Ysgol Gynradd
Tonysguboriau
Primary School

School Prospectus

Hapus i wneud ein gorau
Happy to do our best



Croeso to Tonysguboriau Primary School.

Choosing the right school for your child is one of the most important decisions you will make as a parent. At Tonysguboriau Primary School, we understand that families want their children to achieve their very best academically while also feeling happy, safe, valued and inspired every day. We are proud to offer a nurturing environment where all children are encouraged to flourish, develop confidence and discover their unique strengths.

At the heart of our school is a commitment to providing a rich and engaging learning experience through the Curriculum for Wales. We strive to develop ambitious, capable learners who enjoy learning, enterprising and creative contributors who embrace new opportunities, ethical and informed citizens who understand their role in the world, and healthy, confident individuals who are ready to fulfil their potential.

Our dedicated and highly skilled staff work tirelessly to create a culture of high expectations, kindness and mutual respect. We are proud of the warm, welcoming atmosphere that visitors often comment upon, where children feel supported to take risks in their learning, celebrate success and learn from challenges. We believe that every child matters and that positive relationships are the foundation of a successful education.

A strong partnership between home and school is central to everything we do. We greatly value the support of parents and carers and believe that working together enables children to achieve the very best outcomes. We aim to build meaningful

relationships with families based on trust, communication and shared aspirations for every child.

Whether you are considering Tonysguboriau Primary School for the first time or are already part of our school community, I hope this prospectus provides a helpful insight into our school. We are immensely proud of our pupils and the many opportunities we provide to help them grow academically, socially and emotionally.

Thank you for taking the time to learn more about our school. I look forward to welcoming you and working in partnership with you throughout your child's educational journey.

Best Wishes

Mrs T Harries

Headteacher



Our vision;

Happy to do our best …

Hapus i wneud ein gorau …

for ourselves, for each other, for our community for our world, for our future!

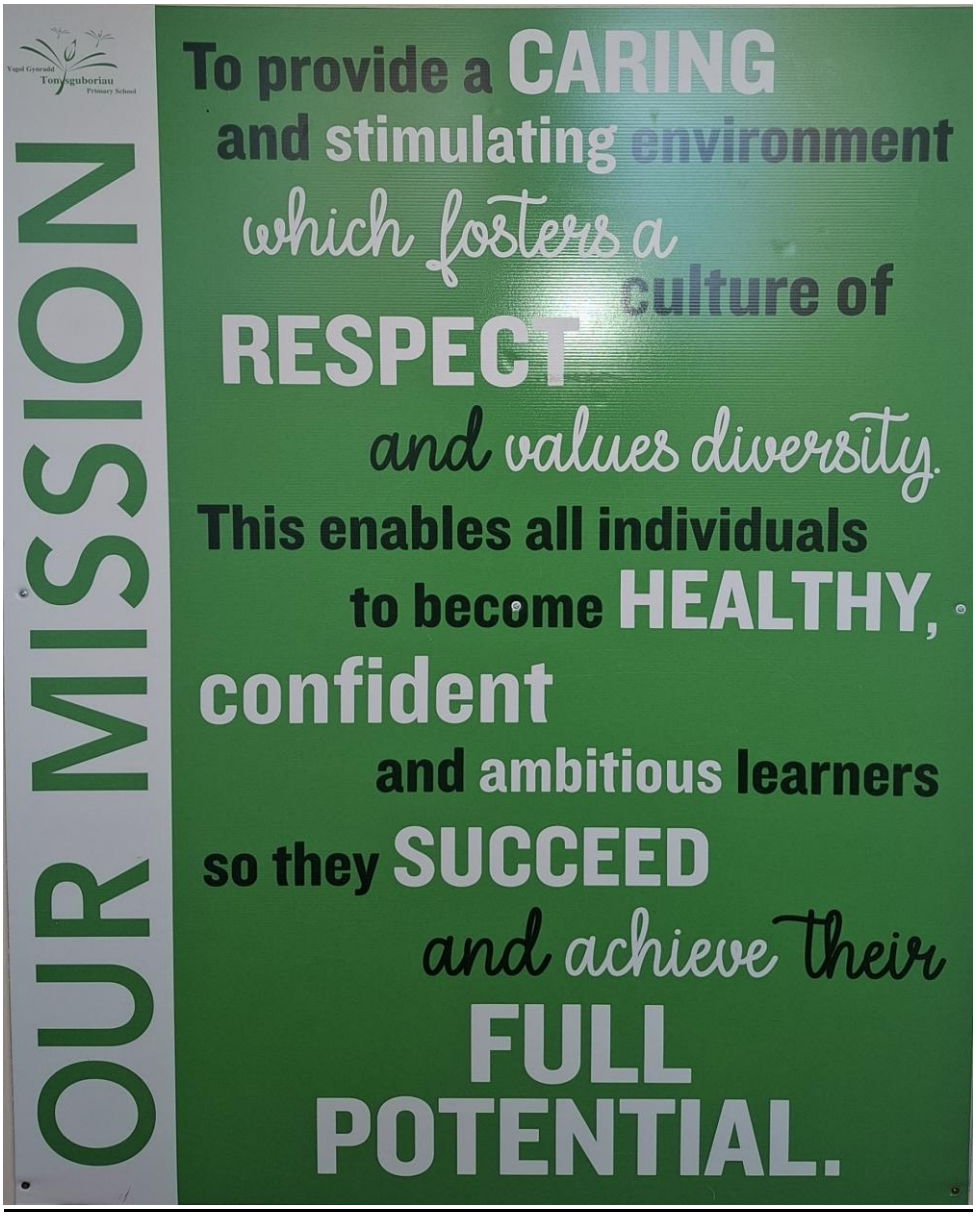
The values that underpin our vision are;

Self-belief, Respect, Honesty, Equality, Kindness, Responsibility, Empathy



Mission

To provide a caring and stimulating environment which fosters a culture of respect and values diversity. This enables all individuals to become healthy, confident and ambitious learners so they succeed and achieve their full potential.



Aims

To develop pupils who are ambitious, capable learners who are ready to learn throughout their lives.

To develop pupils as enterprising, creative contributors who are ready to play a full part in life and work.

To develop ethical, informed citizens who are ready to be citizens of Wales and the world.

To develop healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Behaviour and Relationships

At Tonysguboriau Primary School, our school rules help to create a safe, happy and respectful environment where everyone can learn and thrive. We encourage all pupils to follow our five simple rules:



These rules underpin all aspects of school life and help us to develop confident, responsible and considerate pupils who are ready to learn and contribute positively to our school community.



Our recognition system is fully inclusive and designed to ensure that every child can experience success. Staff recognise and celebrate effort, achievement and improvement at every level, valuing personal progress as much as high attainment

Rewards include raffle tickets, stickers, house points and certificates for good behaviour, hard work and positive contributions to school life. Parents are able to track their child's progress and achievements on hwb, providing opportunities to celebrate

successes and discuss their daily experiences. This helps families support children in making positive choices and overcoming any challenges they may encounter. We value the important role parents play in reinforcing positive behaviour and maintaining a strong partnership between home and school.

At Tonysguboriau, we do not tolerate bullying or anti-social behaviour. We work closely with pupils and families to promote positive relationships and ensure that everyone feels safe, respected and able to learn.

Wellbeing

At Tonysguboriau Primary School, we are committed to promoting the emotional health and wellbeing of both our pupils and staff. We recognise that everyone faces challenges at different times in their lives and may need additional support. We believe that positive mental wellbeing is a shared responsibility, and we work together to create a caring, supportive environment where everyone feels valued, safe and able to thrive.

To further support wellbeing, all classes participate in weekly **Wellbeing Wednesday** sessions. These activities encourage pupils to develop emotional awareness, resilience and positive relationships, helping them to feel happy, confident and ready to learn. Through discussion, reflection and practical activities, pupils are supported to understand their feelings, build confidence and develop the skills needed to thrive both in school and as part of the wider community.

We offer different levels of support:

Universal Support- To meet the needs of all our pupils through our overall ethos and our wider curriculum.

Additional support- For those who may have short term needs and those who may have been made vulnerable by life experiences such as bereavement.

Targeted support- For pupils who need more differentiated support and resources or specific targeted interventions such as wellbeing groups or personal mentors through ELSA or sessions with a therapy dog (Baxter Project).

Admissions (Starting School)

The admissions policy of Tonysguboriau Primary School is in line with the Local Authority and the Welsh Assembly Policies. Full details are in the “Starting School Booklet” or by speaking to an officer from the admissions team on 01443 744000. Applications for places in nursery, reception, and secondary school (Year 7) can be made online here : Applying For A School Place RCT

Applications for a school place need to be made at various stages of a child's education Pre-Nursery, Nursery, Reception and Secondary.

Nursery

All children are entitled to a nursery place from the September following their third birthday. At Tonysguboriau Primary School, we currently offer full-time nursery places. If there are more applications than places available, the Local Authority allocates places according to its published admissions criteria.
Our nursery staff take great care in ensuring that every child has a positive and successful start to school. During the summer term, staff arrange to visit children in their current nursery setting or meet with children and their parents if they do not attend a nursery provision.
We also run a series of 'Link Up' sessions during the summer term for children who will be joining our nursery in September. Initially, children attend with a parent or carer, giving them the opportunity to explore the nursery environment, meet staff and begin to feel comfortable in their new surroundings.
During the final Link Up session, parents and carers are invited to attend an information meeting led by the senior leadership team and nursery staff. This provides an opportunity to discuss the practical arrangements for starting school and ask any questions about daily routines and expectations.

Reception

Parents and carers must apply for a reception place for their child through the Local Authority admissions process. Applications are also required if you wish your child to transfer to Tonysguboriau Primary School from another school during the academic year.
If you would like to transfer your child from Tonysguboriau Primary School to another school, please contact the school office, where staff will be able to provide you with an in-year transfer form and offer any guidance you may need

Secondary -

Children start Secondary School in the September following their eleventh birthday. Applying For A School Place RCT

Changing Schools During the School Year

We understand that changing schools during the school year is a significant decision for any family and can have a considerable impact on a child's education, wellbeing and friendships. In some circumstances, such as a house move, a transfer may be necessary. However, where possible, I would encourage parents to carefully consider all options before making a final decision.

If you are thinking about transferring your child to another school, we would ask that you contact Mrs Harries in the first instance. This gives us an opportunity to discuss any concerns, answer questions and explore whether there is any support we can provide to help your child remain settled and successful at our school.

Should you decide that a transfer is the right choice for your family, please contact the school office and request an **In-Year Admission Transfer Form**. This form should be obtained from your child's current school and not from the receiving school. Once completed, we will forward the form to the School Admissions Team, who will consider the application and advise on the next steps in the transfer process.

Please note that a place at another school cannot be guaranteed until the admissions process has been completed and confirmed. If you have any questions or would like to discuss your child's circumstances, please do not hesitate to contact the school. We are committed to supporting families and ensuring that any transition is managed as smoothly as possible for your child.

Communication

At Tonysguboriau Primary School, we believe that children achieve their best when the school, parents and pupils work together in partnership. We value strong relationships with our families and recognise the important role parents play in their child's education.

We offer a wide range of opportunities for parents to get involved in school life, meet staff and visit the school. These include Meet the Teacher sessions, Parent Progress Meetings, Curriculum Evenings, PTA events and sporting activities.

Please do not hesitate to contact us if you have any questions, concerns or if there is anything you would like to discuss. We operate an open-door policy and are always happy to help. If you wish to visit the school, we would appreciate a telephone call beforehand so that we can ensure the most appropriate member of staff is available to give you the time and attention you deserve.

At Tonysguboriau Primary School, we use the MCAS app as our main method of communication with parents. Through the app, we share messages, newsletters, pupil reports and key calendar dates, helping families stay informed and connected with

school life. If you have any difficulties accessing or using the app, please call into reception and a member of staff will be happy to help.

We also have a school website, Tonysguboriau Primary School Website, where you can find a wide range of useful information, including school policies, key documents and details about school life. Each class has its own dedicated page where you can find updates, news and celebrations of the pupils' achievements and experiences.

In addition, a fortnightly newsletter is shared with parents to keep families up to date with what has been happening across the school. The newsletter celebrates pupils' achievements, highlights important events and shares key information about upcoming activities and opportunities.

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 is held follows shortly.

School Hours

Morning Session Nursery	9.00am – 11.30am
Afternoon Session Nursery	12.40pm – 3.10pm
Morning Session Foundation Phase	9.00am – 11.50pm
Afternoon Session Foundation Phase	12.50pm – 3.20pm
Morning Session Key Stage 2	9.00am – 12.15pm
Afternoon Session Key Stage 2	1.00pm– 3.20pm

There are seven classes:

Class name	Class Teacher	Year group/s
Dosbarth Enfys	Mrs. Brugnoli	Nursery
Dosbarth Gelert	Mrs. English	Reception
Dosbarth Dwynwen	Mrs Powell	Year 1
Dosabrth Llewellyn	Mrs Baylis	Year 2
Dosbarth Dewi Sant	Mrs. Gill	Year 3
Dosbarth Y Draig Goch	Mr. Hussey	Year 4
Dosbarth Caradog	Mr. Jones	Year 5
Dosbarth Branwen	Miss. Larkins	Year 6

Staff Roles and Responsibilities

Name	Responsibilities
Mrs T Harries	Headteacher Strategic planning
Mr B Blears	Deputy Headteacher ALNCo
Mr P Hussey	Curriculum Development KS2 Lead Science and Technology
Mr A Jones	Mathematical Development
Miss Larkins	Health and Wellbeing
Mrs S Gill	Welsh Humanities
Mrs E Baylis	Expressive Arts
Mrs Z Powell	Health and Wellbeing
Mrs R English	FP Leader Literacy, Language and Communication
Mrs L Brugnoli	HLTA
Miss L Collins	Teaching Assistant & ELSA
Miss T Cross	Teaching Assistant
Mrs A Harry	Teaching Assistant
Mrs C Mead	Teaching Assistant
Mrs L Morgan	Teaching Assistant
Miss O Jones	Teaching Assistant
Mrs V Quest	Teaching Assistant
Mrs R Huish	Teaching Assistant
Mrs M Kularathne	Teaching Assistant
Mrs K Tanner	School Clerk
Mrs K Monk	Administrator
Mr L Ellis	Caretaker
Mrs A Thomas	School Cook
Mrs J Edwards	Lunchtime Supervisor

Mrs T Wyatt	Lunchtime Supervisor
Mrs L Howells	Lunchtime Supervisor
Ms L Kiff	Lunchtime Supervisor
Mrs R Nottage	Lunchtime Supervisor
Mrs E Horwood	Lunchtime Supervisor
Mrs C Harrison	Lunchtime Supervisor

Governing Body Composition 2023-2024	
Name	**Responsibilities**
Mr G Tranter	Clerk to the Governors
Mrs T Harries	Headteacher
Mr G Keedwell	Community Governor Chairperson
Mrs J Clarke	Community Governor
Mr N Islam	Parent Governor
Mr G Morgan	LEA Governor
Mrs G Swanton	LEA Governor
Mrs S Duggan	LEA Governor
Mrs S J Davies	Minor Authority Governor
Mr G Black	Community Governor
Mrs A Stringfellow	Community Governor
Mr R Evans	Parent Governor
Mrs S Thomas	Parent Governor
Mrs K Tanner	Staff Governor
Mrs R English	Teacher Governor

Our Curriculum

At Tonysguboriau Primary School, we provide a stimulating, caring and inclusive environment where every child is valued, challenged and supported to achieve their full potential. We aim to develop healthy, confident and ambitious learners who enjoy learning, show respect for others and become successful, lifelong learners.

What We Want for Our Learners

We strive to help pupils:

- Become confident, resilient and reflective learners.
- Develop independence and take responsibility for their learning.
- Work collaboratively and solve problems effectively.
- Build positive relationships and respect diversity.
- Understand and value their local community, heritage and culture.
- Develop academically, socially and personally.

Our curriculum is based on the Curriculum for Wales and is organised through engaging themes within a two-year cycle. Learning is carefully planned to ensure progression in knowledge, skills and understanding across all Areas of Learning and Experience (AoLEs). Lessons are designed to be meaningful, creative and relevant to pupils' lives.

How Children Learn

We provide a wide range of learning experiences including:

- Investigation and problem solving
- Research and discovery
- Independent, paired and group work
- Creative and practical activities
- Educational visits and fieldwork
- Digital learning opportunities
- Debate, discussion and presentations
- Physical activity and sport
- Learning from visitors and experts

Tonysguboriau Curriculum

Languages, Literacy and Communication

There is a strong emphasis on the early development of reading skills, recognising that reading is fundamental to enabling children to access all areas of the curriculum and become successful lifelong learners. We are committed to developing confident, fluent readers and fostering a genuine love of reading from an early age. Through high-quality teaching and a rich reading environment, children are provided with the skills, knowledge and opportunities to enjoy and engage with a wide range of texts. To support early reading and phonics development, we follow the Read Write Inc. programme, which provides a structured and systematic approach to teaching children to read with accuracy, fluency and understanding.

Bilingualism and the Use of Welsh

English is the primary language of communication, teaching, learning and assessment at our school. However, we are fully committed to supporting the Welsh Government's vision and aspirations for developing bilingualism.

At our school, both English and Welsh are valued as functional languages. We actively promote Welsh as a Second Language through both structured learning experiences and informal situations. Welsh is visible and audible throughout the school environment, including during assemblies, concerts, lessons, indoor and outdoor activities, as well as through displays and signage.

We are proud to have achieved the **Siarter Iaith Gold Award in July 2026**, recognising the outstanding commitment of our pupils, staff and wider school community to promoting and celebrating the Welsh language. This prestigious award reflects the excellent work taking place across the school to embed Welsh into everyday learning and school life, encouraging pupils to use the language confidently, naturally and enthusiastically.



Mathematics and Numeracy

The school aims to develop confidence, competence and enjoyment in mathematics through a balance of practical experiences, discussion and mental arithmetic. Maths is taught using a **Concrete, Pictorial and Abstract (CPA) approach**, enabling pupils to build a secure understanding of mathematical concepts by progressing from hands-on resources, to visual representations, and ultimately to abstract methods and symbols.

Religion, Values and Ethics (RVE)

At Tonysguboriau Primary School, we provide a daily act of collective worship in accordance with statutory requirements. Collective worship is wholly or mainly of a broadly Christian character, while recognising and respecting the diverse beliefs, cultures and backgrounds within our school community.

The school follows the guidance provided by Rhondda Cynon Taf Standing Advisory Council on Religion, Values and Ethics (SACRE/SAC). We aim to ensure that collective worship is inclusive, appropriate to the age and understanding of our pupils, and reflects our school values of respect, equality, kindness and empathy. RCT guidance makes a clear distinction between collective worship and Religion, Values and Ethics (RVE) within the Curriculum for Wales.

Parents and carers have the right to withdraw their child from collective worship. If you wish to exercise this right, please make your request in writing to the Headteacher. Appropriate arrangements will then be made for your child during this time. The RCT guidance confirms that withdrawal applies to the daily act of collective worship, rather than statutory RVE lessons.

The school prayer is:

Annwyl Duw caredig,
Diolch and ffrindiau a
Theulu bendigedig
Diolch am ysgol hapus
Diolch am fwyd b
asus
A dwr ffres
Diolch am y gariad
Sydd yn y byd
Bendithiwch ni Duw
Amen

Dear loving God,

Thank you for our friends
And our wonderful families.

Thank you for our happy school.

Thank you for our delicious food
And fresh water.

Thank you for the love
That is in the world.

God, please bless us.

Amen.

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Relationships and Sexuality Education

We are aware that in the development of Relationships Education our main focus is 'on teaching the fundamental building blocks and characteristics of positive relationships, with reference to friendships, family relationships and relationships with other children and with adults. Relationships Education has the following five areas of study that should be covered by the end of primary school and includes detail on what pupils should know • Families and people who care for me • Caring friendships • Respectful relationships • Online relationships • Being safe

RSE is mandatory from ages 3-16 in the new curriculum for Wales in both primary and secondary schools. The RSE code for teachers ensure lessons must be "developmentally appropriate". Under the new curriculum, parents will no longer be able to remove their children from sex education lessons. More information can be found here, RSE Tonysuboriau Primary

School Visits

School visits are carefully planned by teachers and are supported by comprehensive risk assessments, which are completed through the EVOLVE system and approved by the Local Authority where required.

Pupils regularly take part in visits to places of educational interest, enhancing their learning through first-hand experiences and helping them to make meaningful links across the Curriculum for Wales. Every effort is made to keep the cost of visits to a minimum to ensure that all pupils can participate.

In addition, a range of visitors, including theatre groups, musicians and other specialists, visit the school to enrich and enhance the curriculum. These experiences broaden pupils' learning opportunities, inspire curiosity and creativity, and contribute to their personal and educational development.

Additional Learning Needs (ALN) and Inclusivity

In line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018, we are committed to identifying pupils who require additional support as early as possible and ensuring that appropriate provision and interventions are put in place to meet their individual needs.

Our school has an Additional Learning Needs Co-ordinator (ALNCo), Mr Barry Blears, who works closely with class teachers, teaching assistants, external agencies and families to ensure that identified pupils receive the support they need to achieve their full potential. We believe that strong partnership working between home and school is essential in supporting pupils' progress, wellbeing and inclusion.

In accordance with Welsh Government guidance, support for pupils is provided through a graduated approach at three levels:

Universal Provision: High-quality teaching and support available to all pupils.

Targeted Provision: Additional interventions and support for pupils who require help beyond universal provision.

Specialist Provision: More intensive and specialised support, often involving external agencies, for pupils with more complex needs.

The school ensures that appropriate advice and support are sought when a pupil's needs require specialist intervention. We work closely with a range of professionals, including the Educational Psychologist Service and other specialist providers, to ensure that pupils receive the most appropriate support. In a small number of cases, this may lead to further assessment and statutory processes in line with the Additional Learning Needs Code for Wales.

Parents and carers are involved at every stage of the process and are valued partners in planning, reviewing and supporting their child's provision. Through this collaborative approach, we aim to create an inclusive learning environment where all pupils feel valued, supported and able to participate fully in all aspects of school life and the Curriculum for Wales.

Anti Racism

At Tonysguboriau Primary School, we are committed to being an anti-racist school where every child, family and member of staff feels valued, respected and included. We actively celebrate diversity and promote equality through our curriculum, relationships and daily practice. Through the Curriculum for Wales, pupils develop an understanding of different cultures, identities and experiences, helping them to become ethical, informed citizens who challenge prejudice, discrimination and racism.

Each year, pupils take part in learning activities linked to Show Racism the Red Card, helping them to develop a deeper understanding of equality, respect and inclusion. These experiences encourage meaningful discussions about fairness, stereotypes and discrimination, empowering pupils to recognise and challenge racism in all its forms. We

are proud to foster a school community where everyone feels a sense of belonging and has the opportunity to thrive.

Arrangements For Disabled Pupils and Adults

The school is committed to providing an inclusive environment where all pupils, staff, parents and visitors can participate fully in school life. Our building has facilities to support access for disabled children and adults and complies with current accessibility requirements.

We are dedicated to ensuring that all pupils have equal access to the curriculum and to the wide range of experiences and opportunities offered by the school. Where individual needs require specific adjustments, these are carefully considered and appropriate support and reasonable adaptations are put in place to enable full participation wherever possible.

On occasions where health and safety considerations may affect access to certain activities, each situation is assessed on an individual basis. In partnership with parents, carers and relevant professionals, appropriate arrangements and adaptations are agreed to ensure that pupils can take part safely and successfully.

Where necessary, a comprehensive risk assessment will be completed prior to admission or participation in specific activities to ensure that appropriate support and provision are in place.

Pupils with English as an Additional Language

At Tonysguboriau 9% of pupils speak English as an additional language. Few pupils speak Welsh at home. The acquisition of English language is supported in class with intervention and other resources. The best resources are the adults and peers who engage with the pupils.

Supporting and Promoting the Education of children who are looked after (CLA)

The school follows statutory guidelines in the education and support for children who are looked after (CLA). CLA plans are compiled and reviewed with the children and the designated officer for CLA children. The child is supported in setting new targets for their own development via their Personal education plan (PEP). The designated CLA Officer attends review meetings each term and ensures that the legal aspects of access to information for birth parents are adhered to.

Safeguarding and Child Protection

The Designated Safeguarding and Child Protection Officer is the Headteacher, Mrs Harries. In her absence, the Deputy Headteacher, Mr Blears, assumes this responsibility. Any concerns regarding the safety or wellbeing of a child, whether in or out of school, should be reported to the Designated Safeguarding Officer, who will follow

the appropriate procedures. All school staff have access to MyConcern and can use it to record and report concerns. If a concern relates directly to the Designated Safeguarding Officer, the Chair of Governors should be informed. The contact details for Children's Services is MASH 01443 425006 or IAA Team on 01443 743730. Emergency out of duty hours referrals to 01443 743665

Security

The safety and security of our pupils, staff and visitors are of paramount importance. Access to the school building is through the main reception entrance, where all visitors are required to sign in and wear a visitor badge for the duration of their visit. The entrance is secured, and access to the building is closely monitored.

During the school day, all internal gates remain locked to help ensure the safety of pupils. The school site is protected by secure perimeter fencing, and CCTV operates across the premises. Any concerns relating to site security are reported immediately to the Headteacher or, in her absence, the Deputy Headteacher.

Pupils are supervised at all times during break times, lunchtime and while taking part in school activities. Robust safeguarding procedures are in place, and all staff receive regular safeguarding training to ensure that pupils are safe, happy and supported throughout the school day.

Fire evacuation and lockdown procedures are practised termly so that pupils and staff are familiar with emergency arrangements. Daily site safety checks are carried out by the caretaker, and fire safety systems are tested and maintained in accordance with statutory requirements.

Parking

The school operates a Traffic Management Plan and Parking Policy to ensure the safety of all members of the school community. Due to the limited size of the site and the single access and exit point, the car park is reserved for staff and authorised transport supporting pupils with physical disabilities. We kindly ask parents and visitors to park considerately in designated areas outside the school grounds and to help us maintain a safe environment for everyone.

Pupil Voice Groups

Each year, every class elects two pupils to be representatives on each of the Schools pupil voice groups. These are the School Council, Eco-Committee, Reading Champions, Wellbeing Ambassadors and Criw Cymraeg. Pupils also take up other levels of responsibility such as House Captains and monitors within the classroom. The groups meet regularly to share pupils' views, contribute ideas, identify areas for

improvement an d help shape decisions that enhance school life and the wellbeing of the whole school community.



Every child contributes to the pupil voice groups by sharing their opinions and ideas during class meetings, which are then brought to the committees for consideration. They may even be elected as the next class representative! This level of pupil participation encourages children to make a positive contribution to the school community while also developing their understanding of democracy. Pupil voice groups have a strong influence at Tonysguboriau Primary School and play an important role in shaping school improvement and reviewing school policies.

Swimming and Extra Curricular

The school provides a wide range of active, art and chess clubs for pupils. Many of these opportunities are offered outside school hours. Clubs are led by dedicated members who provide a range of free after-school activities for pupils. In addition, external providers, including the Urdd and Fit4Fun Club, offer a variety of after-school activities for which a fee is payable. We strive to provide a varied programme throughout the year, ensuring that opportunities are available to pupils of different ages and interests.



Attendance Information

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 target is currently 95%

- If a pupil is ill, parents must inform the school by phoning the school office on the first morning of their absence or report the absence through the MCAS app, we need to be updated daily.
- The school clerk must be informed of any hospital or dental appointments in advance so that the register can be marked appropriately. Please also state if children are returning to school and need a school meal ordered.
- The school aims for every pupil to achieve a minimum of 95% 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 registers on a regular basis to establish that children attend school regularly

Punctuality

Good punctuality is important as it establishes positive habits for life and ensures that pupils make the most of every learning opportunity. Valuable teaching and learning time can be lost when pupils arrive late to school.

Pupils are welcomed into school from 8.50am. The school gates open at 8.50am and close at 8.57am each day. All pupils are expected to arrive before 8.57am so that they are ready to begin the school day promptly. Registration takes place at 9.00am.

The yard gates are locked at 8.57am. Any pupil arriving after this time must enter through the main reception and be signed in as late. This enables us to maintain accurate attendance records and ensure the safety of all pupils on site.

We work closely with families to promote good attendance and punctuality. Where a pupil's lateness becomes a concern or begins to impact on their learning or the learning of others, the school will contact parents and carers to discuss how we can work together to improve punctuality.

Holidays

Please try and avoid taking a holiday during term time but if a family holiday is planned during the school term the school must be informed using the Holiday Request Form available from the school office 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. If a child takes over 10 days holiday in term time in one calendar year then they will be subject to a fixed penalty notice.

Medication and First Aid Treatment

The school is able to administer medicines that have been prescribed by a doctor. Parents and carers are required to complete a medical consent form before any medication can be administered in school. All prescribed medicines must be provided in their original packaging with the prescription label clearly visible.

When a pupil needs medication during the school day, parents or carers must hand the medication directly to the school office or a member of staff. Medication must never be sent into school with a pupil or left in a school bag.

Medication is stored securely in designated medical boxes or, where required, in a refrigerator located in the staffroom. Individual healthcare plans and medical consent forms are maintained for pupils with ongoing medical needs.

Asthma inhalers must not be kept in pupils' bags. Where a pupil requires medication for a condition such as asthma, parents and carers must complete a medical consent form at the beginning of each academic year and notify the school of any changes to their child's medical needs. It is the responsibility of parents and carers to ensure that medication is in date and to collect and return medicines at the start and end of school holiday periods.

The school has trained first aiders who are available to attend to pupils in the event of illness or injury. If a pupil becomes unwell during the school day or is involved in an accident that requires parental attention, we will contact parents or carers as soon as

possible. It is therefore essential that the school is informed immediately of any changes to emergency contact details, including telephone numbers.

If a pupil contracts an infectious illness, parents and carers are asked to inform the school promptly so that appropriate advice and precautions can be implemented to help safeguard the health and wellbeing of the wider school community.

Accidents

Every effort is made to keep all our pupils and staff safe. If an accident does occur, we have members of staff who are qualified in First Aid. If your child requires treatment beyond that which can be provided by the school, we will contact you immediately. It is therefore extremely important that emergency contact details are kept up to date. If your child has a bump to the head, we will send you a message to inform you. For more serious head injuries, we will contact you by telephone.

Nut Free School

To help protect pupils with severe allergies, Tonysguboriau Primary School is a **nut-free school**. We ask all parents and carers to support this policy by ensuring that pupils do not bring nuts or products containing nuts into school. This helps us to provide a safe environment for pupils with nut allergies and reduces the risk of accidental exposure.
The school has trained members of staff who have received instruction in the administration of adrenaline auto-injectors (AAIs), such as EpiPens. Individual healthcare plans are in place for pupils with severe allergies, and staff receive regular training to ensure they can respond appropriately in the event of an allergic reaction. Emergency medication is stored in accordance with pupils' healthcare plans and is readily accessible when required.

Mobile Phones and Smart Watches

Pupils are not permitted to bring mobile phones to school unless there is a valid reason, such as travelling independently to or from school or needing to contact home after school. Any mobile phone brought onto the school site must be handed directly to the school office on arrival and collected at the end of the school day.

Mobile phones must not be used during the school day and remain the responsibility of the pupil and their family. This policy helps to safeguard pupils, minimise distractions and promote a positive learning environment.

Smartwatches are wearable devices that offer a range of features beyond telling the time, including the ability to send and receive messages, make and receive calls, access

the internet, play music and use health or fitness applications. To support safeguarding and minimise distractions during the school day, smartwatches are not permitted to be worn by pupils on school premises. Any smartwatch brought to school will be treated in the same way as a mobile phone and will be collected and stored securely until 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

The school uniform is; green sweatshirt, fleece or cardigan, White polo shirt, grey trousers or skirt. In the summer children can wear dark shorts and a white polo shirt. There is also the option of the option of a green and white gingham dress. Black or dark footwear (trainers or shoes) Pupils must wear navy shorts and a white T-shirt for P.E. For more information on the purchase of school uniform, please contact Trustmark design and print.

We have a uniform recycling scheme at school. School uniform is available to all families at any time to collect, these include, dresses, jumpers, cardigans, hoodies, shoes and PE kit.

Jewellery

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

Breakfast Club

Breakfast Club is available from 8:00am to 8:30am. Children arriving after 8:30am will not be able to access the provision and should return at the start of the school day at 8:50am.

All children wishing to attend Breakfast Club must have a completed application form before attending. One application is required per household, and parents/carers can

include details for multiple children within the same application. Confirmation of successful applications will be sent by email.

If your child requires any additional support to access the Breakfast Club provision, please contact the school after submitting your application so that their individual needs can be discussed and appropriate arrangements made.



School Meals

School meals are prepared on the premises. Children who do not wish to have school meals may bring their own packed lunches. As a Healthy School, we ask that children do not bring in flavoured water, squash or fizzy drinks for consumption throughout the school day.

All primary school children in Wales can now access **universal primary free school meals**. Free school meals are available to all pupils who attend school full-time.

Although all pupils are entitled to free school meals you may be eligible for the School Essentials Grant. You qualify for eFSM if you receive any of the following benefits:

- **Universal Credit:** If you are working, your net annual household earnings must be **£7,400 or lower** (not including benefit income). *(Note: The Welsh Government is expanding free meals to all secondary pupils on Universal Credit with no income limit, rolling out in phases beginning with Years 7 and 8).*
- **Income Support** or Income-Based **Jobseeker's Allowance**
- **Income-Related Employment and Support Allowance**
- **Guarantee Element of State Pension Credit**

- **Child Tax Credit:** Provided you are not also entitled to Working Tax Credit and your annual household income does not exceed £16,190.

- **Working Tax Credit 'Run-On':** Paid for 4 weeks after you stop qualifying for Working Tax Credit.

  More information can be found here;

  RCT School Essentials Grant

School Milk

All Foundation Phase pupils are entitled to free milk during the school day. For children who are unable to drink cow's milk, a soya milk alternative is also available. If your child has any dietary requirements, allergies or specific nutritional needs, please contact the school so that appropriate arrangements can be made.

Healthy Schools

All pupils can bring a healthy snack 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 or fruit juice may be brought to school as a drink. Fizzy drinks are not permitted.

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 at 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 our water dispensers.

Snacks Permitted at Tonysguboriau

Walking Home and Arrangements for collection

The safety and wellbeing of our pupils is always our highest priority. 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. If someone other than a parent/carer that normally collect the children they will need to advise the school of this arrangement.

We understand that in certain situations, families may wish for an older sibling or another young person to collect a pupil from school. To ensure the safety of all children, we kindly ask that parents or carers provide written consent if this is the case. A form can be found on our school website; Tonysguboriau Consent Forms While there is no legal minimum age for a sibling to accompany or collect a child from school, it remains the responsibility of parents and carers to decide whether this is appropriate for their child.

The NSPCC guidance states that under-16s are generally not recommended to be responsible for younger children for extended periods. Our procedures are in place to support safe and informed decisions. We ask that all parents consider these carefully before giving consent (as advised by the NSPCC) include:

- The maturity of all children involved
- The length and nature of the journey home
- The behaviour of all the children involved
- The relationship between the children collecting or being collected.

Smoking and Vaping

The school operates a 'NO SMOKING/VAPING' 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.

Pets on site

To ensure the safety, wellbeing and comfort of all members of our school community, pets are not permitted on the school site, including the playground, school grounds and building entrances. Assistance dogs are exempt from this requirement; however, we kindly ask that parents and carers contact the school in advance so that appropriate arrangements can be discussed and put in place where necessary.

Parent / Carer Conduct

At Tonysguboriau Primary School, we believe that a strong partnership between home and school is essential in helping every child achieve their full potential. We ask all parents, carers and visitors to treat members of our school community with respect and courtesy, working collaboratively with staff to support pupils' learning, wellbeing and development. The school does not tolerate abusive, threatening or inappropriate behaviour, including misuse of social media, and reserves the right to take appropriate action where necessary to ensure a safe and positive environment for all.

GDPR NOTICE

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

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 extracurricular activities and visits. We ask for a voluntary contribution the cost of the

trip. We always keep costs to a minimum and ensure parents are given plenty of notice. Where visits are costly we provide the option to pay in installments. Parents experiencing financial difficulties are encouraged to contact the Headteacher or school office and we will do our best to help.

Complaints Procedure

Good relations between home and school are important to Tonysguboriau and hope that the need to make a complaint will never arise. However, we recognise that there may be a 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 website.

www.tonysguboriauprimaryschool.co.uk

This prospectus relates to the **2026–2027 academic year**. The information contained within it was correct at the time of publication. However, school arrangements, policies and other information may be subject to change during the academic year.

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

Mrs T Harries
Headteacher

School term times 2026/2027

TERM	FROM	TO
Autumn 2026	Tuesday 1 September 2026	Friday 23 October 2026
Half Term	Monday 26 October 2026	Friday 30 October 2026
Autumn 2026	Monday 2 November 2026	Friday 18 December 2026
Christmas Holidays	Monday 21 December 2026	Friday 1 January 2027
Spring 2027	Monday 4 January 2027	Friday 5 February 2027
Half Term	Monday 8 February 2027	Friday 12 February 2027
Spring 2027	Monday 15 February 2027	Friday 19 March 2027
Easter Holidays	Monday 22 March 2027	Friday 2 April 2027
Summer 2027	Monday 5 April 2027	Friday 28 May 2027
Half Term	Monday 31 May 2027	Friday 4 June 2027
Summer 2027	Monday 7 June 2027	Tuesday 20 July 2027

Tuesday 1 Sept 2026 will be a designated INSET days for **all** LA Maintained Schools. The remaining INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 3 May 2027** for the May Day Bank Holiday.

Significant dates:

- Christmas - Friday 25 December 2026
- Easte - Good Friday 26 March 2027
- Easter - Monday 29 March 2027
- May Bank Holidays
  - Monday 3 May 2027
  - Monday 31 May 2027

School term times 2027/2028

Term	From	To
Autumn 2027	Wednesday, September 1 2027	Friday, October 22 2027
Half Term	Monday, October 25 2027	Friday, October 29 2027
Autumn 2027	Monday, November 1 2027	Friday, December 17 2027
Christmas Holidays	Monday, December 20 2027	Monday, January 3 2028
Spring 2028	Tuesday, January 4 2028	Friday, February 18 2028
Half Term	Monday, February 21 2028	Friday, February 25 2028
Spring 2028	Monday, February 28 2028	Friday, April 7 2028
Easter Holidays	Monday, April 10 2028	Friday, April 21 2028
Summer 2028	Monday, April 24 2028	Friday, May 26 2028
Half Term	Monday, May 29 2028	Friday, June 2 2028
Summer 2028	Monday, June 5 2028	Thursday, July 20 2028

Wed 1 Sept 2027 will be a designated INSET day for **all** LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 1 May 2028** for the May Day Bank Holiday.

Significant dates:

- Christmas - Saturday 25 December 2027
- Easter
  - Good Friday 14 April 2028
  - Monday 17 April 2028
- May Bank Holidays
  - Monday 1 May 2028
  - Monday 29 May 2028

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