Nurture, Inspire, Achieve

Trellech Primary School

Parent Handbook
2026/2027

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1. Introduction

First, welcome to our school! This guidebook has been created by parents and for parents and contains some useful information that will hopefully help you in managing daily school activities.

School Address:

Trellech Primary School,
Trellech

Monmouth
Monmouthshire
NP25 4PA

Telephone: 01600 860395
Email: tre.primary@monmouthshireschools.wales
Website: http://www.trellechprimary.co.uk

2. School Culture

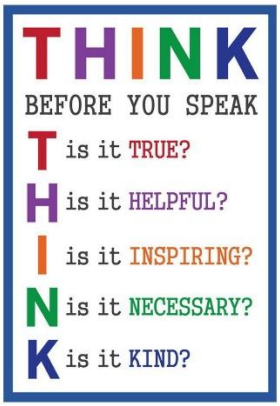
Nurture, Inspire, Achieve

Our Core Purpose

Together we nurture every child, inspiring them to become healthy, confident, ambitious individuals who have an enthusiasm for life. We are passionate about developing skills, attitudes and beliefs to enable fulfilling futures as valued members of society.

Together we…..





Equal Opportunities

At Trellech Primary School we pay due regard to the sensitivities of all pupils and do not provide material or support behaviour that is racist or sexist in nature. All pupils are treated fairly, equally and with respect.

3. Staff

Mrs Kate Peacock	Headteacher
Mrs Anna Maguire	Deputy Head Teacher/ALNCO/ Y2 Teacher
Mrs Rhian Maunder	Y6 Teacher/ PL Lead/ SLT
Mrs Louise Sulway	Y5 Teacher
Miss Jessica Light	Rec Teacher
Mrs Claire Cotton	Y4Teacher
Mr Darran Green	Y2 Teacher
Mrs Dee Miles	Y4 Teacher
Miss Sophie Murfin	Y1 Teacher
Mr Andrew Miller	Y3 Teacher
Mrs Jo Fawsitt	HLTA/ Midday Meal Supervisor
Mrs Deb Llewellyn	HLTA/Teaching Assistant/ Midday Meal Supervisor
Miss Emily Ward	Teaching Assistant/ Midday Meal Supervisor
Mrs Tracey Worrall	Teaching Assistant
Mrs Sarah Body	ALN Teaching Assistant/ HLTA
Mrs Louise Voaden	Teaching Assistant
Mrs Maria Appleton	School Administrator
Mrs Carolyn Shaw	School Administrator
Mr Tony Webb	Midday Meal Supervisor

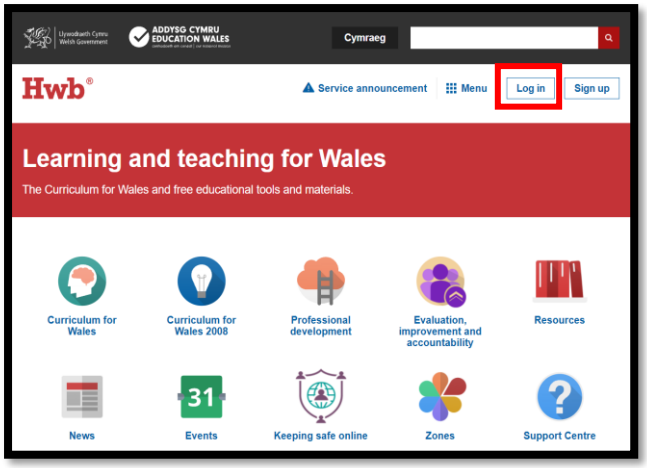
4. Governors

Mr W Hockey (Chair)	Community
Mrs P Lloyd (Vice Chair)	Community
Mrs K Peacock	Headteacher
Mrs J Kersley	LA
Mr C Hagg	LA
Mr Webb	Parent
Mr Cookman	Parent
Mrs N Scarr	Community
Mrs L Weeks	Community
Mrs I Campbell	Parent
Mr C Burridge	Parent
XXX	LA
XXX	Staff Rep
Miss J Light	Teacher Rep

5. Hwb

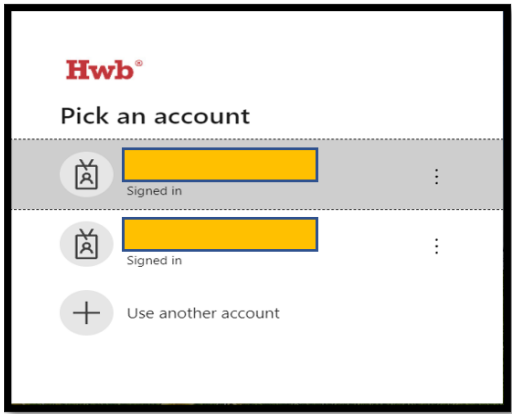
Logging

a. Enter the following address into your browser https://hwb.gov.wales/



b. Click on **Log in**

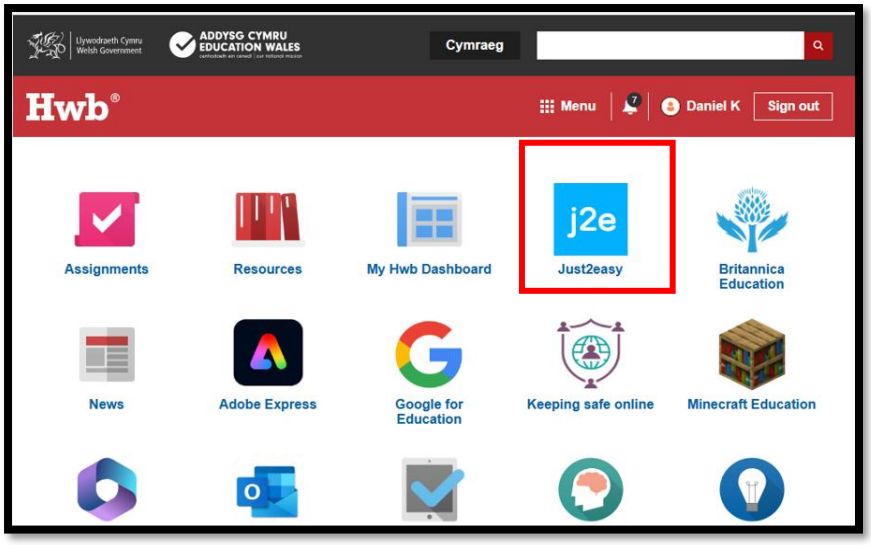
c. You will see a pop-up window as below:



Choose account from the list or use another account if it is not listed.

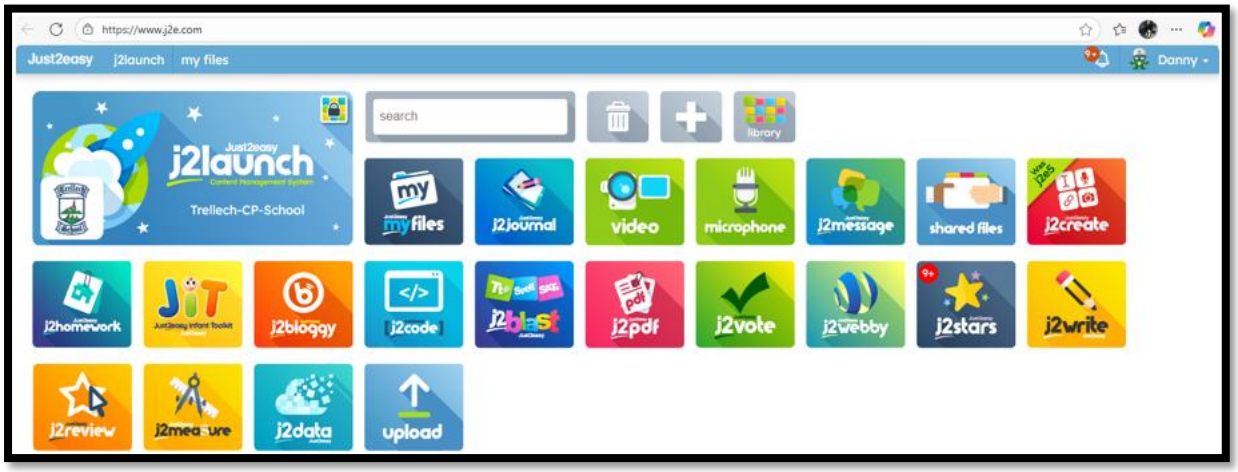
d. System will ask for your credentials – these should be login details given by school at some point (if you have not received or lost your credentials, please contact the school office)

e. The next screen should look as below:



Just2easy

a. Just2Easy is the main folder to use however you may also explore other like Resources, Britannica Digital Learning or even Outlook.
b. When you click on Just2easy, the following screen will be displayed:

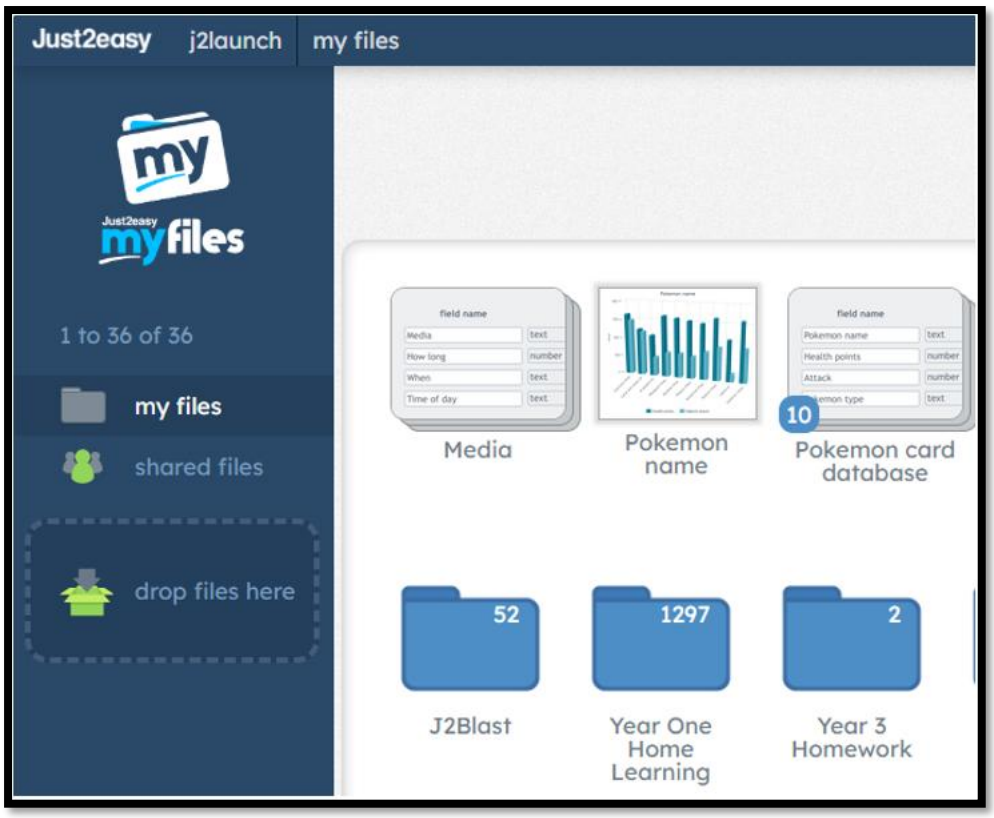


c. Explanation of the folders:

My Files



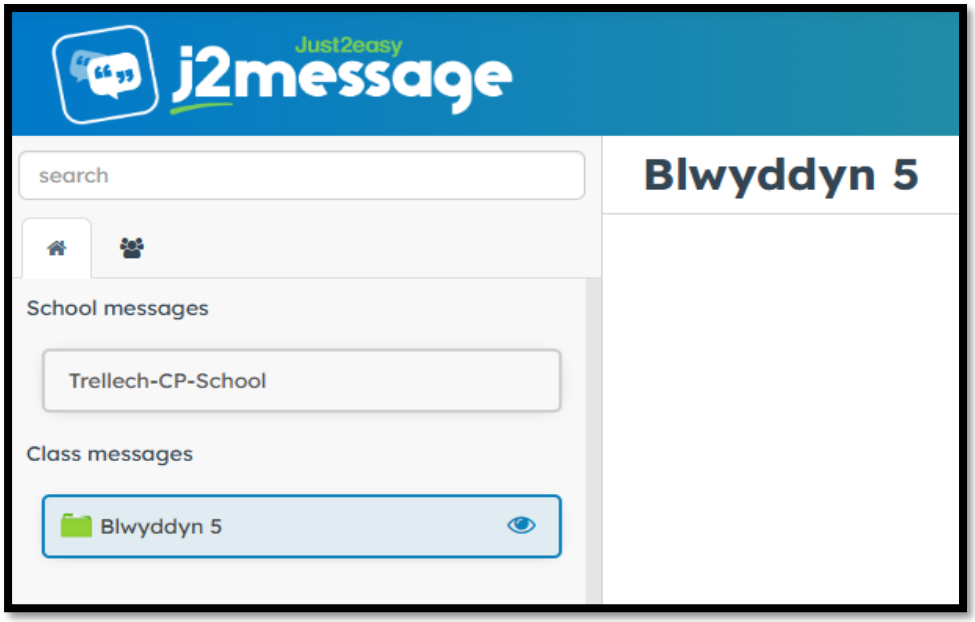
This is where you can see all the files you have uploaded before, and you can also view teacher's comments for the homework.



J2Message

This is where you can read messages from teachers, or you can message a teacher if you have a question.

When you click on the icon, you will see two tabs as below:

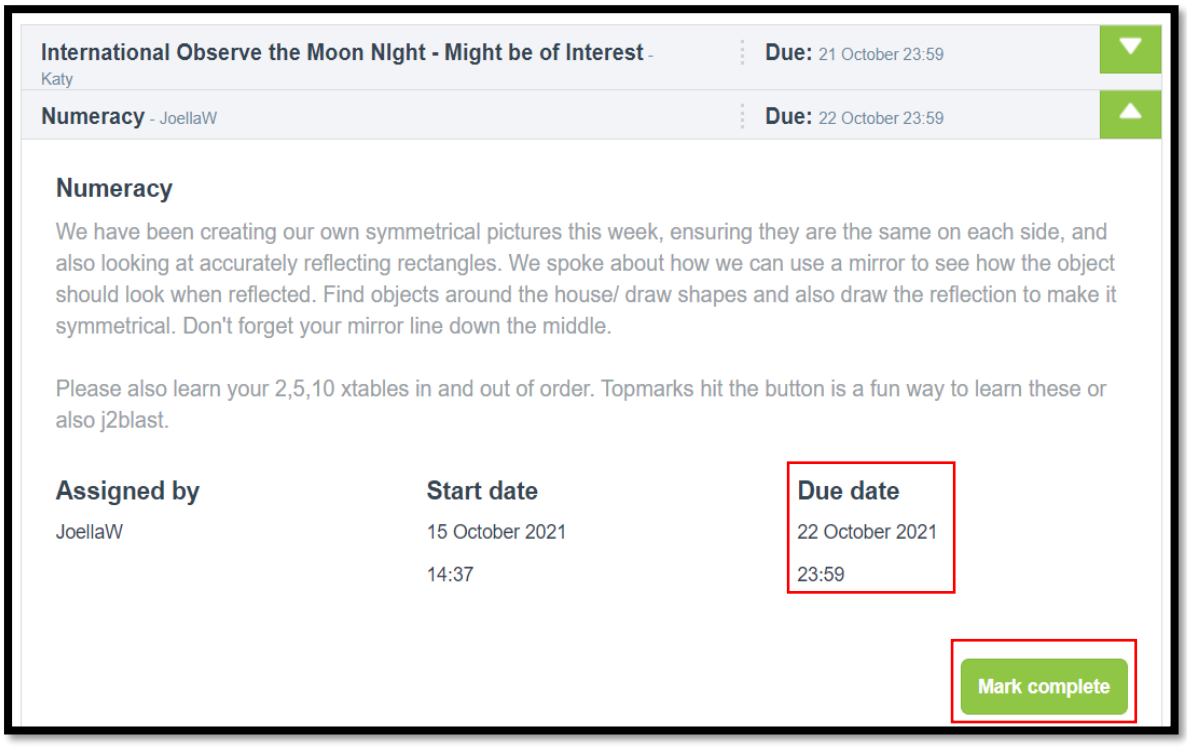


The Home  tab is used when you want to communicate with your class teacher. If you use that, any teacher from your class will read your message.

The other tab  can be used if you want to communicate with a specific teacher. If you click on this tab, you will see a list of teachers. As there are mainly first names only, it can be hard to identify sometimes.

J2Homework

This is where teachers set up weekly homework as in example below:



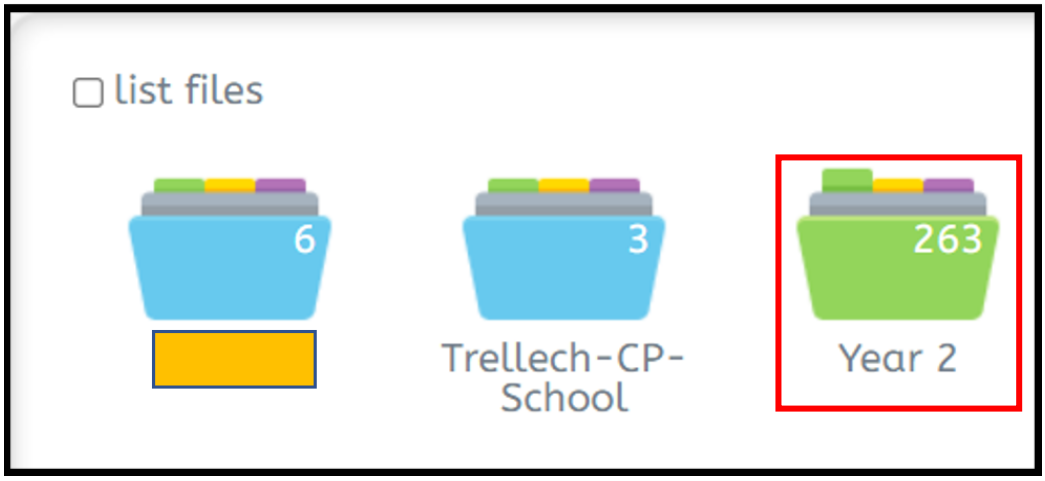
You can see by when the assignment is due.

By using green arrows, you can expand homework details. You can also mark it complete when done.

Folder **Shared Files** is linked to homework. Teachers often upload their materials for the whole class to review.



If you click on this icon, the materials would usually be in the relevant year folder as below.



Jit5



Jit5 is used for creating pictures, charts, pictograms etc.

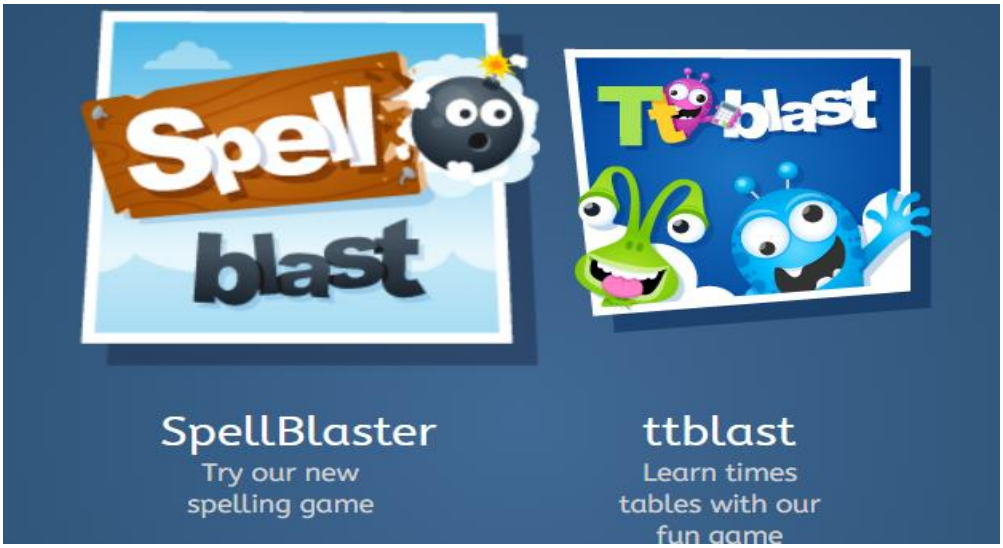


Anything you create and save there, will be automatically saved in the folder My Files.

J2Blast



This is where your child can practice Spelling & Maths.



If you click SpellBlaster or ttblast, you will be taken to a screen when you can either practice or have a live competition with people from other schools.



When you click on either practice or live competition, you can always choose complexity of the task.

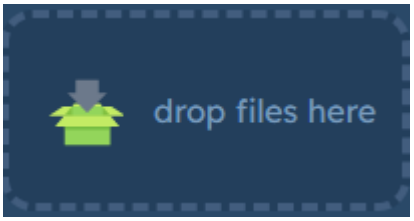


After you finish it, you can also save it and it will automatically move to the folder My Files.

How to upload your homework

a. Go to folder My Files

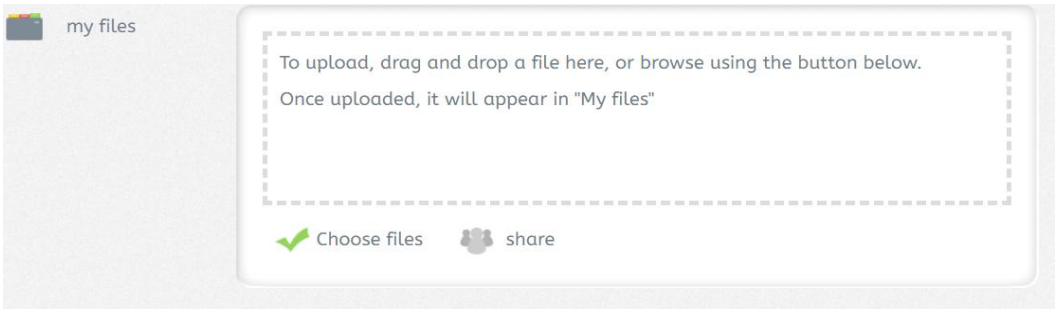
b. There are 2 ways how you can upload the files:
   i. Using 'drop files here' option as below



Any file from your computer can be simply dragged and dropped into this box and it will be then uploaded to the My Files folder.

   ii. You can also use **Upload** icon





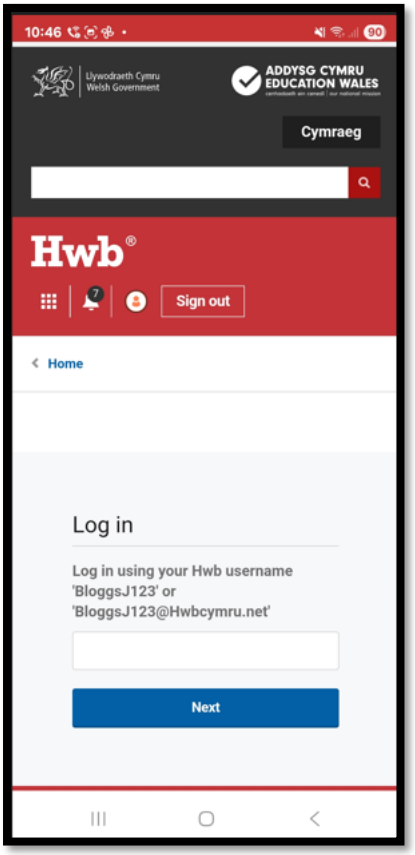
If you click on Choose files, then you will be able to upload any document from your computer.

Accessing HWB and uploading homework from a smartphone

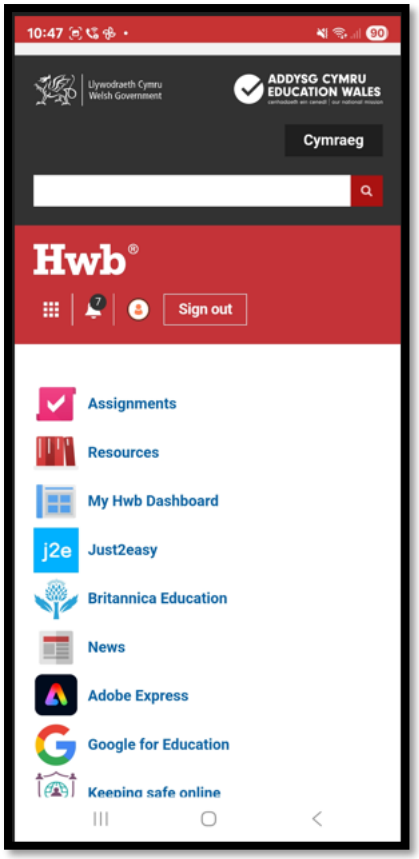
a. Enter Hwb in your browser



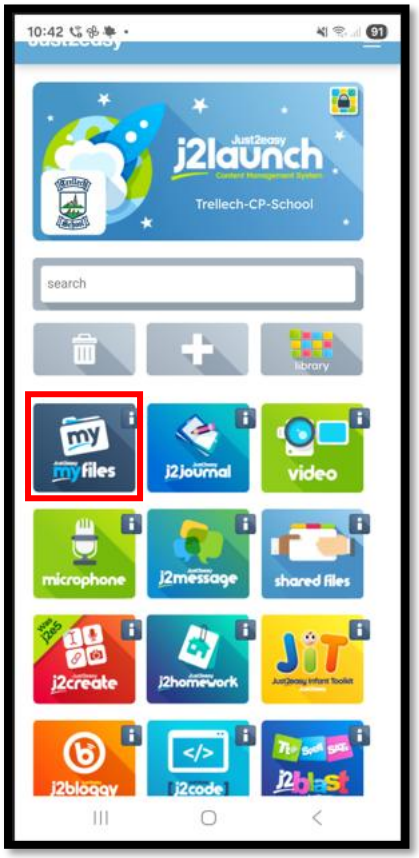
b. Click on Log in button



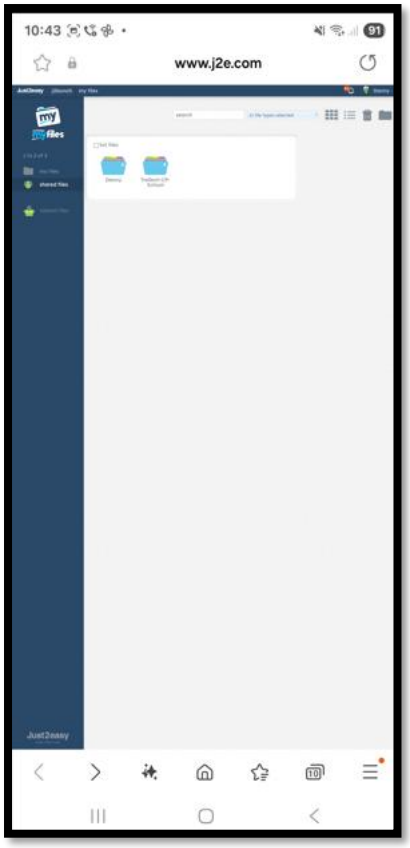
c. After you have logged in, choose Just2Easy



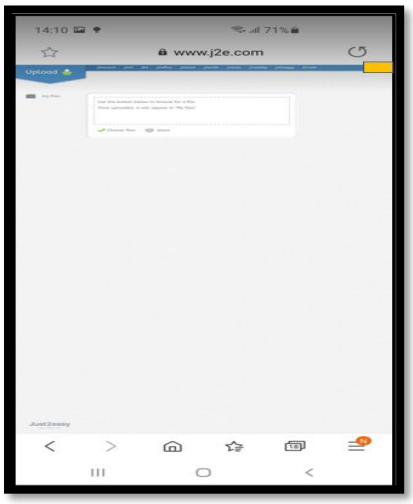
d. Your Just2Easy page should open as below. Click on My Files.



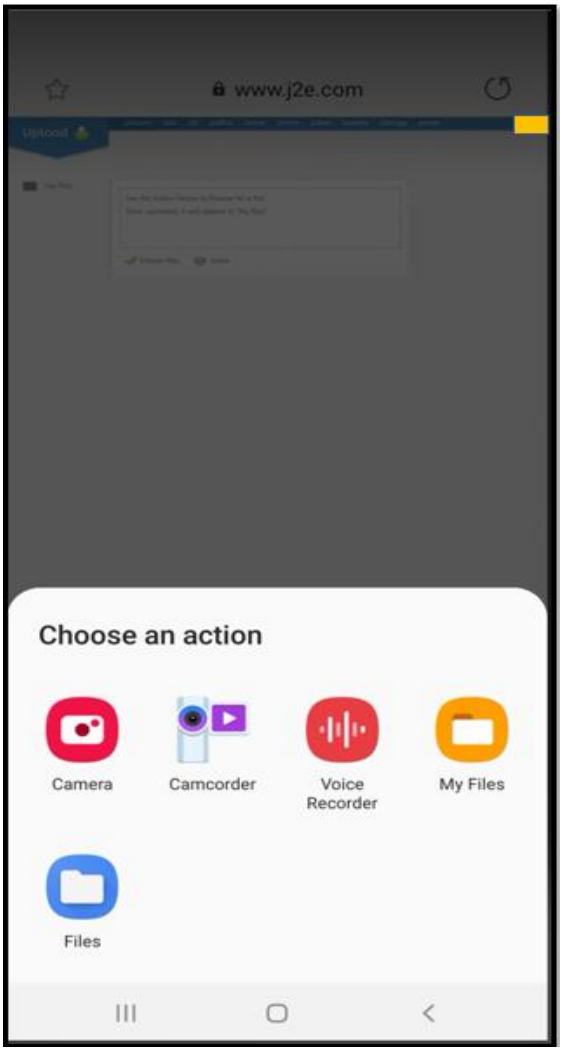
e. Click on Upload files:



f. Click on Choose files



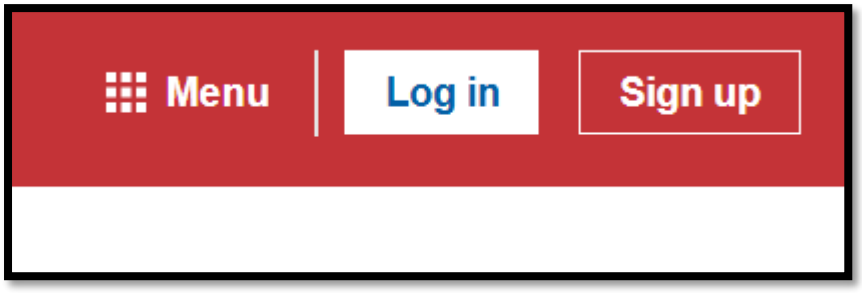
g. Click on Choose Files – then choose where you want to upload your file from



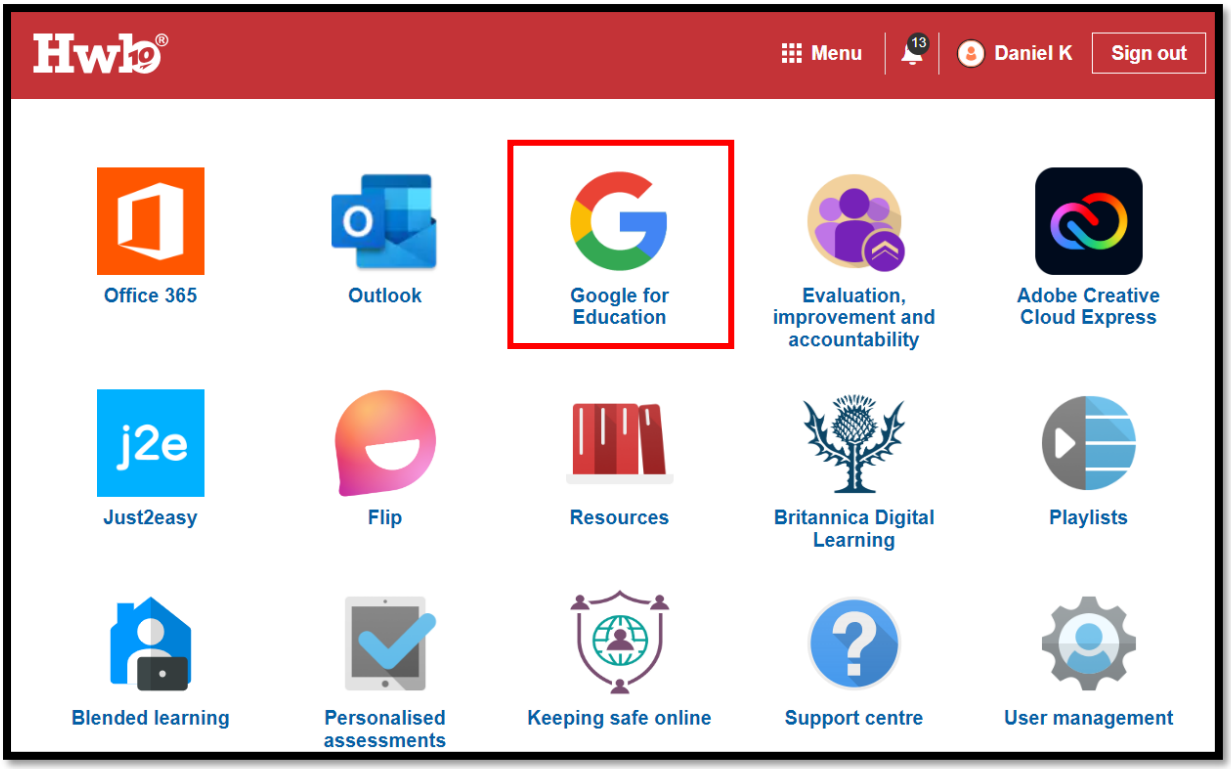
6. Google Classroom

Google Classroom is used for setting up homework in KS2.

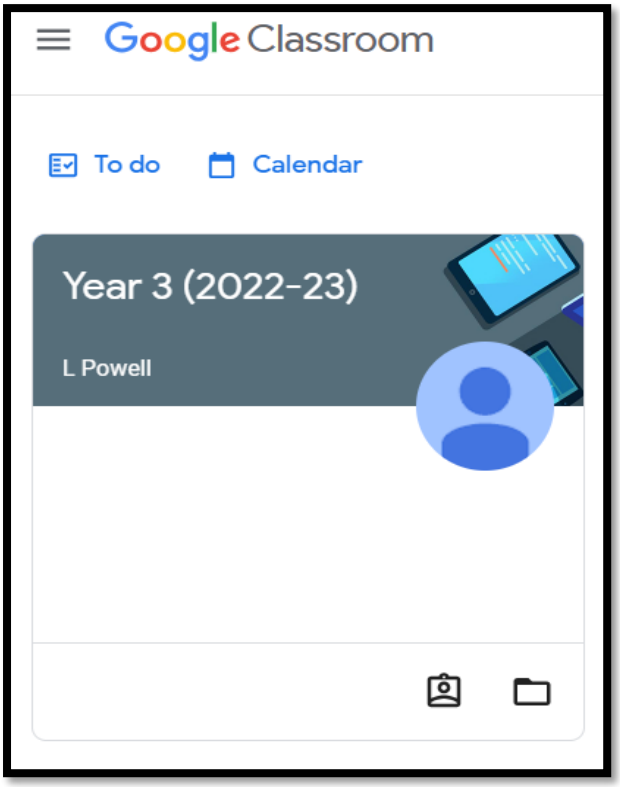
In order to start, you need to log into Hwb: Hwb (gov.wales).



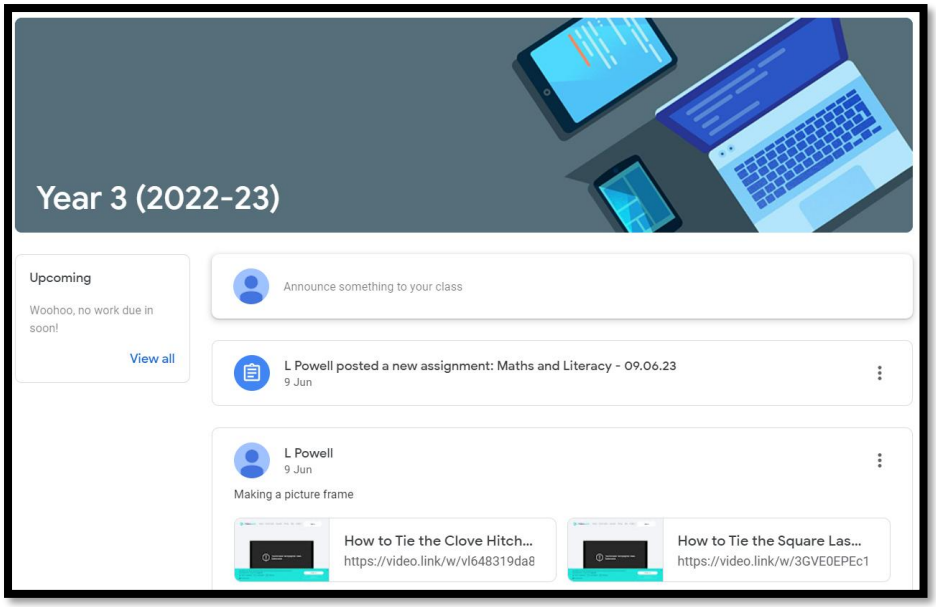
Choose Google Classroom from below icons:



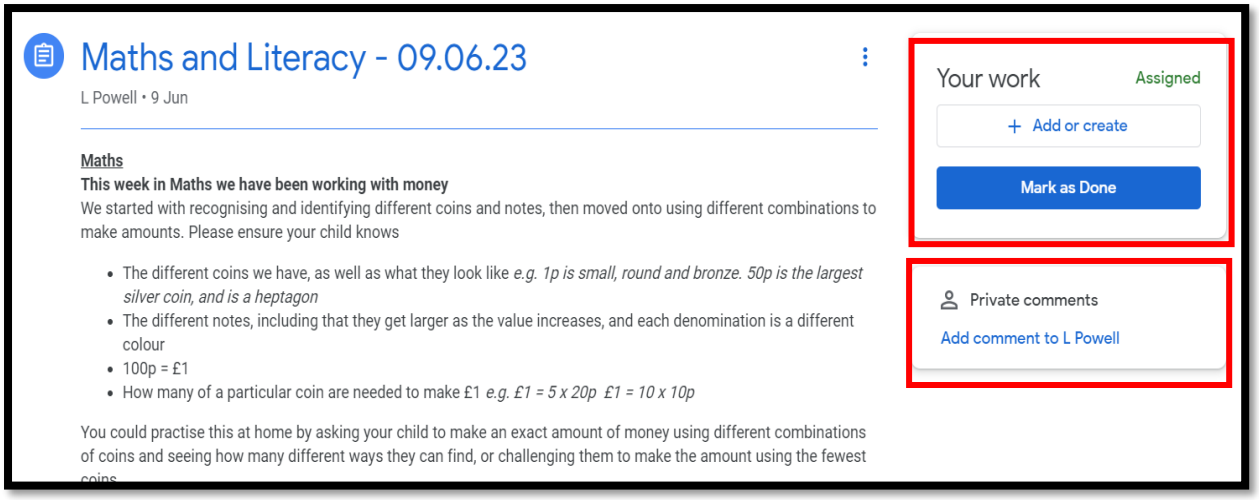
The next you will see the following screen for the relevant class:



Click on Year 3 (in this example). This will take you to a more detailed page where you can see homework that has been set up.

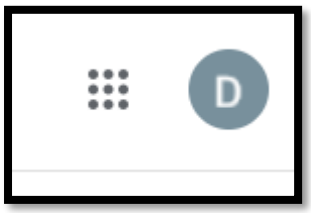


If you click on the relevant homework, more details will open (as below for example):

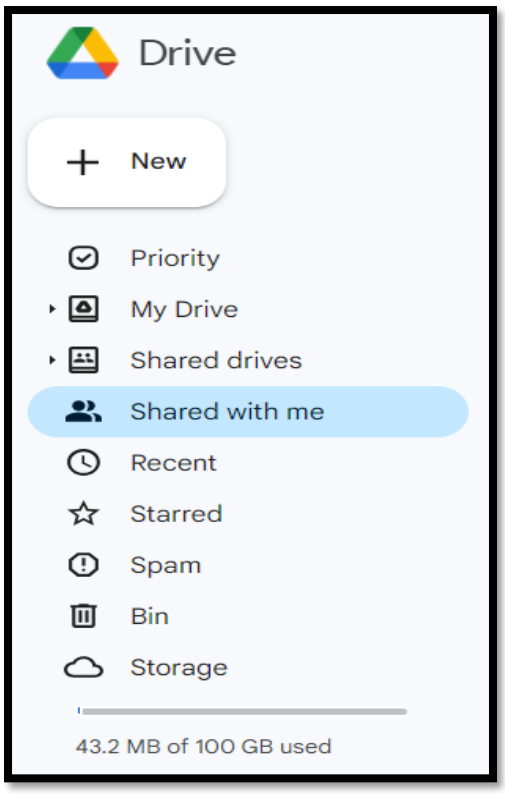


You can share the homework by clicking on Add or create and then Marking as Done. You can attach files there too. You can also send comments directly to the teacher.

Additionally, when you click on below dots (usually located in the right top corner), you will see some more options. Drive is the one chosen most often.



Some teachers may upload some homework there as well. You can find it then in *Shared drives* or *Shared with me* folder.

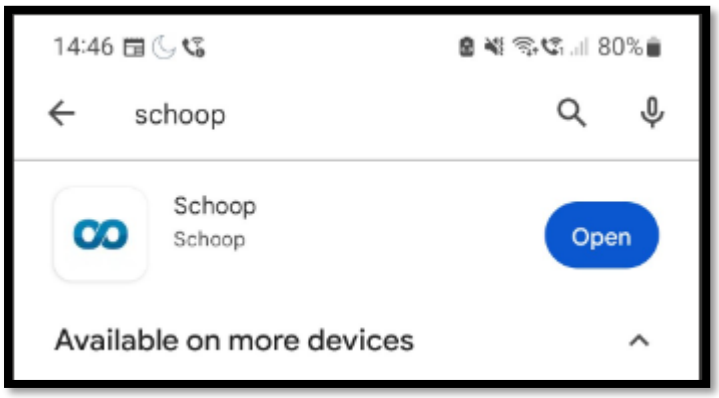


Please note that some of the above views may differ if you are logging to Google Classroom through your phone.

7. Schoop

Schoop is used by our school as a notification system about any events at school, either class specific or related to the whole school.

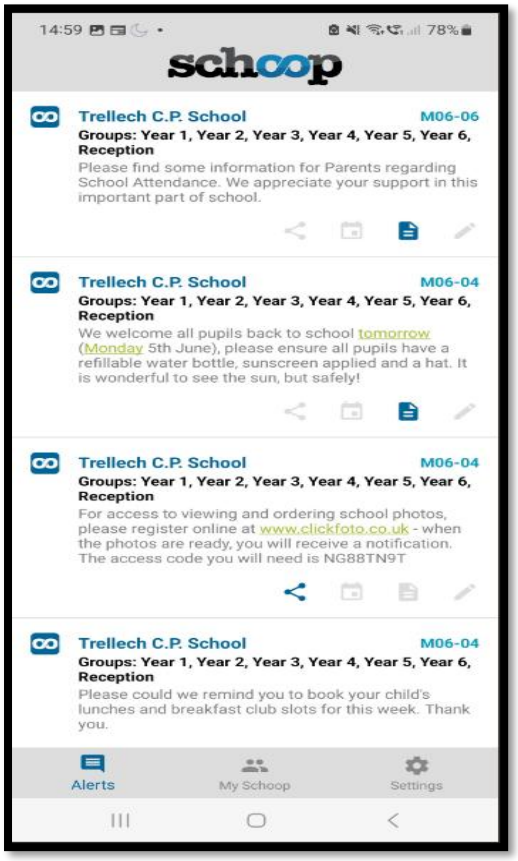
Please download Schoop app either from the Play Store or App Store.



The code for our school is: 10164.

When there is any notification, a pop-up will appear on your phone.

Please note that it happens sometimes that notification can stop working for a period of time, so it is worth checking the app every now and again, especially if you have not received any notification for a while.

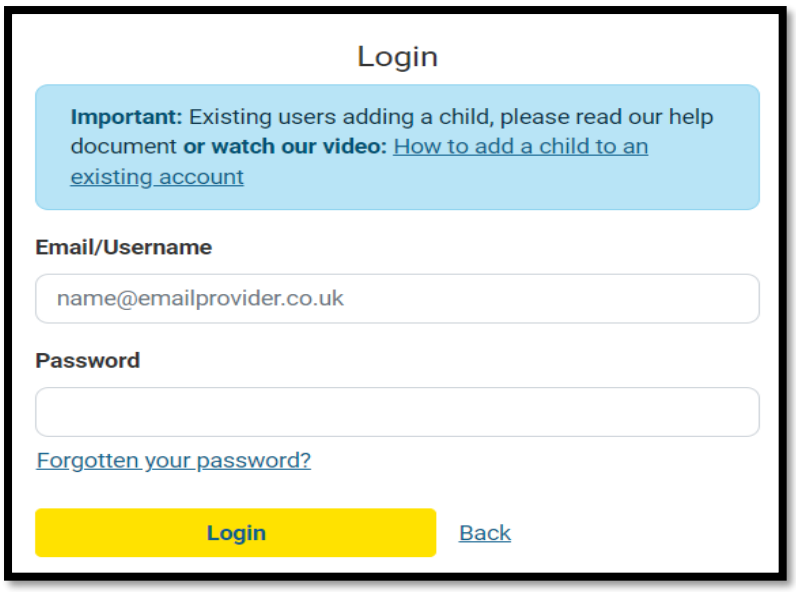


8. ParentPay

ParentPay

ParentPay is a platform used for making payments for certain activities at school. The main examples include: lunch, swimming lessons, PTFA events.

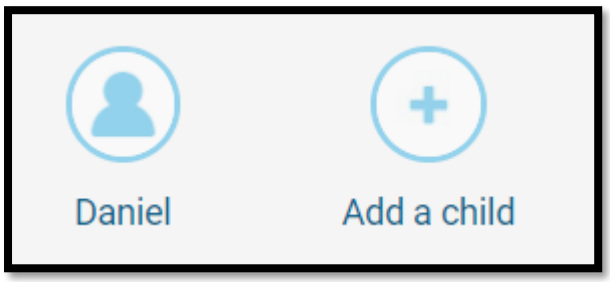
Login into the platform:



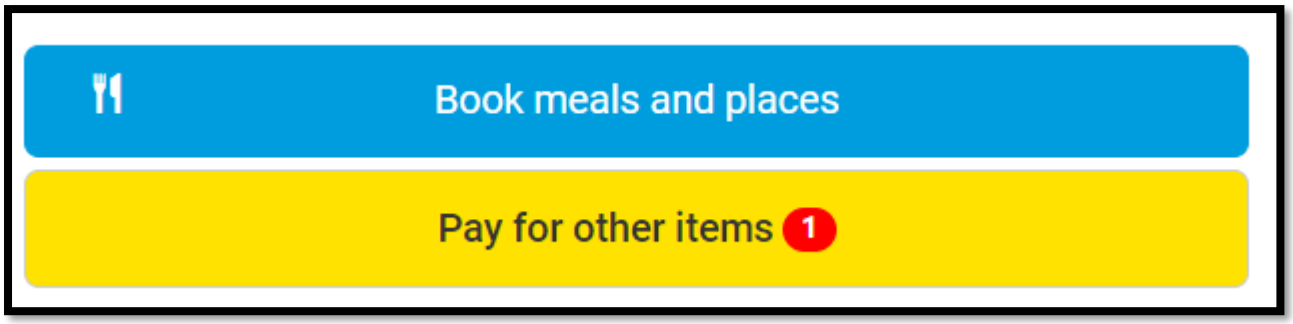
If you have more than one child at our school you can merge their accounts, giving you future access using a single set of login details.

Log in and activate your account, then click **Add a child**. Add the activation codes the school have provided you with into the relevant boxes and press **Search**.

This will then bring up your child. If you have already activated the other account, simply add the new username and password instead.



If you want to pay for items, use the following options:



If you click on Book meals and places, you can then choose from a dropdown whether you want to pay for lunches or breakfast club.

After you have chosen from the dropdown, click on below and you will see a list of menu options for each day.



You can choose the relevant option by clicking on it and then go to the basket to finalize your purchase.

9. Seesaw

Follow below steps to connect to your child's account.

1. Look for a handout from your child's teacher.
2. Open Seesaw.
3. Tap **I'm a Family Member**.
4. Tap Create Family Account
5. Tap **Scan QR code.**
6. Hold up the **QR code** to your camera.
7. Sign up with an email address and password.
8. Tap **Confirm**.
9. **You are now connected to your child's journal!**

Seesaw is an application used by the school to securely share photos and pupils' work. By using Seesaw, we can ensure that online safety standards are met and that information is shared only with the intended audience.

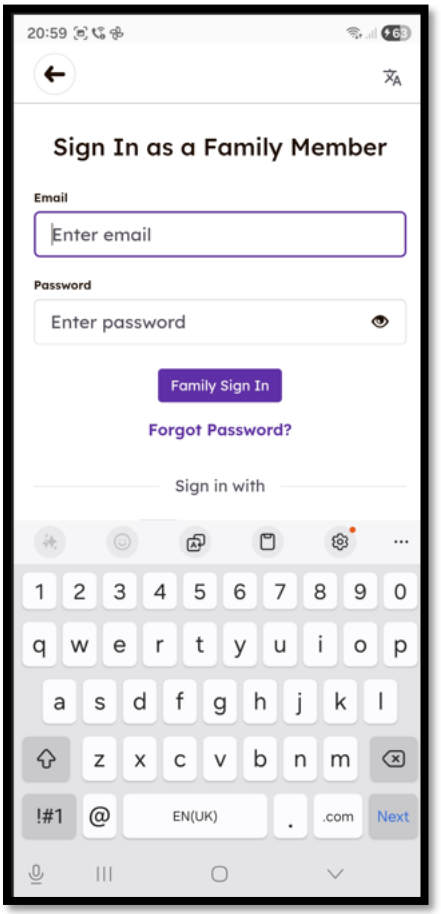
Below steps should be followed every time you need to log in:

Download **Seesaw** from Play Store or App Store.

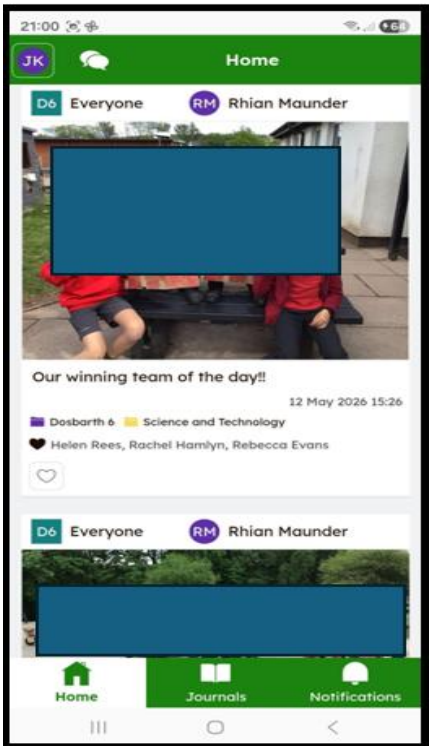
Choose **I'm Family Member** in below screen:



You will be required to log in.



There are 3 tabs: Home, Journals and Notifications. If a teacher posts any photos or comments, they would most likely be available in the Home tab. **Please ensure to enable notifications for Seesaw.**



If you have more than one child, you can easily add them into the app.



10. Standard activities/expectations

Teachers have been working together to set a standard list of activities/expectations to help parents and children with transition between classes. This list includes:

Homework:

- Foundation Phase (Reception, Year 1, Year 2) – homework is set on J2Easy on Hwb – please see point 5 for more details
- Key Stage 2 – homework is set on Google Classroom – same credentials to be used as for logging into J2Easy
- Homework is celebrated and children receive stars for their efforts

Spellings:

- At the end of each week children will receive a list of spellings that can be practised at home

Reading:

- Children are heard read once a week
- They will also bring their reading book and a yellow reading record book each week to further embed their reading and comprehension skills at home
- Reading book together with the yellow book (with written comment as a confirmation that activity has been completed) should be returned each week
- We have also implemented Reading Buddies where a child from younger year is paired with a more advanced reader to give them further opportunities to read

Daily Mile:

- Children take part in a **Daily Mile** each morning/afternoon

Forest School:

- Children also attend **Forest School** on a fortnightly basis

PE:

- Physical education takes place twice a week for each year

11. Useful Information

Buses arrive at 8.50am and approx. 3.20pm and park in the designated bus bay adjacent to the school. Please ensure this area is kept clear to ensure the buses can park in this zone to ensure the safety of our children.

Staff are on duty on the gate each morning to welcome pupils to school. We encourage adults to say goodbye here to reduce congestion near the classroom doors. We understand if you need to speak briefly to a member of staff regarding your child to ensure a smooth day for them.

If arriving after registration, please use the main gate and sign your child/ children in using the electronic sign in system.

At the end of each day children travelling by car or walking will be dismissed by an adult onto their respective playgrounds. If arrangements change please do let the office or class

teacher know. We will only release your child to the normal parent/ carer unless otherwise communicated of any changes.

12. Extracurricular clubs

Our school offers a broad range of after school activities. Please see below for details:

Activity Name
Football Club (County in the Community)
Science Club
Playmakers (Fun football for girls)
Netball Club
Sign language club
MFL Club

Each Wednesday the School Yard area remains open to families for **Stay & Play** until 4.30pm. This is an opportunity for the school community to come together, socialise and play in a safe space.

12. Website

Our website is: Trellech Primary School - Home.

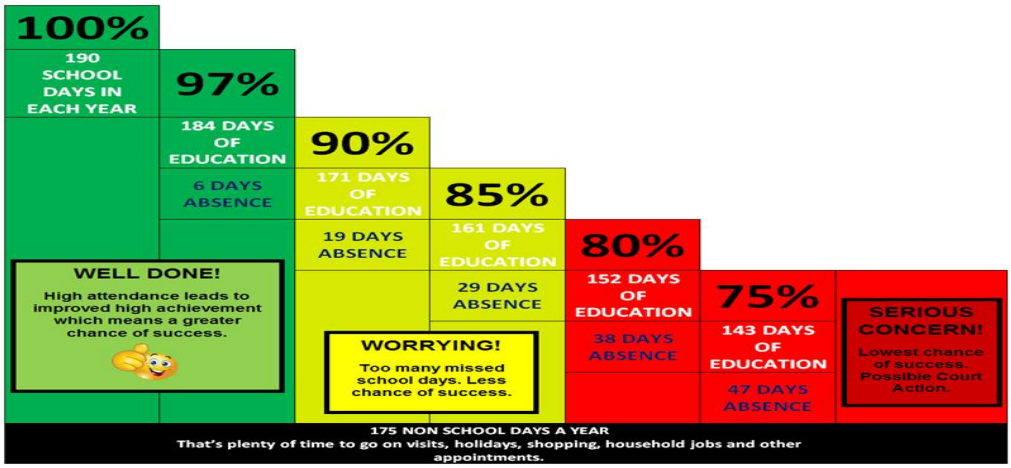


13. Attendance

Every year, we try to make sure that our attendance meets the target set for the Local Authority. Attendance is very important and below will hopefully explain a bit more why.

GOING TO SCHOOL—WHY IT'S SO IMPORTANT
Lots of people think that missing the odd day at school here and there can't do much harm. But even taking a short amount of time out can be a problem. Your child might fall behind

in their work. If there are gaps in their knowledge, they may suffer when school carries out their regular monitoring and assessment checks to ensure our children are reasoning their potential.
There could be other problems too. Children who miss school may miss out on key social aspects of school, which can affect self-confidence and self -esteem and even their ability to make and keep friends.
The rewards for good attendance are clear. The graphs below illustrate the relationship between attendance and achievement at school in Wales. Pupils are more likely to enjoy school, achieve better results and increased life chances when their attendance is good



The vast majority of our children achieve an attendance level of at least 96%, however, where children do not achieve a satisfactory level of attendance (below 90%) we will discuss this with you and see how we can support you to improve.

We do appreciate that children get ill from time to time and this of course we sympathise with and support. We hope you can support us in achieving our target — we can only do it with your support!

If your child drops below 90%, they are considered to be cause for concern and a signal that attendance needs to improve.
Long term poor attendance levels result in loss of learning which could have a detrimental effect on achievement.

If attendance does not improve, despite intervention from school, Education Welfare may become involved. If your child's attendance has dropped below 90% and there is no significant reason this level of absence you will receive a notification of this form the school's Education Welfare officer. Depending on the individual circumstances we may arrange for you to come into school to discuss your child's attendance levels.

WHAT'S ACCEPTABLE, WHAT'S NOT?
Of course, there will be times when your child has to miss school for a good reason. If your child needs time off you need to ask the schools permission as far in advance as possible.
When is it ok for your child to stay away from school?

- Illness – If your child is genuinely ill then, of course, they will need to remain at home. Please contact the school office, before 9.00am with an absence reason. Being "unwell" is not enough of a reason, we require details of the illness. If you are unsure as to whether your child can attend school, please contact your doctor or speak to the school office.
- Medical appointments - try to avoid medical appointments during school time or make them as close to the end of the school day as possible, naturally there will be times when this isn't possible, but try to give us as much advance warning as possible.
- Bereavements – let us know as soon as possible if someone in your family dies – we will want to make sure that the staff and pupils act sensitively with your child on return,
- Religious observances.

When is it not ok for your child to stay away from school?

- Holidays – only in exceptional circumstances will term time holidays be authorised by the school. (such as families employed by the Ministry of Defence or due to religious beliefs).
- Birthdays - your child should still attend school, even if it is their birthday.
- Shopping – or any other activity for which there is no serious reason for your child to be away from school.

TO SEND OR NOT TO SEND?

Often a child will wake up in the morning saying that they feel unwell. Whilst we do encourage children to come to school even if they 'feel a little unwell' we do not want any child who is genuinely ill to come to school. Always try and send your child to school if they are a little 'under the weather' for example with a runny nose, headache, tummy ache. The school will always contact you if your child is unwell which is why it is vitally important that we have your correct contact details.

HOWEVER, please do not send your child to school if they have any infectious illnesses like chicken pox, measles etc. Medical confirmation from your doctor will ensure your child's absence is authorised. If your child has been vomiting or is suffering from diarrhoea, then they must stay away from school for 48 hours from the last bout of illness. This is to ensure that any infection does not spread through the school.

REGULAR ATTENDANCE MEANS PUNCTUAL ATTENDANCE

Arriving on time for registration is important as late arrivals can be disruptive to the class and embarrassing for the child who is late.

Children can miss important information during registration.

If you arrive after registers close the morning session gets marked as late.

- Adults at each gate at 8.50am until 9am
- All children to be in school by 9am.

LEGAL REQUIREMENTS

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child gets a full-time education. This means registering a child at school and making sure they attend regularly.
The Governing Body have ratified the school's updated attendance policy. Within the new policy are details on Fixed Term Penalties for unauthorised absence which have been introduced by Welsh Government.
Parents wishing to apply for leave of absence for term-time holidays need to fill in an application form which can be downloaded from the school website or collected from the school office. As advocated by Monmouthshire County Council holidays will not be authorised and only in very exceptional circumstances will holidays be permitted during term time. Monmouthshire County Council's "Fixed Penalty Notice Guide for Parents and Carers'" can be found on the Latest News section of our school website for further information.
Please work with us to ensure we make the most of every minute of your child's valuable time in school by getting them here every day, on time and ready to learn.

Celebrating Attendance

In discussion with our School Ambassadors, each term children who have achieved Excellent attendance will be celebrated in Golden Assembly by receiving an Excellent Attendance Certificate and treat that will be led by the Headteacher and the school Ambassadors.

14. PTFA

PTFA (Parents, Teachers, Friends Association) is very active in our school. However, they are always looking for new members/volunteers. Now, they have a team of 25 volunteers. They raise funds and organize social events to support school and our children. Examples of their events are:

- Halloween party
- Discos
- Trellech Got Talent

Money they raise go to the following (just examples):

- Sports Equipment
- Electronic equipment for pupil use
- School trips
- Leavers gifts
- Outdoor equipment

If you have any spare time and you are willing to meet other parents, please volunteer. Even an hour of your time can make a big difference.

Please get in touch via the School Office.

15. Useful Contact Details

Contact type	Contact
School office	tre.primary@monmouthshireschools.wales
Website	Trellech Primary School - Home
Phone number	01600 860395