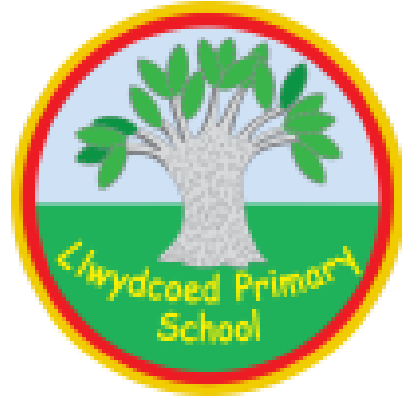


Llwydcoed Primary School Prospectus



Growing, Striving, Achieving and Believing!

Our Vision

For Llwydcoed Primary School to be at the heart of the community and a place where children are able to learn in a safe, happy and secure environment. Empowering children to reach their full potential as they grow up in an ever-changing world.

Our Mission Statement

- To create ambitious capable learners who are ready to learn throughout their lives by developing effective skills and communication abilities, placing digital technology at the heart of the curriculum and making sure all have high expectations of themselves and enjoy a challenge.
- To create enterprising and creative contributors who are ready to play a full part in life at work by giving them confidence to be able to take measured risks, allowing them to express their ideas through problem solving and making sure they grasp every opportunity that comes their way.
- To create ethical informed citizens who are ready to be citizens of Wales and the world by having a strong sense of community and culture, embedded values and a clear understanding of sustainability as well as the impact of their actions.
- To create healthy and confident individuals who are ready to lead fulfilling lives as valued members of society by building their resilience to overcome a challenge, fostering positive physical and mental health and ensuring they have the ability to develop positive relationships with others.

The staff

The Pupils

The Governing Body

The Parents

..... of Llwydcoed Primary School!



Dear Parents / Carers,

I am very pleased to welcome you and your child to Llwydcoed Primary School and look forward to meeting you on many occasions as your child travels through the school.

At Llwydcoed Primary School we aim not only to give the best education to your child but to work in partnership with parents to ensure children develop to their full potential. The dedicated team of staff plan the curriculum and organise their classrooms in such a way that children are well motivated and enjoy being at school. This is the best possible environment for learning to take place. By creating a caring environment with the emphasis on co-operation and mutual respect we expect a high standard of social behaviour from the children. Working in partnership with you we aim to make it a centre of excellence for the community and its children.

If you have time to spare, or a skill to share, or just want to see what is going on, the doors are always open to you as well as your child. We welcome you as a parent and look forward to a happy and successful partnership over the coming years.

Together we will achieve excellence by working towards our school vision which ensures every child has the opportunity to continue growing, striving, achieving and believing.

A handwritten signature in black ink that reads 'Mrs Drew'.

Mrs Drew
Headteacher

School Information

Llwydcoed Primary School is an English Medium, Local Authority primary school. We are a happy and successful school that meets the needs of all our learners. We provide our learners with a broad and balanced curriculum as well as a set of values which develop responsible, caring individuals. The school caters for pupils from 3-11 years of age. Every school has a published admissions number which states the maximum number of pupils a year group can accommodate. Our published admissions number is 18. Children may join the school the term after their 3rd birthday.

School Contact Details

Llwydcoed Primary School

Corner House Street

Llwydcoed

Aberdare

CF44 0YA

Tel: 01685 871110

Email: admin@llwydcoedprimary.rctcbc.cymru

Website: www.llwydcoedprimary.co.uk

Rhondda Cynon Taff Local Education Authority

Education and Lifelong Directorate

Valleys Innovation Centre

Navigation Park,

Mountain Ash

CF45 4SN

Telephone: 01443 744000

Fax: 01443 744023

Llwydcoed Primary School - Governing Body

L.A. Governors

Mrs S. Rees
Mr A. Falder

Parent Governors

Miss. L. Pask
Mr J. Howell
Miss C. Miles

Community Governors

Mr R. Grundy (Chairperson)
Mrs L. Agostini

Teacher Governor

Mrs A. Wells

Non-teaching Governor

Mrs G. Dance

Headteacher Governor

Mrs N. Drew

Our School Governors play a vital role in school management and meet at least once a term at the school to discuss issues related to the school and education in general. Once a year a Governor's Report is provided for parents and a general meeting will be called, if requested, where there is an opportunity to discuss any queries or matters of concern.

Our Staff

Headteacher	Mrs Natalie Drew
Deputy Headteacher	Mrs Michelle Lloyd
Teacher with TLR	Miss Leah Harris (ALNCo)
Class Teachers	Miss Leah Harris (Dosbarth Hapus/ Heulog) Mrs Alex Wells (Dosbarth Enfys) Miss Rhian Jones (Dosbarth Draig) Mrs Michelle Lloyd (Dosbarth Seren)
HLTA (PPA)	Mrs Gemma Hayton
HLTA (Nursery)	Miss Kelly David (Dosbarth Hapus)
Teaching Assistants	Mrs Gemma Dance Mrs Lucy Dunn Mrs Anna-Marie Hall
School Clerk	Mrs Emma Stroud
School Caretaker	Mr Stephen Price (Employed by Solo)
School Cleaner	Mrs Barbara Noble (Employed by Solo)
Lunchtime Supervisors	Mrs Barbara Noble Mrs Amanda Griffiths Mrs Simone Laurence
Lunchtime Catering Staff (Employed by Catering Direct)	Mrs Caroline Donaldson Mrs Alison Carlyon
Breakfast Club Staff (Employed by Catering Direct)	Mrs Caroline Donaldson Ms Petrina Owen Mrs Alison Carlyon



School Times

School Begins	9:00am	
Morning Ends	11:45am	Dosbarth Hapus (Nursery)
	12:00 noon	Dosbarth Heulog (Reception/ Year 1)
	12:15pm	Dosbarth Enfys (Years 2 and 3)
		Dosbarth Draig (Year 3 and 4)
Dosbarth Seren (Years 5 and 6)		
Afternoon Begins	1:10pm	
School Ends	3:30pm (3.25pm for Nursery children)	
Morning Break	10.30am to 10:45am	
Afternoon Break	2:15pm to 2:25pm	

Please note: Children should arrive at school between 8:50am and 9:00am (unless they are attending Breakfast Club, - see below). Children are taken into school at 9:00am and, for their safety, all external doors are then locked. Children who arrive late (e.g. after a medical appointment) must report to the secretary so that they can be added to the register for the day. There is no access to vehicles during the times children are walking up or down the school drive. Please respect this rule as it is for your children's safety.

Breakfast Club

Breakfast Club is open to all children and starts at 8.00 a.m. If you wish your child / children to attend you will first need to complete a registration form. Children cannot be admitted to breakfast club after 8.35 a.m.

Staff Training Days

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
2 nd	4 th	6 th	3 rd	28 th	21 st
September 2024	November 2024	January 2025	March 2025	April 2025	July 2025

School Term Times 2024 to 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.

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

Significant dates:

- Christmas - Wednesday 25 December 2024
- Easter - Good Friday 18 April 2025
- Easter Monday - 21 April 2025
- May Bank Holidays:
 - Monday 5 May 2025
 - Monday 26 May 2025

Attendance

Class registers are completed 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 settle 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 9:00am but before 9:30am will be marked as late L (with the actual time of arrival noted). Any child entering class after 9:30am will lose their mark for the morning and marked as U.

What to do if your child is absent from school

If your child is absent from school please ring and leave a message before 9:15am on the first day of absence. If we haven't heard from you by 9:30a.m., the secretary will ring you. Please remember that the responsibility is for the parent to contact the school. 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. Pupils 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.

Family holidays during term time

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. Permission can be granted for up to

10 days, for a family holiday, by the head teacher, 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) and the first half of the Summer Term. Children who return to school after everyone else are put at a great disadvantage and often become very distressed and National Tests run during the first half of the Summer Term. Any holidays taken in September or the first half of the Summer Term will be unauthorised.

Parents should not expect, or be led to expect, that the school will agree to family holidays during term time. Although the school have discretionary powers under Regulation 8 of the Education (Pupil Registration) Regulations 1995 to grant an authorised period of leave to take a family holiday in term time, parents/carers do not have an automatic right to withdraw their child(ren) from school. Such permission is granted by the governing body or Headteacher. Out of courtesy, we ask permission to be requested 4 weeks prior to booking a holiday. Holiday request forms may be obtained from the school clerk. Only in exceptional circumstances may the amount of leave granted exceed 10 days.

To encourage children to come to school regularly and on time we have a range of award schemes. These will be reviewed by the School Council 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 can be obtained from the Head Teacher or viewed on the school website.

Attendance Information (Pupils aged 5 - 11)

	Attendance
School Year 2022-23	92.6%

Attendance % (Pupils aged 5 - 11)

Autumn Term 1 2022	93.6%
Autumn Term 2 2022	86.0%
Spring Term 1 2023	94.3%
Spring Term 2 2023	94.6%
Summer Term 1 2023	95.5%
Summer Term 2 2023	92.9%

Attendance Target 2022-23 and 2023-24 – 93%

In a bid to reduce/eradicate unauthorised pupil absences the school attendance policy, which has been approved by the Governing Body states that:

Repeated unauthorised absences/lateness

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child is repeatedly late or unauthorised, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services (AWO), who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

Fixed Penalty Notices

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, the school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the Head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

The criteria for issuing fixed penalty notices:

- Where a pupil has accrued 10 or more sessions of unauthorised absences in the current term;
- Where a pupil has been persistently late on 10 or more occasions in the current term, arriving more than 30 minutes after the registration period;
- Where a parent refuses to engage with a school in the interest of improving their child's school attendance levels;
- Where a pupil is repeatedly caught truanting in public places during school hours;
- Where a holiday in term time has been requested but has been unauthorised.

Given the need to ensure high attendance, the LA have reviewed the impact of holidays taken in term-time. They are now asking headteachers not to authorise requests for a holiday in term-time. There is no right that enables parents and carers to take a child out of school for a term-time holiday. We realise that there will be certain exceptional circumstances when it would not be appropriate to unauthorise a holiday absence, and therefore, the following reasons have been agreed that a headteacher may approve such a request:

- Families of serving armed forces personnel;
- Parent or child experiencing a life limiting illness;
- Families that have suffered an acute trauma;
- Certain days for religious observance;

Fixed penalty notices will offer a means of intervention to prevent individual cases becoming persistent non-attendance cases and progressing to the local magistrates' court. Only one notice will be issued to a parent/carer (who has parental responsibility) in any one academic year but notices can be issued for more than one child in that family. A fixed penalty notice is a £60 fine if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days of receipt. If the penalty is not paid in full by the end of the 42 days, the local authority must either prosecute parents/carers for the offence or withdraw the notice.

A detailed policy and leaflet on attendance can be viewed on our school website.

Punctuality

Why is it important?

It is important to arrive at school on time because

- Your child has maximum benefit from his/her lessons in school. Just 12 minutes late each day means that your child has lost 1 hour of school time in a week!
- When everyone arrives on time, lessons can begin straight away without interruptions.
- It is a good habit to get into from the very beginning of school life.

Coming to school and registration

- Children should arrive at school between 8:50a.m. and 9:00a.m.
- Children attending Breakfast Club must arrive by 8.35a.m.
- Children are taken into school at 9:00a.m. and, **for their safety, all external doors are then locked.**
- Children who arrive after registers close will be officially recorded as late.
- Parents are informed by letter or telephone if a child's punctuality is a matter of concern.

The School's Governing Body has dictated that in the interest of safety no vehicle, except in an emergency, is permitted to use the school drive between 08:50 a.m. and 09:10 a.m. and between 3:20 p.m. and 3:40 p.m.

Charging Policy

Education is free, including the provision of materials and equipment. If parents wish to keep any items produced by their child, payment may be requested by the school. If any school property is damaged or lost by pupils or their relatives, it will be necessary to make a charge in order to cover the cost of replacements.

When the school organises educational trips involving costs, parents are asked to make a voluntary contribution to cover the costs incurred. If insufficient contributions are received it may be necessary to cancel the trips. Pupils will not be taken on trips unless written permission has been obtained from the parent or guardian. Therefore, it is essential for permission slips to be signed and returned to school.

Admissions Policy

The school follows the RCT Admission Policy which is contained in the 'Starting School' Book. A copy of this book is published on RCT Councils website.

(As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA.)

We are an inclusive school that welcomes children from all backgrounds and abilities.

In September and at other times when a group of children may start, the intake is staggered with a small number of children starting each day to allow them to receive more individual attention from staff. It is hoped that all these arrangements will help to prepare children socially and emotionally for school and make starting school a happy and pleasant experience.

An admission form must be completed by all parents, in order that the school has all necessary information. The admission forms can be obtained from school, but then **must be sent to the Local Authority.**

It is important that the school has telephone numbers to contact a parent, relative or friend in case of an emergency.

Parents who wish to admit a child to the school are welcome to visit at any time, (Please phone the school to make an appointment).

Pre-admission Arrangements

- Parents are invited to visit the school with their child for a 'guided tour' and to meet the teachers.
- Other meetings with the class teacher can be organised so that parents can find out more about the school.
- New entrants into the Nursery are invited to participate in home/school link up activities at our Nursery for an hour a week, in the terms prior to admission.

School Premises

The school is set in spacious grounds. There is a playground, two covered patio areas, an enclosed wild life area, a playing field, a garden area, a grass area with a maze, a grass area with staging and woodland area.

The school is a single storey block with the main hall. The hall is used for assemblies, some lessons, as a cafeteria during the lunch hour and also for Breakfast Club from 8.00 - 9 a.m.

School Organisation

- The school caters for children between the ages of three and eleven years.
- Children are generally placed in classes according to age.
- The school is organised into five classes -
 - Dosbarth Hapus: Nursery
 - Dosbarth Heulog: Reception/ Year 1
 - Dosbarth Enfys: Y2 / Y3
 - Dosbarth Draig: Y3/ Y4
 - Dosbarth Seren: Y5 / Y6

Stages of Primary Education

Age at beginning of academic year (September 1st).

Ages 3 - 6 Working within Progression Step 1 and 2

Age 7 Working within Progression Step 2

Age 8 Working within Progression Step 2

Age 9 Working within Progression Step 3

Age 10 Working within Progression Step 3

Teaching

At Llwydcoed Primary School the normal school week is as follows-

Nursery to Year 2 21 hours

Year 3 to Year 6 23.5 hours

This meets government requirements for the minimum hours to be taught. It does not include time spent in registration/collective worship/break and lunch periods.

The Curriculum

The school aims to help pupils develop socially, morally, emotionally, intellectually and physically. It aims to provide pupils with the necessary skills to become lifelong learners.

The curriculum provided at the school is broad and balanced and targets all aspects of learning. Pupils participate in a range of activities carefully matched to their levels of ability and maturity. Opportunities are provided to promote equal opportunities and to value and celebrate diversity.

The New Curriculum Wales

At Llwydcoed Primary School we are fully embracing the New Curriculum for Wales. The curriculum is a new opportunity to think differently about education and has been compulsory since September 2022. It aims to prepare children to thrive in a future where digital skills, adaptability and creativity are crucial, and that is rooted in Welsh values and culture.

The new Curriculum for Wales has been developed to fulfil four key purposes. It aims to produce children who are, or will become:

- Ambitious, capable learners
- Healthy, confident individuals
- Enterprising, creative contributors
- Ethical, informed citizens



The Curriculum for Wales has six areas of learning.

1. **Expressive arts** incorporating art, dance, drama, film and digital media, and music. Encouraging creativity and critical thinking and include performance.

2. **Humanities** incorporating geography, history, RE, business studies and social studies. Based on human experiences and will also cover Welsh culture.

3. **Health and wellbeing** incorporating the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learn how to manage social influences. It includes PE.

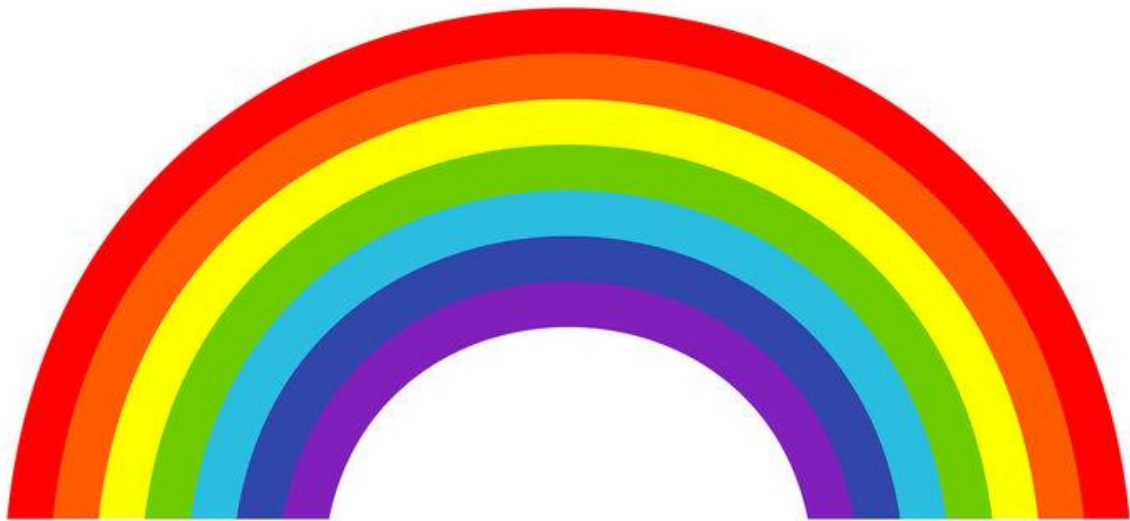
4. **Science and technology** incorporating biology, chemistry, physics, computer science, and design and technology.

5. **Mathematics and numeracy:** in the early years, this will involve learning through play. In later stages, it will include working both independently and collaboratively with others.

6. **Languages, literacy and communication:** this will include Welsh and English, literature and international languages.

In addition, literacy, numeracy and digital skills will be embedded throughout all curriculum areas. All learners at Llwydcoed Primary School will experience a rich literacy and numeracy learning environment and support in achieving their potential. In line with the Welsh Government Literacy and Numeracy Programmes and the Literacy and Numeracy Framework (LNF), it is our expectation that all teachers will be teachers of literacy and numeracy, and learners will have the opportunity to apply and progress literacy and numeracy skills across the curriculum in different subject areas, and in real life contexts.

Llwydcoed's Colourful Curriculum



Our Colourful Curriculum is unique to our school and puts pupil voice at the centre. Through creative and meaningful activities, pupils experience a thematic approach to learning that helps them create connections and learn through memorable experiences that cater to all pupils.

Please click on the video link below to see the video of Mrs Lloyd and our pupils telling you all about the Colourful Curriculum at our school!

<https://drive.google.com/file/d/1UZANrIuE3vLxrKbCuM7P8camdYmdM2tt/view?usp=sharing>

Whole School Topics

Broad whole school topics that focus on a particular AoLE are followed by each class in the school. Examples include the following:

- Llwydcoed and Beyond
- Time Travellers
- Let's Investigate
- Let's Imagine
- Changes
- Our Digital World

Dazzle Days!

Dazzle Days are activities the pupils partake in, related to their topic. The first week of every term there will be a Dazzle Day, which is a hook to immerse and engage the pupils in their topic. These days give pupils the experiences related to the topic and ensure that every child has the same experiences and a base knowledge in preparation to complete work or carry out activities on that topic. The activities are engaging, fun and inspiring in order to motivate the pupils for the duration of the topic and used as an introduction to give pupils an insight into what the topic is going to be about. The main purpose of the Dazzle Day is to aid children in generating ideas that they would like to learn about for that terms topic that focus around the 4 core purposes.

Golden Quest

Golden Quests are completed at the end of each topic and ideas for this are generated by the children at the start of the topic. The Golden Quest consists of skills that have been taught throughout the topic and give the children the opportunity to apply the skills taught with independence.

Treasure Chest

Each pupil is given the opportunity to reflect and evaluate the skills and knowledge they have gained during each topic by producing a treasure chest. The treasure chest involves pupils collecting evidence of work they have produced and are proud of across all 4 core purposes and allows the pupils to celebrate their success each term.

Amser Enfys

In Dosbarth Hapus, Heulog and Enfys children take part in Amser Enfys. This promotes independent learning in enhanced provision and involves children completing rainbow challenges independently while earning coloured lollypop sticks. Children are expected to collect all lollypop sticks by the end of each week!

Rainbow Missions

In Dosbarth Draig and Dosbarth Seren children take part in Rainbow Missions throughout each topic. They complete these missions independently and earn

coloured stickers when each mission is complete. The missions consolidate skills already taught in lessons are based around each AoLE area.

Numeracy and Literacy Weeks

Children also take part in stand alone Literacy and Numeracy weeks across the curriculum which apply skills previously taught. Some of these weeks will include rich tasks which ensure children learn through making connections and inspire use of many skills and experiences previously taught.

Maths and Numeracy at our School

Please click on the video link below to see a video of Mr Keefe and our pupils telling you all about the Mathematics and Numeracy Curriculum at our school!

<https://drive.google.com/file/d/1MuluWMkxBaoXpaseDuFh7vi1V5hyJQhT/view?usp=sharing>

Please click on the video links below to see the videos of Mrs Wells and our pupils telling you all about Reading and Spelling at our school!

https://drive.google.com/file/d/19bv66S30r9KWMCWkySSm4sRXWOvSe96_/view?usp=sharing

https://drive.google.com/file/d/19giguiCa_gHcSGCnMiLR1l5Z_-J-EN_R/view?usp=sharing

Relationships and Sexuality Education at our School

Please click on the video links below to see a video of Miss Harris and our pupils telling you all Relationships and Sexuality Education at our school!

<https://drive.google.com/file/d/1cBfTcYKSwY3wDKOIet403sMs7NH3ornR/view?usp=sharing>

https://drive.google.com/file/d/1w83UcaOIy6vwu7RcbWbbpzGbENJuXUaU/view?usp=share_link

Cwrricwlwn Cymreig at our School

At Llwydcoed Primary School education provision promotes learners' bilingual skills and reflects the language and culture of Wales. The term '**Cwrricwlwm Cymreig**' is used to identify those aspects of the curriculum that are unique to Wales. This 'Welsh dimension' of the curriculum is developed through a Welsh ethos within the school, through the selection of appropriate subject content and through the learning of Welsh.

Use of the Welsh language

It is compulsory that Welsh is taught as a second language throughout the school. The use of incidental Welsh is encouraged throughout the school day. We are committed to encouraging pupils and staff to use the Welsh language in and around the school and all classes have pupils who act as Helpw'r Heddiw, reinforcing Welsh language patterns and encouraging others to ask and answer questions in Welsh. Welsh songs and hymns feature in assemblies and displays highlight relevant Welsh phrases and words.

Extra-Curricular Activities

Pupils are encouraged to participate in additional activities outside the formal curriculum. These activities may include concerts, sport, fund raising and charitable events.

At times during the school year, pupils are offered the opportunity to become involved in the following clubs as extra-curricular activities:

- Football Club
- Athletics Club
- Football Tots
- Athletics Tots
- Netball Club
- Netball Tots
- Coding Club
- Art Club
- Recorder Club
- Gardening Club
- Sewing Club
- Magazine Club
- Maths Masterclass

In addition to the above, brass tuition is offered on a weekly basis.

The school aims to provide a range of sporting activities and opportunities for pupils. All pupils in Years 3 to 6 are taken for swimming lessons as part of the Curriculum. Tournaments and sporting events are entered whenever possible. All the pupils in the school take part in the annual sports day.

P.E. Clothing

- Black shorts and a white t-shirt for indoor lessons as well as suitable footwear.
- Back leggings or joggers, a white t-shirt and school jumper as well as suitable footwear for outdoor sport.
- Swimwear for Years 3 to 6.

FOR SAFETY REASONS, NO JEWELLERY IS TO BE WORN IN P.E. LESSONS (except stud earrings). CHILDREN WHO WEAR JEWELLERY WILL BE EXPECTED TO REMOVE IT FOR THE LESSON.

All articles of clothing should be clearly marked with the pupil's name.

Additional Learning Needs

At Llwydcoed Primary School we aim to provide both a broad and balanced curriculum whilst meeting the needs of all our learners. All our staff employ a range of teaching and learning strategies along with high quality resources and a range of interventions to fully support our children to participate in their mainstream education. We adopt a fully inclusive approach to education combined with universal learning provision that is able to meet a broad range of learning needs. Our well qualified and experienced teaching and support staff team have a wealth of expertise and are well placed to provide tailored support and challenge to all our learners. Through robust and careful planning, our teachers are able to provide a range of learning opportunities that respond to pupil's diverse range of learning needs. In doing so, we are able to provide learners with the help, support and challenge they need to overcome their barriers to learning without the need for external support. However, a learner may experience more complex barriers to learning that means their specific need is additional to and substantially different from their peers. In this instance we will work closely with you to develop an appropriate support pathway, possibly in conjunction with our external support partners.

Additional Learning Needs in Wales

What is Changing?

The ALN system is the new statutory support system for children and young people aged 0 to 25 in Wales with ALN that is due to come into force in September 2021.

The legislative framework of the new system is created by the Additional Learning Needs and Education Tribunal (Wales) Act 2018 ('the Act'), the ALN Code for Wales and regulations made under the Act. Through this statutory framework the Welsh Government aims to ensure that all learners with ALN are supported to overcome barriers to learning and can achieve their full potential, by creating:

- a unified legislative framework to support all children of compulsory school age or below with additional learning needs (ALN) and to support young people with ALN who are in school or further education (FE);
- an integrated, collaborative process of assessment, planning and monitoring of the support provided to ALN learners which facilitates early, timely and effective interventions; and
- a fair and transparent system for providing information and advice, and for resolving concerns and appeals.

The Act replaces the terms 'special educational needs (SEN)' and 'learning difficulties and/or disabilities (LDD)' with the new term 'additional learning needs (ALN)'. All children and young people with ALN regardless of the severity or complexity of their learning difficulty or disability will be entitled to a statutory support plan called an 'Individual Development Plan' (IDP). Children and young people with ALN will receive support called additional learning provision (ALP) which will be set out in their IDP.

RCT Access and Inclusion Service

Where our learners experience barriers to learning that mean their specific need is additional to and substantially different from their peers, the school maybe supported by external partners from RCT Access and Inclusion Services.

The Access and Inclusion Service at RCT is a key element of the council's arrangements for the support of pupils with Additional Learning Need (ALN). The service consists of:

- Educational Psychology Service
- Learning Support Service
- Behaviour Support Service

The Access and Inclusion Service, alongside others, works towards achieving equality of opportunity and ensuring that diversity is celebrated. Access and Inclusion works in partnership with agencies, both statutory and voluntary, to ensure that all children and young people with Additional Learning Needs (ALN) have the opportunity to reach their potential in a supportive environment that prepares them well for adult life.

The main function is to provide support for children and young people with a range of difficulties including sensory impairment, social, emotional and behavioural difficulties, speech, language and communication disorders including Autistic Spectrum, physical and medical disabilities and general complex and specific learning difficulties.



Assessment, Recording and Reporting

Pupils are regularly assessed, and records are kept.

The school will carry out a Baseline Assessment of all Nursery and Reception age pupils when they first start school. This assessment will provide information that can be used to inform target setting for individuals, groups and classes.

All staff are involved in setting targets for each individual pupil based on teacher assessment and pupil performance data. The attainment of these targets is monitored and the success is evaluated.

During the Autumn Term all parents are invited to view their child's work and discuss what to expect in the year ahead. In the Autumn and Spring Terms parents have individual appointments to discuss progress, targets and attitudes with the class teacher

During the Summer Term pupils in years 2 - 6 are required to sit the National Reading, Reasoning and Numeracy Tests, the results of which are reported to parents as soon as they become available. Toward the end of the school year

parents are given a written report and are invited to discuss that report with the class teacher, if there are any issues that require clarification.

Equal Opportunities and Disability Access

The school operates an equal opportunities policy whereby we do not discriminate against anyone, be they staff or pupil on the grounds of their sex, race, colour, religion, nationality or ethnic origins. This is in line with the Equality Act 2010 and covers both direct and indirect discrimination.

We promote the principles of fairness and justice and ensure that all pupils have equal access to the full range of educational opportunities provided by the school. The school has wheelchair access with ramps leading to the school from each entrance. Our toilets are not suitable for wheelchair users but this issue will be addressed in future school improvement plans, and dealt with when funding allows and needs make it essential.

Our Accessibility Plan ensures we meet the requirements of the Equality Act 2010.

This Strategic Equality Plan sets out:

- Background information about the area and the school
- The school's overall approach to promoting equality and, recognising and celebrating diversity and tackling discrimination
- Specific sections on race equality, disability equality and gender equality
- Action plans incorporating overall targets across the three areas, including targets relating specifically to each of these three areas

If you would like a copy of this document, please contact the school.

Disability Policy

In April 2011, the Equality Act 2010 came into force. At Llwydcoed Primary we recognise our statutory duty to implement it. Below outlines the means by which this is achieved.

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

The achievement of disabled pupils and students will be monitored and we will use this data to raise standards and ensure inclusive teaching. We will make reasonable adjustments to make sure that the school environment is as accessible as possible. We recognise, as described in the Act, that at times this may require the school to positively discriminate in favour of someone with a disability in order that equal access and opportunity might be achieved.

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

In seeking to be a fully inclusive school, we will endeavour to create an environment which does not adversely affect any member of the school community, and which promotes enjoyment and achievement for all.

Data Protection

When your child starts at our school you are asked to provide information about them. Their previous school will also send their records to us. This information is kept by the school, usually on the school's computerised administration system, and then used for a variety of purposes related to the running of the school and provision of your child's education.

Personal data collected and held in this way is treated confidentially and stored securely.

Your child has certain rights relating to this information; our GDPR policy sets out those rights and protects individuals from misuse of the information held. As a parent/guardian, you have a right to ask for access to and a copy of personal data held about a pupil in your legal care.

Child Safeguarding

Llwydcoed Primary fully recognises its responsibilities for child protection/safeguarding. Our Child Safeguarding Policy applies to all staff, governors and volunteers working in the school and can be viewed on the school website: www.llwydcoedprimary.co.uk

There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school who they can approach if they are worried.
- Include opportunities in the PSE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board (formerly the Area Child Protection Committee)

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role, - Mrs. N Drew
- Ensure we have a nominated governor responsible for child protection, Mrs A. Hosgood.
- Ensure every member of staff, volunteer and governor knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavor to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Mrs Drew is also the designated teacher responsible for promoting the educational achievement of Looked After Children. She ensures each Looked After Child is provided with a personal education plan, and ensures the plan is followed. She also attends meetings with external agencies as appropriate. The school has a number of policies in place to support Looked After Children, and these include Child Safeguarding, Child Protection, Health, Safety and Welfare, Special Needs, Teaching and Learning, and Wellbeing.

If you should wish to make a complaint, please follow the procedure below:

Complaints Policy

Legal Context

The procedures in this Policy for dealing with general complaints have been developed by the governing body in compliance with the requirements of Section 29 of the Education Act 2002.

In developing the procedures, the governing body has also had regard to the guidance contained in National Assembly for Wales Guidance Circular No. 03/2004 ("School Governing Bodies Complaints Procedures").

The Purpose of our Complaints Procedure

The procedure is designed to ensure that any parent or anyone with an interest in our school can raise a concern with confidence in the knowledge that it will be given serious and objective consideration and that it will be addressed in an appropriate and timely fashion.

Introduction

We believe that our school provides a good education for all our children, and that the head teacher and other staff work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints by parents. The following policy sets out the procedure that the school follows in such cases.

If any parent is unhappy with the education that their child is receiving, or has any concern relating to the school, we encourage that person to make an appointment to talk to the child's class teacher immediately and to the head teacher if they are still unhappy.

Aims and objectives

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

The complaints process

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.

Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the head teacher. The head teacher considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.

Should a parent have a complaint about the head teacher, s/he should first approach the chair of the governing body, who is obliged to investigate it. The chair of governors will do all she can to resolve the issue through a dialogue with the school, but if a parent is unhappy with the outcome, s/he can request that the complaint is considered by the complaints committee of the governing body.

This request must be made in writing, stating the nature of the complaint and how the school has handled it so far. The parent should send this written request to the Chair of Governors, who will arrange for a meeting of the complaints committee to be convened

The complaints committee of the governing body should consider all written complaints within three weeks of receipt of a complaint or as soon as possible in exceptional circumstances. The parent will be invited to attend the meeting held to consider the complaint, so that s/he can explain her complaint in more detail.

After hearing all the evidence, the committee considers its decision and informs the parent of the outcome in writing.

Monitoring and review

The governors monitor the complaints procedure, in order to ensure that all complaints are handled properly. Governors take into account any local or national decisions that affect the complaints process and make any modifications necessary to this policy. This policy is available to all parents, so that they can be properly informed about the complaints process.

Homework and Home-School Tasks

Parents will be encouraged to support their children's learning in partnership with the school. Learning is a lifelong process and takes place in every aspect of life. Talking and reading to your child has been proven to lay excellent foundations for success in school. Telling the time can be practised at home and shopping trips are excellent opportunities for learning about money. Every week there are reading tasks and spelling words appropriate for the child's age and level of maturity. Times tables are another on-going aspect of your child's learning which can be practised at home to ensure success. There will also be homework set by your child's class teacher when extra practise is needed in a particular aspect of learning or when research with a family member will enrich the child's learning experiences.

In Llwydcoed Primary school we do not value endless pages of work done in isolation as a valuable tool to enhance a child's learning but seek to encourage a thirst for knowledge that comes from shared and valued learning experiences. Some of these learning experiences will take the form of home-school tasks or projects.

Religion Values and Ethics

Religion, Values and Ethics forms part of the Humanities AoLE. At our school Religious Education explores the beliefs of some of the world's major faiths. Collective Worship is primarily Christian in nature.

Assembly themes are planned half termly or termly and encourage pupils to reflect; as well as promoting spiritual and moral development. Occasionally representatives of the church, community and charities visit assemblies.

Any parents, who for religious reasons, wish to withdraw their children from collective worship or Religious Education activities, are invited to discuss this with the headteacher in order to be aware of the possibility of alternative arrangements.

We also hold a weekly celebration assembly to celebrate the achievements of individual pupils. We see moral teaching as part of the whole school experience and not just through lessons alone.

School Uniform

We ask for parental co-operation in encouraging children to wear school uniform at all times as it provides a practical and cost-effective alternative to everyday clothing. Uniform is also a badge of belonging and a way of showing pride in our school.

The school uniform comprises of the following articles of clothing:

- Royal blue sweatshirts, hooded tops and cardigans with the school badge (not required but is an option).
- Yellow polo shirts
- Yellow or blue check summer dresses
- Grey trousers, shorts, pinafore dresses and skirts
- White PE polo shirts
- Black PE shorts and leggings/ joggers
- Black shoes

School uniform can be ordered through our school website.

In the interests of child safety, we ask that parents restrict jewellery to stud earrings only, as other jewellery can be a safety risk. Please ensure that footwear is both suitable and practical and be mindful of the fact that during playtimes pupils are quite often involved in games where they are running about. Inappropriate footwear can lead to unnecessary accidents.

Please ensure that all clothing is marked clearly with your child's name!

School Rules and Behaviour Policy

Summary of the behaviour policy

- ◆ We aim to be fair to all pupils.
- ◆ We have rules for behaviour in classrooms and at playtimes and dinner times.
- ◆ We aim to notice, praise and reward pupils who keep the rules.
- ◆ We tell parents when we are very pleased with their child's behaviour.
- ◆ We have a system of sanctions for dealing with inappropriate behaviour.
- ◆ We make every effort to involve parents when their child is not behaving appropriately at school.
- ◆ We follow the good to be green behaviour strategy.

General Rules

- ◆ **No child may leave the school premises at any time or for any reason without the knowledge and permission of the Headteacher.**
- ◆ Leave jewellery, mobile phones and other valuable items at home. Do not bring anything to school which is dangerous.
- ◆ Do not bring sweets or gum to school. We are a healthy school so parents are asked to provide fruit or alternative healthy snacks for their children to eat at morning break. A selection of fruit is available to buy at school.
- ◆ Any banned items will be confiscated.

School Rules

In Llwydcoed Primary School we have high expectations of behaviour and expect everyone to show respect to each other. To this end we have some simple rules that should help to make our school a secure and happy place for all members of the school community.

At Llwydcoed Primary School we are learning to behave in an acceptable way that will allow us to become citizens of the school and life-long learners. As we

progress through the school this behaviour must become embedded in our day to day school life so that we are ready to become valued members of our community.

We will learn to: -

- Treat others with respect
- Control ourselves so that we are able to line up and move around the school in an orderly and safe way
- When we are playing we will remember to keep our hands, feet and objects under control so that they do not hurt others
- So that everyone's contribution can be heard and valued we will put our hands up when we want to speak especially in large group or whole school settings
- We will always care for and protect the more vulnerable members of our school community, and set a good example by being careful and polite
- We will care for our school, the building and its grounds, and appreciate the facilities we have at school
- When we have been learning or playing we will tidy away equipment in a way that will ensure it is ready to be used by others
- During wet playtimes we will try to play sensibly and remember that games are more fun if others join in
- We will never leave the school or the playground without permission
- If someone is upsetting us in any way we will tell a friend, a teacher, Mrs Drew, a member of support staff, or our parents when we go home, so that the problem can be sorted out
- No bullying will be allowed in our school. Everyone must help stop this happening by telling an adult if they know of anyone bullying another person

Sanctions

Sadly, we sometimes have to consider sanctions for children who are unable to keep the school rules. A yellow warning card may be issued first of all, and if problems persist a red card will be issued. Loss of break time and other privileges may then follow. If children do not behave appropriately in school, they will not be chosen to represent the school in any outside activities or participate in school trips especially if their behaviour endangers themselves or others. If the problem persists, we try to involve parents so that we can work towards a solution together. The L.A.s behaviour support service or an Educational Psychologist may be asked to help, with the agreement of parents.

If a child's behaviour becomes unacceptable we will consider **temporary exclusion**. In each case this would generally be for a set number of days as specified by the Headteacher.

Permanent exclusion may well be used when a child persistently behaves in a manner which is considered to be dangerous, intolerable, unsociable or unacceptable.

School Council

Pupils from years 2-6 are represented on the School Council. The School Council enables and encourages pupils to develop a sense of partnership and ownership in decisions to overcome difficulties and to achieve positive change in the day to day life of the school. Through adults and pupils sharing responsibility for aspects of this day to day life, the school functions as an active co-operative community and encourages young people to develop into responsible and caring individuals for the future.

Eco Committee

Children volunteer from years 2- 6 to join the schools' Eco Committee. Their main aim is to encourage all pupils to care for their environment and discuss and implement ways in which we can help to improve our world. Our school has the Eco-Schools Green Flag Award.

Healthy Schools Award

Llwydcoed Primary school has achieved the Healthy Schools Award Phase 6 and seeks to encourage all members of the school community to lead healthy and fulfilling lifestyles. We have a fruit tuck shop in school which can be paid for online and pupils are free to bring their own suitable snack from home. We also ask parents to ensure that packed lunches are well balanced and have a limited amount of sweet items.

Health and Welfare

The school has a number of support services available. These include the Education Welfare Services, the Schools Medical and Dental Services and the school Health Visitor.

Vision, hearing, dental and general medical checks are held in school. Parents will generally have prior notification. For most medical appointments you will be invited to attend but there is no obligation to do so. You will be contacted if any problems are detected.

If a child is ill or has an accident in school the following procedures will apply:

- We will contact the parent or other named contact by telephone requesting that the child be collected from school.
- If a child requires immediate medical attention, he/she will be taken to hospital as soon as possible for treatment. The parent or named person will be duly informed of the action taken.

Illnesses and Medicines

Please inform us if your child suffers from any serious or recurring medical problems, allergies, sight, hearing or speech difficulties. Information is treated as confidential and it will help us to help your child.

Please notify the school immediately if your child is ill. If your child has an infectious disease it is essential that we are aware of this - please do not send your child to school until he/she is fully recovered.

If any child requires medication, the school must be informed and a permission slip completed. All inhalers and other medicines will be kept in the classroom first aid box.

Please note: Unless prior arrangements have been made, pupils must not bring any medicines to school.

Infestation

Parents have always acted responsibly and advised the school very quickly when their child has been infected. When this occurs, the school will issue the appropriate letter and instructions/guidelines leaflet to parents. **However, it must be stressed that the responsibility for treatment lies with the parents.**

Security

There is fencing and gates around the school building. The gates will be kept locked during school hours. The doors to the school building are kept locked. All visitors must report to reception. The school uses CCTV to monitor the areas outside the school building. All visitors to the school are required to sign in and

wear a visitor's badge. All staff working at the school have been subject to an enhanced DBS (formally CRB) check.

Fire Drill and Lock Down

We are very aware of the fact that fire is a major hazard in any building, especially where large numbers of people are present. Our school is well equipped with fire-fighting equipment, and the children are trained to evacuate the building quickly and without panic, as the result of regular, unannounced fire-drills. We also have lockdown procedures should we need to lock down the buildings. We also practice these procedures with the children.

Social Media Policy

Social media is now a widely used platform by Llwydcoed Primary School that allows for increased communication and engagement between the school and our pupils' parents. Llwydcoed Primary School recognises that the majority of our parents use social media in a positive and responsible manner, however, in a minority of cases there can be misuse of this resource where inappropriate expression of negative or offensive views about the school and staff have been shared online. Social media has the potential to enhance the education of pupils through the sharing of activities and achievements with parents in a way that was not previously possible. It also allows the school to disseminate important information to a wide audience and receive feedback on a variety of topics. The school recognises that in addition to accessing the school's social media accounts, parents use social media to discuss and share views about school related issues with personal friends and acquaintances. As a guide, parents should always consider the following prior to sharing or posting any information on social media about the school, its staff, its pupils or anyone else associated with it:

- Is social media the appropriate channel to raise any concerns, give this specific feedback or express this specific opinion?
- Would a private and confidential discussion in-person with a representative of the school be more appropriate than posting online?
- Is this comment likely to cause emotional or reputational harm to the school or specific individuals involved?
- Is this comment justified if the school has not yet had the opportunity to investigate?
- Would the posting of this material cause reputational harm to the school or impact pupils' learning?

Although social media provide a quick and easy way to express opinion, frustration or concerns about the school (and those associated with it), it is never appropriate to use it in this way. When a parent has a concern or complaint to share with the school, it must be done through the appropriate channels:

via our Complaint's Policy (full information of this is available on our school website)

The school therefore considers the following to be examples of inappropriate use of social media by parents (please note: this list is intended to provide a few examples and is non-exhaustive):

- Making allegations about staff or pupils at the school;
- Making complaints about the school or staff;
- Making defamatory statements about the school, staff or anyone associated with the school;
- Cyberbullying;
- Posting negative/offensive comments about specific pupils, staff or other parents;
- Posting racist, homophobic or other offensive comments;
- Posting comments which threaten violence.

Parents should also ensure that their children are not using social media as most sites have a minimum age requirement which our primary school pupils do not meet. Parents are expected to monitor any unlawful use of social media by their children and enforce this policy at home. In the event that any parent of a pupil at Llwydcoed Primary School is found to be misusing either their personal or the school's social media accounts, they will be reported to the appropriate 'report abuse' section of the site. The school will also expect the parent on question to remove such content immediately and will be asked to attend a meeting with a representative of the school to discuss the breaking of this code of conduct and the possible repercussions of their actions.

Pastoral Care

We believe that a strong home/school relationship is fundamental to pastoral care. We want the children to feel "at home" when they are in school and we feel that communication between parents and teachers helps to achieve this.

Parents are always welcome into the school to discuss any problems or worries and are likewise consulted about any educational or behavioural problems relating to their own child.

In school the class teachers take the lead role in the care of their children, and they are supported by the Headteacher and other staff whenever necessary.

Midday Meals and Milk

Meals are cooked on the premises. Children are offered a choice of daily menu. A two-week menu is in operation and can be viewed in the school hall and our website. Alternatively, packed lunches may be brought. Younger children can become confused as to whether they have packed lunch or school meals so please ensure your child is sure about their arrangements for lunch.

Free school milk is provided for pupils in Nursery to Year 2.

CANS AND GLASS BOTTLES ARE NOT ALLOWED FOR REASONS OF SAFETY.

Children having lunches at school are not allowed to leave the school premises at any time during the lunch hour unless prior arrangements have been made.

The school provides for the supervision of the children during the lunch break by employing midday supervisors. Children who go home for lunch by arrangement, must not return to school before 1:00p.m. unless specifically asked to do so.

Any child who leaves school early **must** be accompanied by a parent/adult.

Dinner Money

Dinner money is paid online. Please enquire at the school office if you require assistance with paying online. It is the Local Authority's policy that meals must be paid for in advance and therefore funds should be added as payment for the number of meals required for the forthcoming week. Failure to comply with the Authority's payment policy will require the school to refer such cases to the LA Education Office. Free school meals are now offered to all pupils in Reception to year 6. However, Nursey pupils who are not statutory school age are not offered free school meals until this time.

School Visits

Throughout the year we arrange educational visits for the children. These visits are worthwhile and form part of the curriculum.

Charging and Remissions Policy

Voluntary contributions are requested for visits/trips that take place during school hours on the understanding that no child is penalised because a parent does not contribute to the costs.

Our parents have been extremely co-operative over contributions in the past, for which the school is very grateful. We will endeavour to give sufficient notice about forthcoming visits with recommended contributions, which will cover the cost of transport, admission charge etc.

In reality, cost is carefully calculated, and the donation requested is the minimum to allow the activity/visit to take place. Unless all pupils taking part give this voluntary contribution, the visit may well not be viable and might have to be cancelled.

The PTA (Parent Teacher Association)

We hope all parents will support the activities organised by our PTA. The group holds regular meetings at the school and organises social activities and fund-raising events in order to provide additional equipment and facilities for the benefit of all the children.

The PTA **always** welcome new members to the group who are keen to help with fundraising and social events. If you would like to be involved, please contact any of the committee members or see the School Clerk.

Helping at School

We welcome parental help in school. If you have time to spare there are a lot of jobs that need doing regularly. For example

- Photocopying
- Gardening
- Sharing your expertise and skills
- Help with Art and Craft
- Getting children's work ready to display
- Listening to children read

If you cannot help regularly, perhaps you might like to help with particular events.

If you have a particular skill that you would like to teach to the children, please let us know!

Please note that all helpers will have to undertake a DBS check and will need to supply the school with two references.

Please see the School Clerk if you are able to volunteer.

Transfer of Pupils

At the age of eleven most of our pupils transfer to:

Aberdare Community School, or St. John the Baptist Church in Wales
Comprehensive School

We have established good links with both these school in order to ensure smooth transition arrangements.

There are also Open Days and events for pupils and their parents to attend to help them select the best school to continue their education. In the Summer Term we are happy to support each school in their planned programme of induction for their new pupils.

