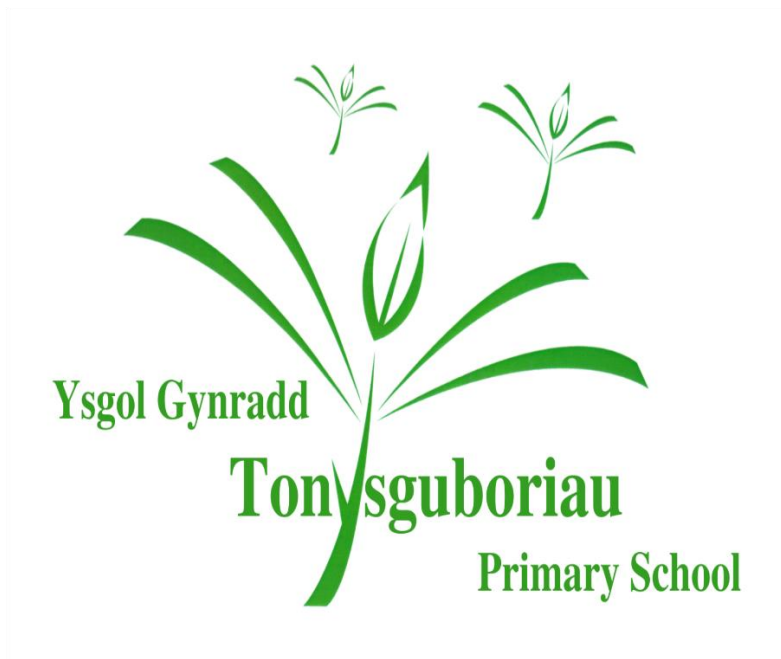


Ysgol Gynradd Tonysguboriau Primary School



School Prospectus 2024

**Hapus i wneud ein gorau
Happy to do our best**

Dear Parents and Carers

Welcome to Tonysguboriau 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 Tonysguboriau 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.

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

Best Wishes

Mrs T Harries

Headteacher

Tonysguboriau Primary School,
Stuart Terrace,
Talbot Green,
Rhondda Cynon Taf
CF728AA

Telephone: 01443 237836.
admin@TonysguboriauPrimary.rctcbc.cymru
[Twitter: @TonysguboriauPS](https://twitter.com/TonysguboriauPS)

Headteacher: Mrs. T Harries

Chair of Governors: Mr G Keedwell

School Classification: Community Primary School

Tonysguboriau Primary is an English Medium School

Admissions Policy

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 in Ty Trevithick on 01443 744000. Dates for applications for admissions are also available from this contact.

At Tonysguboriau, full time places are provided for all children who have reached the age of 3 before the 31st of August prior to the first day of the academic year. If there are more applications than spaces, the local authority (LA) makes the decision to allocate places based on set criteria.

The school advises parents to place their children’s names on a list kept at school. The school then sends out the application form to parents in line with LA time scales.

Parents must apply for places for their children to start in Reception class and if they would like their child to transfer to the school from another mid- way through any academic year.

Applications for Secondary Education should be submitted by the end of October. All admission forms are available online at <https://schooladmissions.rhondda-cynon-taff.gov.uk/>

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.

School Hours

Morning Session Foundation Phase	9.00 – 11.50
Morning Session Key Stage 2	9.00 – 12.15
Lunchtime Foundation Phase	11.50 – 1.00
Lunchtime Session Key Stage 2	12.15 – 1.00
Afternoon Session Foundation Phase	1.00 – 3.20
Afternoon Session Key Stage 2	1.00 – 3.20

Communication with Parents and Guardians

At Tonysguboriau we know that education is most successful when the school, parents and pupils work in partnership. Opportunities are available for parents to attend Parents' Evening to discuss their child's progress as well as Curriculum Evenings, PTA events and sporting events. Please do not hesitate to contact us, we have an open door policy, 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.

Our School Web Site (<https://www.tonysguboriauprimaryschool.co.uk>) and associated email system 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 school website or via email. 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.

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.

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 runs "Link Up" sessions for new nursery pupils in the summer term before they start school in September. Pupils attend one morning a week for one hour where they stay with the nursery staff and their peers in order to familiarise themselves with

the nursery setting. Parents/ carers are invited to a meeting during the final Link Up session to discuss the formalities of starting school and the day- to -day requirements.

Ethos and Values at Tonysguboriau Primary School

Tonysguboriau is a caring, happy school. All staff strive to encourage children to achieve their very best and to know that they are valued members of our community.

The school has a positive policy of reward and praise. We use a system of Good to be Green. All staff recognise and celebrate effort and achievement of children at whatever level they may be working. This is achieved by awarding raffle tickets, stickers, house points and certificates for all kinds of good behaviour and hard work. The school does not tolerate bullying or anti- social behaviour.

The school has high expectations of all children and staff in all aspects of school life. Learning and teaching is differentiated in order to challenge the more able and support children who are experiencing difficulty.

Welsh heritage and culture are important in Tonysguboriau and the children and adults develop a sense of Welsh belonging through the curriculum, extra- curricular visits and concerts, for example Eisteddfodau.

Music and sport have high profiles in the school and contribute to the provision encouraging every child to excel at something. The school offers a wide range of extra-curricular activities that take place during lunchtimes and after school.

There are seven classes:

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

Staff Roles and Responsibilities

Name	Responsibilities	Teaching position
Mrs T Harries	Headteacher Strategic planning	
Mr B Blears	Deputy Headteacher ALNCo/ CLA School Council	PPA Year 5 /6
Mr P Hussey	Curriculum Development KS2 Lead Science and Technology Digital Leaders	Dosbarth Gelert
Mr A Jones	Humanities Eco-Committee	Dosbarth Branwen
Mr M Hurford	Mathematics and Numeracy Sports Ambassadors	Dosbarth Dwynwen
Mrs S Gill	Welsh Cryw Cymraeg	Dosbarth Y Ddraig Goch
Mrs E Baylis	Expressive Arts	Dosbarth Llewellyn
Mrs Z Powell	Health and Wellbeing Healthy Schools	Dosbarth Caradog
Mrs R English	FP Lead Literacy, Language and Communication	Dosbarth Dewi Sant
Mrs A Harry	Special Needs Support Assistant	Dosbarth Branwen
Mrs Holloway	Special Needs Support Assistant	
Miss L Collins	Special Needs Support Assistant Learning Support Assistant ELSA	Dosbarth Llewellyn
Mrs L Morgan	Learning Support Assistant (LSA) Literacy Intervention Attendance	Dosbarth Gelert
Mrs C Mead	Learning Support Assistant (LSA)	Dosbarth Llewellyn
Mrs V Quest	Learning Support Assistant (LSA)	Dosbarth Dewi Sant Y Ddraig Goch
Mrs H Keedwell	Learning Support Assistant (LSA)	Dosbarth Dewi Sant
Mrs L Brugnoli	HLTA PPA Cover Learning Support Assistant (LSA)	Dosbarth Llewellyn
Mrs S Rice	Learning Support Assistant (LSA)	Dosbarth Llewellyn
Ms S Roberts	Learning Support Assistant (LSA) ELSA	Dosbarth Y Draig Goch
Mrs K Tanner	Office Manager	

Mr L Ellis	Caretaker	
Mrs J Edwards	Cleaner	
Mrs C Page	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 K Monk	Lunchtime Supervisor	
Mrs E Horwood	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
Mr N Islam	Parent Governor Governor Vice
Mr G Morgan	LEA Governor
Mrs G Swanton	LEA Governor
Mrs S Duggan	LEA Governor
Mrs S J Davies	Minor Authority Governor
Mr S Lamb	Community Governor
Mrs B Southcombe	Community Governor
Mr R Evans	Parent Governor
Mrs S Thomas	Parent Governor

Mrs J Clarke	Parent Governor
Mrs K Tanner	Staff Governor
Mrs R English	Teacher Governor

The Curriculum

Tonysguboriau Curriculum Statement and Curriculum Aims

- Our curriculum will help to develop ambitious, capable learners ready to learn throughout their lives.
- Our curriculum will grow enterprising, creative contributors ready to play a full part in life and work.
- Our children will be healthy, confident individuals ready to lead fulfilling lives as valued members of society.
- They will be ethical, informed citizens ready to be citizens of Wales and the world
- Our curriculum will be fun, exciting, varied, relevant and challenging
- Our teachers will use a variety of teaching styles and strategies to ensure all children engage with challenge and enjoyment
- Our children and staff will support each other in their learning and in their play and will become each other's critical friends in a climate of trust
- Our children and staff will be risk takers, safe in the knowledge that to have-a-go is good, that making mistakes is good, that learning from our mistakes builds character and resilience
- Our curriculum will support children and staff in their questioning, helping them to become independent, inquisitive thinkers
- Our curriculum will present models of excellence, setting the example for all children to follow in mathematics, English and science, linking with real life experiences and problems developing entrepreneurial, design, construction and thinking skills
- Our curriculum will challenge children and staff with opportunities for digital learning to enable to become at least digitally competent at best masters of digital technology
- Our curriculum will provide children opportunities to explore their own ideas and to develop their knowledge of the wider world both past and present and in the context of religion and diversity of culture
- Our children will benefit from learning about the importance of a healthy, active lifestyle by participating fully in sporting and fitness activities
- Our children will benefit from learning about the importance of being an interesting, well-rounded person by participating in a range of cultural

experiences such as learning to play musical instruments, developing skills in arts and visiting places of interest

- Our children will know when they are achieving in school because they will be told by the adults and their peers and their achievements will be celebrated
- Our children will know when their work in their books is good because positive marking by adults and peers will reflect what is good and suggest next steps or pose questions about improvements

The curriculum consists of the planned activities that are organised in order to promote learning and personal growth and development. It includes the formal requirements of Curriculum for Wales 2022, the Foundation Phase Curriculum for 3 – 7 year olds in Wales, the Literacy and Numeracy Framework (LNF), the Skills Framework for 3 – 19 year olds in Wales, the Personal and Social Education Framework for 7 – 19 year olds in Wales, the revised Relationships and Sexuality Education curriculum and the National Exemplar Framework for Religious Education for 3 – 19 year olds. We also use many strategies and approaches to ensure children are able to develop their talents and their awareness of the world. We provide an education which is fair and ensures equal opportunities for all children and adults.

The Curriculum for Wales, 2022 with the elements of Expressive Arts, Health and Wellbeing, Humanities, Languages, Literacy and Communication, Mathematics and Numeracy and Science and Technology provide a scaffold for teachers planning.

The teachers and learning support assistants are working together to design a curriculum for this school.

There are six Areas of Learning (AoLEs) as part of the Welsh Curriculum 2022:

Languages, Literacy and Communication

There is a strong emphasis on the acquisition of reading skills in order to provide children with the opportunities to develop a love of reading. Writing for a variety of purposes and to speak with confidence and fluency are also key factors in the school's approach to developing literacy skills for every child. Children take home reading books each week and it is expected that parents and guardians to support the school reading programme by helping their children with tasks sent home. Each classroom has its own library of fiction and non-fiction.

Children are encouraged to write for a range of purposes including stories, poems, diary entries, letters and factual accounts. Spelling, punctuation, grammar and handwriting are taught in a structured way. We follow a Read Write Inc programme to teach phonics.

Speaking and listening skills are developed through drama activities from nursery throughout the school.

The school continues to set high expectations of standards in literacy and numeracy across the curriculum. Progress and provision are monitored by the Headteacher, Deputy Headteacher and maths and literacy leaders.

Welsh is taught discreetly in progression step 3 for one hour each week plus twenty minutes each day as part of 'Helpwr Heddiw' sessions. In progression step 1 and 2, most Welsh is taught incidentally and there is an emphasis across both phases on the spoken word. Pupils enjoy the lessons and are encouraged to have fun through their learning. Year 5 and year 6 pupils attend residential visits during the summer term. All pupils visit the locality and enjoy visits to learn about our culture and heritage..

The school is working towards the accredited "Siarter Iaith" silver award in recognition of the good work that happens at the school.



Mathematics and Numeracy

The school aims to develop confidence and enjoyment in mathematics through both practical activities and mental arithmetic. The school has developed its own calculations and graph policy which ensures continuity and progression across the school. We develop a range of problem solving skills and extend knowledge and understanding of mathematical concepts and language through planning activities where pupils can apply their knowledge and skills in real life situations.

The children use computers and calculators to support learning. The school uses a range of strategies such as investigations, problem solving and formal methods.

Progress and provision are monitored by the Headteacher, Deputy Headteacher, and Mathematics and Numeracy Leader.



Religious Education

The children learn about religion according to the Local Authority Agreed Syllabus. The school aims to provide a clear framework of shared spiritual and moral values and a sensitive and tolerant approach towards the beliefs, actions and attitudes of others. The school wants children to develop understanding of the religious dimensions of life, with particular emphasis on Christianity as a basis of our culture but also including other faiths. All children normally attend daily assembly unless parents have religious objections. Collective worship takes place each day. The school recognises that parents have the right to withdraw their child from acts of worship and RE lessons. Appropriate provision for the child is made under these circumstances.

The school prayer is:

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

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

School Visits

School visits are planned by teachers and risk assessments are carried out using the EVOLVE system that is linked with the LA for approval. Classes make visits to places of educational interest. Costs are kept to a minimum. There are also visitors who come to the school from theatre groups, musicians and other specialists who support and enhance the curriculum, providing enrichment in the education of the children.

Medication and First Aid Treatment

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 hand the medication to the school office. Medication must not be handed to anyone else and must never be left in a child's bag.

These medicines must be clearly labelled with your child's name and class. It is the responsibility of parents to ensure medicines are in date, collected and returned for school holidays.

Our qualified appointed first aiders will attend to your child in the event of illness or accident. If your child becomes unwell at school or has a serious accident, we will contact you immediately. For this reason, please let us know if you change your contact details especially phone numbers for home and/or work. If your child has an infectious disease, please inform the school so we can take any necessary precautions.

Additional Learning Needs

Around 4% of the children at Tonysguboriau have additional learning needs. A child has additional learning needs if he or she has significantly greater difficulty in learning than the majority of children of the same age.

The school believes that every pupil has an entitlement to the full range of curricular opportunities. A whole school approach has been adopted in providing for all children who experience additional learning needs at any time during their time at Tonysguboriau. Any child identified by the class teacher as needing extra help will have class work differentiated at a level appropriate to their need. Sometimes this need is a temporary one. Children with additional needs will, in the main, work

alongside other children of the same age in the classroom. Various group arrangements will be used for the children to access the curriculum as well as different styles.

The school has a detailed, up to date interventions plan to support all learners who have difficulties.

The school aims to encourage all of the children to reach their full potential, intellectually, physically, spiritually, creatively, socially and emotionally. The school provides equality of opportunity. The school aims to help children with special educational needs, whether that need is physical or a learning difficulty, within mainstream education. The school ensures appropriate advice is sought where children's needs require specialist help and works effectively with the Educational Psychologist and other specialist providers. In a few cases this might lead to statutory assessment in line with the Code of Practice for Children with Additional Learning Needs. Parents are involved in all aspects of procedures.

The school has made many adaptations to support all people who access the school, for example, ramps both externally and internally, a platform lift, a specially adapted toilet.

Inclusion

Tonysguboriau is an inclusive school. All pupils who are recognised with a learning difficulty are set individual targets that are revised each term with the child and the parent in collaboration with the class teacher and ALNCo. The school has an up-to-date Accessibility Plan.

Pupils with English as an Additional Language

At Tonysguboriau 11% 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.

Eligibility for Free School Meals

Currently 13% of pupils are eligible for free school meals. Parents and teachers are aware of the entitlement however, children are not made to feel any different from those who pay for school meals.

Schools have started to rollout Universal Primary Free School Meals. By September 2024, all children in primary school can enjoy Free School Meals. See more details on; <https://www.gov.wales/universal-primary-free-school-meals-upfsm>

Policies

The school keeps statutory policies up to date. They are ratified by the Governing Body and signed off by the Chair. Full details of policies are found in the Headteacher's office and many are on the school communication site, Hwb Cymru.

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). It has excellent communication with guardians and the children. 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.

The CLA officer, in conjunction with the class teacher, the child and the guardian compile a spending plan to ensure the grant for CLA is used appropriately.

The CLA officer also attends therapy review sessions to discuss pupil progress.

Safeguarding and Child Protection

The designated Safeguarding and Child Protection Officer is the Headteacher, Mrs Harries. In her absence it is the Deputy headteacher, Mr Blears. Any concerns around the safety of any child in or out of school should be reported to the designated officer who will follow procedures. All school staff can access My Concern to report a concern. If the concerns are directly related to the designated officer or her deputy, the Chair of Governors, Mr Keedwell, should be notified. 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

Sporting Aims and Achievements

The school provides a range of sporting activities for all pupils and sport has a high profile in the school. Many activities are offered after school hours. Clubs are led by very willing staff who give up their own time to ensure every child in Progression Step 3 has the opportunity to participate and excel in something that is not necessarily academic. Over the year some of the activities include hockey, football, athletics, netball, basketball, tennis, cricket and cross country.



Pupil voice groups

Each year each class elects two pupils to be representatives on each of the Schools pupil voice groups. These are the School Council, Eco-Committee and Criw Cymraeg. Pupils also take up other levels of responsibility such as House Captains, Sports Ambassadors and Healthy Schools leaders. They meet regularly to discuss such issues as fundraising, attendance, behaviour, environmental issues, use of Welsh in school and purchasing playground equipment.

Your child can contribute to the pupil voice groups by voicing their opinions and ideas in class meetings which are then taken to the committees for their consideration. They may even be voted the next class rep! Pupil participation of this kind encourages the children to make a positive contribution to the school community and it teaches them about democracy too. Pupil voice groups have a strong voice in Tonysguboriau Primary and help in the review of our policies.

Security

The main access to the school after 9.00am and before 3.20pm is via the main reception entrance. The door is secure and visitors are asked to sign in on entry. Visitors are issued with badges for the duration of their visit. All internal gates are locked during school hours. There are perimeter fences and CCTV is in operation at all times. Matters of breach of security are reported to the Headteacher or Deputy in her absence.

All children are supervised at all times when on the playgrounds.

Fire drills are carried out every half term and fire risk assessments carried out daily by the caretaker. All information is updated on our Ramis risk assessment system and is kept up to date.

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 for 2024-25 is 94%

- If a pupil is ill, parents must inform the school by phoning the secretary on the first morning of 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 94% 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

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 e.g. school excursions, visits etc.

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.

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

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, navy/grey/dark 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 check 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.

SCHOOL MEALS

School meals are prepared on the premises. Children who do not wish to have school meals may bring their own packed lunches. No fizzy drinks are permitted.

All primary school children in Wales can now access [universal primary free school meals](#).

Free school meals are available to eligible learners who attend school full-time. This includes:

- younger children who attend nursery provided by a school for full days
- sixth form school pupils

A pupil may be able to get free school meals if their parent receives one or more of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of Pension Credit
- Child Tax Credit (as long as parents do not also get Working Tax Credit and their annual income is £16,190 or less before tax)
- Working Tax Credit run-on (paid for 4 weeks after parents stop qualifying for Working Tax Credit)
- Universal Credit (as long as the annual net earned household income is less than £7,400, not including benefits)

Learners who receive any of these benefits in their own right (not through a parent) can also get free school meals.

SCHOOL MILK

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

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. It is unusual for holidays to be authorised if attendance is below 95% or if there is a regular pattern to absences.

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. Pupils are accepted into classes from 8.50am. The school gate open at 8.50 and are shut at 8.57 each day. Children are expected to be in school before 8.57am. The school day starts

promptly at 09:00 with registration. The yard gates are locked at 08.57. Any child arriving at school after this time will need to go to the main office to sign late on the system. Parents will be contacted if lessons are disrupted by their children's lack of punctuality.

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. If someone other than a parent/carer that normally collect the children they will need to advise the school of this arrangement.

SNACKS

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.

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 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 the water fountain.

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.

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.

School term times 2024/2025

Term	From	To
Autumn 2024	Monday, September 2 2024	Friday, October 25 2024
Half Term	Monday, October 28 2024	Friday, November 1 2024
Autumn 2024	Monday, November 4 2024	Friday, December 20 2024
Christmas Holidays	Monday, December 23 2024	Friday, January 3 2025
Spring 2025	Monday, January 6 2025	Friday, February 21 2025
Half Term	Monday, February 24 2025	Friday, February 28 2025
Spring 2025	Monday, March 3 2025	Friday, April 11 2025
Easter Holidays	Monday, April 14 2025	Friday, April 25 2025
Summer 2025	Monday, April 28 2025	Friday, May 23 2025
Half term	Monday, May 26 2025	Friday, May 30 2025
Summer 2025	Monday, June 2 2025	Monday, July 21 2025

Mon 2 Sept 2024 and *Monday 21 July 2025 will be designated INSET days 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. ***It is intended that this INSET Day will either be taken on Mon 21 July 2025 or at an alternative time for example in the form of twilight sessions.**

All schools will be closed on Monday 5 May 2025 for the May Day Bank Holiday.

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

Mrs T Harries
Headteacher