

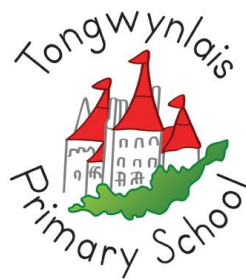


The Pear Tree Federation

'Dysgu Hapus'

Tongwynlais Primary School

2020 PROSPECTUS



Tongwynlais Primary School and Nursery

Merthyr Road,
Tongwynlais
Cardiff
CF15 7LF

Tel. 029 20810383

Email: tongwynlaisprm@cardiff.gov.uk

Web Site: www.tongwynlaisprm.school

Chair of Governors- Councillor Mike Jones-Pritchard

Federation Headteacher- Mrs Sally Phillips

Deputy Headteacher - Mrs Tracey Cleverdon

Assistant Headteacher – Mrs Michelle Burge

School Administrator- Mrs Lesley Baker

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A Warm Welcome to Tongwynlais Primary School

Croeso Cynnes I Ysgol Gynradd Tongwynlais

A Letter of Welcome from the Federation Headteacher

We are very pleased to welcome new parents and pupils to Tongwynlais Primary School and the Pear Tree Federation, where we have high expectations of children and where we do our best to ensure that they are happy and enjoy their time in school. We recognise that every child has different skills and talents and we work hard to ensure that every pupil reaches their potential and develops into a well- equipped learner. In order for us to achieve this, we are constantly reviewing everything we do to ensure we continue to offer the best quality of education possible. As a school we celebrated our centenary in 2008 and look forward to providing a broad and exciting education for our pupils for the next one hundred years!

Our school is part of a federation with Coryton Primary School and together we are a strong learning community: pupils, parents, governors and staff continue to move forward together, confident and proud of their achievements to date and with clear ideas about where further improvements can be made. Our success starts with the children and the families we serve, extending to all adults who work for our school.

Teachers and teaching assistants work in partnership to create a climate of learning, supportive relationships and a highly effective stimulating learning environment. If you would like to look at our last Estyn Report (2017), please visit the Estyn website at www.estyn.org.uk/inspection_reports.asp . In recent years, with changes to national systems, we have been categorised as a Green school and parents and carers might want to refer the www.mylocalschool.wales.gov.uk for information relating to this.

Working in partnership with parents and carers, we aim to offer wide-ranging opportunities to further children's academic, personal and social development. We hold the Investors in Families award and always try to find ways wherever possible, to involve you as parents in the life and work of the school and to keep you well- informed about your child's progress. We have close links with churches and organisations within the village and the school is very much at the heart of village life.

You are always welcome in school to discuss any concerns and problems. If you wish to see the class teacher, you may be able to do this informally at the end of the school day. Otherwise I would ask you to arrange an appointment by telephoning the School Administrator, Mrs L. Baker. If you wish to speak with myself or my deputy Mrs Tracey Cleverdon, you are warmly invited to school to make an appointment if I am not immediately available to meet you.

We hope that you and your children will enjoy your time as a member of our school community.

Mrs Phillips

Federation Headteacher

The Management and Organisation of the School

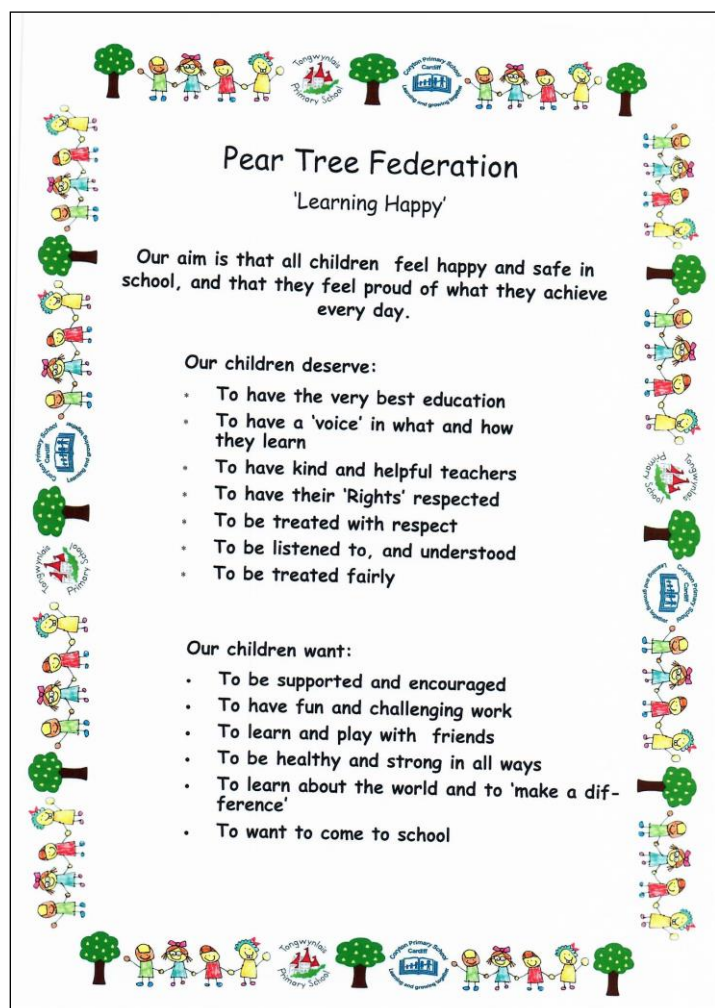
Rheoli'r Ysgol

- The Federation Governing Body has responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the L.A. The internal management of the school is the responsibility of the Headteacher.
- The local authority is the employer of staff, but the Federation Governing Body and Headteacher have separate and particular responsibilities for the selection and management of staff.
- The Federation Governing Body meets at least once a term and in addition, sub-committees meet regularly to discuss specific issues. They report to the full Governing Body for formal ratification of policies and proposals.
- The minutes of Federation Governing Body meetings once 'accepted' are available from the Headteacher, on request.
- Governors are required by law to publish an Annual Report to Parents. Copies of the most recent report are available on request from the school office.

Federation & School

Aims Nodau'r Ysgol

This document was written by the pupils, staff and governors.



Equality

Cyfleoedd Cyfartal

We believe that all individuals deserve equal opportunities. We aim therefore to structure the curriculum, the organisation and the management of the school so that all at school are offered equal opportunities for participation and for inclusion, for advancement and for growth, regardless of gender or social class, race or religion, age or disability. We seek to foster a climate of equality, underpinned by a policy which is supported by staff, by governors, and by parents and carers. The Governors and staff of Tongwynlais Primary School endeavour to eliminate discrimination. To this end, Governors and staff have agreed and adopted an Equal Opportunities Policy which is available on request. They publish an Annual Equalities Report. These principles underpin the school's vision and ethos. We strive to foster an understanding and appreciation of the diverse cultures within our society.

We believe that by introducing a multicultural perspective into the curriculum we will:

- enrich the education of all children
- give children opportunities to view the world from a wider perspective
- help children to question prejudice.

We aim also to:

- provide equal opportunities for all pupils and adult, irrespective of gender or ability, culture, race or religion.
- cater whenever possible for the special needs of pupils and adults in ways which make accessible not only the curriculum, but also extra-curricular activities and buildings.

Governors are working to make the school more accessible and have agreed an Accessibility Plan, in line with the requirements of the Disability Discrimination Act and are keen to work with people in the community who have a disability to ensure that needs are fully understood and met. The school publishes its statutory Equality Report on the school website and paper copy is available upon request from the school office.

What We Can Offer as a School

Beth Mae Ein Hysgol Ni Yn Ei Gynnig

Setting/ LLeoliad

The school serves the community of Tongwynlais village on the northern fringe of Cardiff County. The village nestles in the shadow of Castell Coch that sits on the Taff Gorge hillside. The River Taff is one natural border for the village as is Fforest Fawr and on the other perimeters lie the manmade M4 and A470. The proximity of these road links makes it an effective commuter base for residents and businesses.

The village itself is an excellent resource for education with its own identity and particular history and its rich mix of geographical features both natural and manmade. There are extensive natural habitats that lend themselves to scientific enquiry as well as a variety of local commercial outlets and multi-national businesses and industry all within walking distance of our community school.



The Buildings / Yr Adeiladau

Our school is housed in traditional stone buildings, the majority it dating from 1908. We also have two classrooms in a re-designed and refurbished annexe, which houses the Foundation Phase (pupils aged 3 to 7 years) and which was extended in 2014 to accommodate increased pupil numbers. In the same location we have TAG breakfast club and an after school club for which there are charges but which provide wrap around childcare on the site at a very affordable rate. All Foundation Phase pupils have access to a covered play area, grass area and safety surfaced outside play area that are used as extensions of the classroom.

Key Stage 2 classes are accommodated in the main block and have access to the school yard, playing field and Dutch Barn. The Dutch Barn is an excellent resource for the school and is used for games sessions, wet playtimes and after-school clubs. It may be used by community groups in the evenings.

The School Grounds / Yr Adeiladau The school has a well-developed allotment that is managed by volunteers. All pupils participate in gardening activities and our gardening club provides all the hanging baskets for school and the village enhancing our physical environment that is set in such a lovely location. Not many children can look up at a fairytale castle from their school playground!

We are an Eco School having regained accredited its green flag status in 2015 and we are an accredited Fair Trade school. We take our environmental responsibilities seriously. In this way we hope our pupils will develop a sense of global citizenship and responsibility.

We are an established Forest School with members of staff trained as Forest School Leaders. Throughout their time with us, your child will have chance to experience a range of fully risk assessed activities which encourage confidence and self- esteem.

Home and School - Working in Partnership **Cantref a'r Ysgol- Gweithio mewn Partneriaeth**

We believe that an effective partnership between home and school is essential if children are to achieve their full potential. When your child starts school we ask you to sign a Home-School



Agreement - a commitment towards working together for the good of your child. A copy is attached to our admission form. You will be asked to sign and return it to school.

We will keep you well informed about your child's progress and we value your interest and support. You will receive weekly/fortnightly newsletters to help ensure that you always know about school events and activities. Most parents opt to have letters sent home electronically. The weekly newsletter is also uploaded onto the school website.

We also offer curriculum workshops for parents, offering information about how we teach specific aspects of the curriculum and how you can support your child at home. Approximately

once a term, you will receive an invitation to view your children's work in the classroom. In addition to this, an informal Parents' Evening is held in the Autumn Term. Parent-Teacher consultations take place during in the Spring Term and parents of all pupils are sent annual reports at the end of the school year. Parents are offered an opportunity to discuss these reports with the class teachers on an open afternoon.

Safeguarding **Diogelu**

We have a duty of care to each and every child and therefore this involves the need to share information with other outside agencies.

The safeguarding and wellbeing of our pupils is of paramount importance to us. The school has a comprehensive safeguarding policy which is available from the school or on our website. Our Safeguarding and Child Protection Policy is reviewed each year and all staff receives annual training in Child Protection. Our Designated Safeguarding Officer is Mrs Cleverdon and Mrs Phillips and Mrs Burge are deputy officers. Please contact Mrs Cleverdon with any concerns or Mrs Phillips/Mrs Burge if Mrs. Cleverdon is unavailable.



Friends of the School / Cymdeithas Rhieni'r Ysgol

- Support for our school comes from our '**Friends of Tongwynlais**'.
- This organisation of parents, staff and friends of the school who work together in the interests of our children
- They organise activities for the children and fund raising activities to support the school.
- Money raised by the 'Friends of Tongwynlais' is used throughout the school to buy resources that enhance the curriculum that our school budget cannot stretch to. Funds raised also enable us to subsidise 'one off' events such as visits from musical groups or theatre companies.
- In recent years, our 'Friends' have supported the school in improving our digital learning resources with a focus on the purchase of class iPads and TV's for all the children. They have also provided staging and outdoor play equipment.



Mynediad i Ysgol Gynradd Tongwynlais **Admission to Tongwynlais Primary School**

Tongwynlais Primary School admits most of its pupils from the local catchment area, as defined by Cardiff County Council Local Authority, which covers the whole village of Tongwynlais.

The capacity of the school is determined by the Local Authority, based on the total teaching area available for children. Tongwynlais Primary School is able to admit up to 28 children into the Reception age group each year. This class is taught by a teacher supported by teaching assistants.

The Local Authority's policy for admission requires that priority be given to children of families permanently resident in the catchment area. If there are more children in the catchment area seeking a place than there are places available, then the L.A. will give priority to those living closest to the school and to those with siblings already in the school.

We welcome applications from families living outside the catchment area when places are available. In such cases, the L.A. makes every effort to accept those children who already have brothers or sisters at the school. Unsuccessful applicants have the right of appeal to an independent appeals committee. The school currently has some places in most classes.

The Local Authority's admission policy is available from the Pupil Admissions Section at County Hall, Atlantic Wharf, Cardiff, CF10 4UW 02920 872909 or on the Cardiff County Council Website on www.cardiff.gov.uk

Entry into the Reception Class **Mynediad mewn i'r Dosbarth Derbynn**

Children enter the Reception class in the September after their fourth birthday. Prior to entry you will be given the opportunity to visit the Reception class with your child and to meet the class teacher. This offers an opportunity to share with the teacher information about the child's development and any concerns parents may have.

In September, children are admitted over a period of a few days. During this first week they attend on a part time basis – mornings with staying for lunch, having lunch and staying for the afternoon session with the last day of the week being a full day. We find that this period of gradual induction helps children to settle quickly into the new routines of school, and supports them as they 'find their feet'.



What Will Your Child Learn?

Beth Fydd Eich Plentyn yn ei Ddysgu?



We work hard to ensure that all children are given a wide range of experiences during their time at Tongwynlais Primary. We offer a curriculum that is broad, balanced and carefully differentiated to meet individual needs and abilities.

We ensure that Literacy, Numeracy and Digital development has a high profile in line with Welsh Government Policy and these skills are delivered throughout all curriculum areas.

Any complaints about the school curriculum should be made to the Headteacher who will address any concerns and then follow the school Complaints Policy and procedures.

National Curriculum / Cwricwlwm Cenedlaethol

In line with current the National Curriculum for Wales (subject to statutory change), all children in Key Stage 2 are taught the following subjects:

English	Welsh 2 nd Language	Music
Mathematics	Geography	Physical Education
Science	History	Design and Technology
Information Technology	Art and Design	



Some subjects such as English and Mathematics are taught mainly as discrete subjects. Other subjects are often taught in a themed approach which we call Contexts for Learning. This enables us to teach a skilled based curriculum across the subject divides. Recent themes have included 'Marching Back in Time'; 'Dancing Through the Ages', and 'Third Rock from the Sun'. We are also required to teach Religious Education in line with Local

Authority policy and guidance.

Individual curriculum policies are available for parents at school.

Foundation Phase / y Cyfnod Sylfaen

This is the name given to Nursery, Reception, Year 1 and Year 2 classes. Children are not just taught discreet subjects but their learning experiences are planned to



ensure that learning objectives are met in 7 important areas:

- Personal and Social Development
- Language, Literacy and Communication
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development
- Bi-lingualism- Welsh Second Language

These areas taught sometimes as a class but often in small groups or individually. Much of their learning takes place through structured learning activities. Information Technology is taught through all seven areas of learning.

Young children learn a great deal through structured play activities. They learn about different materials, about shapes, sizes, colours, similarities and differences and the various categories or groups to which objects may belong. They also gain experience of role-play, interacting with each other and with adults. They learn to express their feelings and to co-operate with each other; such activities are an important part of their development.



Often skills from across a range of subjects are taught through a context for learning or topic approach. Recent themes have included 'Look at Me, Awesome animals and The Enchanted Wood!'

MUSIC

Tongwynlais also has a strong musical tradition. Children from Year 2 upwards are welcome to join the excellent school choir and band which regularly takes part in local concerts. Pupils also have the opportunity to learn the piano, brass instruments, flute, clarinet, saxophone and recorder within school.

Physical Education

The school benefits from a good sized hall, playground, field and barn which mean that the Physical Education programme continues uninterrupted all year round. The school has been awarded the Activ Marc for outstanding provision in Physical Education.

Pupils enjoy a good range of sports within PE lessons including football, netball, tennis and athletics with the emphasis being on skill building and small team games. The school extra-curricular programme currently includes sporting opportunities such as football and netball. We have a wide range of external providers giving children the opportunity to take part in a range of additional activities such as Karate and dance.



Religious Education Addysg Grefyddol

We are required to teach Religious Education. In common with all L.A. schools in Cardiff, we follow the L.A. agreed syllabus which is appropriate for all children, irrespective of their cultural or religious background. It is also statutory for all pupils to take part in a daily act of collective worship. This is “*wholly or mainly of a Christian character*”. (Welsh Office circular November 1993). Assemblies are regularly led by children from specific classes and parents of these classes are invited to join us on such occasions.

(Parents have the right to withdraw their children from assemblies and also from lessons in Religious Education.)

Welsh Cymraeg

We are an English medium primary school with very few children coming from Welsh speaking families in the home setting. We recognise of course, the importance of learning Welsh and all children, from Nursery to Year 6, learn Welsh as a second language as part of the National Curriculum.

We recognise the need for children to practise these new language skills and we regularly use incidental Welsh through the school day. Other areas of the curriculum, such as history and geography, music and art, also offer opportunities to share an understanding of Welsh culture and customs, history and traditions. All staff use incidental Welsh when talking with children and each other around the school and there is an on-going programme of professional development for staff to develop their own bilingual confidence and competence.

Digital Technology Technoleg Gwybodaeth

ICT is given a high priority and has been part of our school improvement work in recent years as we aim to update equipment and up-skill both staff and pupils alike in order to meet the needs of an ever changing digital world. We are a digital school and our children have very regular access to iPads, laptops and PC's for both discrete and 'embedded' ICT.

We often publish photographs and sometimes pupils' work on our school website, Facebook and Twitter. Children are not identified by their full name.

When your child is admitted to school we will ask you to sign a consent form giving permission for your child to make supervised access to the internet and to have their work and/or photo published on the school website and in the local press.

Much of the school's planning focuses on the implementation of the National Curriculum. All teachers share responsibility for this, both in the planning of teaching activities for their own class and in the co-ordination of specific aspects of the curriculum throughout the school.

Personal and Social Relationships in Education

Addysg Iechyd ac Addysg Rhyw

All classes study aspects of Health Education as an intrinsic part of the curriculum. Children are taught the importance of a healthy diet and of the need to exercise regularly, the need to care for the body and of the dangers of cigarettes, alcohol and illegal substances.

We regularly review our Policy for Personal Relationships in Education in school. This aspect of Health Education is taught partly within the Science curriculum and partly within the curriculum for Personal and Social Education (P.S.E.).

Pastoral Care and Discipline Gofal Bugeiliol a Disgyblaeth

Teachers work in partnership with parents to assist children to develop into caring and responsible people enjoying positive attitudes and good relationships with others.

We try not to impose a large number of rules which can be confusing for children. However, we do expect children to conform to the high expectations we have of them. We expect them to work and play together harmoniously in a happy school environment and to treat all members of the school community with courtesy and respect.

Our school rules are designed to ensure the safety and well-being of the children, to promote effective learning and to encourage care for the environment.

The class teacher has responsibility for the pastoral care of children and will work with them to enhance their social education and awareness. If parents are concerned about

their child's behaviour or emotional well-being they are urged to contact the head teacher to discuss any difficulties.

Equally, if the school is concerned about any aspect of a child's behaviour we usually invite parents to school to discuss any issues which have arisen. (Please see School Policy for Behaviour for Learning available on request from school or on the school website.)

Thinking Skills and Learning Skills Sgiliau ac Arferion Meddwl

We are a **Thinking School** and teaching thinking skills is at the heart of our work as a school.

We believe that it is very important that pupils learn how to organise, plan and develop their thinking using a flexible range of strategies and maps to support this not only across the learning curriculum but in everyday life. To that end, all of our pupils use Growth Mindset approaches; '**Thinking Maps**' and '**Thinking Hats**' as tools for learning from Nursery to Year 6.

Extra-Curricular Activities Gweithgareddau Allgyrsiol

Teachers and teaching assistants at Tongwynlais acknowledge the importance of striving for high standards ensuring that every child reaches his or her full potential. They understand too, the importance of developing the whole child and take pride in the wide range of additional opportunities which are offered to children after school. Recent opportunities have included: Football, Computer Club, Science Club, Drama, Dance, Karate, Health Matters, Multi Sports and Gardening whilst lunchtime activities include School Council and Eco- Committee, Band, Choir and Digital Leaders.

The school will often play matches against other local school teams and take part in competitive tournaments etc.

Our



Gardening Club not only provide plants for our school but grow plants for the hanging baskets which enhance the village throughout the summer. The village won the Cardiff in Bloom Competition in 2015.

All pupils are placed in a house or team on their arrival at school and Sports Day and our Eisteddfod are run as inter-house competitions. Our houses are; Ty Melyn (yellow), Ty Coch (red) and Ty Glas (blue.) Pupils are usually placed in the same house as any siblings in school.

Pupil Voice

Llais y Disgyblion

Our proud Eco Committee raising the Eco Flag.



School Council
fundraising for a
local charity.



School Transport Policy/ Polisi Trafnidiaeth Ysgol

Our Eco Committee recently devised and adopted the following policy;
Wherever possible we:

- Encourage children to walk to School, either all or part of the way (parking away from the school and walking the rest of the way.)
- Ask pupils who arrive by car not to use the green cone area to make sure pupils are safe
- Encourage older pupils to cycle to school, but they need a cycling permit and a helmet
- Hold an annual walk to School week

TAG (Tongwynlais Aroundschool Group) Grŵp O Gwmpas yr Ysgol Tongwynlais

We are committed to 'wrap around' care and a playgroup known as 'TAG' meet each afternoon from 11.30 - 3.25pm using the Village Hall. With prior arrangement children can be picked up from school and escorted to playgroup for the afternoon session. Many parents make use of this excellent facility for their pre-school children.

After School Club

Clwb ac ar ôl Ysgol

The school is also fortunate in having an excellent before and after school club run on the school premises by qualified staff. This facility is open to all pupils at the school subject to availability.

A voluntary committee manages TAG - each session is run by qualified staff. Costs are kept to a minimum. Please contact staff on **029 2081 0190** for further details.

** Correct at time of printing*

7.45 - 8.55am	Breakfast Club	£6.00 per session*
3.30 - 6.00pm	After-school club	£10.00 per session*

Free Welsh Government Breakfast Scheme

Our School also operates a free Welsh Government Breakfast Scheme in the school hall from 8.20am each day. This is very popular and well attended.

Charging and Remissions Policy

Polisi Codi tâl a Dilead

As a school, we strictly follow the national policy and statutory guidance in respect of the charging, and remitting of charges, to pupils, parents/carers and the community.

We may sometimes seek to supplement the curriculum with educational visits out of school. This may require a voluntary contribution from parents. Parental consent is always sought for such visits. Some visits, particularly those



which are residential, become more expensive. (A copy of the full Policy for Charging and Remissions is available on request from the school.)

Pupils undertake day visits throughout their time in school to support their learning in the classroom. In Year 6 there is the opportunity for pupils to take part in a residential trip to Llangrannog to the Urdd Adventure Centre.

*The Educational Visits Policy is available on request from the school.

Children with Additional Learning Needs Plant ag Anghenion Addysgol Arbennig

Pupils have different strengths, abilities, particular needs and areas of development which need more support. Some pupils show academic ability early and need to be encouraged and appropriately challenged. Others need extra support to overcome relative weaknesses in developing their reading, writing or mathematics, for example.

We work hard to identify these children and to make appropriate provision for them in line with our Additional Learning Needs Policy and national guidance. This incorporates the statutory Code of Practice for Special Needs and aims to provide equal access to the curriculum for all children. Account is taken of individual needs through appropriate differentiation of the curriculum both in the classroom and when appropriate, in an individual or small group situation. We stress the importance of involving parents and carers at every level of their children's education and of identifying a child's additional needs at an early stage. In liaison with parents and carers, the class teacher and the Additional Learning Needs Co-ordinator work to

devise Individual Development Plans, (I.D.P.s) where appropriate.

Mrs. T. Cleverdon, Deputy Headteacher is the school ALNCo (Additional Learning Needs Co-ordinator) and we currently have team of teaching assistants supporting pupils with additional learning needs, some on a one to one and others on a small group basis. Further support is available from the services of specialist members of the local authority's support services, e.g. Educational Psychologists and Specialist Teachers.

The admission of children with additional learning is arranged with parents and carers in full consultation with the Headteacher, and with the support of services provided by the Local Authority. We seek to ensure that all children with additional learning needs are fully integrated into the academic and social life of the school.

The school's policies for Additional Learning Needs and for More Able and Talented Pupils are available on request from school or on the school website.

[illegible]

Homework Gwaith Cartref

Our pupils work hard at school and so need time for relaxation and recreation at home. For this reason we do not set homework for homework's sake at Tongwynlais Primary School. At the same time we do recognise its value in involving you as parents in your child's learning and in helping your child develop into a resourceful and independent learner.

Foundation Phase / Cyfnod Sylfaen

- Home tasks - variety of activities linked to the termly contexts.
- Reading books (Reception onwards)
- Spelling lists appropriate to each child's development (Years 1 and 2.)

Key Stage 2 / Cyfnod Allweddol

- All children are encouraged to take home reading books on a regular basis. Only reading during school time is not sufficient for any child; they should also be encouraged to read as much as possible, from a diversity of reading material from comics to reference books so that they develop strong skills and enjoyment in reading.
- Children may also be asked to read specific chapters or books relevant to their main literacy focus in class.
- All children may be given a weekly spelling list to learn, appropriate to their stage of development.
- All children will be given mathematical tasks or multiplication tables, when necessary, to consolidate new concepts learned in class. (This may be online)
- All pupils will be encouraged to research additional information relevant to different curriculum topics and to complete activities to complement work on going in the classroom.
- Key Stage 2 pupils who do not complete the set amount of work during class time may be asked to complete the tasks for homework.
- Homework tasks will be set each holiday and will take the form of research, investigations, design/making, projects, games or problem solving.
- In addition, Year 6 will be given when needed, homework in the core subjects and/or foundation subject, as required, to prepare them for the transition to secondary school

Some parents/carers have requested more regular homework; others however, do not want homework at all. We suggest that weekly homework will be available but that the onus will be on parents/cares to ensure it is completed and checked by them before returning to school.

We rely on parental support to ensure that all work is done neatly, checked and returned to school on time.

Lunchtime Arrangements

Trefniadau Amser Cinio

Many of our pupils choose to have lunch prepared in the school kitchen. This is strongly recommended. Dinner money is arranged on an online ordering and payment system, provided by the local authority, through ParentPay. The school does not handle any payments for school meals.

(Further details are available from Mrs L Baker our School Administrator or Mrs S. Traylor - Dinner Money Administrator.)

Children of families who are in receipt of benefits may be entitled to free



school meals. We seek to ensure that this is confidential between Mrs. Baker (the school administrator) and parents, though it is sometimes necessary to inform the Headteacher and the class teacher. We are also a 'nut free school'

Provision is also made for pupils bringing packed lunches. Mid-day supervisors are on duty to ensure the safety of pupils remaining in school at lunchtime. We strongly recommend that children in reception classes have school lunches. We find that they enjoy the variety and they usually eat more!!

School Uniform /Gwisg Ysgol

All children are asked to wear our uniform. Our supplier is Y C Sports on Merthyr Road in Whitchurch – www.ycsports.com/school-uniform . Cheaper plain alternatives are widely available from all supermarkets and the school does its very best to support families and provide pre-worn uniform for any parents who might need it. Please just ask at the school office.



Our uniform consists of:

Red sweatshirt or cardigan with/without school logo, white or red polo shirt with/without school logo, black trousers, shorts or skirt, red checked summer dresses and black shoes.

Health and Safety Iechyd a Diogelwch

School Security

- The main pedestrian entrance on Merthyr Road and the staff car park entrance are on a timer lock, accessible via the intercom to the main office.
- In the interests of pupil security, all external doors are fitted with a locking mechanism and a fobbed access control system. The main door also has an access control combined with an intercom system linked to the main office.
- All classrooms and the Dutch Barn are connected to an internal telephone system and have access to an outside line.
- The external buildings are monitored 24 hours a day by CCTV.
- Vehicles are restricted from entering the playground by a large metal gate which remains locked.
- Pedestrian Access is through the gates on Merthyr Road **only**. Please ensure that these gates are closed behind you.

We make every attempt to ensure the safety of pupils throughout the school day, including playtimes and lunchtimes. Teachers regularly emphasise the need for pupils to cross roads using the zebra crossing, and that they should **never respond to approaches from strangers**.

- Children and staff practise regular Fire Drill.
- Dogs, other than guide dogs, must not be brought onto school premises.



- The Health and Safety Policy is available for parents and carers on request.

Behaviour in School Ymddygiad yn yr Ysgol

As a school, we have high expectations of pupil behaviour and expect our pupils to show good manners at all times. The behaviour of most of our pupils is generally excellent and is often commented upon by visitors and when we are outside school.

As a school we only make rules that are essential for safety reasons or to ensure that routines within the school day are carried out in a calm and orderly way. We always try to explain to children why such a rule exists.

There is a clear set of sanctions and rewards in place to deter unacceptable behaviour and to reward and encourage good behaviour. Staff continually praise and highlight good behaviour as a model to children.

We have five basic rules in place in school which apply to every pupil:

- Good Listening
- Kind hands, kind feet and kind words only
- Excellent manners
- Calm, quiet walking
- Value our school

If a child is repeatedly showing inappropriate behaviours then a Thinking Sheet may be sent home to inform parents and ask for their support in reinforcing appropriate behaviour.

Attendance at School Presenoldeb yn yr Ysgol

Attendance in school is a national and local priority in order to improve educational standards and attainment: regular attendance at school is essential if children are to reach their potential. Our school follows the Education Regulations and Local Authority "Guidance plus the Cluster Attendance Policy (available on the school website).

Parents and carers who plan to take children out of school are asked to complete a form outlining details and reasons for the absence for information purposes only.

We also seek to ensure that children also appreciate the importance of coming to school regularly.

We also have clear guidelines from Welsh Government which allow us to authorise absences for medical appointments, days of religious observations, external examinations etc. We urge parents and carers, therefore, not to take children out of school unless it is unavoidable. Only in specific circumstances, such as extended illness, can we provide appropriate work to be undertaken at home.

Reviews of pupil attendance are regularly undertaken by the school and the local educational attendance officer and those parents and carers whose children's attendance and/or punctuality are a cause of concern will be contacted by the school or Welfare Officer to discuss ways to improve the situation.



Pupil Attendance Data for 2018/19

In 2018/2019 our overall attendance for children of compulsory school age was 95%.

School Links with the Community

Cysylltiadau Ysgol â'r Gymuned

We are a small but strong school that prides itself on the positive links we have within both the local and broader communities that we serve. This is strengthened by our partnership with neighbouring Coryton Primary School with whom we work closely.

Our school is at the heart of village life and works hard to proactively support all the local community events and organisations. These include the local Community Council, the 'Village Hall' group and the local churches where many of our children and their families may worship. We are, in return, well-supported by these groups and organisations to ensure that our children develop strong and positive community values and principles. We believe we are successful in developing and extending our children's understanding of community and citizenship through these links.



We have long and well-established relationship with Radyr Comprehensive School and this is extended to our partner primary schools within our local cluster. We aim to ensure a smooth transition for our Year 6 pupils as they move to whichever their choice of secondary school is. Visits are planned each year giving opportunities to attend a range of Induction Days. Liaison projects enabling pupils to undertake pieces of work which bridge primary school to high school have been very successful. Regular 'Transition Meetings' take place between teachers of all local schools on a regular basis and each school has a transition plan in place.



We also work with other secondary schools if there are children are moving onto them. Teachers work hard to share all relevant information with teachers in the receiving secondary school, in the knowledge that regular liaison between teachers ensures progress and continuity during this important period of transition.

During the current academic year, our children have had the opportunities to engage with a very wide range of people from various agencies from within the immediate community and beyond. These include for example; our community police officers, our school nurse, the Fire Brigade, SportsXtra and a range of artists and musicians.

A number of parents and 'friends of the school' also regularly volunteer and help out in classes and around the school who help the school, staff and children very much. When we

Pupils have opportunities for developing economic and industrial awareness through visits and surveys of local shops and businesses. We continue to develop our links with industry and business; such links include Career Wales, Recycling Projects and strong links with the Community Police Officers and School Liaison Officer. Our police liaison officer visits the school several times each term to work with different classes covering a range of topics around personal and social well-being. Our pupils have twice taken part in the Cardiff iCan Project to develop the enterprise skills in older pupils.

Our popular weekly Gardening Club is run by local community members and contributes to the vibrancy of village life by producing the hanging baskets around the village during the summer months: in 2016 the village won the Cardiff in Bloom Competition. We also take part in the annual RHS Cardiff show and the children are supported by parents to produce a themed wheelbarrow for the exhibition.

School also works with Cardiff's Family Links to provide Parenting classes for parents and carers for families from the school and beyond.

Cardiff in Bloom

Caerdydd yn ei Blodau

LOCAL GARDENING COMPETITION
CYMRU LLWYTH ARDURCH LLEU

PHS
10.11

20

End of Key Stage Results Asesiadau diwedd Cyfnodau Allweddol

Foundation Phase 2019 Validated

(Table 1 of 2 - PERCENTAGES) Tongwynlais Primary School

		N	D	W	Z	S	G	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.4	40.7	51.9	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.7	42.3	50.0	0.0
Language, literacy and communication skills (in Welsh)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Language, literacy and communication skills (in English)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.8	44.4	40.7	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.7	0.0	61.5	30.8	0.0
Mathematical development	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.1	44.4	44.4	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.7	0.0	65.4	26.9	0.0

FPI **

2019	81.5
2018	92.3

Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

W: Working towards Foundation Phase Outcomes.

A: Performance Above Foundation Phase Outcome 6.

(Table 2 of 2 - PUPIL NUMBERS)

	N	D	W	Z	S	G	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	0	0	0	0	0	0	0	0	0	2	11	14	0
Language, literacy and communication skills (in Welsh)	0	0	0	0	0	0	0	0	0	0	0	0	0
Language, literacy and communication skills (in English)	0	0	0	0	0	0	0	0	0	4	12	11	0
Mathematical development	0	0	0	0	0	0	0	0	0	3	12	12	0

School	22 /cohort 27
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Cohort = 27

Key Stage 2 2019 Validated

(Table 1 of 2 - PERCENTAGES) Tongwynlais Primary School

		N	D	NCO1	NCO2	NCO3	1	2	3	4	5	6+	4+
English	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.8	33.3	45.8	0.0	79.2
Oracy	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.8	41.7	37.5	0.0	79.2
Reading	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.7	30.4	60.9	0.0	91.3
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.7	45.8	37.5	0.0	83.3
Writing	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	4.2	16.7	41.7	37.5	0.0	79.2
Mathematics	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	4.2	8.3	29.2	54.2	4.2	87.5
Science	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	4.2	16.7	29.2	50.0	0.0	79.2
Welsh Second Language	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3	34.8	60.9	0.0	95.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	8.3	25.0	50.0	16.7	0.0	66.7

Core Subject Indicator **

2019	95.7
2018	79.2

Notes

N: Not awarded a level for reasons other than disapplication.
D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.
NCO1 : National Curriculum Outcome 1
NCO2 : National Curriculum Outcome 2
NCO3 : National Curriculum Outcome 3
(NB NCO1, NCO2 & NCO3 have replaced Level W in previous years)

- : Not exactly zero, but less than 0.05

** : Achieved the expected level in each of Welsh First Language or English, Mathematics and Science in combination.

(Table 2 of 2 - PUPIL NUMBERS)

	N	D	NCO1	NCO2	NCO3	1	2	3	4	5	6+	Cohort
English	0	0	0	0	0	0	0	1	8	14	0	23
Oracy	0	0	0	0	0	0	0	1	8	14	0	23
Reading	0	0	0	0	0	0	0	2	7	14	0	23
Writing	0	0	0	0	0	0	0	1	8	14	0	23
Mathematics	0	0	0	0	0	0	0	1	8	14	0	23
Science	0	0	0	0	0	0	0	1	8	14	0	23
Welsh Second Language	0	0	0	0	0	0	0	1	8	14	0	23

Core Subject Indicator **

2019	22
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Cohort = 23

Notes

N: Not awarded a level for reasons other than disapplication.
D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.
NCO1 : National Curriculum Outcome 1
NCO2 : National Curriculum Outcome 2
NCO3 : National Curriculum Outcome 3
(NB NCO1, NCO2 & NCO3 have replaced Level W in previous years)

Dyddiadau Gwyliau

2020-21	Begin	Half Term		End	School Days
Autumn Term	01.09.20	26.10.20	30.10.20	18.12.20	73
Spring Term	04.01.21	15.02.21	19.02.21	26.03.21	55
Summer Term	12.04.21	31.05.21	04.06.21	20.07.21	66

Monday 2nd and Tuesday 3rd September 2019, Friday 14th February 2020; Friday 22nd May 2020; Friday 26th June 2020 and Monday 20th July 2020. WG extra INSET for 2019/2020. (Six Days).

Bank Holiday – Friday 8th May 2020.

Times of the School Day - Amseroedd y Diwrnod Ysgol

	Start	Lunch Start End	Finish
Nursery	8.55 am	N/A	11.30am
Foundation Phase	8.55 am	11.45am 12.45pm	3.30 pm
KS2	8.55 am	12.00 pm 1:00pm	3.30 pm

[illegible]

COMPLAINTS POLICY TREFN CWYNO

The federation adopts the Welsh Government recommended policy for 'Managing Complaints in School' and paper copies are readily available to all parents and carers from the school office. It is reviewed annually by the school governors.

Any concerns and complaints dealt with by the school are shared with school governors as a matter of process so that school governors are fully informed of any matters causing concern in the school community.



Toilet Provision and Cleanliness Tŷ Bach

We provide all members of our school community with the appropriate access (and clean, modern facilities to encourage them) to use the school toilets and to enable them to wash their hands thoroughly afterwards. The school provides the basics of liquid soap, warm water and paper towels to ensure hand hygiene compliance and posters are displayed to encourage good personal

hygiene habits. All toilets are cleaned on a daily basis by Local Authority cleaners and the physical environment is well-maintained to ensure that the toilet environment meets the needs of all our children and adults. All statutory "Health and Safety" checks are made in respect of the toilet area. The school follows the guidance from Welsh Government.

Frequently Asked Questions Cwestiynau a Ofynnir yn Aml

How can we best prepare our child for school?

We find that children are at a great advantage when they can:

- Take off and put on shoes and socks
- dress and undress;
- remove outdoor clothes and hang them on a peg;
- use toilet and washroom areas independently;
- tidy toys and apparatus after use.

What should I do if my child is ill?

If your child is ill, please keep him/her at home until she/he is well enough to return to school. When children are absent due to illness, parents are asked to telephone or email the school on the first day of absence. In the interest of pupils' safety the school administrator texts the parents of children who are absent without explanation. The school operates a 48 hour policy in regard to sickness and diarrhoea please do not send your child back to school until 48 hours after the last episode.

What if my child needs to take medicine?

Staff at school are not formally required to administer medication to children. The school is willing to help children receive **prescribed medicine** but only when this is essential. (i.e. 4 doses a day which cannot therefore be given at home). If your child requires medication in school you are asked to complete a form of authorisation stating the required dosage. **Without authorisation, we cannot undertake to administer medicine to children.** Please do not ask us to administer medicines which have not been prescribed by your doctor, such as paracetamol or cough mixture.

What will you do if my child becomes ill while at school?

If a child becomes ill in school, we will try to contact parents by telephone. **Please inform the school of any change of address, email or home/work/emergency contact numbers.** Should your child contract an infectious disease s/he should be kept at home until your G.P. advises a return to school.

What if my child falls over in the playground?

If a child falls over in school we will seek to ensure that any grazes and cuts are cleaned with an antiseptic wipe and covered with gauze or a plaster. (You will be asked whether your child is allergic to plasters.) If a child has a more serious injury the first-aider will offer appropriate treatment such as a cold compress. If we are in any doubt about a child's well-being following an accident we will call an ambulance and notify the parents. If parents are unavailable to accompany the child to hospital a member of staff will go with the child.

Do you have a school nurse?

We have a school community nurse, works for the Local Health Authority and visits specific year groups through the year. This includes the medical screening of pupils, e.g. five year olds have a medical screening in the presence of their parent(s), while other year groups have sight or hearing tests.

Does the school nurse screen children for head-lice?

This is no longer the role of the school nurse. However, she is always happy to speak to parents to discuss appropriate treatment. All schools have problems with head-lice and if you are aware of a problem please contact the school. Regular information is given to parents on the detection and treatment of head-lice and we ask parents to be vigilant and check their child's hair with a detection comb on a regular basis. Parents will be responsible for administering the recommended treatment. If at school it is obvious that your child's head is infested with live lice we will ask you to collect your child from school in order that you can treat your child at home.

Why have you asked me for my telephone number at work and other confidential information?

When the children are admitted into school, we ask parents and carers to complete confidential forms for their children. These forms give the school valuable but confidential information relating to specific health factors and legal access to children. We appreciate parents' help in submitting this vital information. (We are registered users of a database and are licensed)

Completion of the confidential form will enable parents to inform school of any specific health factors concerning pupils. **Emergency contact numbers are also requested on**

this form so that we may contact you in case of emergency-please keep these numbers up to date.

What will happen if my child is late for school?

Parents/carers are asked to sign the 'Late Arrival Book' giving reasons for lateness. Teachers are required to record lateness in the register. Parents/carers of children who are persistently late will be contacted by the head teacher so that school and home can work together to overcome any issues. Children who arrive after the register has closed at 9.25am will be recorded with an unauthorised absence unless there are extenuating circumstances. We ask parent/carers to ensure that children are punctual. Children who are late lose valuable teaching time.

What arrangements do you have at the beginning and end of the school day?

Children are asked not to arrive in school before 8:45am from which time there is a teacher on duty in the playground. At 8:55am Foundation Phase doors will be opened and all Foundation Phase pupils enter into their classrooms. At the end of the day Foundation Phase staff will dismiss pupils direct to their parents, who wait outside the F P building. KS2 - At 8.55am a teacher will ring the bell and children line up in the playground to be escorted into the building by their class teacher. At the end of the day, teachers escort children to the playground where they are collected by a parent or carer. KS2 children are not allowed to leave school unless accompanied by an adult/carer known to the teacher (Unless a telephone message has been received to notify class teacher of new adult that is collecting) or the school office has received written confirmation saying they are allowed to walk home alone.

How will I know how my child is progressing at school?

There will be an opportunity to meet with your child's teacher in the autumn term to discuss how s/he is settling into school. In the spring term you will have an opportunity to discuss your child's progress and in the summer term you will receive a very comprehensive report, with an opportunity to discuss this with the class teacher. If at any time through the year you have any concerns about your child's progress you are invited to speak with the class teacher. This could be very brief and informal at the beginning or end of the school day or by appointment through the school administrator. Mrs. Phillips is available at most times should you have a further concern or in her absence Mrs. Cleverdon.

What support will you be able to offer if my child has additional learning needs?

Children who are experiencing difficulties may be offered additional support, which will be co-ordinated by Mrs. Cleverdon, Leader for Additional Learning Needs (ALNCo). We have also established very successful intervention and support programmes within the school for children experiencing difficulties with Literacy, Numeracy, and emotional or social difficulties which are delivered by fully-trained teaching assistants.