

2026/2027

Parent Information Handbook

PRIMARY



SINCE 1973

Updated by:

Fiona Robertson

Head of Primary School

WELCOME

We would like to extend a warm welcome to you on behalf of Morna International College. The purpose of this booklet is to inform you about our school.

The primary years are a significant time in the life of a child and their family. We understand how important this experience is for your family and endeavour to make it a positive experience for all. We appreciate the trust you place in the school to provide the best possible learning outcomes for your child. We also depend on your commitment to work in partnership with us to make this a reality.

Not everything can be written down and parents are always welcome in school. If you have any queries, please do not hesitate to come and see us.

Should you wish to contact the school the address is as follows:

Morna International College

Ctra San Miguel, Km 3,5

Santa Gertrudis

07814

Ibiza - Balears

Spain

Tel: +34 971 19 76 72

info@micibiza.com

CONTENTS

Welcome / Contents	Page 2
About our School	Page 3
Staff	Page 4-6
Our Curriculum	Page 7
Educational Visits	Page 8
The School Day	Page 9-10
Homework	Page 11
Uniform	Page 12
Behaviour	Page 13
Parent / School Partnership	Page 15-17
Document Control	Page 17

ABOUT OUR SCHOOL

Morna International College is located in the middle of the island of Ibiza, a few minutes from the beautiful village of Santa Gertrudis. The college campus provides a tranquil environment where children feel safe and well-cared for. We have experienced unparalleled growth in recent years and have embarked on an ambitious expansion programme. This has created additional specialist learning and teaching facilities including three new science laboratories, music, art, and design and technology classrooms, a library, two new primary buildings and an indoor gymnasium. We have an advanced ICT learning area and state of the art servers supporting our IT systems which incorporate desktop PCs, iMacs, iPads and laptops.

Our Primary students and younger Secondary students follow the UK National Curriculum. Secondary students study the International General Certificate of Secondary Education (IGCSE) in Years 10 and 11 and Advanced (“A”) levels in Years 12 and 13. In recent years our students have progressed onto postgraduate studies in Madrid, Barcelona, Vienna, Berlin, Amsterdam and universities throughout the UK.

At Morna Primary, we believe that all pupils deserve high quality education which engages, inspires and challenges so that everyone meets their full potential. We strive to create a safe and happy learning environment which promotes independence and high expectations of all. At Morna we aim to inspire children to be:

Motivated Organised Resilient Nurtured Achievers

PRIMARY SCHOOL ORGANISATION

There are two ‘key stages’ in the Primary School.

Key Stage 1

This includes Years 1 and 2, which are the first classes to follow the National Curriculum. Each year has two Learning Support Assistants as well as their class teacher. There are also other adults working in the class at different times.

Key Stage 2

This is Years 3, 4, 5 and 6. Classes also have two Learning Support Assistants as well as their class teacher. There are also other adults working in the class at different times.

HEAD OF PRIMARY SCHOOL

Fiona Robertson is the Head of Primary. She is always willing to discuss any questions or queries with parents and is happy to help resolve any issues that may arise. If you would like to make an appointment to speak to her privately, then please contact the office. Ross Clifton, the Assistant Head of Primary is also available to talk to parents about school matters.

STAFF

Fiona Robertson	Head of Primary School (fiona@micibiza.com)
Ross Clifton	Assistant Head of Primary Assessment Coordinator (ross@micibiza.com)
Alice Dooley	Primary Teacher Year 1 Music Leader (alice@micibiza.com)
Amanda Brady	Primary Teacher Year 1 (amanda@micibiza.com)
Aoife McGirr	Primary Teacher Year 2 Primary English Leader KS1 (aoife@micibiza.com)
Lara Williams/Charlotte Ferguson	Primary Teacher Year 2 (lara@micibiza.com) (charlotte@micibiza.com)
Chiara Kidd	Primary Teacher Year 2 Art & DT Leader (chiara@micibiza.com)
Holly Mcgloughlin	Primary Teacher Year 3 (holly@micibiza.com)
Sophie Richardson	Primary Teacher Year 3 PSHE leader (sophie@micibiza.com)
Lesley Allen	Primary Teacher Year 4 Primary English Leader KS2 (lesley@micibiza.com)
Dan Copple	Primary Teacher Year 4 (dan@micibiza.com)
Hannah Copson	Primary Teacher Year 5 (hannah@micibiza.com)
Ian McDonough	Primary Class Teacher Year 5 Science Leader (ian@micibiza.com)
Juan Echapares Riera	Primary Teacher Year 5 (juan@micibiza.com)
Héctor Díaz	Primary Teacher Year 6 Primary Computing Leader (hector@micibiza.com)
Kirsten Young	Primary Teacher Year 6 (kirsten@micibiza.com)
David Barlow	Primary Teacher Year 6 Maths Leader (david@micibiza.com)
Ian Edwards	Primary SENCo (ianed@micibiza.com)
Mary Atucha	Head of PE (mary@micibiza.com)

Claire Watts	PE teacher (clairew@micibiza.com)
Maciá Barceló	Spanish teacher/Catalan teacher MFL Leader (macia@micibiza.com)
Emilia García	Spanish teacher (emilia@micibiza.com)
Sandra Muelas Pérez	Spanish teacher/Catalan teacher (sandra@micibiza.com)
Irene Pérez Romero	Spanish teacher (irene@micibiza.com)
Ines Torres	Spanish/Catalan teacher (ines@micibiza.com)
Imma Ferrer Vidal	Spanish/Catalan teacher (imma@micibiza.com)
Wini Laiz	Spanish/Catalan teacher (wini@micibiza.com)
Michael Rose Kyle Mulley	EAL teachers (michael@micibiza.com) (kyle@micibiza.com)

OUR LEARNING SUPPORT ASSISTANTS

Lorraine Mcfarlane	Year 1
Vicky Hollamby	Year 1
Josie Ramsay	Year 2
Marta Mendez	Year 2
Patricia Diaz	Year 2
Kate Gunn	Year 2
Michelle Crutwell	Year 2
Katie Dewis	Year 3
Ellie Hocking	Year 3
Emily Brown	Year 4
Johanna Olarte	Year 4
Gareth Brady	Year 4

Cyd Lee	Year 5
Samantha Hocking	Year 5
Camilla Ham	Year 5
Nikki Stanley	Year 5
Thea Wright	Year 5
Adriana Zacokova	Year 6
Paula Jawando	Year 6
Molly Beard	Year 6
Michelle Lord	Year 6
Maria Sancho	1-1, LSA, PE, Spanish
Alexia Ricart	1-1, LSA, Spanish, Social Media
Chloe May	1-1, cover teacher

OUR CURRICULUM

In the Primary School, our curriculum is very important to us. It is full of positive experiences that our students will remember. We ensure our children develop all the skills they need to be confident, independent and successful learners. Our aim is to spark a desire for life-long learning. By including multiple curricula subjects in each topic, learning is made relevant and meaningful for our children. We use a variety of approaches to explore and deliver our topics to stimulate our children to become inquisitive and passionate learners.

We deliver the UK National Curriculum through creative topics. For example, in the *Chocolate* topic, students learn about nutrition in science, develop writing skills in English whilst studying Charlie and the Chocolate Factory, invent and make chocolate bars for which they design and produce boxes in Design Technology, discover the climates of chocolate-producing countries in geography as well as researching fair trade for the farmers in PSHE. Stimulating, exciting and well-resourced lessons mean children become fully absorbed in our cross-curricular approach to learning. Every half term, teachers send home a copy of the curriculum overview. This plan details all the National Curriculum objectives to be taught over that period of time.

The children are taught Spanish and Catalan by native speakers. Children with very little or no English will receive in class support and be given extra English lessons in small groups of similar levels.

PRIMARY CURRICULUM OVERVIEW 2026-27

Year	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
1	When I Grow Older	Let's pretend	Carnival of the Animals		I'm the King of the Castle	
2	Rescue me!	Incredible Inventors	Bon Voyage		Bug Hunters	Whatever the Weather
3	Surviving the Stone Age	Marvellous Mayans	Chocolate	Isla Blanca	Walk like an Egyptian!	
4	Brilliant Brazil		Vicious Vikings	Eurovision	Ancient Greece	
5	Rotten Romans and Anglo Saxons		Rockin' Rivers	The invasion of Spain		Natural Disasters
6	Road trip USA	Crime and Punishment	Aztecs	Environmental study	WW2	Viva España

EDUCATIONAL VISITS

Educational visits are an important aspect of children's learning. They help to put learning into a real-life context and provide them with experience of concepts they are learning in class. On entry, a permission slip is completed by parents giving the school permission to take the children on public transport and off the school site. Before each trip parents will receive an email with all the details of the outing.

Year 4 will take part on an overnight camping experience in a local campsite, year 5 and 6 children will take part in residential trips to mainland Spain. The teachers will organise an informative meeting well in advance where they will go through the itinerary and organisation. School will run as normal for any child unable to attend.

SPECIAL EDUCATIONAL NEEDS

Our school has a dedicated SENCO who has a particular responsibility to provide support for children with special educational needs. Our school is an inclusive school with a broad and balanced curriculum which is differentiated to accommodate the needs and abilities of individual children. Systems are in place for the early identification of barriers to learning. Parents would be invited to discuss any concerns with the class teacher and SENCO.

For further information on how the school identifies and supports students with special educational needs and disabilities, including individualised support and 1:1 programmes, please refer to the School's SEND Policy.

THE SCHOOL DAY

PRIMARY SCHOOL TIMETABLE

Registration	8:55 to 9:00
Lesson 1	9:00 to 10:00
Lesson 2	10:00 to 11:00
Break	11:00 to 11:20
Lesson 3	11:20 to 12:20
Lunch	12:20 to 13:20
Lesson 4	13:20 to 14:20
Lesson 5	14:20 to 14:50
Break	14:50 to 15:10
Lesson 6	15:10 to 15:55

(optional pickup Y1-2 15:40 - 15:55)

There is staff supervision of the playground from 08:30. Years 1-3 pupils can be dropped off in the main school car park. All other primary pupils should be taken to the drop off zone in the lower garden car park and walk directly to classrooms following the designated safe route. The same parking areas should be used by parents/guardians at the end of the school day when all children should be collected from their classrooms or designated areas. Teachers and/or the office should be informed of any other adult with permission to collect your child. If your child attends an after-school club, they should be collected promptly from the location of the activity. Please ensure that the school office has your current home/mobile telephone number and email in case we need to contact you.

SCHOOL EVENTS

Throughout the school year, the children will take part in many school events. Each class will perform a year group assembly in front of the whole school and their parents. This performance is based on one of their class topics.

The children take part in many house events from talent shows, sports competitions and events dedicated to helping local charities. They participate in WOW DAYS, a milepost on the completion of a topic where the children get the chance to dress up, reflect and share their learning through the participation in topic related fun and imaginative activities.

EXTRA CURRICULAR ACTIVITIES

We recognise the need to develop pupils' interests alongside the academic requirements of the curriculum. We offer a varied programme of activities after school for both KS1 and KS2. These are advertised each term and parents can book their children into their choice of club via the school office. Places in clubs are allocated on a first come, first served basis and popular activities are filled very quickly; we recommend that you sign up at the earliest opportunity for clubs which interest your child. Parents **MUST** be punctual in the collection of their children after the clubs in order to keep their place.

BREAKS AND LUNCH

BREAK TIMES

The playgrounds are always supervised by teaching staff during break times. The duty staff all wear high visibility vests so that they are easily visible to the children. At break times the “snack shack” is open. The snack shack works using the school’s cashless system linked to the child’s account so there is no need to send money into school. Here, children can buy water, cereal bars, dried fruits and other healthy snacks. Children can also bring in their own snacks from home. Fizzy drinks and sweets are **NOT** allowed in school.

The school runs a buddy system. New children are allocated a “friend” whose role it is to make the new child feel integrated into the school’s routines. If a child is feeling lonely, they sit under the “Friendship Tree” in the playground and a friend will come and collect them.

LUNCHTIMES

Lunchtimes are between 12.20pm and 1.20pm. Lunch is served in sittings, with the youngest children eating first. All classes also have time to play during their lunch time. Parents receive the lunch menu every month via email.

Meals are freshly cooked on a daily basis on site by our professional chef and are served in the school’s dining room. The children are supervised by staff during each sitting where good table manners are encouraged, they also endeavour to make sure the children eat all their food.

Eating is monitored carefully by the lunch staff. Children are encouraged to eat a balanced lunch and to try a range of foods. If lunch staff have concerns about your child’s eating habits, they will report this information to the class teacher who will inform parents. Slower eaters are always given the time they need to finish their food. The children are encouraged to recycle any waste at our recycling points around school.

All children are asked to have a labelled reusable water bottle to keep in the classroom. The children are free to go and fill their bottles from the fountains located around the playground during break and lunchtimes. Bottles with the school logo can be purchased in the school office.

HOMework

Homework tasks will be set to reinforce current classroom themes and will vary across the year groups. Homework will involve tasks such as spelling/grammar, maths/times tables/problem solving or topic/project work.

The children in KS1 will be issued with:

1. Homework book for spelling and writing activities
2. Weekly maths activity and/or topic-based work

The children in KS2 will be issued with:

1. English book
2. Maths book
3. At times project work may be set related to class topics

READING

All the children will be issued with reading books at their appropriate level and will choose a book from the class library. Daily reading is encouraged, this is beneficial for several key reasons:

- 1. Language and Literacy Development:** Regular reading helps children expand their vocabulary, improve their understanding of grammar, and enhance their comprehension skills.
- 2. Cognitive Skills:** Reading stimulates brain development by enhancing neural connections. It improves concentration, memory, and critical thinking skills.
- 3. Academic Success:** There is a strong correlation between daily reading and academic performance. Children who read daily are more likely to excel in all subjects, not just language arts. Reading fosters a love of learning and curiosity, which translates to better engagement and success in school.
- 4. Imagination and Creativity:** Through reading, children explore new worlds, ideas, and perspectives. This exposure enhances their imagination and creativity.
- 5. Emotional and Social Development:** Books can teach empathy and emotional intelligence by allowing children to see the world through different characters' eyes. This helps them understand and relate to others better. Additionally, shared reading time can strengthen the bond between parents and children, providing a sense of security and emotional support.
- 6. Lifelong Love of Reading:** Establishing a habit of daily reading in childhood sets the foundation for a lifelong love of books and learning. This habit not only enriches their lives but also ensures they continue to grow intellectually and emotionally.

SCHOOL UNIFORM

YEARS 1-4

- White polo shirt (short or long sleeves) with the Morna logo.
- Red cardigan or jumper with the Morna logo.
- Red gingham dress during the summer months (April–October) or navy blue pinafore dress during the winter months (November–March).
- Navy blue school trousers or navy blue school shorts.
- Plain white, navy blue or red socks.
- Plain white, navy blue or red tights.
- Navy blue, black or white shoes, boots, sandals or trainers.
- Official Morna gilet (optional), which may be worn during cooler weather.

YEARS 5-6

- White polo shirt (short or long sleeves) with the Morna logo.
- Red cardigan or jumper with the Morna logo.
- Official Morna navy skort or navy-blue school trousers.
- Navy blue school trousers or navy-blue school shorts.
- Plain white, navy blue or red socks.
- Plain white, navy blue or red tights.
- Navy blue, black or white shoes, boots, sandals or trainers.
- Official Morna gilet (optional), which may be worn during cooler weather.

Jewellery is not permitted in school nor is dyed hair. Children with pierced ears may only wear stud earrings.

Primary PE Kit

Primary pupils wear their Morna PE kit to school on designated PE days.

The PE kit consists of:

- Blue Morna PE T-shirt.
- Morna shorts, skort or leggings.
- Trainers.
- School cap.
- Morna tracksuit (recommended during the cooler months)
- Water bottle

We have over 280 pupils in our primary school, all wearing uniform. Parents **MUST** make sure their child's clothes have name labels inside them.

Teachers will monitor that their children are wearing the correct uniform and question any deviation from what is expected.

For full details of the School's uniform and appearance expectations, please refer to the School Uniform and Appearance Policy

SCHOOL EQUIPMENT

Although the school supplies all the materials that your child will need during a normal school day, in Years 3-6 children are expected to come to school with the correct classroom resources. Apart from their school bag, these include a fully equipped pencil case including the following:

- Writing pencils HB
- Coloured pencils
- A rubber
- A sharpener
- A ruler
- A glue stick
- Scissors

The teacher will carry out a weekly pencil case check, missing items should be replaced as soon as possible.

BEHAVIOUR

In our school, we believe that good behaviour is a key factor in ensuring a good education. We work to create a learning environment where everyone feels valued, safe and motivated to learn. We believe that every member of our school community has a responsibility to teach children socially acceptable behaviour.

The school rules are on display around the school. Class teachers discuss the school rules and create individual classroom rules with the children at the start of every academic year. The rules are referred to regularly in assemblies and throughout the school day.

All Morna primary classrooms have a “traffic light” reward system. The children start each day on a green card, amber is a warning, red indicates unacceptable behaviour. Pupils who have been issued with three red cards by a Friday lunchtime are sent to a lunchtime reflection. Here, they reflect on their behaviour in the week with the Head of Primary looking for positive solutions on how to improve on this.

This system means:

- That all pupils have the opportunity to make positive choices about their behaviour and influence outcomes.
- Teachers integrate a system within the daily teaching in order to promote positive behaviour and effective behaviour management skills.
- There is a consistent approach across the school that can be used by all staff.

WE ADVOCATE THAT PRAISE IS THE MOST POWERFUL FORM OF INFLUENCING CHILDREN'S BEHAVIOUR.

Apart from the traffic light system, teachers have the freedom to set up their own in-class reward systems. These may include sticker charts (team or individual), happy faces, stars, jars of marbles etc. Exceptional behaviour can be rewarded in assembly by the presentation

of a certificate, the chance to show off work to another class or teacher, extra playtime, golden time, a note home to parents, a prize from the Head or house points.

AT MORNA INTERNATIONAL COLLEGE WE DO NOT TOLERATE BULLYING

- We take bullying seriously and will **NOT** tolerate it.
- We address the issue explicitly with children through circle time and PSHE lessons.
- All “sides” in a bullying incident will be listened to calmly and with respect.
- Children are provided with a clear message to always tell a teacher or an adult.
- Adults are alert to bullying behaviours both inside the classrooms and in the playground and address incidents immediately.
- Our school motto is “BE A BUDDY NOT A BULLY”

HOUSE POINTS

Every pupil in Primary is a member of a house named after islands off the coast of Ibiza.

Conejera: yellow

Es Palmador: red

Tagomago: green

Each pupil is encouraged to earn house points by following the school rules and by demonstrating positive behaviour both in class as well as on the playground. These points are awarded in token form corresponding to the house colours. When awarded a house point, the children can post them into their corresponding house box which is displayed inside the main school office. Here the children can see their house points accumulate over the school year. At the end of the academic year, the winning house has a special celebration. They are also presented with a trophy in honour of their success during Speech Day.

HOUSE CAPTAINS

There is a children’s forum in the school. House captains from Year 6 are elected by the rest of the school based on their campaign speeches. They are invited to write and present a persuasive manifesto about why they think they would make a good house captain before polling day. The captains represent the primary pupils at school council meetings chaired by the Headteacher contributing ideas on the running of the school.

PARENT / SCHOOL PARTNERSHIP

The education of our pupils requires a positive partnership between parents and school. You have the right to expect us to have your child's best interests at heart, expect us to inform you of any concerns and advise you on how best to support your child's learning at home.

If there is a problem with your child, their class or their learning, the first person to speak to is your child's class teacher. You can catch them for an informal word at the end of any school day. If you feel you need more time or privacy, ask the teacher or the office for an appointment. The teachers can also be contacted by their school email address. They will also use email as a means of communication with parents when necessary.

COMMUNICATION WITH PARENTS/CARERS

Communication between home and school is very important. We aim to keep you informed of school events through the parent portal, our Instagram page, the Classlist app and e-mail.

ATTENDANCE

We give attendance a high priority in our school. We expect our children to be in school **every** day. Low attendance will be investigated and followed up. The school's general target is at least 96% attendance. Any individual pupil whose annual attendance falls below 90% will be identified as a cause for concern. If the annual attendance falls below 80% this is then considered a cause for major concern. If your child is ill, you must contact the school office before 9.00am to inform us of this or the absence will be recorded as unauthorised.

Every primary year group has their own Attendance Superhero. This fun and motivating idea is designed to encourage every child to be in school every single day — because consistent attendance is key to your child's success, both academically and emotionally.

Even a few missed days can cause gaps in learning that lead to confusion and stress. By being in school every day, children stay on track with lessons, friendships, and their overall development.

Each week, the year group with the highest attendance is celebrated during our assembly. At the end of each term, the winning year group will receive a fantastic reward such as:

- A special picnic or breakfast
- A games afternoon
- A movie and popcorn session
- And the chance to take possession of the Attendance Trophy

Children with 100% attendance will have their name entered into a draw with the chance to win a special additional prize.

PUNCTUALITY

It is important that your child arrives on time every day. Lateness affects your child's education, as well as that of their peers. It is very disruptive to the teaching and being 5 minutes late every day adds up to 3 days missed of school over a year. If a child is late, they must report to the office to be registered before joining their class.

Children who are always on time and/or never have a day off school will be rewarded with certificates and 100 house points every term at a whole school assembly.

REPORTS AND PARENT MEETINGS

Parents are invited to meet with staff four times a year. At the beginning of the school year, teachers invite the parents to a general introductory meeting where they explain the routines, expectations and curriculum. These are presented in both English and Spanish.

Written reports, giving details of children's progress across all their learning objectives, are published just before the end of each school term. Following each report, the teachers invite parents to a formal meeting, an opportunity to discuss each child's progress. We can provide an interpreter in Spanish if necessary. If you wish to have another meeting with your child's class teacher during term time, then please speak to them directly or book an appointment via the school office. The teachers are also available to chat to parents informally at the end of every school day as they hand over the children.

MEDICAL CARE

Parents **MUST** inform the school of any medical concerns or if your child is attending hospital for any reason. If the school nurse is required to administer medicine at school, parents must fill in a medical consent form and ensure that the medicine is in date, labelled and has dosage instructions.

On admission you will be asked to provide two emergency contact telephone numbers. If for any reason these numbers change, please inform the school immediately.

In the event of a serious accident, every effort will be made to contact you. However, if this is not possible, the child will be taken to hospital and you will be contacted as soon as possible.

From time to time, children come into contact with head lice. Please inform the school if this happens, in order for us to ensure that other parents in your child's class are vigilant. If your child has live lice, they will be sent home, and we will ask you to administer treatment before returning your child to school. Long hair must be tied back at all times, boys and girls.

SAFETY AND SECURITY

We are naturally concerned about the safety of your child while they are in our care. All adults entering the school must come through the school office, sign in with the office staff and wear a visitor's badge. Children are not allowed to leave the premises unaccompanied during the day. An adult must collect the child from the school office if they have to attend an appointment. All school gates are locked by maintenance staff by 9.15am. Any access to school must be granted by the school office buzzer system. Permission in writing is required for any child to meet their parents in the car park at the end of the school day.

Smoking and Vaping is **NOT** permitted anywhere on our school site.

Dogs or animals are **NOT** allowed onto the school site.

For further information on expectations for all members of the School community while on site, please refer to the Morna Community Code.

PHOTO/VIDEO

Photos and videos are used regularly throughout the school day as part of learning and assessment activities. Photos may be used on the school website, Instagram or Yearbook. The school requires parental permission to take and use these images, you will be asked for consent upon admission.

For further information on how personal data and images are collected, used and protected, please refer to the School's **Privacy and Data Protection Policy**.

MOBILE PHONES

Children are NOT permitted to bring mobile phones to primary school. Any contact to be made to parents will be carried out via the school office.

BIRTHDAYS

We are happy to join you in celebrating special events and milestones in your child's life and are happy to celebrate these during the course of the school day. If you wish to bring in a cake and candles, napkins and cutlery, the teachers are happy to celebrate the birthday in class. There must be party invitations provided for the whole class if these are to be handed out in school. If this is not the case, then parents are encouraged to hand these out outside of the school day.

HOT WEATHER

Parents are asked to provide children with sunhats on hot summer days. If it's likely to be sunny it's best to apply sunscreen before they get to school. Sunscreen is available at certain points around the school for further application during the school day.

LOST PROPERTY

The lost property cupboards for clothing and packed lunch items are located outside the school office, these will be cleared of all unclaimed items at the end of every half term. Please ensure that all of your child's belongings have their name clearly written on them to minimise the chances of them getting lost.

TOYS

Children are allowed to bring in a small toy (non-electrical) to school on a Friday. The school will not be held responsible for the damage or loss of these items.

Document Title	Parent Information Handbook (Primary)
Document Owner	Fiona Robertson – Head of Primary School
Responsible Officers	Fiona Robertson, Head of Primary School & Ross Clifton, Assistant Head of Primary
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