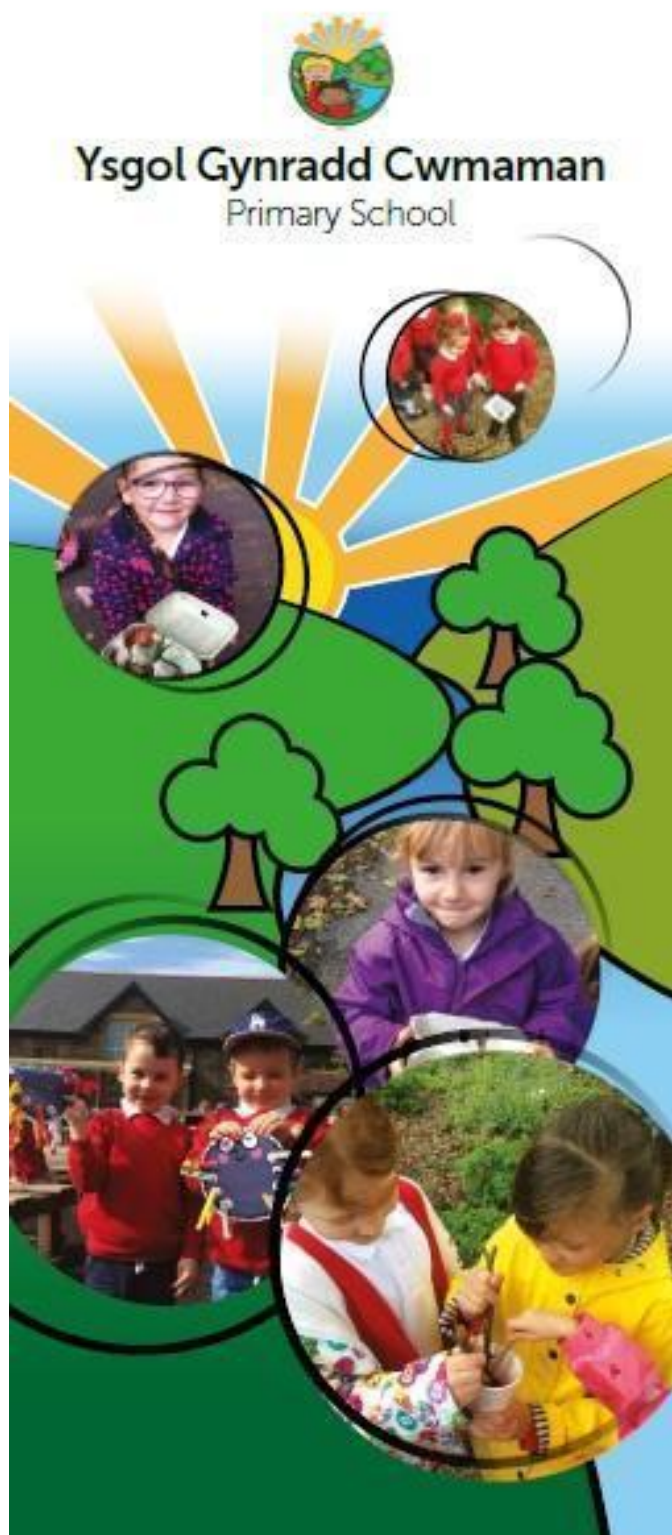


Cwmaman Primary School  
Ysgol Gynradd Cwmaman

*Success is to do our best!*

## School Prospectus



**Cwmaman Primary School**  
Head Teacher - Mr. P Morgan  
Glanaman Road,  
Cwmaman,  
Aberdare.  
CF44 6LA  
Tel: 01685 661001

[Admin@Cwmamanprimary.rctcbc.cymru](mailto:Admin@Cwmamanprimary.rctcbc.cymru)

Dear Parent,

May I take this opportunity to welcome you and your child to Cwmaman Primary School. We are very proud of our school and of the achievements of the children. We aim to encourage all to reach their potential. Indeed our Mission Statement is-

**'Success is to do our best'**

We hope that you find this to be true, however, if you have comments or suggestions to make about how to improve our school, please tell us.

Your child will be entering an English medium, community primary school that has approximately 210 children between the ages of three and eleven years and is administered by Rhondda-Cynon-Taff Education Authority. We believe that we are a happy school and see education as a partnership between home and school, since both teachers and parents have a common goal - that each child reaches his or her full potential. The success of this process depends on complete cooperation between children, parents and teachers. Parents are always welcome at the school and we hope that we can develop an open, friendly and mutually beneficial relationship to aid the development of our pupils.

Our prospectus provides information about our school, but is only a summary. A full list of all of our policies and schemes of work is available upon request with many on the school website, [Cwmamanpri.uk](http://Cwmamanpri.uk)

We hope that your child will be very happy in our school and we look forward to your interest and support over the coming years.

Mr. P. Morgan  
Head Teacher

Mr. A. Hoare  
Chair of Governing Body

## How Can You Contact Us



The full postal address of the school is:

Cwmaman Primary School  
Glanaman Road,  
Cwmaman,  
Aberdare.  
CF44 6LA

Telephone Number - 01685 661001

Email -

Admin@cwmamanprimary.rctcbc.cymru



The name and telephone number of the Director of Education is:

Mrs. G Davies  
Education and Children's Services Group,  
Rhondda Cynin Taf County Borough  
Council,  
Ty Trevithick,  
Abercynon,  
Mountain Ash.  
CF45 4UQ  
Telephone Number 01443 744000

The name and address of the Chair of the Governors is:

Mr. A Hoare  
C/o Cwmaman Primary School  
Glanaman Road,  
Cwmaman,  
Aberdare.  
CF44 6LA  
Telephone Number - 01685 661001

The name and address of the clerk to the Governors is:

Mrs. J Williams,  
Education and Children's Services  
Group,  
Rhondda Cynin Taf County Borough  
Council,  
Ty Trevithick,  
Abercynon,  
Mountain Ash.  
CF45 4UQ

Telephone Number 01443 744000

### **Cwmaman Primary School Governing Body**

The Governing Body is responsible for the running of the school and as such plays a vital role in your child's education. This is an elected body consisting of Local Authority, Community, parent and school representatives. The role of the Governing Body is clearly defined in law and it ensures that its duties are professionally undertaken through the Head Teacher and staff of the school.

Any parent can apply to be elected as a Governor when a term of office ends and when necessary, elections are held.

Any parent has the right to contact the Chair of Governors if they feel that they want to offer suggestions

Title	Forename	Surname	Body Name	Start Date	End Date	Gov Type
Mr	Paul	Morgan	Cwmaman Primary	01/09/2018		Headteacher
Mr	Mark	Birtwistle	Cwmaman Primary	30/11/2020	29/11/2024	Parent
Miss	Keely	Jarvis	Cwmaman Primary	06/10/2022	05/10/2026	Community
Mrs	Rebecca	Arkle	Cwmaman Primary	09/02/2022	08/02/2026	Parent
Mr	Nicholas	Thorne	Cwmaman Primary	01/09/2022	31/08/2026	LEA
CBC	Christina	Williams	Cwmaman Primary	24/10/2022	23/10/2026	LEA
Mrs	Nicola	Cole	Cwmaman Primary	27/09/2022	26/09/2026	Staff
Mrs	Jamie	South	Cwmaman Primary	27/09/2022	26/09/2026	Teacher
Mrs	Kara	Collins	Cwmaman Primary	20/10/2022	19/10/2026	Community
Mr	Alun	Hoare	Cwmaman Primary	01/09/2022	31/08/2026	Community
Mr	Dale	Thomas	Cwmaman Primary	06/10/2022	05/10/2026	Parent

### **Our Mission Statement**

Success is to do our best.

### **Our Aims**

To create

- *a safe & nurturing, happy environment.*
- *a caring, compassionate, respectful attitude in staff and pupils.*
- *confident pupils, recognising own worth, positive self-image, responsible.*
- *high standards of teaching and learning.*
- *learning that will maximise and achieve potential.*
- *an attitude towards healthy lifestyles.*
- *an environment where all pupils are valued and learning experiences ensure inclusion for all.*
- *opportunities for independence and teamwork.*
- *a challenging and engaging curriculum, new ideas and challenges in numeracy, literacy and ICT.*

- *relevant learning, through a range of learning styles & interests, to develop lifelong learners.*
- *Opportunities for pupils to be creative & expressive in a fun & enjoyable school environment.*
- *a partnership with parents, the wider community that is inspirational, and all work towards self- evaluation and improvement.*

### **Our School Vision**

At Cwmaman Primary School, our vision is to create a safe, happy environment that will nurture and develop our staff and pupils to be caring and compassionate, with an attitude of respect for all people, the environment and the wider world.

Our vision is to develop our pupils to be confident and capable learners, who identify their own worth and the worth of others. We all share the responsibility of ensuring inclusion for all and we recognise that all are valued and unique and all have an individual potential to fulfil. We develop an attitude of hard work and perseverance. Working independently and as part of a team.

Cwmaman Primary School is a school where the learning is relevant and engaging, enjoyable and challenging, utilising a wide range of styles and interests. Teaching is of a very high standard allowing pupils to be imaginative, creative and expressive with high expectations.

Cwmaman Primary School promotes an attitude towards healthy lifestyles for all to lead fulfilling lives as valued members of society. Our parents and community are partners supporting our school to improve through self-evaluation.

### **How School is Organised**

The school has 202 pupils who are split into 7 classes. Each teacher is responsible for the teaching of all subjects in their class but, in addition, they take responsibility for specific subjects throughout the school. These are detailed below. If you have questions about the teaching of a specific subject, you can contact the Head teacher. Link Governors are also appointed for each subject and details of these can be obtained from the school.

## Areas of Responsibility

### Head Teacher

Mr. P. Morgan Overall Curriculum Development, Staff Development, Child Protection Officer, Behaviour & Discipline, Equal Opportunities

### Deputy Head Teacher

Miss J. South KS2 Leader of Learning, Deputy Safeguarding, Maths

### SMT

Mrs. K Connor (Secondment) FP Leader of Learning, Language, Literacy & Communication

Mrs. S Fossett ALNCo

Miss R Bryant (Maternity Leave) Welsh. Parent/Pupil Engagement

Mr. K James KS2 Leader of Learning, Curriculum for Wales, Science & Technology

### Teachers

Miss H Plumridge Humanities

Mrs E Thomas Welsh/Expressive Arts

Mrs. N Minard Humanities

### HLTA

Mrs. C Lewis Nursery

Miss C Stacey On leave.

## Support Staff in our School

### Classroom Assistants

Mrs. L Jones Mrs. A.Thomas Mrs. J Berry Mrs. L Parry

Mrs. J Howells Mrs. J.Thomas

### Supervisory Assistants

Mrs. K Waddon Mrs. L Stephens

Mrs. A. Stead Mr G Dyer

Mrs M Hedges

### Contract Cleaner

Miss M Taylor

Mrs D Ellis

### School Secretary

Mrs. N. Cole

### School Caretaker

Mr. M Lambert



## **Admission and Transition**

Most of the pupils who attend Cwmaman Primary School enter the school at the age of three. The entry of children is controlled and administered by an 'Admissions Authority', which is RCT Council. Admission arrangements are documented in the Starting School booklet or by contacting the Schools Admissions Team at Ty Trevithick, Abercynon, 01443744232.

In September, after their eleventh birthday, children usually transfer to Aberdare High School or St John the Baptist High School, via the 'Admissions Authority'. All final year pupils are supplied with brochures and application forms and visits are organised for parents and children. There is a close liaison between Aberdare High School and its feeder schools. Brochures and school visits can be arranged for parents selecting an alternative school.

Pupils in their last year may be eligible for a school uniform grant when he/she enters the Comprehensive School. Applications for distinctive clothing grants are made on the free meal application form in the last term prior to entering the Comprehensive School.

Arrangements are also made for Years 5 & 6 children to visit the comprehensive schools, which enables friendships to be formed and confidence built prior to commencement at their new school.

## **The structure of the school year**

The school year begins in September and is divided into three terms, Autumn, Spring and Summer. Each term is punctuated by a half term break of approximately one week. The Christmas and Easter breaks are approximately 2 weeks long.

In addition to the holiday periods school will be closed for the purpose of teacher training. The annual training allowance is 5 days to be taken at the discretion of the Head Teacher, along with a sixth that will have a focus on the new curriculum.



## Attendance

We cannot emphasise enough the importance of your child attending school regularly and on time. Poor attendance and punctuality will result in poor attainment.

Consequently, we have in place a number of measures to support good attendance and punctuality. The Attendance Welfare Officer who works for the Local Authority supports us in this. It is their role to check school registers half-termly and to work closely with the school to monitor pupil's attendance and punctuality and to take appropriate action when there are areas of concern.



Class registers are marked in the morning and afternoon. This means that each day a child gains two marks.

Registers are marked as soon as the bell goes and the children file into class. Any child entering class after that will be marked as late. All registers are marked electronically by 9:10am. Any child entering class after 9:10am but before 9:30am will be marked as late (with the actual time of arrival noted).

Any child entering class after 9:30am will lose their mark for the morning.

If your child is absent from school please ring and leave a message **before** 9:30am on the first day of absence. If we have not heard from you by 9:30a.m., the school clerk will ring you. If she cannot contact you, the absence will be recorded as unauthorised and the Education Welfare Officer contacted.

We also operate the "Late on the Gate" scheme. This is where the Attendance Welfare Officer stands at the gate and records all pupils arriving late. They will also ask you for the reason for your lateness.

**Pupil's should only be absent from school if they are too ill to attend or have an unavoidable hospital appointment. All other medical appointments should be made outside school hours, including non-urgent doctor and dentists appointments.**

I would urge you **NOT** to take your child on holidays during term time unless it is unavoidable (e.g. only time you can get annual holiday leave). **Cost** is **not** a valid reason for taking a holiday during term time. The head teacher can grant permission for up to 10 days, for a family holiday, if the child has 95+% attendance for the 12 months prior to the holiday, however this does not include short breaks or long weekends.

The worst time to take your family annual leave is at the beginning of an academic year (September). Children who return to school after everyone else are put at a great disadvantage and often become anxious or upset.

To encourage children to come to school regularly and on time we have a range of award schemes. The School Council will review these in order to help motivate pupils to come to school regularly and on time. Awards will include individual and class rewards.

For additional information, a copy of the School Attendance Policy is on the website.



School does not open until 8.50 a.m. and a child must not be in school before this time without prior arrangements or unless they attend Breakfast Club, which begins at 8.05 a.m.

## **Attendance Information**

### **Attendance 2022-23**

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Whole School	88.8	2.2	6.1	2.8	100.0	91.0
Totals	88.8	2.2	6.1	2.8	100.0	91.0

## **School Times**



Breakfast Club	8:05 a.m.	-	8:25 a.m.
Morning session	9:00 a.m.	-	12.00 noon
Break	10.30 a.m.	-	10.40 a.m.
Afternoon session	1.00 p.m.	-	3.15/25 p.m.
Break	2.15 p.m.	-	2.25 p.m.

## **School Holiday Dates 2023-2024**

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2023	Monday 4 Sept 2023	Monday 30 Oct 2023	Friday 3 Nov 2023	Friday 22 Dec 2023	75
Spring 2024	Monday 8 Jan 2024	Monday 12 Feb 2024	Friday 16 Feb 2024	Friday 22 Mar 2024	50
Summer 2024	Monday 8 April 2024	Monday 24 May 2024	Friday 31 May 2024	Monday 22 July 2024	70
				<b>TOTAL</b>	<b>195</b>

Mon 4 Sept 2023 and Monday 22 July 2024 will be designated INSET days for **all** LA Maintained Schools. The remaining three 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 6 May 2024** for the May Day Bank Holiday.

Significant dates:	Christmas	Monday 25 December 2023
	Easter	Good Friday 29 March 2024 Easter Monday 1 April 2024
	May Bank Holidays	Monday 6 May 2024 Monday 27 May 2024

### **Complaints Procedures**

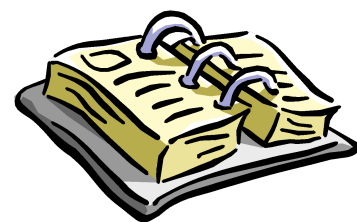
We hope that your child will be very happy in our school and that you will have no cause to complain. However, there are always occasions when incidents happen or where parents need to clarify certain aspects of school life.

The school has an open door policy and you are welcome to discuss any matter with the class teacher or the Head Teacher. We do not generally operate an appointment system but do try to call to ensure the person you wish to speak with is in school.

If your concern is serious, you can also write to the Head Teacher and the matter will be dealt with

If you feel that at this stage the matter has not been resolved, a full copy of our Complaints Policy is available on the school website.

We can only improve if parents tell us when they are happy and when they have concerns. It is better to raise these issues sooner rather than later!



### **Access to Documents**

Parents are able to access a wide range of policies and documents on our school website.

### **Road Safety**

We ask that parents do not park in the staff car park or at the side of the kitchen area. This is a safety issue, due to children crossing the entrance of both areas. We encourage you to use the drop off bays for a quick drop off or to park outside of the school grounds if you require to be on the school site for a longer period.

### **School Meals**

The Welsh Government's policy for Free School Meals allows all pupils from Nursery to year 4 to have a free meal. In Apr2024, the scheme will allow all pupils to access the free meal. In the meantime, lunch is available at a cost of £2.55 per day, payable each week, online. Lunch not taken due to absence will be credited the following week. Any amounts owing after two weeks will be referred to the Local Authority and parents will be asked to provide a packed lunch until payment is made.



Children whose parents qualify for free school meals should ask for the necessary application form at the school clerks' office. Even if your child has a packed lunch it is important that we know who is entitled to free school meals as this figure is used when calculating our budget and when judging our performance.

Provision is made in the dining room for children who bring a packed lunch. Our only restriction is that no nut products or glass bottles are brought into school. As a healthy school, we would ask that you support us by ensuring that packed lunches are healthy and do not contain sweets and fatty food.

### **Security**

The safety of your children is our first priority and as such, we ask for your cooperation. The pedestrian access gate to the school yard is locked between 9.05am and 3.10pm. All visitors must report to the office so that we know who is on site. Those who remain on site must sign the visitor's book on entry and sign out when leaving. The school operates a CCTV system.

### **Pupil Data Protection**

The school collects information about pupils and their parents/guardians at admission to school and for specific purposes during the year. Every effort is made to ensure the accuracy and security of the data collected which is generally stored on the computerised school information management system. Parents have the right of access to information on pupil records and documents relating to the school's curriculum, on request to the Head teacher. Data policies are available on the school website.

### **Health Care**

A routine medical questionnaire is completed on entry to the school and you will be notified of all arrangements for medical and dental inspections.

Minor injuries are dealt with in school but should your child receive any head injury or suspected breaks, then you will be contacted. It is important that we have contact telephone numbers in case of an emergency. If we are unable to reach you, then we will contact a Doctor or a member of staff to take your child to hospital.

### **Administration of Medicines & Illness in School**



Children who are unwell should **not** be sent to school and those who suffer from sickness or diarrhoea should not return to school until 48 hours after these symptoms stop. Only prescribed medicines for long-term sufferers, which need to be taken during the school day, can be kept on the school premises. However, these cannot be administered by staff and must be taken independently by the pupil, whilst supervised by a member of staff. All medicines must be clearly labelled with the child's name, dosage and time of administration. The expiry date must be clearly visible and all liquids accompanied by the correct measuring spoon.

Request forms for the administration of prescribed medicines must be completed.

- \* The medicine should not be kept by the pupil but given to a member of staff.
- \* The medicine should be self-administered, under the supervision of an adult.

Children suffering from asthma must bring their inhalers to school. These inhalers should be clearly marked with the child's name and the dosage allowed. Parents should inform the school of any concerns regarding the health of their children e.g. new inhalers for asthma sufferers, children newly diagnosed as asthmatic, any medical reason for withdrawing children from physical activity.

## **Head Lice**

Children are not inspected for head infestation e.g. head lice. If the class teacher does observe head lice, we will contact you and encourage you to inspect your child's hair and treat it if necessary. We rely on the close observation of the parents and an immediate contact with us should anything be discovered. The more people who know, the quicker the problem can be solved, and the less likely it is that re-infestation will occur. It is important that you treat all members of your household on the same day; usually the treatment requires a follow up two weeks later.

## **Welsh Second Language**

Welsh is taught as a second language throughout the school. A minimum of 90 minutes teaching time is allocated per week. Welsh second language is promoted in a variety of ways:

- Through the use and promotion of incidental Welsh throughout the day e.g. Bore da (good morning), Sut wyt ti? (how are you?), Ga I fynd i'r ty bach, os gwelwch yn dda. (Can I go to the toilet please?). Both staff and pupils are encouraged to use Welsh as often as they can.
- Weekly delivery of the Welsh second language curriculum
- Weekly Welsh Assemblies.
- The promotion of Cwricwlwm Cymreig.
- Planning for Welsh Language Development.
- The celebration of our Welsh Heritage e.g. St David's Day Eisteddfod.

We are very keen to promote the Welsh language as part of the heritage of Wales, and to make sure that all our pupils are aware of the Welsh dimension. Pupil progress and standards of attainment in Welsh are carefully assessed and monitored.

## **Healthy Schools Initiative**

Over the past few years, we have endeavoured to make our school healthy and have attained the top National Quality Award for Healthy Schools Initiative.

As a school we:-

- Do not allow sweets or fizzy drinks at break time.
- Encourage children to drink water in class at all times.
- Provide extra PE time in the curriculum.
- Hold initiatives such as a Health Week to involve the children and the community.
- Strive for a healthy playground with lots of activities for the children.
- Run a fruit tuck-shop each day.
- Encourage healthy packed lunches where as little packaging as possible is used.
- Celebrate birthdays with fruit and not birthday cake.

We ask you to support us by providing water bottles, only giving your child fruit for break times and by ensuring lunch boxes contain fruit and a balanced meal.





### **Support for pupils with Additional Learning Needs/Special educational Needs and Looked After Children**

At Cwmaman Primary School, we have an up to date Additional Learning Needs/Special Educational Needs Policy. This policy sets out the school's working arrangements for supporting pupils with ALN/SEN or who are assessed as gifted and talented. The policy follows the guidelines set out in the ALN Act. Parents may have access to this policy by contacting the Head Teacher.

The school policy sets out our aims and objectives, working arrangements, roles and responsibilities and monitoring arrangements for supporting and challenging pupils with additional learning needs.

The school's appointed ALNCo is Mrs. S. Fossett, Mr. P Morgan is the designated member of staff who is responsible for promoting the educational achievement of Children Looked After. It is their role to monitor the policies in practice, liaise closely with parents and outside agencies, provide support, guidance and training for other staff members, monitor pupil progress and set targets for individual pupil progress. This is achieved through the provision of IDPs, Individual Development Plans. The school supports both groups of children through assessment, tracking, utilising additional funding and outside agencies.

Due to the timeframe in introducing the ALN Act, there are pupils who are still identified as SEN and they will be supported using IEPs. The school will continue to be advised by Welsh Government and the LA to the timing of future changes.

Our aim is to ensure all pupils with ALN/SEN have equal access to a broad and balanced curriculum through early identification, the development and implementation of suitable programmes of study and setting targets for improvement. Where appropriate we provide additional resources or adult support, support and guidance from outside agencies. Most important of all, we work closely with parents and value their input.

ALN information, including processes and procedures are included on our website.

Outside agencies may include:



- Speech Therapists, Language Support, SPLD (specific learning difficulty) teacher, Education Psychologist, Behaviour Support Teacher, Pupil Referral Unit, CAMHS, Brynffynnon Child and Family Service etc., etc.

If you have any concerns about your child's progress please contact the class teacher or Head Teacher and we will investigate your concerns.

We carefully monitor our pupils' progress and attainment, constantly updating planning and learning programmes to best meet individual pupil needs.

### **Equal Opportunities**

It is our aim to ensure that all our pupils have equal access to a broad and balanced curriculum irrespective of age, race, culture, gender or disability. We also aim to create an environment where all our pupils feel safe and feel that they can contribute fully to school life, and where all feel respected and valued.

We aim to deliver a programme of study which reflects the diverse communities in which we live, celebrating differences. Our curriculum will be suitably matched to the needs and abilities of individual pupils and where appropriate work will be differentiated and additional support given.

Detailed information on the school's policy and practise for Equal Opportunities can be obtained from the Head Teacher.

### **Race Equality and Cultural Diversity**

It is our aim to ensure that every pupil is given the opportunity to achieve the highest possible standards and preparation for the next stages of their life and education. That every pupil is helped to develop a sense of personal and cultural identity that is confident and open to change and that is respectful and receptive towards other identities. We want every pupil to develop the knowledge, understanding and skills that they need in order to participate in Britain's multi ethnic society.

Policies for Equal Opportunities and Race Equality and Cultural Diversity are available at the school, please contact the Head Teacher.

### **Access and Inclusion**

Our aim is to ensure all pupils have equal access to a broad and balanced curriculum. The school's Access and Inclusion Policy sets out policy and practice to support this aim. We always, with the support of the Local Authority, strive to ensure good quality provision for all pupils wishing to attend our school.

We work very closely with the LA to ensure good provision for pupils with additional needs including:-

- effective delivery of individual education and medical programmes

- provision of additional education resources
- liaise closely with a range of outside agencies
- ensuring equal access to all areas of the curriculum including school trips and residential courses.

For more detailed information on the school's policy for Access and Inclusion please see the school website.

### **Policy on Charging and Remission**

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, educational visits and residential experiences can make towards pupils' personal and social education. Under the terms of the 1988 Education Reform Act the school is allowed to ask for voluntary contributions towards educational visits. We do not charge for any activity undertaken in school, which is part of the National Curriculum, with the exception of some individual or small-group music tuition or visiting groups.

When organising school trips or visits, which enrich the curriculum, the school invites parents to contribute to the cost. However, if we do not receive sufficient voluntary contributions, we may need to cancel a trip. No children will be treated any differently, should their parents choose not to make voluntary contributions. Sometimes the school pays additional costs in order to support the visit.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. For additional services, such as small group peripatetic music tuition, payment is required in advance. Failure to pay will lead to the additional services being withdrawn.

Parents have a right to know how each trip is funded and the school provides this information on request. If a child has paid for a school trip and is unable to go, every effort is made to refund the money. However, there are some instances where we may be unable to refund ticket money if it has been paid in advance of the day of the trip.

In the case of an end of school year pastoral trip, where the parent does not wish for his/her child to take part, arrangements are made for children at school. If a child is unable to attend a trip after paying, and if the parent lets us know in time, we try to arrange for a substitute to take their child's place and parents arrange between themselves methods of reimbursement. The school policy is available on request.

### **Behaviour and Discipline**

Class teachers are responsible for the welfare of pupils in their class. The Head Teacher has overall responsibility for pastoral care and matters of concern are referred to him.

Unless children are going home for their lunch, no child is allowed to leave the school premises without the written consent of the parents/guardians.

We expect pupils to conduct themselves in a way, which demonstrates their respect for others and their concern to uphold the good name of the school. Good behaviour is expected at all times and children will be referred to the Head Teacher for praise and encouragement because of good behaviour and work. The positive approach in school achieves better results in maintaining expected standards. All classrooms have a list of rules, rewards and consequences displayed for the children so they are clear of the boundaries. Although the rules and rewards might be slightly different within each class, the consequences are the same:-

1. A warning is given to the child.
2. Withdrawal from group.
3. Work within another classroom.
4. Sent to the Head Teacher.
5. Parents are contacted.

We do not tolerate acts of aggression towards other pupils and we insist that pupils inform a member of staff if this happens. We would urge you as parents, to share in the task and notify the school of any incidents of bullying which come to your attention.

### **Exclusion/suspension of child from school**

In all cases, we try to avoid this but if it is necessary for exclusion, the parents, Chair of Governors and L.A. will be kept informed. Parents have the right to appeal to any exclusion and must do so in writing to the relevant committee of the Governing Body. Details will be given at the time of exclusion.

### **School Uniform**

School uniforms are available and actively encouraged. A uniform is worth serious consideration as it is smart and fosters a sense of belonging and pride. We feel that a uniform adds to the general tone of the school and as staff and Governors; we would like all pupils to wear it. The uniform consists of dark skirts/trousers, red sweatshirts/jumper/cardigan and a white polo shirt or shirt. Red jumpers/cardigans/hoodies with the school's logo are available to buy from school. All uniform items are available online [www.in2sportswales.com/cwmaman-primary-school](http://www.in2sportswales.com/cwmaman-primary-school) or contact the school office.



**Footwear** - parents are asked to ensure that their children wear safe sensible footwear to school.

**P.E./Games/Drama** - pupils are expected to provide their own kit e.g. shorts, T-shirt, jogging trousers and trainers. This can be kept in school in a drawstring bag.

**Jewellery** - the wearing of "dress" earrings is not allowed. Children who have pierced ears must wear stud earrings that should be removed before **all** forms of physical activity. For safety reasons, necklaces and bracelets should not be worn as they can catch on clothes or other children and cause serious injury.

**Hair** - children with long hair are **encouraged** to keep it tied back for school, but it **must** be tied back for all physical activities to avoid it becoming caught or entangled.

### **Personal Property**

**Parents are advised to label their children's property.** Children are discouraged from bringing toys, games etc. to school as we cannot accept responsibility for loss or breakages which may occur. No item, which is valuable, should be brought onto the school premises. If objects are brought by mistake, they should be given to the office for safe keeping. The use of mobile phones by pupils is not allowed and if possible they should not be brought to school. If you need to contact your school, this can be done through the office, which is manned at all times.

In the event of malicious and/or intentional damage to school or other pupil's property, the parents may be asked to contribute to the cost of repair or replacement of any

damaged items.

Bicycles/scooters may be used on the way to and from school. We encourage all pupils to wear a safety helmet when riding their bicycles and that they are locked at the bicycle stand.

### **Curriculum Content and Organisation**

Children are taught in mixed ability classes according to their age. Children work most of their time in groups according to their stage of development, but within each class, teachers use a variety of teaching styles in order to maximise the learning experience. Relevant discussion is encouraged, although some periods of the day are set aside for silent work e.g. quiet reading time immediately following the lunch break.

The group system ensures that **all** children in a class may be catered for and all be gainfully employed on programmes which relate directly to their individual ability and attainment levels. The size of classes varies every year and consequently support staff are assigned where most needed. Learning Support Assistants are employed to assist children who have been identified as needing extra support and have been placed on the Special Educational Needs register. These children work in small groups both inside and outside the classroom.

### **New Curriculum for Wales (CfW)**

A new curriculum is being developed for settings and schools in Wales. Following a feedback period which ended in July 2019, the updated guidelines have been available from January 2022, which will be used throughout Wales from September 2022.

Our school has been trialling our new curriculum throughout 2021-23. Pupils have been introduced to the Four Purposes which are the bases of the CfW.



*'The four purposes of the curriculum, as set out in Successful Futures, have guided the whole design and development of Curriculum for Wales 2022. They are the starting point for all decisions in respect of Curriculum for Wales 2022 and school-level curricula should be designed and guided by these same four purposes. 'Curriculum' includes all the learning experiences and assessment activities planned in pursuit of the four purposes of the curriculum, which are to develop children and young people as:*

- *ambitious, capable learners, ready to learn throughout their lives*
- *enterprising, creative contributors, ready to play a full part in life and work*



- *ethical, informed citizens of Wales and the world*



- *healthy, confident individuals, ready to lead fulfilling lives as valued members of society.*

*Curriculum for Wales 2022 is designed to help all learners realise these four purposes. Each purpose is more than a headline; it is also described in terms of key characteristics. In their entirety they should underpin all teaching and learning in Wales.' -*

<https://hwb.gov.wales/draft-curriculum-for-wales-2022/a-guide-to-curriculum-for-wales-2022>

### **Early years learning**

Young children are active and learn through their senses. We offer opportunities for first-hand experiences and time for play and exploration. Through play, a child develops and strengthens the body, learns to play cooperatively, becomes independent and develops good relationships. A child learns to reason, compare, imagine and draw conclusions. Play is the child's work and the way of finding out about the world. We believe that in order for our children to be confident, happy and interested in life, then their curriculum needs to be experienced rather than delivered.

### **Curriculum for Wales: Relationships and Sexuality Education (RSE)**

RSE is a statutory requirement and is incorporated into all themes work. The code can be found <https://gov.wales/sites/default/files/publications/2022-01/curriculum-for-wales-relationships-sexuality-education-code.pdf>

Collective Worship is held daily when pupils come together for a mainly Christian worship.

The Governing Body has agreed upon the content of the school's provision for Relationships & Sex Education.

The traditional primary school structure where class teachers know their pupils well is particularly appropriate for the teaching of sex education and will ensure that teaching is appropriate to the age and maturity of the pupils involved. The primary school curriculum is ideally suited to deliver through aspects of science, pastoral time, assembly time and through formal and informal visits both inside and outside school. The content is based



around family life, the human body and human development. Due to the cross curriculum nature of the subject it may be discussed or taught as and when it arises through normal topic work alongside the structured Scheme of Work.

Puberty for both boys and girls is taught in year 6 by the school nurse. Parents/carers will be notified before the lesson is given and given the opportunity to look at the content and materials used. This also applies to all other aspects of the RSE curriculum. Any parent/carer who has a concern over any part of the RSE education policy may discuss the content with the Head Teacher.

### **Assessment and Recording**

Assessing how well children are progressing, and recording that information, is an essential part of our work in school. Without ongoing assessment we cannot evaluate how well pupils are progressing and we cannot plan for the next stage of learning. Similarly, without end of year and end of key stage assessments we cannot establish the levels your child has attained. Consequently, we cannot evaluate our own performance against that of other schools, the LA and schools in Wales.

The information we gain from both formative and summative assessments helps us keep you, the parent, well informed of your child's progress and tells us what we need to plan for the next stage of learning.

Assessment information is used to highlight areas of concern as well as celebrate success and it allows us to plan a programme of learning to suit the needs of the individual child.

The children are assessed in the following ways:-

#### **Summative assessments:-**

- All classes complete Termly and end of year assessments.  
Termly assessments include: - English & Maths. End of year assessments include all areas of the curriculum. Standardised tests used during the year for years 2 to 6 include, WNT maths reasoning, maths procedural and English reading.
- Pupils with SEN/ALN are assessed termly against their IEPs/IDPs.



#### **Formative Assessments:-**

- Individual targets for improvement in maths and English are set for each child and monitored regularly.

- Pupils are involved in assessing their own progress through Pupil Self-Assessment. The pupil and teacher then use this information to set new targets. This encourages the children to take responsibility for their own learning.
- Pupil progress and attainment is assessed each time the child's work is marked or shared on Seesaw; teachers write comments on the child's progress towards their targets and identify the way forward.
- Teacher weekly/fortnightly planning reflects pupils' progress from the week before.
- Pupil peer assessment evaluates how well pupils complete tasks as a group. This is a very effective tool in helping pupils identify what they need to do to improve.
- Targeted Initiatives teaching carry out ongoing assessments on the pupils to support good progress in learning.

**All this assessment information is used to help the class teacher provide the best programme of study possible for your child**

A parents' meeting is held during the Autumn Term and Spring Term, when parents may come and visit the child's teacher to have an oral report and to see the child's work. Written reports are issued at the end of the school year and parents are invited to discuss these reports and their child's progress if required. However, parents may (if they so wish) discuss any matters of concern regarding a child at any time either with the head teacher or the class teacher.

Pupil's attainment and progress is recorded in a variety of ways including:-

- Reading records
- End of term assessments
- Autumn and Summer reading tests
- Language support records
- Pupil Self-assessment
- Welsh National Tests
- Pupil's books
- Audio and visual recording and photographs

All this information is available to parents on request

More detailed information on Assessment, Recording and Reporting is available from the following policy documents:-

Assessment, Recording and Reporting

Marking Policy

Teaching and Learning policy

These documents can be obtained from the head teacher.

## **Music Tuition**

A peripatetic guitar tutor, Mr. A. Mulligan, visits the school each week. Subject to the availability of instruments, lessons are given to children who, after testing by the teacher, show some musical ability for the instrument. The school will expect an undertaking by the child and parents in the form of a Home-School Agreement. A small financial contribution per term is asked for.

Mr Mulligan also introduces yr 3 to the ukulele, through whole class instruction.



## **Homework**

Children are given homework as determined by individual members of staff. Children are always encouraged to take some responsibility for their own private study and we heartily support all children who read extensively and borrow books from our school library. Homework often includes reading, spelling or maths.

## **Sporting Aims and Provision for Sport**

Our aim is to provide our pupils with the opportunity to take part in a wide range of sporting activities. We aim to encourage an understanding of and desire for a healthy lifestyle, supporting the Welsh Assembly Government agenda on "Food and Fitness". Although we understand the need for our pupils to take part in a range of competitive sports, there is a strong emphasis on behaving appropriately and the need to treat all persons managing sporting events with respect.



Through the curriculum, pupils are encouraged in physical activities.

## **Swimming sessions**

All KS2 pupils have the opportunity to go swimming as part of the curriculum in the Summer Term and we aim for everyone to achieve a badge during these lessons.

## **Outdoor Pursuits**

Year 6 pupils are invited to attend a three day residential course at an Adventure Park, usually Manor or Acorn.

## **Out of Hours Learning**

We also offer after school learning or activities. They might include:

- Art/Athletics/Cricket/Football/Rugby/Netball/IT Club etc.
- Breakfast Club to develop an awareness of the importance of healthy eating.
- A range of trips/visits and visitors throughout the school year.

## **School Performance**

School performance is monitored and measured in a variety of ways.

- The Governing Body, on your behalf, monitors school performance. This is done by agreeing school policy, vision and aims and carefully monitoring its implementation in the day-to-day life of the school.
- The Central South Consortium monitors school performance by gathering information through visits and conversations.
- The Welsh Inspectorate ESTYN monitors school performance during "Inspection" and reports on the schools' provision and pupils' learning.
- After every inspection we have to agree an improvement plan to address areas highlighted by inspectors, this plan is called the Post Inspection Action Plan.
- School sets SMART targets for improvement through the School Development Plan. The progress and impact of this plan is reviewed termly.

**No prospectus can answer every question, so please do not hesitate to call into the office if you cannot find the information you need in this prospectus. We are more than happy to answer any queries you may have.**