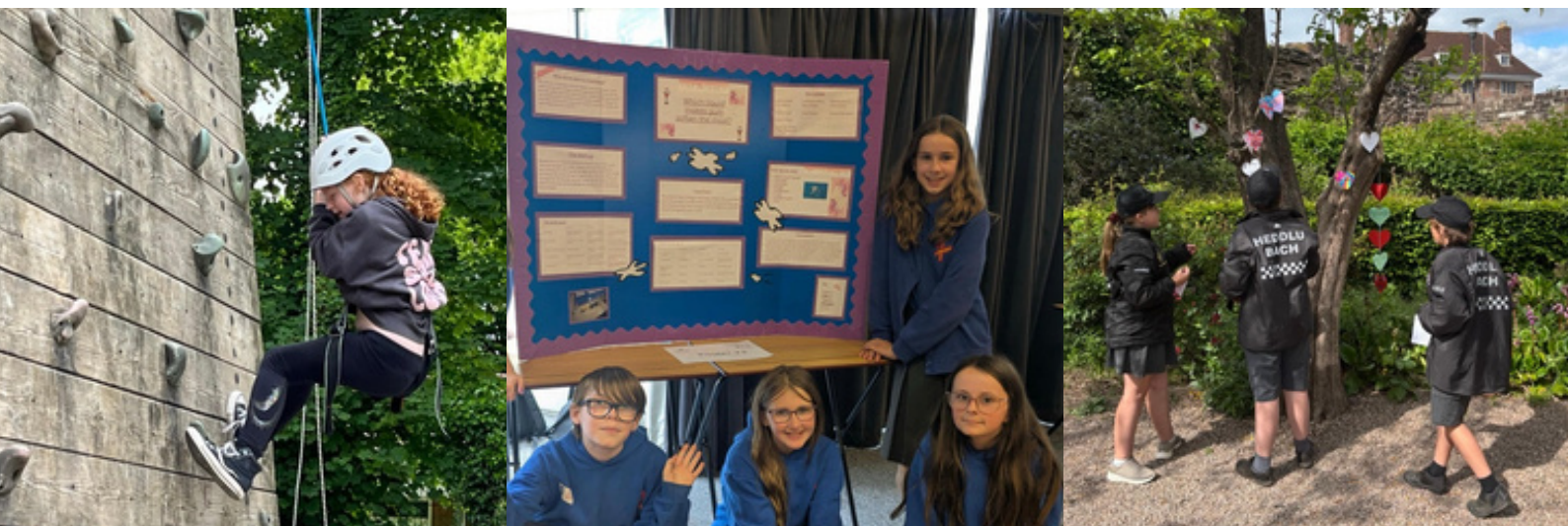




PROSPECTUS 2026-2027



**OVERMONNOW
PRIMARY
SCHOOL**



GENERAL CONTACT INFORMATION

School address:

Overmonnow Primary School
Rockfield Road,
Monmouth,
NP25 5BA

Headteacher:

Mrs Jo Child

Telephone Number:

01600 713458

Email address:

ovemonnowprimary@monmouthshire.gov.uk

Website:

www.overmonnow.monmouthshire.sch.uk

Local Authority:

Monmouthshire County Council
01633 644644

Chair of Governors:

Mrs Sian Adams

Clerk to the Governing Body:

Mr Callum Roberts

PTFA:

Mrs Caroline Thomas-Layne

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WELCOME



Overmonnow is an English Medium Community Primary School, with approximately 380 children who attend the school. It is situated in the Historic Market town of Monmouth, known as the Gateway to Wales and sits at the edge of a rural environment defined by the rivers Wye, Monnow and Trothy.

The school benefits from large grounds and a nursery. We have a special needs unit and both after school provision and breakfast club.

The school has embarked on exciting changes over the last couple of years and is driven by the motto “Every Child Matters, Every Moment Counts”. At our school we value mutual respect, creativity, health and wellbeing. We strive to offer all our pupils a broad, balanced, creative education regardless of their ability, gender, race, culture or religion.

All our learners are given equal opportunities to develop their skills of literacy and numeracy along with skills in thinking, information communication technology and personal and social education, enabling them to access the wider world of learning with its’ wonders and opportunities.

As a whole school team we look forward to making the time your child spends with us at Overmonnow Primary School enjoyable and fun. Working together in partnership with you we can nurture in your child a love of learning and a fascination in the world in which they live.

Please do not hesitate to contact me at any time over issues, concerns, questions or to celebrate events you would like to share with us.

Mrs J Child
Headteacher

EVERY CHILD MATTERS, EVERY MOMENT COUNTS



STAFF TEAM



Headteacher:	Mrs J Child
Deputy Headteacher:	Mr R Davies
Senior Leadership Team:	Mrs B Bell, Mr A Ravetta, Mrs J Whittington
Additional Learning Needs Coordinator (ALNCo):	Mr T Middleton
Teaching Staff:	<i>Explorers:</i> Mrs B Bell, Miss A Jones, Miss S Jones, Mrs K Jukes, Miss J Owen, Mrs S Tucker, Miss C Ursell <i>Discoverers:</i> Mr R Davies, Mrs C Harding, Mrs D Roberts, Mrs S Tucker <i>Adventurers:</i> Mr A Ravetta, Mrs S Thomas, Miss L Wayland <i>SRB:</i> Mrs D Beech, Mrs K Chilcott, Miss L Gale, Mrs J Onslow, Mrs J Whittington
Higher Level Teaching Assistants (HLTA):	Ms R Cahill, Mrs C Haycock, Mrs T Hodgson, Mrs N Middleton, Miss S Sheen
Teaching Assistants (Mainstream):	Mrs G Gabb, Mrs J Hartles, Mrs J Hunter, Mrs S John, Ms A Michael, Mrs J Pritchard, Mrs L Shepherd, Mrs J Teague, Miss L Wonson
Teaching Assistants (SRB):	Mrs L Barnfield, Mrs J Bennett, Mrs C Brown, Mrs L Clifton, Miss A Edmunds, Miss A Guest, Mrs D Nevill, Miss C O'Carroll, Miss A Offers, Mrs C Owen, Miss E Owen, Mrs V Roberts, Mrs J Sharpe
Administrative Staff:	Mrs S Fox, Mrs D Robbins, Mrs C Williams
Caretaker:	Mr C Hodgson



ATTENDANCE

The school's mainstream attendance for 2024/25 as of June was 93.4%.

This is compared to a figure of 93.2% for the same period of time in 2023/24.

Admissions

Children may be admitted to the nursery in the term following their third birthday. Children are admitted to the school in the September following their fourth birthday and the school year in which they will be five.

The Admission Policy is controlled by the LA. Early December, prospective new entrants receive the appropriate admission form that must be completed by the end of January and returned to County Hall. New parents are contacted in the Spring Term and invited to visit late Spring or early Summer Term.

Parents are requested to complete our school's Admission Details Form, which includes emergency name and numbers, plus any relevant medical circumstances and dietary requirements of which the school should be aware. Keeping such information up-to-date is vital, thus we seek parent support and response in this matter.

Parents wishing to have their children educated at Overmonnow Primary should apply to the Admissions Section of the Access Dept at Monmouthshire County Council, County Hall, Usk.

Our Aims and Ethos

We try our very best to develop the ethos of a caring community in which all individuals are equally valued and celebrated. We try to help our children gain the knowledge, skills, self-confidence and awareness to contribute fully to our society. Our ethos is shaped by the shared values the school staff, pupils and parents share. We aim to offer equal opportunities to all.

We have a continuing dialogue about our aims – which may from time to time be modified or redefined. Our basic goal is to help each child achieve their potential.

Together with support from home, we aim to help your child...

- read, write, listen and speak effectively
- learn about maths and science
- understand how the world constantly changes
- enjoy the arts, music and design
- enjoy physical activities and games skills
- develop spiritual values of truth, peace, love and non violence
- develop tolerance of all races and ways of life
- feel valued and deal with issues in a sensitive way

The school and teaching staff employ an open-door policy and are always willing to discuss matters with parents and guardians.

GOVERNING BODY

The Role of the Governing Body

Governors have a strategic role to provide future direction and guidance for schools, with collective responsibility for matters such as the School Improvement Plan, defining the aims and ethos of the school, ensuring delivery of the curriculum, setting the budget, maintaining school premises, agreeing the staffing structure, reporting annually to parents and action planning after Inspections.

Parent Governors have a further role in providing a formal link between parents and the school. The Head teacher is responsible for the day-to-day management of the school, with the Governing Body acting as a “critical friend”. Governors work in partnership with the Head teacher and Local Authority. For all schools, panels and subcommittees are essential.

We have three subcommittees that look into a variety of issues during the year, with some of the panels including statutory committees. Following panel or subcommittee meetings, reports are given to the next meeting of the Governing Body.



Sian Adams
Chair of Governors

Governing Body's Annual Report

All Governing Bodies must prepare an annual report. A full report is made available via the school website or hard copies may be requested from the school office.

DRESS CODE

School Uniform

At Overmonnow, we believe that wearing a school uniform helps to foster a sense of belonging, pride and community, while also supporting positive behaviour.

Our Uniform includes:

- Royal blue polo shirt
- Grey trousers, shorts, skirt or pinafore dress
- Royal blue sweatshirt or cardigan
- Grey, black or white socks / grey tights
- Blue and white gingham summer dress
- Black school shoes (no branded trainers)

To help children identify their belongings, we ask that all items are clearly labelled, especially jumpers, cardigans and coats. As the weather can be unpredictable, children should bring a coat to school every day.

We encourage parents to support the uniform policy as it helps create a sense of equality among pupils and reinforces a strong sense of school identity. Uniform items are available from a range of local suppliers, and we aim to keep choices simple, practical, affordable and comfortable for everyday school life.



PE Kit and House System

Your child will be put in a house when they start at Overmonnow and will need the appropriate coloured top:

North (Blue)

East (Yellow)

South (Red)

West (Green)

Our PE kit consists of:

- house coloured PE tshirt
- black shorts
- trainers/daps
- jogging bottoms/tracksuit for cold weather

We ask that all children wear their PE kit to school on their relevant PE days.

All Children will represent their House on Sports Day and will be expected to wear their House colour. A weekly award assembly 'Seren Yr Wythnos' enables house points to be added up and recorded as a whole school. Privileges often occur to the winning house as an incentive to follow our Overmonnow School Pledge.



- For safety reasons, the wearing of jewellery is not permitted, with the exception of wristwatches and stud/sleeper earrings.
- All jewellery (including earrings) must be removed for P.E. sessions, including swimming, and long hair should be tied back.
- Pupils wearing earrings should be able to remove them themselves.
- Transfers and temporary tattoos to be removed or covered where possible.
- Make up is not to be worn to school.
- All items of clothing should be labelled/named.

SCHOOL DAY & TERM DATES

How is the school day structured?

	Explorers (Nursery)	Explorers (Reception, Year 1/2)	Discoverers (Year 3/4)	Adventurers (Year 5/6)
Doors Open	9:00am	8:50am	8:50am	8:50am
School Starts	9:00am	9:00am	9:00am	9:00am
End of the Morning	11:30am	12:00pm	12:45pm	12:45pm
Start of the Afternoon	n/a	12:45pm	1:30pm	1:30pm
End of the Day	n/a	3:00pm	3:15pm	3:15pm

The link and classroom doors close at 9am.

If arriving after this time, please enter the school at the main entrance and report to the office.

Term Dates - 2026/2027

Out of the term time dates listed below, 5 days will be allocated for closure for teacher training. One of these days is usually taken at the very start of a school year. In recent years the Welsh Government has allocated another two days which may be available if the school does not close due to adverse weather.

	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn Term	Tuesday Sept 1st 2026	Monday Oct 26th 2026	Friday Oct 30th 2026	Friday Dec 18th 2026
Spring Term	Monday Jan 4th 2027	Monday Feb 8th 2027	Friday Feb 12th 2027	Friday March 19th 2027
Summer Term	Monday April 5th 2027	Monday May 31st 2027	Friday June 4th 2027	Tuesday July 20th 2027

Our Curriculum

At Overmonnow Primary School the teaching stretches, supports and motivates children to achieve their potential. We use innovative and creative teaching methods to ensure the children are engaged in their learning and take responsibility for their own progress. We have a keen focus on improving literacy, numeracy and digital competency skills and take advantage of new technology.

The children are set challenging academic targets and receive regular feedback on their performance and how they can make progress. Through our reporting system and regular consultations, we encourage parents to be part of the learning journey. We want you to be involved in your child's education and offer events where we provide information and guidance.

Where children need additional support or challenge we talk to their parents about how, together, we can provide this. We make no excuses for our high expectations of the children's learning but we also strive to make learning enjoyable, so that children leave our school as confident, life-long learners.

We are recognised for the quality of our pastoral care and the guidance we offer. We are an inclusive school where every child really does matter and everyone is valued and respected. We aim to provide a caring, supportive and safe learning environment and work hard to eliminate barriers to learning.

Curriculum for Wales

Like all schools in Wales we are currently developing the new Curriculum for Wales. There are 4 purposes at the heart of the new curriculum. They are the starting point for all decisions on the content and experiences developed as part of the curriculum to support all children and young people to be:

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

Our curriculum is delivered across 6 Areas of Learning and Experience:

- Expressive arts
- Health and well-being
- Humanities (including RE which is compulsory to age 16)
- Languages, literacy and communication (including Welsh)
- Mathematics and numeracy
- Science and technology (including computer science).



Literacy, Numeracy and Digital Competency Frameworks

The statutory Literacy, Numeracy and Digital Competency Frameworks have been included throughout the curriculum to ensure continuity and progression in literacy, numeracy and digital skills across the curriculum.

By using a “Growth Mindset” Approach across the curriculum, we help our children to develop a range of learning dispositions that help them to be successful in all areas of life. Designing learning opportunities which develop collaboration, resilience, reflectiveness, effort, achievement and motivation, is a central theme running through our curriculum. Our curriculum follows a theme-based approach, where we make links between areas of learning. This allows learning to be creative and stimulating. It also ensures the children have a meaningful and relevant context for their learning that is followed over a term, half term, fortnight or week. The unique history and heritage of the area and its people matter to us.

We provide the children with numerous opportunities to express themselves through assemblies, performances, participation in collective worship, and the many opportunities they have for discussion, group work and collaboration in their classroom.

Digital Competence

Computers and IT equipment such as Chromebooks, laptops, iPads, film equipment and interactive whiteboards are used in all classrooms, every day. All of our IT equipment is linked through a secure network that is filtered to safeguard children. IT is integral to all aspects of school life and children are taught to develop independence in their use of IT and a safe approach to using the Internet. They are encouraged to decide, when appropriate, if the use of ICT would enhance or detract from a task or topic, and to use our wide range of IT equipment to support and demonstrate their own learning in the best possible way.

Wellbeing

The wellbeing of all children and staff at Overmonnow Primary School is of utmost importance. As a school, we promote high levels of wellbeing and encourage children to have confidence, embrace new challenges and feel secure enough to take risks. We ensure all children display good attitudes to their learning, demonstrate high levels of engagement and sustain concentration on tasks. They are encouraged to develop the skills and ability to reflect upon their own learning and the learning of their peers. We expect all children and staff to show high levels of respect, care and concern for others. The Curriculum at Overmonnow Primary provides a wide variety of learning experiences which encourage children to communicate effectively, solve problems and develop their thinking skills. We are committed to igniting a passion for learning, creating the conditions to thrive, whilst growing together with the community.

Children are encouraged to continually express their views and opinions, which provides them with a real sense of belonging. Pupil voice is embedded in all aspects of school life and it influences the strategic direction of our school. We recognise that children may face difficulties which can impact on their wellbeing. As a school, we work with parents and families to support children and fully believe in the importance of working as a team.



ADDITIONAL LEARNING NEEDS

Additional Learning Needs

The Additional Learning Needs Team includes Mrs. Whittington (Specialist Resource Base) and Mr Middleton (mainstream).

Pupils who have additional learning needs are identified at an early stage and in a variety of ways, for example, through parental concerns, the class teacher or external agencies.

It is the policy to consult fully with parents of children who display any barriers to learning, or, at the other end of the spectrum, more able or gifted. Planning for a child's particular needs is always a shared task between home and school.

Where necessary, support is available from external agencies, such as the Educational Psychological Service, Occupational Therapist, speech and language therapists and physiotherapists.

Support is offered to the child through 1 : 1 support, and/or small group tuition, working under the direction of the class teacher and using a range of appropriate material resources and differentiated activities.

Dosbarth Barri

Overmonnow Specialist Resource Base (SRB) is known as Dosbarth Barri. There are 3 classes within the SRB. The pupils in the SRB are placed by the Local Authority and have Local Authority Individual Development Plans (LA IDPs). The pupils require a different approach to their learning, using specialist approaches. As well as having experience of all curriculum areas, the pupils take part in regular therapy sessions, such as swimming riding and rebound.

The pupils in the SRB benefit from a multi-agency approach. All agencies work together to enhance the pupils' learning experiences to enable them to progress. Above all the pupils have a wonderful time in a happy and nurturing environment.



More Able and Talented

At Overmonnow, we believe every child matters and should have the opportunity to achieve their best. The term "More Able and Talented" (MAT) refers to pupils who need learning experiences that go beyond those offered to the general cohort. This includes children who are more able across the whole curriculum, as well as those with particular talents in one or more areas.

These pupils are identified as part of a specific group within our school and receive enriched and extended opportunities both within and beyond the curriculum. This approach supports them in developing their abilities and reaching their full potential.

PASTORAL CARE

Pastoral Care and Guidance

All staff of Overmonnow Primary have responsibility for caring for your child, although of course, the class teacher will be the person with whom your child will naturally develop a close relationship.

We encourage children to become confident, act independently and inter-dependently, to care for others, be courteous, be honest and to develop a responsible attitude to life.

Pupils have opportunities to take part in the running of the school thereby gaining reward and responsibility and may become:

- Pupil Voice representatives
- Criw Cymraeg
- Pupil Leadership Team
- Sports Ambassadors
- Digital Leaders
- Heddlu Bach

We encourage our eldest pupils to help care for younger pupils and to take responsibility for areas of school life. This plays a key role on both playgrounds and a point of contact for pupils who may have a concern/anxiety.

The school offers nurture when necessary for pupils who need a quiet space first thing in the morning to settle into the school routine.

The school believes in being a listening school and teaches Social and Emotional Literacy and has a number of specially trained Emotional Literacy Support Assistants (ELSA).

Behaviour and Relationships

Pupils in our school are happy, courteous, well-mannered and show respect for all other beings and the physical environment of the school. We encourage children to display respect for others and their environment, the school and the community in which they live, to be polite, have good manners and to be aware of the needs of their peers.

The school has a policy document for behaviour and discipline that was compiled in association with Monmouth Comprehensive School and other cluster primary schools.

There is also an anti-bullying policy and these are available on request. If issues regarding behaviour arise, the head teacher will contact parents to discuss possible resolutions. Likewise, parents who are concerned about any behaviour issue, should contact the head teacher.

Children Looked After

The school has a wealth of experience and a close working relationship with the Local Authority to support children who are looked after. We work closely with social workers, carers and other professionals to ensure each child's needs are met and their progress is carefully monitored. Mrs Bell and Mrs Child are the lead members of staff for Children Looked After and act as key points of contact for families and professionals, overseeing provision, progress and wellbeing.

Equal Opportunities and Accessibility

The school has a comprehensive Equal Opportunities policy adopted by the governors. We recognise that all individuals are different and have different needs. We provide equality of opportunity for all who learn and work within our school; we prepare pupils for life in a multicultural society. All areas of the curriculum and school life ensure the true essence of equal opportunities is inbuilt and effectively promoted.

We aim to make all areas of school life accessible to all. This includes increasing the extent to which disabled pupils can participate in all aspects of the life of the school. It also means that we aim to ensure the physical environment of our school is accessible for disabled pupils and adults.

HOME SCHOOL AGREEMENT

The school will:

- Care for your child's safety, security and happiness
- Offer your child a broad range of relevant and interesting learning opportunities
- Inform you of any concerns or problems that affect your child's progress through parents' evenings and an annual report.
- Inform you about school activities through newsletters, the school website and curriculum summaries and include suggestions for home learning opportunities
- Treat all pupils fairly
- Constantly strive for improvement
- Set high standards of academic achievement and behaviour

We would like parents/carers to:

- Respect and support the work of the school
- Ensure that their children come to school healthy and ready to work.
- Ensure that their child attends school regularly and on time, or telephone/write to the school explaining absence
- Provide correct school uniform in line with the school expectations.
- Inform the school of any concerns or problems that may affect their child's work or behaviour.
- Attend parents' evenings to discuss your child's progress and achievements.
- Read regularly with your child and support any home learning opportunities.

We expect pupils to:

- Be polite both to fellow pupils and adults in the school.
- Take good care of the buildings and the equipment.
- Try their best every day to improve their skills and knowledge.
- Follow class and school rules.
- Be proud of their school.
- Be happy and feel safe in the school environment.



Home/School Links

Overmonnow Primary has always operated an open door policy where parents and the school cooperate with each other for the benefit of the child.

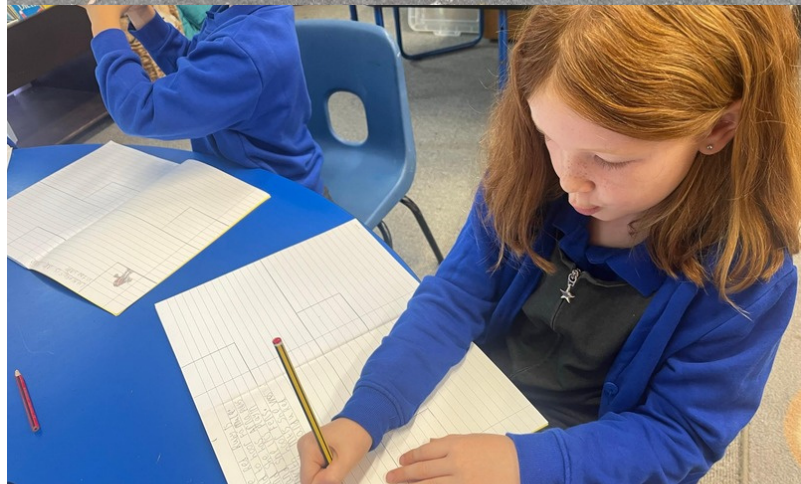
Good communication between home and school is essential. Please make every effort to support your child in school. Visit regularly and bring your worries and concerns to us. Keep the school fully informed with important and updated information.

We welcome parent comments about their child's progress. Information is conveyed to parents through class dojo, weekly newsletters and our website.

Sporting Aims and After School Clubs

We aim to promote the highest standards in skill, health, enjoyment, fair play and conduct. There are a number of inter school tournaments and matches that children participate in. This forms an important part of the children's transition programme from Discoverers/Adventurers to secondary school.

We currently run a number of afterschool clubs in which children can enhance and support their skills, these include Netball, Football, Choir, Rugby, Cricket, Coding club and Drawing club.



Parent Teacher Friends Association (PTFA)

We're very fortunate to have a proactive and enthusiastic Parents, Teachers and Friends Association (PTFA) here at Overmonnow. All parents and carers are warmly encouraged to join – a friendly welcome awaits you.

The PTFA meets regularly, with its Annual General Meeting held every September/October. This dedicated and motivated group organises a variety of social and fundraising events throughout the year. The funds raised go directly back into the school, providing substantial benefits that enhance the quality of education and the opportunities available to our children.

We are hugely appreciative of the PTFA's hard work and the invaluable contribution they make to school life. If you'd like to get involved or find out more, please contact the school office, and we'll be happy to put you in touch with the chairperson.



ASSESSMENT, RECORDING & REPORTING

Assessment and Progress

Effective assessment and recording of progress are essential parts of both teaching and learning. They help establish a strong partnership between teacher, child and parent. By assessing pupils' performance, we can plan the next stages of learning and ensure clear progression for every child.

Assessment supports progression by identifying learners' strengths, achievements, areas for improvement and next steps. It is integral to learning and teaching, and should not be confused with activities linked solely to external accountability or national monitoring. Assessment enables each learner to progress at an appropriate pace, ensuring they are both supported and challenged.

Regular, active engagement between the learner and practitioner is at the heart of supporting progression. Everyone involved in a learner's journey works together to establish:

- Where learners are in their learning
- Where they need to go next
- What needs to be done to help them get there, including addressing any barriers to learning

All staff follow our cycle of assessment, which identifies a range of assessments to be used throughout the school year. Detailed records are kept to ensure consistency across the school and to monitor standards of learning and achievement.

Forms of Assessment

Teachers continually assess pupils' work in all subjects and activities using a variety of methods, including day-to-day observations, in-house testing, end-of-unit work, times tables, spelling and standardised tests. Pupils are also encouraged to assess their own achievements, performance and attitudes, helping them develop independence and responsibility for their learning.

Reporting to Parents

Parents are encouraged to take an active role in their children's education, as their involvement is central to each child's success. Parents are always welcome to visit the school to discuss their child's education and progress. While the Headteacher and class teachers are generally available after school, it is advisable to make an appointment to ensure sufficient time is available.

Twice a year, during the Autumn and Spring terms, parents are formally invited to meet their child's teacher by appointment. At these meetings, the class teacher will share examples of the child's work and discuss their progress in detail.

At the end of each school year, parents receive a written report outlining their child's progress in every subject, along with comments on their attitudes and achievements and suggestions for further improvement. Parents may request an additional consultation with the class teacher after receiving the report if they wish to discuss it further.

EDUCATIONAL VISITS



Educational Visits

At Overmonnow, learning doesn't stop at the classroom door. We offer a wide variety of trips and visiting experiences to bring our topics to life and spark children's curiosity.

Our pupils enjoy exploring the local area with visits to places such as St. Thomas' Church, Monmouth Leisure Centre and the Savoy Theatre. We also welcome inspiring visitors to school, including our local church community, the Road Safety Officer, School Liaison Police Officer and the fire brigade.

Further afield, our children have visited Abergavenny Castle, Puzzlewood, St Fagans, Noah's Ark Zoo Farm, Cefn Mably Farm, We The Curious and Bristol Aquarium. These memorable experiences enrich learning, build confidence and develop new skills.

As children grow, they also have the chance to experience residential trips – Year 4 pupils enjoy a one-night adventure and Year 6 pupils take part in a two-night stay at Gilwern Outdoor Education Centre.

All visits are carefully risk-assessed, and parents are usually asked for a voluntary contribution towards costs. Consent forms and full details are always shared in advance to keep families informed.

Charging and Remissions

It is sometimes necessary to make a charge for, or ask for a donation towards, certain activities in or out of school. Parents will normally be asked to contribute to the following:

- the board and lodging of any residential visits (except where parents of a pupil are in receipt of Income Support, and the Governing Body is made aware of the fact, and the activity takes place within school hours);
- visits that support the teaching and learning in the school;
- optional activities taking place outside school hours that do not form a part of the National or School Curriculum, such as music lessons, but not clubs;
- the cost of materials, ingredients and equipment for any activity taking place within school hours, where parents have indicated in advance that they wish to own the finished product;
- any wilful damage or breakage caused by any pupil of the school may result in the parent of the child concerned being charged for the associated repair and/or replacement costs.

Please note activities for which charging is allowed under Local Authority Policies: Residential visits to the Outdoor Pursuits Centres - children who are in receipt of free meals are charged subsidised residential rates at LA centres.

Music tuition - under current LA policy, a charge is made for optional instrumental music tuition provided by the peripatetic service during the school day.

Where there are cases of financial/family hardship, which make it difficult for parents to allow their child to participate in particular activities for which a charge is made, the Governing Body invites parents, in confidence, to consult with the Headteacher.



Breakfast Club

Breakfast Club runs daily from 8:00am to 8:40am.

- **8:00am – 8:30am:** £2.00 per session (childcare charge, payable via ParentPay)
- **8:30am – 8:40am:** Free “Take Ten” session for children who are just having breakfast

Children can enjoy a selection of breakfast options, including toast, cereals, and yogurts. All children must be signed in by a responsible adult.

Please note: **doors close promptly at 8:40am**, and we cannot admit children after this time

Lunch Time and Healthy Eating

Children can choose either a school lunch or bring a packed lunch from home. The current menu is available on our website - please take the time to review it with your child.

Each morning, children select from the following options:

- Cooked meal of the day (vegetarian option available)
- Jacket potato

All children eat together in the hall. Please ensure lunch boxes and bottles are clearly labelled with your child's name.

School meals are **free** for all primary school children in Wales.

We promote healthy eating and ask that packed lunches include balanced options. Please limit crisps and chocolate, and do not include fizzy drinks, sweets, or foods containing nuts.

For information about preparing age-appropriate healthy lunches for your child, please see our school website: <https://www.overmonnow.monmouthshire.sch.uk/healthy-eating/>

After School Club

After-school club runs daily from 3:10pm – 5:30pm (Mon-Thur) and 3:10 – 4:30pm (Fri). Session prices vary and are bookable via the their app which you will receive access to once enrolled. After School Club provide the children with a range of activities and outdoor play, along with a healthy snack and drink.

Children will need to be signed out from After School Club by a responsible adult.

Parent Pay

We are a cashless school so payments for trips and visits will be made electronically via ParentPay. You will be provided with an activation letter for ParentPay in September (or once your child has begun school). We ask that all parents/carers activate these accounts as it is used to pay for trips and other visits. The link for ParentPay is <https://www.parentpay.com/parents/>

ILLNESS AND ABSENCE

Illness

Please keep us informed about any changes in your child's health, so that we are able to support you in his/her care. It is essential that health concerns are shared with us.

If your child has been unwell overnight, please consider whether they are ready to manage the busy school day, including lessons and group activities. If you're unsure, it's best to keep them at home until they're fully recovered.

From time to time, we do see small outbreaks of tummy bugs, which are often caused by highly infectious viruses. Following medical advice, we ask that children stay at home for 48 hours after the last episode of vomiting or diarrhoea. This helps prevent the spread and reduces the risk of reinfection. Parents will be contacted if pupils return before this time has lapsed.

If your child becomes unwell during the school day, we will contact you or one of your nominated emergency contacts. It's important that the school office has up-to-date contact details, so please let us know of any changes.

Medication

If your child needs prescribed medication, please speak to the school office. Staff are not permitted to administer non-prescribed medicine, but you're welcome to come in during the day to give it if needed. Please do not send children to school with medication.

For children with asthma, a medical form must be completed—these are available from the office. Inhalers should be clearly labelled and kept at school. Please also inform us of any allergies your child may have.

Accidents

Although accidents are rare, they can happen. Any minor injuries and treatment given will be recorded and shared with you when you collect your child. If we feel your child needs medical attention, every effort will be made to contact you, or a nominated adult, immediately. Accidents are recorded in the school accident book.



ADDITIONAL INFORMATION

Transition Procedures

If you are leaving the area please inform the school in good time, so that arrangements may be made for forwarding your child's records to a new school.

Staff from Monmouth Comprehensive School visit our Y6 pupils on and parents prior to transfer. Comprehensive staff discuss both general and specific needs with Overmonnow staff. Children also have an opportunity to spend two days at their chosen Comprehensive School towards the end of the school year. We have strong and constructive links with Monmouth Comprehensive School, which has proven to be very purposeful and beneficial.

We also have strong links with local nurseries and staff from Overmonnow visit in the summer term to discuss the children who will be joining us in reception.

Complaints Procedure

The school has a Complaints Procedure with regard to the school curriculum and related matters. We do our best to ensure that the school is a happy place for the children where they will flourish and fulfil their potential. However, it is reasonable to acknowledge that problems can arise from time to time. As a parent, you can expect that any and all complaints will be resolved quickly, sensitively and effectively.

The first stage of making any complaint is to discuss the matter with the class teacher or the Head teacher. In some circumstances, it is also reasonable for a complaint to be put first to a governor who would then take-up the matter with the Head teacher accordingly and advise of the outcome.

If you, the parent, are dissatisfied with the outcome of these discussions then we would advise you to consult the school's complaints policy.

Security

Access to the school building is through the reception at the front of the school. Only regular members of staff have access (by the use of a key-fob system) to ensure child safety. Parents and visitors entering the building should always report to the office.

To comply with fire and safety regulations, access to the building must always be through the main entrance, where visitors can be signed in and allocated with a visitor's badge.

In the interest of safety, dogs are not allowed within the school grounds.

 01600 713458

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