

Ysgol Gynradd
Penygawsi
Primary School



School Prospectus
September 2020

Welcome / Croeso

Dear Parents,

Welcome to Penygawsi Primary School. Choosing the right school for your child is an important decision. All parents want a good education for their children but they also want them to be happy and to feel safe and secure. At Penygawsi Primary we believe we can offer all these things.

During their time at our school, we aim to help children develop their self-confidence and talents to the full. Through a broad and balanced curriculum, we hope that your child will develop good attitudes to learning and a desire to build on knowledge already gained. We pride ourselves on high standards of teaching and learning throughout the school. Equally we are also proud of the atmosphere of friendliness and co-operation that is always evident.

We believe that a strong partnership with parents is vital to the educational development of our pupils. We will endeavour to build effective relationships between home and school that will benefit your child. To this end we ask that parents and pupils sign the Home / School Agreement. We greatly value our pupils and believe that their time in school should be rewarding and fulfilling.

If you are new to our school, you are most welcome and I look forward to working with you. If you are already one of our valued parents, I look forward to building on our positive and successful partnership.

‘To strive and believe is the way to achieve.’

Yours faithfully,
Mrs T Harries
Acting Head Teacher



School Details / Manylionyr Ysgol

Penygawsi is a successful, mixed primary school for pupils aged from 3 to 11. Opened in January 1976, the building is a semi open-plan “clasp built” structure set in extensive and attractive grounds. Improved with the addition of a willow dome, garden area, a sensory garden and outdoor classroom designed by some of the children, the extensive grounds facilitate excellent opportunities for outdoor learning for pupils of all ages. Centred around the multi-purpose school hall, there is accommodation for five classes in the main learning and activity areas. There are also four classrooms in demountable buildings in the playground.

It is our belief that confident and sound relationships between staff, pupils and parents are essential requirements for your child’s well-being and academic progress. We therefore encourage a partnership approach to education and provide many opportunities for parents to be involved in their child’s life in school.

We offer the Welsh Government Breakfast Club scheme in school which is available from 8am -9am. We receive pupils in between 8am and 8.30am only. During the current situation applications are made through the local authority as there are limited places.
<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schoolcatering/BreakfastClubApplicationForm.aspx>

Penygawsi Playmates are based in Penygawsi Primary from 3.30pm until 5.25pm Monday-Friday. Please contact 07849611573 or the school office.

Ysgol Gynradd Penygawsi Primary School

School Address / Cyfeiriad:

Llys Derwen, Penygawsi

Llantrisant, CF72 8PZ

Tel: 01443 237834

Email: admin.penygawsiprimary@rctcbc.gov.uk

Local Education Authority:

Rhondda-Cynon-Taf LA

Ty Trevithick, Abercynon

Mountain Ash, CF45 4UQ

Tel: 01443 744000

Director of Education : Mrs Gaynor Davies

Chair of Governors: Mrs. Vikki Burge (Community Member)
Mrs Burge can be contacted via the school at
The Chair of Governors, c/o Penygawsi Primary School

Governing Body

Three Governors Appointed By the Local Authority:

Ms V Burge (Chair) Mrs C Quinn Vacany

Four Parent Governors:

Mr K Kale Ms G.Wong Mrs Welch Mr M Wakelam Mr Hadall

One Teacher Governor:

Mrs J James

One Support Staff Governor:

Miss R Vowles

Three Community Members:

Mr H Rees (Vice Chair of Governors) Mr M Jones Vacant

One Minor Authority Representative Appointed By Llantrisant Community Council:

Mr T Crutcher

STAFF

Teaching

Mr J Davies*

Mrs T Harries*

Mrs A Black

Mr Ball*

Mrs N Dollman*

Mrs R Rees

Mrs S Payne

Mrs L Farrell

Mrs J James

Miss B Parfitt

Senior Management Team

Headteacher on secondment

Acting Headteacher Responsible for Standards and Strategic
Development

Acting Deputy Headteacher. 3 to11 Curriculum Leader
Leader of Additional Learning Needs,

Parent, Community and Business Partnerships,
Health & Wellbeing

Leader of Learning for Pupil Progress

(Assessment, Recording and Reporting) Humanities

Leader of Learning for Numeracy, Mathematics

Student/NQT Mentor

Leader of Languages

Leader for Science & Technology

Leader for Creative Arts and IT

Leader for Welsh

Class	Phase	Year Group	Teacher
Y Felyn Wynt	Foundation Phase	Nursery	Mrs Payne
Y Graig	Foundation Phase	Reception/Year 1	Mrs Dollman
Pen-y-Fan	Foundation Phase	Reception	Mrs Rees/Mrs Farrell
Craig y Llyn	Foundation Phase	Year 2	Miss Parfitt
Waun Fach	Key Stage 2	Year 3	Mrs James
Caerau	Key Stage 2	Year 4	Mrs Black
Tryfan	Key Stage 2	Year 5	Mr Ball
Yr Eryri	Key Stage 2	Year 6	Mrs Evans

Planning, Preparation and Assessment Cover

Mrs R Jackson - PPA Teacher

Foundation Phase Practitioners

Mrs S Evans

Mrs S Rowley

Miss A Key

Miss Vowles

Mrs J Vowles

Mrs Hargreaves

Mrs C Evans

Support Staff - Emotional Literacy Support Assistants, basic skills interventions

Mrs V Hawkes

Mrs J Vowles

Special Needs Support Assistants

Mrs R Ross

Mrs L Morgan
Mrs RS Kidley

Office Staff

Mrs S Cox Office Manager
Mrs L Davies Administrative Support Assistant and Attendance

Site Manager

Mr N Protheroe

Catering Staff

Mrs E Evans
Mrs L Rees-Smith
Mrs John

Lunchtime Supervisors

Mrs L Garley
Mrs R Hargraves
Mrs V Freeman
Mrs S Sevany
Mrs V Thompson
Mrs C Evans
Mrs N Huxtable

Breakfast Club Staff

Mrs Evans
Mrs L Rees-Smith
Mrs John
Mrs S Sevany
Mrs S Rowley
Mrs S Kidley

MISSION STATEMENT

'To Strive and believe is the way to achieve'

Vision / Gweledigaeth

To provide a caring and stimulating environment where all pupils can develop into healthy, ambitious and confident learners who are digitally competent and value and respect the diversity of the world around them.

School Aims / Nodau'r Ysgol

- To enable pupils to acquire knowledge and skills relevant to adult life and employment in a fast changing world.
- To empower pupils to use language and number effectively in their everyday lives.
- To inspire pupils to develop lively enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills.
- To, instil respect and understanding of other races, religions, moral values and ways of life.
- To enable pupils to understand the world in which they live and to understand the interdependence of individuals, groups and nations.
- To enable pupils to appreciate human achievements and aspirations
- To develop a sense of their own significance, with the capacity to act as an interdependent, self-motivated person or the ability to function as a contributing member of a co-operative group
- To inspire and support all pupils and learners to become Life Long Learners.

When your child starts at Penygawsi Primary School, they will enter a school community that places equal value on all its members.

We place a great emphasis on caring and sharing and all pupils are encouraged to show respect for themselves and for one another. Pupils are also encouraged to speak the truth at all times and to be polite and courteous to other pupils, adults or visitors to the school.

We always stress that pupils should do their best in all that they do and to discuss with teachers any aspect of their life that may make them anxious or unhappy.

The school promotes good attitude and behaviour by-

1. Encouragement and praise in assemblies and in the classroom.
2. Rewarding achievements with certificates; for example - Seren Yr Wynthos, Morals Award,
3. Using a monthly moral to guide working in assemblies and classrooms

The school has an agreed behaviour and discipline policy that promotes good behaviour and attitudes to fellow pupils.

Starting School / Dechrau'r Ysgol

ADMISSION POLICY / POLISI DERBYN

The entry to our school is controlled and administered by an 'Admissions Authority.' In respect of Penygawsi Primary School the Admissions Authority is Rhondda Cynon Taf LA. The traditional catchment area for our school is the Penygawsi and Southgate Estates, the boundaries being Cross Inn Road and Talbot Road to the north and the new Cardiff Road to the west. Clarification can be sought from the school or the Admissions Authority.

Children are normally admitted to the school in the September after their third birthday. However, they will be considered for admission the term after their third birthday if the school is able to accommodate them, subject to the decision and approval of the Admissions Authority.

Further clarification on the admission process can be found in the LA Starting School booklet or from the LA admissions manager.

PRE-ADMISSION ARRANGEMENTS

- (i) An appointment may be made with the head teacher for prospective parents and pupils to visit the school. **Due to Covid 19 this is currently not possible.** (Please note that the Local Authority is the Admissions Authority and makes all decision in relation to school admissions. The school will not be able to provide any indication of likelihood of a place being available when you are visiting the school.)
- (ii) Parents of pupils who have been offered a place at our school are invited to discuss the programme of learning in the nursery class during a meeting in June. Opportunities are given to see the school, ask questions, receive information about school uniform and meet with the afternoon provision and after school club leader.
- (iii) Children will be invited to spend some time in school during the term before they begin. They will meet their teacher, some of their peers and have the opportunity to join in some classroom activities.

SCHOOL HOURS

Morning Session Foundation Phase	09:00 - 12:45
Morning Session Key Stage 2	09:00 - 1:00
Lunchtime Foundation Phase	12:45 - 2:00
Lunchtime Key Stage 2	1:00 - 2:00
Afternoon Session Foundation Phase	2:00 – 3:30
Afternoon Session Key Stage 2	2:00 – 3:30

Due to Covid 19 there is staggered start and finishing times as part of the agreed risk assessment by the Governing Body. The amended times are as follows;

- **Surnames A-L 8.50-3.15pm Surnames M-Z 9.00-3.30pm.**
- **Information about drop and pick up areas can be found on the school blog.**

PARENT TEACHER ASSOCIATION

We are very lucky to have a hard working Parent / Teacher Association that meet regularly. Its purpose is to organise money raising events and social gatherings for both children and parents. All children benefit from the activities as the money raised is spent on them. Every parent is automatically a member. Information on events is passed to all parents by means of “pupil post”

or by publication on the school blog. They also have their own advertising board at the entrance of the school, where details of how to contact them is posted. Lots more information about events is listed on the PTA page of the school blog.

PARENTS AND THE SCHOOL

At Penygawsi we know that education is most successful when the school, parents and pupils work in partnership. Opportunities are available for parents to attend Open Evenings to discuss their child's progress as well as Curriculum Evenings, PTA events and sporting events. **Due to Covid 19 restrictions phone calls have been made for teacher-parent meetings and PTA events are held in class bubbles with donations made through Paypal.**

Please do not hesitate to contact us if you have any queries or problems. A telephone call prior to a visit would be appreciated to make sure that an appropriate member of staff is available to give you the appropriate time and attention you require.

We endeavour to keep you fully informed of events and of your child's progress in school. There are two open evenings each year and a full written report is sent home during the summer term. Pupils with Individual Education Plans have further opportunities to meet with the class teacher and Additional Learning Needs Leader, to review and monitor their child's progress.

Communication with Parents

Our School Blog (<http://www.penygawsipri.blogspot.com>) is the main method of informing parents of school news and events. Newsletters and special notices may be sent home to inform parents of particular events, important news and to support the information provided on the blog. We use a 'texting' service to inform parents of events or important information. If you are unable to access the internet or receive text messages, we will make information available in paper form. We also use our school's twitter account.

The Governors provide a written report to parents each year on various aspects of the school. There is also the opportunity for parents to express a preference to have a meeting to discuss the report. If sufficient parents request a meeting, it is held during the second half of the summer term.

THE SCHOOL AND THE COMMUNITY

We see the school as an integral part of the community. Various people come into the school to make the children aware of their environment, e.g. the police, firemen, representatives of religious denominations and older members of the community. We also endeavour to take the children out of school wherever this is possible and educationally beneficial.

Pupils at Penygawsi School, subject to meeting the LA admission criteria, generally attend either Y Pant Comprehensive School in Pontyclun or Bryncelynnog Comprehensive School in Beddau. Bryncelynnog is classed as our transition school. However, the school your child attends after Penygawsi will depend on which part of our catchment area you live in. Please ask the school if you require further information. Both schools are very successful schools and we work closely with them both. Meetings take place regularly to discuss curricular and transitional matters. Arrangements are made for children to attend Bryncelynnog or Y Pant on several occasions when they are in Years 5 and 6 and secondary staff come to school to talk to the children and answer questions.

The school has good links with the community and is involved with various business, churches and organisations in Llantrisant and Talbot Green.

Curriculum Organisation and Content

THE CURRICULUM

The word curriculum means anything that a child learns in school.

It is our aim that the curriculum at Penygawsi Primary School fosters the all-round development of our pupils. Pupils should find within the school's curriculum a means of developing their individual personalities in order for them to reach their "maximum potential", and in particular, the skills, attitudes and knowledge that will meet their future needs.

The curriculum experienced by pupils in our school is delivered through a mixture of themes that contain many areas of the Wales Curriculum 2008. We focus on the development of Literacy and Numeracy skills throughout the curriculum and provide a curriculum rich in experiences as well as knowledge. The school is currently preparing for the Curriculum 2022 which is in draft form, following recommendation from the Donaldson Report.

The curriculum is divided into 2 Key Stages: The Foundation Phase (3—7 years) and Key Stage 2 (7—11 years).

THE FOUNDATION PHASE

The Foundation Phase is very important, as it lays the foundations for further development at Key Stages 2. Parents play a particularly important part at this stage of their child's education, and strong partnerships and communication are encouraged between school and home.

The children learn through teacher directed activities and child initiated activities, with a great emphasis placed on active learning and learning through play. A strong emphasis is placed at this stage on the acquisition of language skills and personal and social skills. All pupils are given access to the seven areas of learning: personal, social development, wellbeing and cultural diversity, language, literacy and communication skills, mathematical development, Welsh language development, knowledge and understanding of the world, physical development, and creative development.

Staffing levels in the Foundation Phase work towards the Welsh Government aspirational ratio of 1 member of staff to 8 pupils in nursery and reception. In Year 1 and 2 the ratio is 1 member of staff to 15 pupils.

We have a strong ethos of providing learning experiences which promote Literacy and Numeracy. Pupils are encouraged to take an early interest in reading and writing and have regular opportunities to visit these areas of learning. Mathematical development is built into the curriculum and number skills are introduced early to ensure that pupils can build on these skills as they progress through the Foundation Phase.

Reading skills are promoted early. Our Read Write Inc scheme is very successful in introducing reading to younger pupils and nearly all of our pupils have a reading age equal to or greater than their chronological age by the end of the Foundation Phase.



KEY STAGE 2

Pupils are seven when they move to Key Stage 2. All pupils are taught the subjects in the Wales Curriculum 2008. These include the **core subjects**: English, mathematics, science, and Welsh, and **foundation subjects**: information technology, design and technology, history, geography, art, music, physical education and religious education. Pupils also follow a programme of personal and social education.

The curriculum is planned to be interesting and stimulating. All subjects are taught through themes and literacy, numeracy and digital competence skills are developed across the range of subjects in each theme.

Each class has a timetable and English and mathematics skills are generally taught in the mornings. Increasingly, English and mathematics are developed across the whole curriculum using a wide range of opportunities to use and develop the skills in other subject areas.



Literacy and Numeracy Framework

The Literacy and Numeracy Framework was introduced to school in September 2013. The framework requires that the teaching of literacy and numeracy is planned for across the curriculum. It also provides a guide on the skills that pupils should expect to have at the end of each year group. At Penygawsi we welcome the framework as it supports our ethos and methodology of teaching skills across the curriculum.

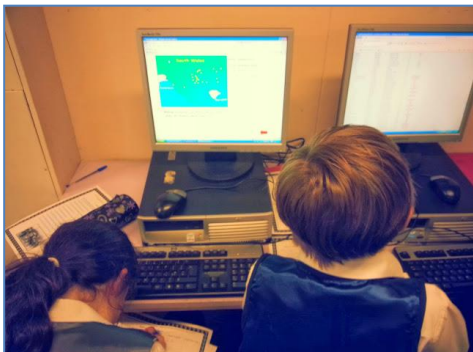
Skills

There are a wide range of skills developed at our school. There are the basic skills of communicating, reading, writing, and number. There are also the skills that the various subjects require pupils to have to be successful.

There are also other skills that are important for pupils to master to ensure they achieve their potential and become lifelong learners. These include problem solving and thinking skills, being able to understand their progress in learning and the skill of being an independent learner. At Penygawsi we plan our curriculum so that it is rich in opportunities to use and develop these skills. Great emphasis is placed on developing children's thinking skills, working collaboratively and learning how to learn. We also encourage the children to look for the links in their learning and develop skills which they can apply across the curriculum

IT and Digital Competencies

The use of information technology has been an important part of our pupils' lives for many years. At Penygawsi we utilise Microsoft and Apple technology products so that pupils are taught a range of IT skills. The development of IT skills is important so that pupils can use them effectively to support their learning across the curriculum. To support this area further we continue to invest in new and emerging technologies.



LEARNING AND TEACHING

The Teaching and Learning Policy at the school has a natural emphasis on a range of learning styles and we encourage pupils to take increasing responsibility for their own learning through the setting of targets, utilising self, peer and teacher led assessment.

Within the Wales Curriculum 2008 there is no minimum time allocated for each subject. However, the total time available for teaching, excluding breaks and collective worship, is approximately 23 hours for juniors and 21 ½ hours for infants.

Within this time, the core subjects of English, mathematics, science, Welsh, personal and social wellbeing and cultural diversity are given prominence on the timetable with a balance being struck between the skills necessary to carry out tasks and knowledge and understanding. Religious Education and Physical Education, as statutory subjects are also taught weekly. The other curriculum areas are taught in a holistic subject based approach. Literacy, numeracy and digital competency are key features of all subject areas.

Children learn through a variety of methods - direct teaching, interactive groups and paired activities or individual tasks. They also have the opportunity to learn with children who are at the same stage of learning as them, irrespective of their age. The use and development of thinking skills and problem solving feature predominantly in the curriculum. Increasingly ICT is used as a vehicle for teaching and learning. The school also promotes active learning through planned educational visits. These may include: -

Techniquest	Local businesses and area
Caerleon Roman Museum	Places of Worship
St Fagan's Folk Museum	The coastline
Welsh Water Environmental Centre	Cardiff Castle

In addition we invite people and organisations into the school to perform for, work alongside or to speak to the children. These include: -

Nurse, Librarian, Fire Service, Road Safety, Police Liaison Officer, Local artists

THE CORE SUBJECTS

LITERACY AND ENGLISH

English consists of speaking and listening (communication skills), reading and writing.

Children are encouraged to listen attentively and with understanding and to develop the ability to communicate clearly and fluently in ways appropriate for various occasions and purposes.

In Penygawsi children take part in a structured programme of reading experiences. We use a variety of strategies to develop reading so that a child is able to use his/her strengths to progress. We promote reading activities from the nursery and build on these throughout the school. This focuses on developing understanding and promoting confidence. We believe that it is important to encourage pleasure in reading alongside skill. As children develop as readers they are introduced to verse and reference books with higher order reading skills such as comprehension, skimming and scanning introduced along the way.

The main reading scheme in school is Read Write Inc. This is support by a home programme based on Oxford Reading Tree. Children access reading as soon as they show they are ready. This in line with foundation phase principles. There are a number of “big books” in school that are used to help with reading and the enjoyment of literature. These are also used as models for writing.

Challenging opportunities are presented to the children for producing many different kinds of writing, e.g. stories, poems, letters, factual accounts, descriptions, daily events, etc. In carrying out these tasks, punctuation, grammar, spelling and handwriting are taught so that written work can be accurate and well presented.

The development of communication skills is planned for across the curriculum.



NUMERACY AND MATHEMATICS

It is important that a child should know how to use the four arithmetic rules using his/her knowledge of number, place value, multiplication tables and different units of measurement and should be able to apply them with speed and efficiency.

A child should know how to think for him/herself and solve problems mathematically using appropriate concepts.

A child should understand the applications of mathematical ideas in various situations in home, classroom, school and local areas and should be able to use calculators and computers where appropriate.

In Penygawsi we use Big Maths and Badger Maths as our main resource along with teacher produced materials and interactive software.

Importance is placed on mental calculations, thinking and problem solving and these are evident in all classes.

SCIENCE

In Science our approach is to try to arouse enthusiasm and curiosity. Children carry out simple, safe and interesting practical work individually and in groups to develop investigative skills of prediction, observation, measurement, recording and evaluation. Understanding of scientific concepts and knowledge is developed through practical work where possible.

We also encourage children to respect the environment, living things and to pay due care and attention to safety when carrying out practical tasks.

FOUNDATION SUBJECTS

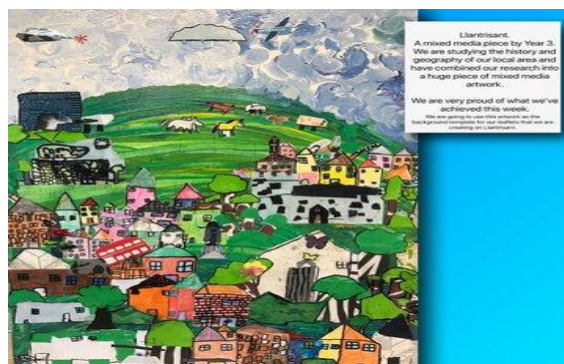
The foundation subjects of information technology, design and technology, geography, history, art, music and physical education have programmes of study which lay down the skills and knowledge to be taught. Increasingly these are taught not as discrete subjects but collectively in carefully planned units of work designed to develop skills and promote understanding.

WELSH 2nd LANGUAGE

All pupils are taught Welsh as a second language. Our aims for the pupils, in addition to

becoming increasingly confident in speaking, reading and writing the language, are that they are made aware of their rich culture and heritage and appreciate that the language is used widely in their own locality.

Pupils are taught Welsh every day through set lessons, assemblies and the use of incidental Welsh both in the classroom and throughout the school.



RELIGIOUS EDUCATION

Every school is required by law to teach this subject and we follow the agreed LA syllabus at Penygawsi. R.E. helps to contribute towards children's moral development and towards the understanding of other cultures.

The school delivers a Religious Education Programme of Study that is broadly Christian in character. Collective worship takes place daily, promoting the spiritual, cultural and moral development of pupils. Assemblies are led by the Headteacher, staff, and visitors to the school or the children themselves. Parents wishing to withdraw their children from Religious Education or collective worship should contact the Headteacher.

HEALTH EDUCATION

A programme of Health Education is taught throughout the school as part of the curriculum. Health visitors, dentists, doctors and nurses may visit the school to give talks, demonstrations or show videos.

SEX and RELATIONSHIP EDUCATION

The school's programme of Sex and Relationship Education, as agreed by the Governing Body, is linked with areas of the National Curriculum and Personal and Social Education. It reflects the needs of pupils as they develop and grow into young adults. Parents may view the policy and discuss the teaching materials used. Parents currently have the right to withdraw their children from sex education, should they so wish. The current Sex and Relationship Education is being reviewed by Welsh Government.

ADDITIONAL EDUCATIONAL NEEDS

The school has a policy for the education of pupils with additional educational needs. Teaching staff monitor carefully, the development of pupils in their care and take steps to ensure that pupils with additional educational needs are given every opportunity to make educational progress. The school may involve outside agencies to assist with the appropriate assessment of pupils' needs and in developing programmes of support for those pupils e.g. educational psychologist, health visitor, speech and language therapist, behaviour support teachers. Parents are encouraged to play a full part in all decisions involving their child. We aim to offer a broad, balanced and relevant curriculum to all pupils regardless of ability or disability.

The school adheres to the Code of Practice for children with special educational needs and reviews targets set for children twice a year.

Children who experience difficulty with their learning receive extra support through the implementation of targeted Learning Support Sessions. Groups of pupils are also supported by learning assistants in the classroom.

The school implements a range of highly successful 'Catch Up' programmes for pupils who require additional support with the development of their reading and mathematical skills.

We also provide tailored support sessions for pupils identified as requiring additional support. Our Additional Learning Needs Coordinator, Mrs Black is currently ensuring we have preparing for the ALN system set out in the Act which will be fully implemented over a three-year period. The implementation period is expected to run from September 2020 to August 2023.

ASSESSMENT

Assessment for Learning and Assessment of Learning are both key aspects of our work at Penygawsi.

Assessment for Learning are the skills we provide the children for them to be able to know what they are learning, what they need to do to be successful and how they can take control of their learning by knowing what skills they need to develop next. These skills start to be developed when they start in school at three and progress and become more involved as they progress through the school.

Children's progress in all skills and subjects is assessed on a continual basis. Teachers regularly record results from assessment information and ensure that individual records of progress are kept to inform their planning and to report progress to parents.

We have an electronic tracking system that tracks progress in the core subjects. We also use standardised assessment data to ensure that all pupils make good progress each year.

We are required to formally report on the progress of pupils at the end of the Foundation Phase and at the end of Key Stage 2. This is published in the Governors' Annual Report to Parents.

All schools in Wales are now required to carry out formal assessments provided by the Welsh Government in Literacy and Numeracy for pupils from 7 to 11. The results are reported to parents at the end of the summer term.

We hold Parents' Evenings in the autumn and spring term. Parents are invited to view their child's work and to discuss his/her progress with the class teacher.

The school provides written reports to parents towards the end of the academic year. Pupils are involved in evaluating their progress and parents are asked to respond to the report. Where there are ongoing concerns parents are able to meet with teachers following receipt of the written report.

PRIVACY NOTICE / GDPR

The school has an appropriate Privacy Policy which explains what data we hold on pupils and how it is used.

SOCIAL AND MORAL DEVELOPMENT

This is taught as part of Personal and Social Education at Key Stage 2 and Personal, Social Wellbeing and Cultural Diversity. Children are encouraged to behave with courtesy and good manners. It is important children are able to make easy social contact with other children and with adults in a variety of situations. Children need to be able to react to circumstances appropriately, e.g. by offering help to young and old, dealing with emergencies, etc. They should be taught to be careful with and respectful of their own property as well as that belonging to the school and other people.

Children need to acquire a set of moral values on which to base their own behaviour such as honesty and truthfulness. They should be generally obedient to parents, teachers and all reasonable authority and they should be taught to keep rooms, areas, books and their own possessions tidy at all times.

We believe that education today should prepare our children for the lives they will lead tomorrow. Care for the environment and healthy living is encouraged at all ages. The school has been awarded the Eco School Platinum Award for its Eco work and has a very efficient Eco-committee.

Older pupils are given more responsibility in the day-to-day activities around the school.

Opportunities are given to develop skills in citizenship and children experience elections and working as part of a team. A very active school council has been established where pupils are given an opportunity to participate in decision making within the school. In the last school year they prepared new school rules which were contributed to and agreed by all.



SPORT

The school has a large playground and school field where pupils can enjoy a variety of games. We encourage our children to take part in a wide range of sporting activities both within the school and locally. Pupils in Key Stage 2 classes receive swimming instruction at Llantrisant Swimming Pool. Pupils are able to take part in netball, cross country and football.

We aim to develop positive attitudes to sport and P.E. and make every effort to help pupils acquire appropriate skills and to foster team spirit. We recognise and celebrate sporting achievements by all pupils.



ADDITIONAL ACTIVITIES

We attempt to make children aware of the difficulties of others and of ways in which they themselves can help. We regularly help various charities through fundraising activities each year.

St. David's Day is a special day in the school. The children, in their nominated houses, take part in various activities throughout the day. A concert is then held at the end of the afternoon.

Pupils in the school take part in various concerts and assemblies through the year which are well attended by parents and members of the community including local Senior Citizens.

In the summer, all pupils take part in a Sports Day.

ECO SCHOOL

Penygawsi Primary is an Eco-School and achieved its PLATINUM AWARD.

We are aiming to achieve our next award in the summer 2021.

We aim to develop in the children an awareness of issues concerning the environment and from time to time will be informing you of our progress in reducing litter, minimising waste, conserving energy and developing the school grounds etc.



Further Information / Gwybodaeth Ychwanegol

EQUAL OPPORTUNITIES

The Governing Body of Penygawsi Primary School accepts its duty to exercise the statutory obligations, as outlined in the Equality Act 2010, to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Governing Body has due regard to advancing equality and to this end accepts its specific duty, as stipulated within the specific regulations for Wales Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 *WLGA June, 2011*.

The school has a Strategic Equality Plan which promotes equality of opportunity for every member of its community, irrespective of race, gender, creed, ability or disability.

PUPILS WITH DISABILITIES

At Penygawsi Primary School we are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life.

The achievement of disabled pupils and students will be monitored and we will use this data to raise standards and ensure inclusive teaching. We will make reasonable adjustments to make sure that the school environment is as accessible as possible.

At Penygawsi Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

In seeking to be a fully inclusive school, we will endeavour to create an environment which does not adversely affect any member of the school community, and which promotes enjoyment and achievement for all. In March 2020, ESTYN reported that: 'The wellbeing of pupils and their attitudes to learning is an outstanding feature of the school.'

SAFEGUARDING AND CHILD PROTECTION

Schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:-

- has a SAFEGUARDING, CHILD PROTECTION and PREVENT policy and staff trained to implement procedures to protect children;
- makes parents or carers aware of its child protection policy through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if the school believes that the child or other children may be at risk of significant harm;
- endeavours to work with parents/carers regarding the welfare of their child and remains impartial if a child is being or has been referred;
- helps parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and
- keeps the parents or carers informed of the welfare and educational progress of the child

On 1 September 2006, *section 175 of the Education Act 2002* came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government. Independent schools are required to meet equivalent requirements under standards introduced under the terms of *section 157 of the Education Act 2002*.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, to seek their agreement to making a referral to social services. However, this will only be done where such a discussion and agreement will not place a child at increased risk of significant harm.

Advice will be provided by the local social services department in consultation, where appropriate, with the police. The designated child protection person at the school will clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any

referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer you may sometimes feel alone, but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

You may find the following helpful:-

- make time to talk and listen to your child;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything they feel is wrong;
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk

This advice is provided following the guidance to parents guidelines in the documents:

- Safeguarding Pupils in Education
- Working Together under the Child Care Act.
- Prevent Duty Guidance for England and Wales

If Parents would like further information they can contact the school or make an appointment to see the Headteacher who is the Appointed Person for Child Protection.

SCHOOL SECURITY

Every effort is made to ensure the safety of all pupils and staff at the school. The school's Health and Safety officer monitors safety and security issues and reports regularly to the Governors. Motor vehicles, apart from staff and deliveries are prohibited from entering the school drive.

All the access doors to the school are locked during the day except for break times and lunch time. All visitors, without exception, are asked to report to the secretary who will then deal with your requests appropriately.

CHARGING AND REMISSIONS POLICY

The school has a Charging and Remissions Policy which, in accordance with Welsh Government Regulations, requires a voluntary contribution towards the cost of certain extra-curricular

activities e.g. school excursions, visits etc.

EDUCATIONAL VISITS

The school believes that taking children on educational visits greatly enhances their learning experiences and improves outcomes.

Teachers organise educational visits on a regular basis to supplement their classroom teaching. In so doing, they are able to make use of specialised equipment, artefacts and expertise and immerse the children within a learning experience. The school makes every effort to support these trips financially but will usually ask for a donation to cover costs so that a greater number of these activities and visits can take place.

Examples of education visits taken each year include.

- Local environmental walks
- Visits to local shops and churches
- Welsh Water Environmental Centre
- Big Pit
- Techniquest
- St Fagan's Folk Museum



EXTRA CURRICULAR ACTIVITIES

Seasonal celebrations take place each term, e.g. Harvest Festival, Christmas concert, Carol Service and St. David's Day concert, World Book Day, Shwmae Day.

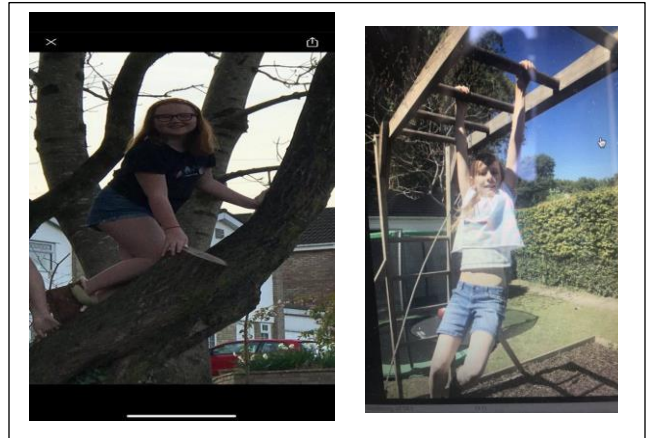
Older children may take part in the following activities:

- Math Club
- School Choir
- Music lessons
- Swimming
- Road Safety
- Sports



Music lessons are provided by the local authority and Cardiff and Vale Music Service. There is a fee for pupils accessing these lessons. More information can be obtained from the school office.

Where possible, clubs are provided at no cost to the parents. However, where provision is provided by third party companies' parents will be asked to make a contribution to the costs in line with our Charges and Remissions Policy.



MOBILE PHONES

Children are not permitted to bring mobile phones to school unless there is a valid reason such as they are walking home or visiting a friend after school and need to contact home. All mobiles brought to school must be handed to the secretary in the morning and collected at the end of the school day.

SCHOOL UNIFORM

Pupils are required to wear school uniform. Governors feel that school uniform promotes equality, removes gender, race, religious and social barriers and provides a school with a unique identity which is recognised by the community and of which the pupils can be proud.

It is widely recognised that children who wear school uniform are more likely to:

- conform to school rules
- find school a more positive experience
- have a higher average attendance figure
- achieve their potential

School is a place of work and learning and parents are asked to support the school in not allowing their children to wear jeans.

If families are in receipt of free school meals please ask the school office for information about financial support for school uniforms.

The school uniform is :-

Navy blue sweatshirt, fleece or cardigan

White polo shirt

Grey or dark trousers / Grey skirt

In the summer dark shorts and white polo shirt/ blue and white gingham dress can be worn.

Black or dark footwear (trainers or shoes)

Pupils must wear navy shorts and a white T-shirt for P.E. For safety reasons pupils are asked to do indoor P.E. lessons in their bare feet. Jewellery must be removed for P.E. lessons and long hair tied back.

A range of school uniform can be bought from CMS Teamwear, Coedcae Lane, Pontylcun.



SCHOOL MEALS

School meals are prepared on the premises and are available at a cost of £2.55 per day for all children (Correct as of September 2020. School dinners are payable online and you will receive your child's online payment number via the school office.

Children who do not wish to have school meals may bring their own packed lunches. All drinks must be brought in plastic bottles and must not be fizzy.

Information about eligibility for free school meals may be obtained from the school office or from the RCT website;

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Freeschoolmeals.aspx>

The school employs seven supervisory assistants to supervise the children throughout lunchtime.

SCHOOL MILK

All Foundation Phase pupils are entitled to free milk in school.

ATTENDANCE

The school places a great deal of emphasis on the benefits of attending school regularly and pupils are expected to attend school every day. Our whole school attendance was 96.3% in 2019/20. Our Target is 96.8%

- ✓ If a pupil is ill, parents must inform the school by phoning the secretary on the first morning of their absence. When returning to school, children must bring a letter from parents to explain their absence.
- ✓ The school secretary must be informed of hospital or dental appointments in advance so that the register can be marked appropriately.
- ✓ The school aims for every pupil to achieve a minimum of 97% attendance throughout the year. Where attendance falls below 90% parents will receive a letter from the school informing them that attendance needs to improve.
- ✓ Where attendance falls below 85%, parents will receive a letter from the school and will be referred to the Education Welfare and Wellbeing Officer.
- ✓ The Welfare and Wellbeing Officer checks the registers on a regular basis to establish that children attend school regularly.

FAMILY HOLIDAYS

If a family holiday is planned during the school term the school must be informed using the Holiday Request Form beforehand and agreement received from the Headteacher. It must be emphasised that some work will be difficult to repeat on a child's return and therefore absences should be avoided if at all possible. A maximum of 10 days annually for holidays can be authorised by the Headteacher and Governor responsible for attendance.

The Welsh Assembly states that holidays should be taken as blocks of 5 or 10 days and that school must not authorise holidays which are usually taken as odd days or regularly on Friday or Monday. Holidays will not be authorised if attendance is below 95% or if there is a regular pattern to absences or lateness.

PUNCTUALITY

Punctuality is to be encouraged as it sets good standards for life and also because valuable teaching time can be lost if children are late for school.

The bell for the beginning of the day rings at 08:57. Children are expected to be in school before the bell rings. The school day starts promptly at 09:00 with registration. The first lesson starts before 09:05. The yard gates are locked at 09:05. Any child arriving at school after this time will need to go to the main office to sign the late book.

Parents will be contacted if lessons are disrupted by their children's lack of punctuality.

MINOR INJURIES

Members of staff always supervise the children during playtime. All injuries are reported to the teachers on duty or the Supervisory Assistants at lunchtime. Minor injuries will be attended to by the persons on duty. All other accidents, along with head injuries will be reported to the qualified First Aider and the Headteacher. All head injuries, with the exception of very minor knocks, will be reported to parents so that they can direct the school on the next course of action. All members of staff have received first aid training. In addition there are nominated first aiders who have received the full three day training; Mrs. Harries, Mr. Ball and Mrs Hawkes.

ILLNESS

Children should be sent to school unless they are too ill to attend. Children will be fine in school with minor sniffles or colds. However, children showing symptoms of illness apart from colds should be kept home from school. It is also unwise to send your child back to school too soon after illness. In the case of sickness and diarrhoea children must be kept off school for 48 hrs after the symptoms stop.

If a child becomes ill or has an accident in school we may find it necessary to contact the parents. For this reason we ask that you supply us with home and emergency (work) numbers and ensure that these are kept up to date throughout the year.

In cases where a doctor has described an illness as highly infectious the school must be informed immediately.

MEDICATION / ALLERGIES

Only medicines prescribed by the doctor may be administered in school and parents are required to complete a medical consent form prior to any medication being allowed. All medication will be kept in the secretary's office or a fridge in a locked container. No asthma pumps are to be kept in children's bags.

Where children are required to take medication for conditions such as asthma a medical consent form must be completed at the beginning of each academic year. Throat sweets / lozenges are prohibited due to the increased risk of choking.

When pupils are required to take medication, parents must ensure that they take the responsibility to hand the medication to the Secretary. Medication must not be handed to anyone else and must never be left in a child's bag.

All staff receive the appropriate training to deal with allergies and to support the medical needs of our pupils.

LEAVING SCHOOL PREMISES

Children are not permitted to leave the school premises on any occasion without the written permission of a parent and the agreement of the Headteacher. If a parent wishes to collect his or her child during school hours, the parent should inform the school in advance and report to the Headteacher so as not to disrupt lessons.

COMPLAINTS PROCEDURE

We endeavour to work in partnership with all our stakeholders and hope that the need to make a complaint will never arise. However, we recognise that there may be time where a complaint may be made and we will always ensure that they are dealt with quickly and effectively. We would encourage parents to always bring their concerns to the Headteacher in the first instance. Where cases cannot be resolved informally, parents may follow the published complaints policy.

The school has an agreed complaints procedure which follows Welsh Government and Local Authority guidance.

A copy of the Complaints Procedure is available on request from the school or can be downloaded from the school Blog. www.penygawsipri.blogspot.com

BULLYING

The school has an agreed policy on bullying. If bullying does occur, the school follows the recommended practice contained in the policy document. At all stages of discussion, parents of both victim and bully are involved with the Headteacher and teaching staff, in order to resolve the situation. Teachers and Governors are committed to discouraging any form of bullying.

HOMEWORK

The school has an agreed homework policy which can be requested from the school office or can be downloaded from the school Blog. Children are given home tasks on a regular basis. Younger children will be given reading books and spelling to take home while older children will have spelling, times tables and written tasks. The frequency of homework tasks increases as the pupils move up the school.

At all stages parents are encouraged to take an active part in their children's homework and to reinforce the importance of completing the work to the best of the child's ability.

SNACKS

Nursery children are provided with a healthy snack, mainly fruit to eat with their milk/water during morning break. Due to Covid-19 children are currently bringing in their own healthy snack. We will keep you informed of this.

All other pupils can bring a piece of fruit to school to eat during their morning break. As we are a 'Healthy School', no chocolate or crisps should be eaten during break times. Water may be brought to school as a drink. Fizzy drinks are not permitted. Any grapes to be cut in half lengthways.

WATER

Research has shown that children's concentration is improved if they drink water regularly. The school has a policy which allows pupils to bring bottles of water to school so that they may have a drink playtime and during lesson time if required. The bottles must be small and have a sports top so that they will not tip. The children can refill their bottles at the water fountains in the infant and junior areas of the building. Squash must not be added to the water as this reduces children's concentration levels.

JEWELLERY

Children should not wear jewellery to school. If children choose to wear earrings, they are advised that only stud earrings are acceptable.

If children wear additional jewellery to school then they will be asked to remove the items for safe keeping and leave at home. The school will not accept responsibility for the loss or damage to any child's jewellery.

Jewellery worn for religious observance may be permitted. Please discuss any request with the Headteacher.

SMOKING

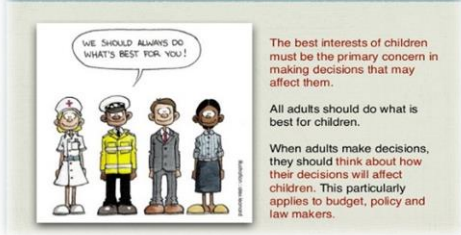
The school operates a 'NO SMOKING' policy throughout all of the buildings and the school grounds. Parents are asked not to smoke in front of children whilst waiting outside the school at the beginning and end of the day.

PASTORAL CARE

Teachers are responsible for the welfare of the pupils in their class. The head teacher has overall responsibility for pastoral care and teachers refer matters of concern to him.

The school also has a moral responsibility to care and protect all its pupils. Where we have concerns, we will discuss these with parents where possible and with Social Services if necessary.

Article 3 Best Interests of the Child



SCHOOL DISCIPLINE AND RULES

The school has a detailed policy on behaviour and discipline which supports the consistent approach to rewards and sanctions.

We promote a positive attitude towards discipline and we endeavour to reward the good whenever possible. This is achieved by awarding stars, stickers, house points and certificates for all kinds of good behaviour and hard work, e.g. kindness, being polite or helpful, trying hard, etc.

A system of assertive discipline is used in the school. Children are involved in the formation of the rules for their class, along with the rewards and sanctions used when rules are broken. Where behaviour is a cause for concern, parents are informed at an early stage so that school and home can work together to improve the situation. Our 'Good to be Green' system at Key Stage 2 supports our assertive discipline policy.

GENERAL SCHOOL RULES

1. **We are kind and helpful**
2. **We listen**
3. **We are honest**
4. **We respect others**
5. **We try our best**
6. **We look after property**

POLICIES, SCHEMES OF WORK AND WELSH OFFICE CIRCULARS

Any parent wishing to see School Policy Statements can do so at any time. The school will respond to any such request within 10 working days. It would be helpful if an appointment were made so that the head teacher could make time available. A small fee to cover the cost of reproduction may be charged. This will be a maximum of 10p per sheet.

IMPORTANT REQUESTS

- ✓ Please supply the school with a telephone number at which you can be contacted or reached through a relative or friend during school hours.
- ✓ Please do not send your child to school if he/she is feeling poorly with the provision “phone me if you are not feeling better”. This guarantees that the child will immediately feel worse and want to go home. A sick child cannot always be kept warm, quiet and comfortable in school.
- ✓ If your child has been away from school and is returning before they have finished a course of prescribed medication, please complete the Medication Request form and bring the medication to school personally and hand it to the secretary.
- ✓ Please do not turn in the driveway or park on the zigzag lines outside the school gates. The safety of children should always come first.
- ✓ Please walk on the main paths and not on the school driveway.

If there is any further information that you require please do not hesitate to contact the school.

*Mrs T Harries
Acting Headteacher*

If you require a copy of this document in large print please contact the school on 01443 237834.