



# Welcome to Ty Isaf Infants and Nursery School.

Telephone main school – 01633 612420

Email: [Tyisafinfants@sch.caerphilly.gov.uk](mailto:Tyisafinfants@sch.caerphilly.gov.uk)

Website: [www.tyisafinfantschool.co.uk](http://www.tyisafinfantschool.co.uk)

## Meet the team!

Miss R Luxton Headteacher  
Mrs B Beckett Deputy Headteacher  
Mrs D Ashley ALNCo

### Teaching Staff:

Mrs D Ashley  
Miss N John  
Mrs B Beckett  
Mrs C Lines

### Teaching Assistants:

Mrs L Board  
Mrs J Owen  
Mrs S Pritchard  
Miss C Parry

### Administrator:

Mrs R Cook

### Caretaker:

Mrs J Davies

## Our School Governors.

Chairperson	Mrs D Noble
Vice Chairman (L.A)	Mr S Tucker
Co-opted Member	Mr T Moody
L.A	Mr M Parker
L.A	Mrs L Cairns
Parent Governor	Mrs J Glastonbury-Watkins
Parent Governor	Ms L Redman
Parent Governor	Mrs C Hughes
Parent Governor	Mrs C Dent
Staff Governor	Miss C Parry
Parent Governor	Mrs J Glastonbury-Watkins
Teacher Governor	Miss N John

More information about the role of the Governing Body can be found on our website.

### Start and Finish Times.

Morning nursery	9.15am – 11.45am
Reception to year 2	9.15am – 3.20pm

### Breaktimes.

Morning break	10.45am – 11.00am
Afternoon break	2.20pm – 2.30pm

### Term dates 2024-2025

#### **Autumn Term 2024**

Term starts Monday 2<sup>nd</sup> September 2024  
Half term starts Monday 28<sup>th</sup> October 2024  
Half term ends Friday 1<sup>st</sup> November 2024  
Term ends Friday 20<sup>th</sup> December 2024

#### **Spring Term 2025**

Term starts Monday 6<sup>th</sup> January 2025  
Half term starts Monday 24<sup>th</sup> February 2025  
Half term ends Friday 28<sup>th</sup> February 2025  
Term ends Friday 11<sup>th</sup> April 2025

#### **Summer Term 2025**

Term starts Monday 28<sup>th</sup> April 2025  
Half term starts Monday 26<sup>th</sup> May 2025  
Half term ends Friday 30<sup>th</sup> May 2025  
Term ends Monday 21<sup>st</sup> July 2025

### **Guidelines for School.**

#### **Hairstyling**

All Shoulder length/long hair must be tied back, especially for PE and Games sessions.

#### **PE Uniform**

Black Shorts and a red or white T-shirt. Pupils participate in PE lessons in bare feet. Trainers are required for outdoor games lessons.

#### **Behaviour**

We take great pride in the behaviour of our pupils. The emphasis in our school is to praise positive behaviour, attitude and effort, to increase children's awareness of the need to make a positive contribution to their community.

We aim to create a positive atmosphere based on a sense of community and shared values. This is achieved through establishing good relationships between pupils, teachers and other adults.

We encourage our pupils to be polite and respectful. They are reminded to think of others, to be kind to each other and to develop a caring and self-disciplined approach to life.

#### **Attendance.**

It is vital for children to attend school regularly and punctually for all to obtain the maximum benefit from school life.

If your child is absent from school please notify the school main office on the first day of absence by 10.00am. In accordance with the "Guidance on Infection Control in Schools and Other Childcare settings" documentation, if your child suffers from sickness or diarrhoea, they should not return to school until 48 hours have passed since the last episode of vomiting or diarrhoea.

If the absence is pre-planned, i.e hospital appointment, please notify us beforehand in writing. We work with the EWO to monitor attendance and we will contact parents if your child's attendance drops below 90% or is persistently late.

## Holidays

If you wish to plan a holiday you must complete a holiday form available at the main office.

You do not have an automatic right to withdraw your child from school. Absences for holidays during term time can only be authorised at the discretion of the Headteacher. A maximum of 10 days leave of absence can be allowed in any one academic year, but if the pupils attendance is already below 93% permission can be refused.

If your holiday request is unauthorised you will receive a letter explaining why your request was unauthorised and that if you decide to go ahead with your proposed holiday, your child's absences will be recorded as unauthorised. Any unauthorised holidays will be investigated by the Education Welfare officer.

## Inclement Weather Procedures

The best way to find out if the school is open is to look at the Caerphilly County Council Website – [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk). A message will also be on the website, we aim to post the message on the website by 7.00am.

If heavy snow falls whilst we are open, the parents will be called or sent a message and asked to collect children and the closure will be listed on the Caerphilly website. In such case we would ask for parents' help in informing as many other parents as possible. Please note that we cannot let anyone collect your child unless you have given us permission to do so. Initially Infants pupils should be collected from their classrooms. As numbers of pupils decrease, the remaining pupils will be taken to the main school hall and staff who live furthest away released.

## Accidents and Illnesses

When Children are ill or have an accident in school, they will be treated by a qualified first aid trained staff member. If an accident or illness is serious then they parent/carer is contacted at the earliest opportunity. When parents/carers cannot be reached and a child needs hospital treatment, the HT/DHT or member of staff will go to hospital with the child and stay until the parent/carer is available.

## Medical Conditions and Care Plans

If your child has an illness or a medical condition (e.g potentially fatal allergy) that is likely to require emergency procedures, then a written procedure should be determined in advance. Staff will need to be trained to deal with this. In this circumstance an individual health care plan is necessary. This is to be drawn up in a partnership with the SENco, Headteacher and parents/carers. This information will be shared with other staff on a need to know basis.

## Children needing medication

There is no legal duty which requires school to administer medication. However, it is sometimes necessary to take medication during school hours, such as Epi-pens, controlled medication, medication for diabetes/epilepsy. This will be done in line with individual medical plans. However, with the exception of inhalers, no other medicines prescribed or otherwise will be administered in school. Where appropriate, i.e to finish a course of antibiotic treatment, parents/carers are welcome to visit school to administer the medication themselves.

## Children with Asthma

Parent/carers of children needing inhalers should plan with their child's teacher to ensure the inhalers are readily available and named, with clear instructions on usage. Teachers will store inhalers in baskets clearly labelled. It is parents/carers responsibility to ensure that inhalers are "in date". Parent/carers will need to complete medical forms that are available from the school office.

## Bumped Heads

Parents/carers will receive a phone call or a bump note at the end of the day, if your child receives a bump to the head. All accidents are recorded in the appropriate accident book.

### Breakfast Club

The best start to the school day is a healthy and nutritious breakfast. Breakfast Club is open before school from 8.15am and provides pupils with breakfast, which includes a variety of items, such as toast, a selection of cereal, sugar-free jam, fresh and dried fruit and milk.

Children should arrive no later than 8.40am for breakfast club as food is only served until this time. Once the children have eaten they are free to enjoy the range of activities we have an offer at breakfast club. Including toys, art resources, games and reading resources. At the end of breakfast club the children are escorted to their classes where they are then under the care of the teaching staff.

Breakfast Club is free of charge and ideal for parents who have to leave early in the mornings for work. If you wish for your child to attend please complete a form available from the school office.

If your child has allergies you will need to contact Caerphilly catering before they can attend breakfast club, please call 01443 864 055, then press 1 for catering.

### Nut Allergies

We have a number of pupils throughout the school with severe nut allergies. For these pupils even the smallest trace of nuts can be life threatening. We therefore aim to keep our school a nut free zone. Please do not send any food containing traces of nuts into school we are grateful for your co-operation.

### Lunch Arrangements

All full-time children in our school are entitled to a free hot school meal, the school menu is on the website and is also posted around the school. If you child prefers a packed lunch, the school urges parents to ensure the children receive a balanced diet, whilst following the healthy school and “nut-free” policy.

### Fruit Snacks

We promote healthy eating at Ty Isaf’s and strongly encourage the eating of fruit as a playtime snack. Please provide a healthy snack for your child to have at break if you wish, however as we are a healthy school it must be in a container labelled with child’s name, must be a fruit or vegetable, must have no nuts, no crisps or no cereal bars and if you provide grapes they must be cut in half lengthways.

### Homework

We ask for parental co-operation in ensuring that any homework set for the children is completed. We believe reading is the most important aspect of a child’s learning. Children take home reading books each week and we ask parents to spend a short time each evening to develop your child’s confidence and ability.

Your child will be provided with a book which will be their learning log to record their homework, homework set will directly relate to the work being undertaken in class. When the book is returned, your child will have the opportunity to share their work in class. In addition to the learning log, we ask parents to help with flashcards (Reception), and spellings (Year 1 and 2)

### Contact details.

The School is required to keep the home address and telephone number of parents and carers (i.e those adults who have legally recognized parental responsibility) and of at least one other responsible adult. PLEASE NOTIFY US IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER.