



The Pear Tree Federation

'Dysgu Hapus'

Coryton Primary School

2020 PROSPECTUS



Autumn 2019

Coryton Primary School and Nursery

Hollybush Estate,

Whitchurch

Cardiff

CF14 7DS

Tel. 029 20616792

Email: corytonprm@cardiff.gov.uk

Website: www.corytonprmsch.co.uk

Chair of Governors – Mr Mike Jones-Pritchard

Headteacher – Mrs Sally Phillips

Deputy Headteacher – Mr Gareth James

School Administrator – Mrs Cheryl Young

Contents	
3	Welcome from Executive Headteacher
4	Management of the school
4	School Aims
5	Equal Opportunities
5/ 6	What we can offer as a school
7	Home and School – Working in Partnership
8	Parent Teacher Association
9	Admission to Coryton Primary School
10	Entry into the Reception Class
10	Transfer into Secondary Education
10 – 15	What will your child learn?
15	Children with Special Educational Needs
16	Homework
17	Lunchtime arrangements
17	School Uniform
18	Health and Safety
18	Behaviour in School
19	Attendance in School
19	School links with the community
21-22	End of Key Stage Assessments
23	Holiday Dates/ INSET days
23	Times of the School Day
24	Complaints Procedure
24	Statutory information on toilet provision
25 - 27	Frequently asked questions
28	Roles and Responsibilities

A Warm Welcome to Coryton Primary School Croeso Cynnes I Ysgol Gynradd Coryton

A letter of Welcome from the Executive 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. Our School motto is 'Tyfu a dysgu gyda'n gilydd – Learning and Growing Together.' In order for us to achieve this for pupils and staff alike we are constantly reviewing everything we do to ensure we continue to offer the best quality of education possible. As a school we aim to provide a broad and exciting education for our pupils.

As a school we are always actively engaged in improving as a learning community: pupils, parents, governors and staff continue to move forward together, confident and proud of their achievements to date 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 in 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 take a look at our last Estyn Report (2014), please visit the Estyn website at www.estyn.org.uk/inspection . You will see that the school was judged to offer a 'good' standard of education for our pupils. In more recent years, with changes to national systems, schools are categorised and parents and carers might want to refer to www.mylocalschool.wales.gov.uk for information relating to this.

Working in partnership with parents, we aim to offer wide-ranging opportunities to further children's academic, personal and social development. We hold the International schools award and always try to find ways wherever possible, to involve you as parents in the life and work of the school and try to keep you well-informed about your child's progress. We have close links with churches and organisations within Whitchurch and the school is very much at the heart of community 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 C. Young. If you wish to speak with me, 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
Headteacher

The Management and Organisation of the School

Rheoli'r Ysgol

- The 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 Executive Headteacher.
- The L.A. is the employer of staff, but the Governing Body and Executive Headteacher have separate and particular responsibilities for the selection and management of staff.
- The Governing Body meets at least once per term and in addition, sub-committees meet regularly to discuss specific issues. They report to the full Governing Body for formal ratification of proposals.
- The minutes of the 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.

Pear Tree Federation
'Learning Happy'

Our aim is that all children feel happy and safe in school, and that they feel proud of what they achieve every day.

Our children deserve:

- To have the very best education
- To have a 'voice' in what and how they learn
- To have kind and helpful teachers
- To have their 'Rights' respected
- To be treated with respect
- To be listened to, and understood
- To be treated fairly

Our children want:

- To be supported and encouraged
- To have fun and challenging work
- To learn and play with friends
- To be healthy and strong in all ways
- To learn about the world and to 'make a difference'
- To want to come to school

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 advancements and for growth, regardless of gender or social class, race or religions, 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 Coryton 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 schools' 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 also aim to:

- Provide equal opportunities for all pupils and adults, 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 continue to work 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 a paper copy is available on request from the school office.

What We Can Offer as a School

Beth Mae Ein Hysgol Ni Yn Ei Gynnig

Setting/ Lleoliad

Coryton Primary School was opened on 3rd March 1975, to serve an area of Northern Whitchurch which includes the Hollybush Estate, the Coryton Estate, and the area between Pendyallt/ Park Road, and Northern Avenue. On the perimeter of the school lie the manmade M4 and A470. The proximity of these road links makes it an effective commuter base for residents and businesses.

The community itself is an excellent resource for education with a 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.

The Buildings/ Yr Adeiladau

The school building has undergone several changes since opening in 1975. Although originally built to be an open plan design, building alterations in recent years have provided discrete teaching areas for KS2 classes. The main building houses all junior classes and all but one Foundation phase class – a demountable cabin houses this class. All Foundation Phase pupils have access to an outdoor area which includes a covered play area, grass area, wooded area and a safety surfaced outside play area that are used as extensions of the classroom. Key stage 2 classes are located within close proximity of one another and they have direct access to the school yard and playing field. The main school hall joins both phases together and is used for assemblies, lunchtime and for P.E. sessions. The school building is also used for 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. Community groups do also use the school building in the evenings.

The School Grounds/ Yr Adeliadau

The school is situated within pleasant surroundings which include Coryton Woods – regularly used by the 'Forest School club' (led by a member of staff trained as a Forest School Leader). Our spacious school field is used frequently for sports activities including rugby and football. There is a seasonal meadow area at the bottom of the field, a school garden and a nature area with a recently refurbished pond. Outside areas are seen as a valuable extension of the classroom and are used for many learning experiences.

We are an Eco-School having regained accredited platinum flag status in 2017. We take our environmental responsibilities seriously. In this way we hope our pupils will develop a sense of global citizenship and responsibility.

Throughout your time with us, your child will have the 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. We will keep you well informed about your child's progress and we value your interest and support. You will receive half termly newsletters to help ensure that you always know about school events and activities. Most parents opt to have letters sent home electronically through SCHOOP. The half termly newsletter is also uploaded onto the school website.

We also offer open sessions for parents, offering information about how we teach specific aspects of the curriculum and how you can support your child at home. An informal Parents' Evening is held in the Autumn Term. Parent-Teacher consultations take place during 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. During all these sessions parents have the option to view their children's work.

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 Child Protection Policy is reviewed each year and all staff receives annual training in Child Protection. Our Designated Safeguarding Officer is Mr James and Mrs Phillips is our deputy officer. Please contact Mr James with any concerns or Mrs Phillips if Mr James is unavailable.



Parent Teacher Association (PTA) Cymdeithas Rhieni ac Athrawon

Parents play an active and supportive role in the life of the school community, both as individuals and through the more formal parent-school links. The school has a flourishing PTA which organises social and fund raising events throughout the year, as well as providing support for a range of activities such as Christmas parties, concerts, and class and school visits.

In recent years the P.T.A has raised funds to:

- Purchase and install the popular and frequently used Tumble trail;
- Completely transform the pond area into a fantastic learning resource;
- Provide significant funding for IT equipment, used daily by the children;
- Purchasing a new digital piano for the school.

The PTA have also been fundamental in securing donations and grants for the school. These include significant projects such as the outdoor stage/ classroom, which was provided free of charge by GE, and a Tesco Bags of Help grant to purchase and install an outdoor canopy to provide sunshade for the pupils whilst on the playground.

The current focus of P.T.A. fundraising is to complete work on the outdoor stage and to replace the pirate ship to help enrich develop the outdoor learning experiences for pupils.

All parents have automatic membership of the P.T.A., and any parents interested in becoming involved are invited to come along to one of the monthly meetings, or apply to join the committee at the Annual General Meeting, which is held in the Summer Term. If you are not able to attend meetings, but would still like to help out at events or on an ad hoc basis, please email your contact details to corytonpta@gmail.com or keep an eye out for schoop messages from the PTA.



Admission to Coryton Primary School Mynediad I Ysgol Gynradd Coryton

Coryton Primary School admits most of its pupils from the local catchment area, as defined by Cardiff County Council Local Authority.

The capacity of the school is determined by the Local Authority, based on the total teaching area available for children. The school's Nursery class has 24 part time places in the mornings and afternoons. Children must be three years old on admission to the nursery. Priority for admission to the Nursery follows Cardiff County Council policy, i.e. children who will be four in the coming school year, with local children begin given priority within this age group. If spare place exist, three year olds are admitted in the term after their third birthday, again with local children having priority. Nursery admission are dealt with by the Local Authority.

Coryton Primary School is able to admit up to 30 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 local authority 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 Local Authority 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 limited 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 – 029 20 872909 or on the Cardiff County Council Website on www.cardiff.gov.uk



Entry into the Reception Class

Mynediad mewn I'r Dosbarth Derbyn

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. 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'.

Parents wishing to transfer their child/ren to the school are asked to telephone the school beforehand and are welcome to visit the school by appointment with the Head of School.

Transfer to Secondary Education

The allocated Secondary School for pupils in Primary School depends upon a child's home address. Any spare places will be allocated according to LEA criteria. Currently Coryton Primary School is a 'partner' school to Whitchurch High School. All pupils in year 6 (2019/20) are ensured a space at Whitchurch High School subject to completing the application forms by the given deadline. The school liaises closely with Whitchurch High School. Children from KS2 classes visit the Secondary School for special activity days, sports coaching etc. Staff from Whitchurch High also visit the school at regular intervals to meet with staff and pupils to ensure a smooth transition to High School.

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 Coryton Primary School. We offer a curriculum which is broad, balanced and differentiated to meet individual needs and abilities.

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

National Curriculum/ Cwriwlwn Cenedlaethol

In line with the National Curriculum, all children in Key Stage 2 are taught the following subjects:

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

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 'World War II', 'The 80's' and 'Geography in the News'. 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, alongside the pupils, to ensure that learning objectives are met in 7 important areas:

- Personal and Social Development
- Language, Literacy and Communication
- Mathematical Developments
- Knowledge and Understanding of the World
- Physical Development
- Creative Development
- Bilingualism – Welsh Second Language

These areas are sometimes taught as a whole 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: 'All about me', 'Starry, starry night', 'Look how I've grown' and 'Mangers and mayhem'.

Music/ Cerddoriaeth

Coryton has a strong musical tradition. Children from Year 1 upwards are welcome to join the thriving school choir which regularly takes part in local festivals as well as performing regularly in school concerts and with the Gablafa community choir. Pupils also have the opportunity to learn the keyboard, flute, clarinet and guitar within school.

Physical Education/ Addysg Gorfforol

The school benefits from a good sized playground, field and hall which means that the Physical Education programme continues uninterrupted all year round. Pupils enjoy a good range of sports within PE lessons including football, rugby, netball, gymnastics, swimming and athletics with the emphasis being on skill building and small team games. The school extra-curricular programme currently includes sporting opportunities to take part in football and netball.



Religious Education/ Addysg Grefyddol

We are required to teach Religious Education. In common with all Local Authority schools in Cardiff, we follow the Local Authority 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 practice 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.

This year we have established a 'Cryw Cymraeg' – a group of KS2 pupils who are tasked with monitoring the use of incidental language used around the school. These pupils lead Welsh games outside during playtimes and contribute to the fortnightly Welsh assembly where we celebrate those pupils who have been heard using incidental Welsh.

Information Technology/ Technoleg Gwybodaeth

ICT is given a high priority and is part of our School Improvement Plan for this year as we aim to update equipment and up-skill both staff and pupils alike, to meet the needs of an ever changing digital world. We are a digital school and our children have very regular access to iPads and PC's for both discrete and 'embedded' ICT.

We have a pupil 'Digital Leaders' group who are trained by staff within the school. These pupils have become an important voice in the strategic decision making process behind the use of technologies to raise standards within the classroom.

We often publish photographs and sometimes pupils' work on our school website, Twitter and Schoop. 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 have a qualified ELSA (Emotional Literacy Support Assistant) who works on a 1:1 basis with individual pupils who have been identified for support with emotional needs. We run Talkabout sessions for groups of pupils and employ an officer from Action For Children one day a week who works with families in need of support.



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.). Alongside this we hold enrichment days throughout the year such as our 'Healthy Harvest' event in the Autumn term.

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 of School 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 the school).

Extra-Curricular Activities/ Gweithgareddau Allgyrsiol

Teachers and teaching assistants at Coryton 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, Digital Leaders, Netball, Forest School, Urdd, French and Spanish. Lunchtimes activities include School Council and Eco-Committee, Choir and Lego club. These vary over the course of the year.

The school will often play football matches against other local school teams and take part in competitive tournaments etc. Parents who have any queries or concerns about the extra-curricular programme are invited to discuss this with Mr. James.

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), Ty Glas (blue) and Ty Gwyrdd (green). Pupils are usually placed in the same house as any siblings in the school.

Pupil Voice/ Llais y Disgyblion



As a school, we are committed to pupils having a voice and making a difference to their own learning. Groups of pupils represent their peers on the School Council and Eco-Committees which make decisions that influence the life of pupils within the school. These pupils are democratically elected at the start of the year using official voting boxes. The School Council also organise whole school fundraising activities and decide on the charities that the school supports throughout the year. Recently we have appointed Super Ambassadors who promote children's rights and undertake termly 'Super Missions' e.g. our new Coryton Sharing Shed in line with A Charter for Change.

Our pupils have increased involvement in planning their learning and pupil voice is key to teachers planning a broad and balanced curriculum of which the pupils have much ownership. All pupils meet at the start of a context to share what they would like to get out of their learning and these ideas then form part of the planning process.

Pupils are surveyed regularly throughout the year so as to take on their views about different aspects of school life e.g. attitudes to reading, how safe they feel in school etc.

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 requires a voluntary contribution from parents. Parental consent is always sought for such visits. Some visits, particularly those which are residential, become more expensive (The full Policy for Charging and Remissions is available on request). Those children in receipt of free school meals will be financially supported by the school to be able to engage in all aspects of school life wherever possible and practical. Pupils undertake day visits throughout their time in school to support their learning in the classroom. In Years 4, 5 and 6 there is currently the opportunity for pupils to take part in residential trips to the Urdd Adventure Centre in Cardiff, Llangrannog and to Storey Arms.

The educational Visits Policy is available on request from the school.

Children with Special Educational Needs/ Plant ag Anghenion Addysgol Arbennig

Pupils have different strengths and abilities, particular needs and weaknesses. Some pupils show academic ability early and need to be encouraged and appropriately challenged. Others need extra support to overcome relative weaknesses in reading, spelling or mathematics.

We work hard to identify these children and to make appropriate provision for them in line with our Additional Learning Needs Policy. 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 where appropriate, in an individual or small group situation. We stress the importance of involving parents at every level of their children's education and of identifying a child's special needs at an early stage. In liaison with parents, the class teacher and Additional Learning Needs Co-ordinator work to devise Individual Education Programmes, (I.E.P.s) where appropriate.

Mr James is the school ALNCo (Additional Learning Needs Co-ordinator) and we currently have a team of teaching assistants supporting pupils with special educational needs, some on a one to one and others in a small group basis. Further support is available from the services of specialist members of the Achievement and Inclusion service, e.g. Educational Psychologists and Specialist Teacher.

The admission of children with special education needs is arranged with parents in full consultation with the Head of School, and with the support of services provided by the Local Authority. We seek to ensure that all children with special educational needs are full 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.

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 Coryton 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 context or weekly numeracy and literacy focus
- Reading books
- Spelling lists appropriate to each child's development when deemed necessary

Key Stage 2/ Cyfnod Allweddol

- All children will take home books, which we expect them to read. Reading of books only 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 both fiction based and factual e.g. comics, reference books etc.
- Children may also be asked to read specific chapters or books relevant to their main literacy focus in class.
- Children may be given weekly spellings lists/ patterns to learn, appropriate to their stage of development.
- Children may be given mathematical tasks or multiplication tables, when necessary, to consolidate new concepts learned in class (this may be an online resource).

- 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.

Some parents have requested more regular homework; however others do not want homework at all. We suggest that weekly homework will be available but that the onus will be on parents 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. We use a cashless payment system which allows families to pre-book pupils meals and pay online. *Further details are available from Mrs C Young 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. C.

Young (the School Administrator) and parents, though it is sometimes necessary to inform the Deputy Headteacher and the class teacher.

Provision is also made for pupils bringing in 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 school uniform. We have a sharing shed for recycling school uniform which will be launched in January where parents/ pupils can donate clothing that is too small and take, at no cost, good quality uniform which is the correct size. Other clothes such as coats/ shoes/ football boots are also available. If you would prefer to buy new clothes then our supplier is YC Sports on Merthyr Road in Whitchurch – www.ycsports.com/school-uniform . Plain alternatives are widely available from all supermarkets.



Our uniform consists of:

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

We politely request that all items of clothing are marked with your children's names as each year we have a large amount of unclaimed lost property.

Health and Safety/ Iechyd a Diogelwch

School Security

- The main pedestrian entrances via the Hollybush Estate and Whitworth Square are on a timer lock, accessible via the intercom to the main office. These are only open for a short period of time at the start and end of the day for dropping off and collection times.
- In the interests of pupil security, all external doors are fitted with a locking mechanism and access control system. The main reception door allows access to the admin office hatch and following this the main door into the school has a locking mechanism and access control.
- The external buildings are monitored 24 hours a day by CCTV.
- Vehicles are restricted from entering the playground by a large, folding metal gate in the front staff car park which is also on an access control setting.
- Work has completed on securely fencing the Foundation Phase outside area.

We make every reasonable attempt to ensure the safety of pupils throughout the school day, including playtimes and lunchtimes. All staff 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 practice regular Fire Drills.
- 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 our pupils is generally excellent and is often commented upon by visitors and when we are outside of 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 six basic rules in place in school which apply to every pupil:

- Always be where you are meant to be
- Always use kind words, hands and feet
- Always tell a grown up if you need help with a problem

- Respect our environment and everyone in it
- Move around the school in a safe and sensible way
- Be the best learner and person you can be

If a child is repeatedly showing inappropriate behaviours then a school will 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 Local Authority's "Five Step to Managing Attendance document" plus the new Cluster Attendance Policy (available on the school website). In January 2015, in accordance with the Local Authority Policy and Guidelines, the Headteacher can no longer authorise holiday absences within any academic year. Parents who plan to take children out of school are asked to confirm in writing details and reasons for the absence for information purposes only.

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, 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 with the Whitchurch High School partner attendance officer – Mrs. C. Jefferis. Those parents and carers whose children's attendance and/ or punctuality are a cause of concern may be contacted by the school to discuss ways to improve the situation.

We request that all parents/ carers phone to inform us if their child will not be in as any unexplained absences will be followed up by the school admin officer.

Pupil Attendance Data for 2018/19

Unauthorised absences include absences for which no parental explanation is offered, where a child is absent for reasons which are not covered within the local authority's guidance or where a child is absent for family holidays during term time.

In 2018/19 our overall attendance for children of compulsory school ages was 95.9% which sits above Cardiff and Wales averages and is a slight increase on 2017/18. The 'unauthorised' % is not available at the time of publication.



School Links with the Community/ Cysylltiadau Ysgol â'r Gymuned

We are a small but ever-changing community school that prides itself on the strong and positive links we have within both the local and broader communities that we serve. Our school works hard to proactively support all the local community events and organisations. These include the local library, local churches where many of our children and their families may worship and the local community group Whitchurch PACT.



We have long and well-established relationships with Whitchurch High 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.

Teachers work hard to share all relevant information with teacher 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 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, SportsXtra, History Chefs and a local author.

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 have themed topics in school, such as European day of languages, we are pleased that so many parents and carers are willing to join in sharing their knowledge, skills and understanding with our children.

We have also taken part in a wide range of competitions and support worthwhile causes such as Save the Children, dress red for Velindre, Autism Puzzles etc. We continue to have strong links with local churches and welcome their ministers into school assemblies as well as sometimes visiting their churches for R.E. studies.

School Governors with specialist skills and knowledge support the school's work, and parents and helpers from the community help regularly in the school. Our PTA are also extremely proactive raising much appreciated funds for the school and the children.



End of Key Stage Progress/ Aseidiadau diwedd Cyfnodau Allweddol

Foundation Phase

School Validation 2019 (End of Foundation Phase Outcomes - Pupils)



(Table 1 of 2 - PERCENTAGES)

Cardiff

CORYTON PRIMARY

		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	3.4	31.0	65.5	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	0.0	13.3	33.3	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	3.4	10.3	37.9	48.3	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	20.0	56.7	20.0	0.0
Mathematical development	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.4	6.9	48.3	41.4	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	10.0	60.0	26.7	0.0

FPI **

2019	86.2
2018	76.7

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.

- : Not exactly zero, but less than 0.05

** : Achieved the expected outcome in each of "Language, literacy and communication skills (in Welsh)" or "Language, literacy and communication skills (in English)", "Mathematical development" and "Personal and social development, well-being and cultural diversity" in combination.

School Validation 2019 (End of Foundation Phase Outcomes - Pupils)



(Table 2 of 2 - PUPIL NUMBERS)

Cardiff
CORYTON PRIMARY

	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	1	9	19	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	1	3	11	14	0
Mathematical development	0	0	0	0	0	0	0	0	1	2	14	12	0

FPI **

School	25
--------	----

Cohort = 29

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.

Key Stage 2

School Validation 2019 (KS2 - Pupils)



(Table 1 of 2 - PERCENTAGES)

Cardiff

CORYTON PRIMARY

		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	3.3	46.7	50.0	0.0	96.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	45.2	51.6	0.0	96.8
Oracy	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	50.0	46.7	0.0	96.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	58.1	38.7	0.0	96.8
Reading	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	46.7	50.0	0.0	96.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	45.2	51.6	0.0	96.8
Writing	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.7	70.0	23.3	0.0	93.3
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	61.3	35.5	0.0	96.8
Mathematics	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	36.7	60.0	0.0	96.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	45.2	51.6	0.0	96.8
Science	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	46.7	50.0	0.0	96.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.2	0.0	45.2	51.6	0.0	96.8
Welsh Second Language	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	66.7	23.3	0.0	90.0
	2018	0.0	3.2	0.0	0.0	0.0	0.0	0.0	0.0	77.4	19.4	0.0	96.8

Core Subject Indicator **

2019	96.7
2018	96.8

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.

School Validation 2019 (KS2 - Pupils)



(Table 2 of 2 - PUPIL NUMBERS)

Cardiff

CORYTON PRIMARY

	N	D	NCO1	NCO2	NCO3	1	2	3	4	5	6+	Cohort
English	0	0	0	0	0	0	0	1	14	15	0	30
Oracy	0	0	0	0	0	0	0	1	15	14	0	30
Reading	0	0	0	0	0	0	0	1	14	15	0	30
Writing	0	0	0	0	0	0	0	2	21	7	0	30
Mathematics	0	0	0	0	0	0	0	1	11	18	0	30
Science	0	0	0	0	0	0	0	1	14	15	0	30
Welsh Second Language	0	0	0	0	0	0	0	3	20	7	0	30

Core Subject Indicator **

2019	29
------	----

Cohort = 30

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)

School Term Dates/ Dyddiadau Gwyliau

2019-2020	Begin	Half Term		End	School Days
Autumn Term	02/09/19	28/10/19	01/11/19	20/12/19	75
Spring Term	06/01/20	17/02/20	21/02/20	03/04/20	60
Summer Term	20/04/20	25/05/20	29/05/20	20/07/20	65

INSET Days 2019/2020

Monday 2nd September 2019

Tuesday 3rd September 2019

Friday 14th February 2020

Friday 22nd May 2020

Monday 20th July 2020

Bank Holiday – Monday 8th May 2020

Times of the School Day/ Amseroedd y Diwrnod Ysgol

	Start	Lunch	Finish
Nursery am	8.55 am	N/A	11.30 am
Nursery pm	12.45 pm	N/A	3.15 pm
Foundation Phase	8.55 am	11.45 am to 1.00 pm	3.30 pm
Key Stage 2	8.55 am	12.00 pm to 1.00 pm	3.30 pm

Complaints Policy/ Trefn Cwyno

The school adopts the Welsh Government policy for Managing Complaints in School and this is readily available to all parents and carers. 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/ Ty Bach

We provide all members of our school community with the appropriate access (and clean, modern facilities to encourage them) to use the 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 as detailed in 'School toilets: Good Practice Guidance for Schools in Wales'.

This document can be downloaded from:

<http://wales.gov.uk/docs/dcells/publications/120124schooltoiletsen.pdf>

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 he/ she is well enough to return to school. When children are absent due to illness, parents are asked to telephone school on the first day of absence and to send a letter on return to school confirming the reason for absence. In the interest of pupils' safety the school administrator will contact 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 of sickness.**

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, 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. **It is important that you inform the school 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?

Our 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?

Teachers are required to record lateness in the register. Parents of children who are persistently late will be contacted by the Headteacher so that the school and home can work together to overcome any issues. Children who arrive after the register has closed at 9.10 am will be recorded with an unauthorised absence unless there are extenuating circumstances. We ask parents 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 8.45 am. No member of staff is on duty at this time of the school day so we request that parents remain with their children until the school day begins.

Foundation Phase arrangements:

At 8.55 am Foundation Phase pupils enter the school via the main reception door. At the end of the day Foundation Phase staff will dismiss pupils direct to their parents from the following areas:

Reception – through the Nursery door

Year 1 – through the main entrance by the reception office

Year 2 – through the gate from the outdoor area.

Key Stage 2 arrangements:

At 8.55 am 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 junior 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 the class teacher that a new adult is collecting) or the school office has received written confirmation saying that 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/ Mr James are available at most times should you have a further concern or in their absence Mr Barker.

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 Jarvis, 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.

Name of staff member	Designation	Role and responsibility
Mrs Sally Phillips	Headteacher	
Mr Gareth James	Deputy Headteacher	
Mr David Barker	Assistant Headteacher Teacher – Yr 6	Leader for Learning KS2 Mathematics/ Numeracy Leader
Mrs Louise Barker	Teacher – Yr 1	Leader for Learning Foundation Phase (TLR holder)
Mrs Vicky Jarvis	Teacher – Yr 5	
Mrs Kelly Lisle	Teacher PT – Yr 3	
Mrs Alison Evans	Teacher – Rec	
Ms Suzi Britton	Teacher PT – Yr 2	
Mrs Jane Donoghue	Teacher - Yr 2/ Yr 3	Welsh Leader
Mrs Emma Power	Teacher – Yr 4	Science Leader/ School Council Leader
Miss Kelly Morey	Teacher – Nursery/ PPA	
Mrs Julie Francisko	TA PT - Nursery	
Miss Simone Washington	TA – Nursery	
Mrs Debbie Urinuat	1:1 TA – Year 4	
Mrs Justine Oakley	TA – Reception	
Mrs Caroline Selway	Senior TA – Yr 1	ELSA
Miss Emma Thompson	Senior TA – Yr 2	Breakfast club leader
Mrs Lisa Buchanan	1:1 TA – Yr 4	
Miss Lauren Davies	1:1 TA – Yr 4	
Miss Ebony Lloyd	1:1 TA – Yr 3	
Miss Bethany Baker	1:1 TA – Yr 1	
Mrs Maggie Blake	1:1 TA – Yr 6	
Mrs Jackie Lowe	TA – Interventions	
Mrs Cheryl Young		School Administrator
Mr Paul Stanton		Caretaker
Mr Mark Rees		Midday supervisor
Mr Darren Lewis		Midday supervisor
Mrs Margaret Jones		Midday supervisor
Mrs Tracey Laslett		Midday supervisor
Mrs Dawn Jenkins		School Cook/ Breakfast club worker
Mrs Hazel Holland		Catering Assistant