. The gates will be locked again at 8.55 a.m., the start of the school day.

Please inform us if someone other than yourself is to collect your child from school. We also need written permission if you wish to allow your child to walk home alone.

Punctuality

Pupil who arrive late should come to the main entrance. A late mark in the register automatically records an unauthorised absence for that session.

At the end of the day, children should be collected at 3:15p.m. If they are attending an after school activity, the finish time will be publicised in advance. Please try to phone school if you have been unavoidably delayed and we will ensure that the child concerned is safe.

Child Care

For working parents, we are fortunate to have two childcare facilities nearby:

Penley Children's Club, which caters for children at Breakfast Club, from 7.45a.m. until 8.55a.m. Children can also be collected from school at 3.15p.m. and the after school facility is open until 6p.m. Please contact Emma Jones on 07709722565 for further information or to book places.

Mother Goose Nursery provides childcare for babies of 3 months up unto 5 years. Nursery children can be collected at 11.30a.m from school. Please contact: 01948 830003 or www.mothergoosenursery.org.uk

Lost Property

Please name all items clearly and check, on a regular basis, that names are visible. A box is located in the school hall for pupils to check for lost property, this box will be placed outside at the end of each half-term.

Homework

Homework is seen to be an integral part of the curriculum and is set to support your child's progress and to forge the links between home and school. Homework sows the seeds of seeing learning as a life-long activity.

The homework set in Class 1 and 2 is mainly reading. Later, children will be asked to learn spellings and to complete a piece of English or Maths homework each week. Occasionally children may be asked to research a topic which they are going to study in greater depth at school. We hope you will encourage and support your child in completing the work required. Help does not mean that you have to do it yourself. If problems arise, please do not hesitate to discuss the matter with the class teacher.

A Healthy School

We are a Healthy School, we are committed to encouraging our pupils to make healthy choices in these areas:

- ✓ What they eat and drink
- ✓ The amount of physical activity they engage in
- ✓ How they care for the environment
- ✓ Their relationships with others

We also ensure that the children are taught about the dangers of smoking, alcohol and drugs and are equipped with the strategies to avoid these dangers.

Snacks and Drinks brought from home.

When sending in snack food or packed lunches, please follow these recommendations for a balanced diet:

Fruit and vegetables	Include at least one portion of fruit and one portion of vegetables or salad every day .
Meat and alternatives	Meat, fish or alternatives such as lentils, kidney beans, hummus, falafel, tofu, nuts and seeds. Oily fish such as salmon, fresh tuna, mackerel or sardines once every three weeks.
Carbohydrate	Bread, pasta, rice, couscous, potatoes or cereals every day .
Dairy products	Include a dairy food such as semi-skimmed or skimmed milk, cheese, yogurt every day .
Drinks	Fruit juice, milk or smoothies are best. Fresh, free drinking water is always available in school.

These items are not allowed in school:

Chocolate bars, chocolate biscuits, sweets, fizzy drinks.

We would appreciate your support of our efforts by encouraging your children to walk to school when you can, take part in the many sporting activities we offer and by bringing healthy break time snacks. We offer fruit for sale in school at morning break. Children can also access chilled drinking water throughout the day. Only fruit or vegetables should be brought in from home **–NO sweets, chocolate or fizzy drinks please.**

Fitness to learn

It is important that children arrive at school 'fit to learn'. This means that:

- They have a good night's sleep
- They should have a calm start to the day, with an adequate breakfast. This meal is far more important than a mid-morning snack. It has been proven that children who do not eat breakfast do not perform to the best of their ability.
- They are wearing correct school uniform.
- They are properly equipped and bring to school the correct equipment for that day.

Home/School Agreement

The Schools Standards and Framework Act 1998 requires all schools to adopt a Home/School Agreement. When your child is admitted to school you will be given a copy of the agreed document and invited to sign it. When returned to school it will be signed by the Headteacher.

School Meals

We aim to provide healthy and nutritious meals at school. Children may choose a hot meal or a lunch box made at school (£2.40/ day). Alternatively, you may wish to provide your own packed lunch. For a sample menu, please see Appendix 1 at the back of this prospectus.

Dinner money should be paid each **MONDAY** morning through Parent Pay. We are a cashless school for dinner money. Please make sure that you regularly monitor your child's account and top up as necessary. All Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals.

Free meals are available for pupils whose parents are eligible. Please ask at the Office for a form if you think that you may be entitled. Should you have any queries regarding this, please contact the County on 01978 298991.

Car Parking

Firstly, we would encourage everyone who lives within walking distance of the school to walk. For those who need to come by car, we have a small car park opposite the church, but this does become congested, so it may be easier to park a little further away and walk the remaining distance. Please try to keep the highway clear and safe for all parents and children. If you must park on the road, do not stop or park on the prohibited areas (marked by yellow zig zag lines) or in the bus lay-by.

The car park at the front of the school is for **staff only** and for our neighbours in School House. It **must not** be used as a drop off or pick up for pupils.

Absence

Please let us know by phone, note or e-mail by 9.15am on each morning that your child is going to be absent from school. We should be notified of any cases of infectious diseases at the earliest opportunity. Please refer to Appendix 2 for information about incubation and exclusion periods.

School Holiday Dates and Holidays during term time

Holiday dates are published well in advance (Appendix 3) and can also be found on our website.

The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances. All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Please see our website for the form).

As a school we follow Wrexham Councils Attendance Policy (Please see website for the full policy). In this, it states that parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (pupil registration) (Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time, more than 10 days can only be authorised in exceptional circumstances.

Sport and Extra-Curricular Activities

As a school, sport is very important to us. We cover a variety of sports over the year and are very proud of what our children achieve. We regularly compete in tournaments and competitions, in a range of different sports.

We offer a variety of extra curricular activities and encourage all children to join in. Most are run by our teaching staff, although we sometimes have people from outside school to share their expertise. Activities take place either at lunchtime or after school and will include, at different points of the year:

Cookery Club, Gardening/Eco Club, Fun Club, Sports Clubs, Choir, Urdd Club, Art, Drama.

Programmes, including days and times will be issued at the start of each half term.

There are also opportunities for pupils to learn to play the following musical instruments, with specialist teachers. We currently have Piano, Brass, Strings, Woodwind and Guitar lessons. Please enquire about vacancies, charges or any other instrument.

School Uniform

We encourage pupils to wear our school uniform because we believe that if pupils take pride in their appearance, it can influence their attitudes and general conduct in school. It also ensures that everyone is equal.

Our uniform consists of:

- Bottle green sweatshirt or cardigan.*
- Grey skirt or pinafore, of a reasonable length (knee length).
- Grey trousers or shorts, of a reasonable length (shorts knee length).
- Plain white polo shirt* or white formal shirt.
- Green and white check summer dress* of a reasonable length (knee length).
- Grey or green tights or grey, white or green socks. (not over the knee)
- Sensible, black shoes.

NB. Trainers, high heels, open toed, slip on or sling-back sandals and boots are NOT appropriate footwear for school.

Items marked with* are available to buy from our supplier, Sarah's Embroidery, based on Penley Industrial Estate. You can get a price list and order by visiting their web site:

<https://shop.sarahsembroidery.co.uk> and entering 'Madras School' into the search facility.

Also available, but not compulsory, are fleeces, light waterproof jackets and reversible coats.

Appearance:

Hairstyles should be reasonable for a primary school; no extreme haircuts/styles – haircuts must be blended in – no extreme short back and sides with longer on the top and no hair dyes. Any child with hair longer than shoulder length is expected to keep it tied back. No make-up or nail varnish is to be worn.

PE Kits**For P.E. Lessons, pupils come dressed in PE Kit**

The PE Kit consists of: Black shorts, bottle green school PE T-shirt and trainers. Pupils may wear black jogging trousers or leggings on colder days. A school hoodie can be worn as part of the PE kit; this can be purchased from Sarah's Embroidery (see above).

Jewellery: Apart from a wristwatch and small stud earrings, jewellery should not be worn for school.

Health and Safety Regulations (Safe Practice in Physical Education, School Sport & Physical Activity) states that all jewellery **should be removed for all P.E. lessons** including swimming lessons.

If an item of jewellery cannot be removed then it is the parent's responsibility to cover/tape up the jewellery to a standard that the class teacher is happy with for the child to proceed with the lesson. If this is not the case a child will not be excluded but will access the lesson in a non-practical way. Staff cannot remove earrings, we therefore suggest that earrings are removed at home and left there on PE days.

Swimming

Provision is made for all pupils in year 3, 4, 5 and 6 to receive swimming instruction. This is a part of the school curriculum and all children are therefore required to attend. They should be provided with a one piece swimming costume or trunks (**not loose swim shorts**), a swimming cap and towel on the relevant day. If you consider that your child is fit to be in school, then they are also fit to swim. Spectators are not allowed on the poolside and we have no provision in school to look after sick children.

Child Safety**Child Protection and Safeguarding**

The guidance from the Department for Education and Welsh Assembly makes it clear that all schools have an important role to play in the protection of children against any form of abuse. School staff has a duty to refer concerns about the wellbeing of pupils to SPOA for further advice. Our designated child protection leads are Mrs Macey and Miss Mira. Our Safeguarding governor is Mrs Jarvis. The chair of Governors, Mr Griffiths, is also trained to the same level.

Sun Safety

All children are made aware of being safe in the sun, information leaflets are sent to parents and letters requesting children bring hats and sun cream in hot weather, however children are required to apply the sun cream themselves.

E-Safety

We encourage digital learning and pupils will often be accessing the internet to further support their learning. Safe and clear filtering systems are in place and are closely monitored by the Local Authority and ourselves. You will be asked to sign permission slips and acceptable use statements on entry to our school. More information can be found in our E-safety policy on our website.

School Security

There is a dedicated boundary/perimeter to the school. All external doors have security locks and doors that are frequently used by pupils have finger guards fitted. Security lighting is fitted on the exterior of the building. The school is alarmed against internal trespass. Fire alarms and smoke alarms are fitted throughout the school and evacuation procedures are rehearsed on a termly basis.

Charging and Remissions Policy

In accordance with the Education Act 1988, the Governing Body has a duty to develop and publish a Charging Policy for the school. This document is available from the school office.

Parents/carers may be asked to make a voluntary contribution towards the cost of educational visits. Parents/carers in receipt of certain Tax Credits or Universal Credit may be entitled to some remission on certain activities.

Church Links

We have strong links with the Parish of St Mary Magdalene and the Vicar is a regular visitor to our school. Children are encouraged to attend the family service at the church, held on the fourth Sunday of each month and/or the family communion service held on the second Sunday of each month at 9.30am. As a school, we make visits to the church to enhance our curriculum.

Secondary Transfer

We are a feeder school for The Maelor School and the majority of our pupils transfer there. The Headteacher meets regularly with the Headteacher of The Maelor school and other feeder school Heads, in order to plan events which will help to prepare our Year 6 pupils for life in secondary school. Year 6 children make several visits to The Maelor School and their staff visit us at Madras. The school also holds an open day/evening to enable parents to view facilities and meet staff.

Complaints

If you do have any complaints then please see our website for the Complaints Policy or ask in the school office for a copy.

Conclusion

All information contained in this prospectus is correct at the time of publication. The Headteacher and the Governing Body reserve the right to make any amendments they feel necessary. If you require any further information please do not hesitate to contact the school.

Appendix

1. Sample School Meal Menu.
2. Incubation and Exclusion periods
3. School Holiday dates.