



# Prospectus 2019-20

*Pen Afan Primary is part  
of the Federated Primary  
Schools of the Upper  
Afan Valley*

Sister schools within the  
Federation are:

Cymer Afan Primary School  
Glyncorrwg Primary School  
Croeserw Primary School

## Pen Afan Primary School



**The Federated Primary Schools  
of the  
Upper Afan Valley**

# Pen Afan Primary



Western Terrace  
Blaengwynfi  
Port Talbot  
SA13 3YE

**Tel/Rhif:**  
01639 850316

**Email/Ebost:**  
penafanprimary@npt.school

**Web:**

**[http://pen-afan-  
primary.j2bloggy.com/](http://pen-afan-primary.j2bloggy.com/)**

**Headteacher:**

Mr R. Appleby

**Lead Learner:**

Miss R Gierat

**Name of LEA:** NPTCBC

**Type of School:** Community  
(Primary Co-  
educational)

**Age Range:** 3 - 11 years

**First Language:** English

**Number on roll:** 128  
**Mainstream pupils:** 106  
**Part Time Pupils:** 22  
*Numbers correct as at September 2019*

**Chair of Governors:** Mrs M. Goodridge

*Pen Afan Primary is part of a Federation of  
four primary schools.*

*The schools are led by one headteacher, Mr  
Rob Appleby, who is supported by Miss  
Rebecca Gierat, the Lead Learner, who has  
day to day responsibility of the school.  
Partnerships across the federation ensure  
consistent teaching and learning across the  
primary schools.*

*NB This information is correct and up to date at the  
time of printing*

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## Introduction

The aim of this booklet is to give parents information about the school as required by the Education Act 1980, the Education (Wales) Regulations 2011 and subsequent Acts.

This document has been amended and conforms to National Assembly for Wales Circular 14/01: School Prospectuses, Guidance for Head teachers & Governing Bodies

The information is correct at the time of printing but may be subject to changes during subsequent years.

The school is located in the small valley community of Blaengwynfi, some fifteen miles north of Port Talbot.



The area has an intake of pupils that represents a full range of abilities. As well as being part of the federation, the school maintains its own strong community identity. English is the predominant language spoken at home and none of the pupils speak Welsh as a first language.

The aims of the school are summarised in our mission statement

***"Dysgu Byw, Byw i Ddysgu/ Learn to Live, Live to Learn"***

The school aims to develop each pupil's full potential and an attitude that enables them to become responsible adults in the community.

## A Word from the Head Teacher

We are a formal federation of 4 primary schools. This arrangement allows us to develop an inclusive and consistent approach to primary education across the valley. Through a shared ethos, consistent approaches of curricular experience and the sharing of resources, we can ensure each school takes advantage of our unique setup for the benefit of our pupils.

While each school retains its individual identity and community, the Federation allows the sharing of best practice so that all our pupils feel well known, supported and make the appropriate progress to achieve their potential. We have high expectations for all our pupils and by working together we can provide all with the very best opportunities.

The school is justifiably proud of its reputation for concern for the individual child, both in terms of welfare and academic provision. We work on the premise that each and every child is entitled to the highest quality educational experience that can be provided.

We do our utmost to ensure that the children in our school achieve the best outcomes they can. The staff are highly skilled at assessing each pupil's individual level of development, and moving them on at their own pace towards their full potential. We work hard to ensure that wellbeing is prioritised in order that all children feel good about themselves and acquire a high level of self-esteem.

Parents are encouraged to take an active part in the education of their children. We believe that only by working together can parents and staff make sure that each child makes the best of his or her opportunities. Our open door policy means that parents and carers are encouraged to come into school to discuss their child's progress, in both formal and informal meetings. We endeavour to work as a family, in which each member will have a sense of value, belonging and a feeling of responsibility for the school and the community.

As a parent there are a number of things you can do to help us:

- Reassure your child about school and encourage a sense of family and school 'team';
- Talk to them about their teacher, the activities they carry out, their friends and the emotions they feel after their school day;
- Keep us informed of any significant details relating to your child's education. Tell us of any allergies, major health problems or personal circumstances that might be significant. This information will be regarded as confidential and will help us care all the more effectively for your child.

Do not hesitate to come and see us at any time if there is a matter you wish to discuss.

**Best wishes,**

R. Appleby

R. Appleby  
Headteacher

## **A Letter from the Chair of Governors**

Dear Parent/Carers,

Welcome to Pen Afan Primary School and the Federated Primary Schools of the Upper Afan Valley. This booklet will provide you with general information about the school's aims and objectives, organisation, curriculum and it also gives helpful tips to make school life more enjoyable.

Our aim is to achieve high academic standards within a happy, caring and stimulating environment. We have dedicated and skilled teaching staff that encourage the children to enjoy their work, to have a sense of responsibility and to show consideration for others. We hope to develop individual strengths to their fullest potential and there are many opportunities offered in music, sport and creative activities alongside the academic programme of the National Curriculum and the Foundation Phase.

Great value is placed in the role parents play in their children's education. Our belief is that it is only by entering into a partnership that parents and teachers ensure that each child may make the best of his or her opportunities. It is our aim to foster and build good and lasting "home/school" links. Always remember that you are your child's best teacher. No school can match the one to one relationship you can have with your child at home. No-body knows your child like you do. Share that knowledge with us. We need your support and help to educate your child. Let's work together.

We hope that you and your child will be happy here and that you, as a parent, will give your full support and co-operation now and in the future.

Yours faithfully



Mrs Mairwen Goodridge  
Chair of Governors

## **School Vision**

Our vision is to provide an environment that challenges, inspires and supports all children to achieve their full potential and aspirations. We ensure all children are happy, safe and cared for and in turn become responsible and caring towards others. We celebrate diversity, encouraging inclusion for all pupils as part of one nurturing school community.

Children develop as valued individuals who are encouraged to be active participants having a voice in decision-making about their own learning and the wider community. Learning opportunities are well planned, challenging, exciting and engaging enabling them to become confident, independent learners. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

## **School Aims**

Our aim is to aspire to develop the whole child in order to achieve their full potential, to participate in wider community and develop transferable skills enabling them to become successful citizens in the 21<sup>st</sup> Century.

The Federated Primary Schools of the Upper Afan Valley aim to

- Provide a school ethos where each child feels valued, respected and proud of themselves, their school and their local community
- Encourage children to develop a hunger for and enthusiasm of learning through a lively, enquiring mind and develop in each child, self-confidence, self-esteem, a positive attitude and a love for learning which will stay with him/her forever .
- Encourage and develop independence of learning and to help pupils acquire knowledge, skills and values relevant to future life
- Ensure that all pupils experience high quality and purposeful teaching and learning – encouraging and enabling all pupils to achieve their potential.
- Ensure that all pupils have access to high quality resources and expertise. These will be provided within an interactive environment that encourages fun, creativity, respect and enjoyment
- Work in partnership with parents, carers, governors and other professionals to provide support, guidance and training through clear information on all aspects of school life and targets for self-improvement
- To provide a caring, secure and ordered environment where all can work and play with confidence. We strive to achieve this by ensuring school rules and policies are correctly adhered to. Communicating and acting upon risks and hazards in the environment and making necessary improvements where appropriate
- Achieve a partnership with parents and carers in the education of their children through providing parents with clear information on all aspects of school life, and in particular targets for self-improvement.
- Promote the use of the bilingualism in order that it becomes a natural part of daily school life foster the child's integrity, by spiritual awareness, so that the child recognises certain principles of moral behaviour and shows respect for all racial and cultural backgrounds
- Actively seek to raise all standards and be part of an on- going self-evaluation process

## **Curriculum Aims**

Through the curriculum taught in the Federated Primary Schools of the Upper Afan Valley we aim to:

- develop self-confidence and independence
- encourage enquiry, exploration and experiment
- build self-esteem
- encourage good communication skills
- provide worthwhile activities, appropriate to the age and development of the child

...by providing a curriculum which:

- is practical, challenging and relevant
- is enjoyable
- is collaborative and social
- supports all areas of learning and experience
- supports effective transition from class to class, and from school to school
- is planned, progressive and matched to each child's needs
- is monitored, assessed, evaluated and recorded
- effectively develops the key skills of literacy, numeracy, ICT and Welsh
- builds upon, accepts and values previous experiences
- values the contribution parents make to education by involving them in partnership and by communicating the purposes and aims of the school

To achieve these aims, **Children should:**

- talk and listen to teachers, other adults and each other
- show and share their work to children, teachers and parents
- ask questions and find answers
- select and collect the materials they need, using them responsibly and effectively
- absorb and concentrate
- work on one task or activity for increasing lengths of time
- take pride in their own and others' achievements
- develop, practise and master skills
- play, read, write, calculate, draw and paint
- sing, move, plan, compose, make and evaluate things
- watch, demonstrate, experiment, explain and describe their work
- help each other
- understand the work they do
- be confident to try things out and learn from their mistakes.



## **Staff (September 2019)**

### **Senior Management**

Headteacher Mr Rob Appleby  
Lead Learner (Deputy Headteacher) Miss Rebecca Gierat

### **Teaching Staff**

Nursery/Reception Miss Jessica Doyle  
Reception/Year 1 Miss Rebecca Gierat (Lead Learner)  
Year 2 / 3 Miss Kate Jones  
Year 3 / 4 Mrs Joanne Evans  
Year 5 / 6 Miss Megan Roberts

### **Peripatetic Teachers**

Music Mrs Lisa Rumble

### **Teaching Assistants**

Foundation Phase (Nursery/Reception) Mrs Emma Townsend / Mrs Melanie Jones  
Foundation Phase (Reception/Y1) Miss Alison Powell/ Mrs Melanie Jones  
Foundation Phase (Year 2/3) Mrs Sharlene Jones/ Mrs Caroline Williams  
Key Stage 2 Mrs Caroline Williams / Mrs Melanie Phelps  
HLTA/PPA Mrs Joanne Radcliffe

### **Office Staff**

Admin Officer Mrs Kerry Morgan

### **Canteen Staff / Breakfast Club and Lunchtime Supervisors**

Cook Mrs Helen Ling  
Catering Assistant Miss Terri-Ann Norman

Breakfast Club Mrs Helen Ling  
Breakfast Club/Supervisory Assistant Mrs Elizabeth Richards  
Mrs Collette Green

Supervisory Assistant Mrs Elizabeth Richards  
Supervisory Assistant Mrs Collette Green  
Miss Alison Hoare

### **Cleaning Staff**

Caretaker Mr Robert Richards  
Cleaner Mrs Elizabeth Richards  
Cleaner Mrs Louise Cohen

### **Designated Child Protection / Safeguarding Officers**

Designated Child Protection Officer Miss Rebecca Gierat  
Deputy Designated Child Protection Officer Mr Rob Appleby  
Child Protection / Safeguarding Governor Mrs Mairwen Goodridge / Cllr Jane Jones

## **School Governors**

### **The Governors' Role**

The Governors have a responsibility for the effective management of the school acting within the framework set by Government legislation and the policies of the Local Education Authority. They determine the aims for the curriculum and have increasing responsibility for the financial management of the school.

The Governors produce an annual report to parents, which can be discussed along with other matters at an annual parents' meeting. You will be sent a copy of the report via your child and given good notice of the meeting.

Minutes of the Governors' meetings are available to any parent once they have been signed. The agenda of any meeting is also available. The meetings themselves are confidential.

The school Governors do their work voluntarily and put in a great deal of time to ensure the school is managed efficiently and to the benefit of the children. Governors visit the schools regularly and are actively involved in book monitoring and work scrutiny sessions, as well as the Health and Safety, Child Protection, SEN and Wellbeing of pupils.

Each Governor sits on one or more committees, the following committees meet on a termly basis, before feeding back to the full governing body once a term:

- |                   |   |
|-------------------|---|
| <b>Finance</b>    | Sets strategic long-term financial plans and monitors budget income and expenditure over the course of the school financial year.   |
| <b>Curriculum</b> | Meets regularly with subject co-ordinators on the teaching staff to review policies and their implementation, increase Governor knowledge of the curriculum and monitor the school's progress against internal, local and national targets. |
| <b>Personnel</b>  | Oversees all staffing matters, including the school's Pay Policy, Performance Management and staff appointments.  |

The constitution of the Governing Body is made up of 15 governors, consisting of:

- 4 Parent Governors
- 4 LEA (Local Education Authority) Governors
- 4 Community Governors
- 1 Teaching Representative Governor
- 1 Non-Teaching Representative Governor
- The Headteacher

We endeavour to populate the parent members of the governing body with a representative from each village / school within the Upper Afan Valley to ensure that each area is represented fairly.

## **The School Governors Term of Office**

The Governing Body serve for a period of four years.

<u>Category</u>	<u>Area Representing</u>	<u>Term of Office</u>
<b><i>LEA Governors</i></b>		
Cllr Nicola Davies	Federated Schools	10.09.19 – 09.09.23
Mrs Barbara Trahar	Federated Schools	10.09.19 – 09.09.23
Cllr Jane Jones	Federated Schools	10.09.19 – 09.09.23
Cllr Scott Jones	Federated Schools	10.09.19 – 09.09.23
<b><i>Parent Governors</i></b>		
Mr Rod McIntyre	Pen Afan	10.09.19 – 09.09.23
Miss Nadia Bogdan	Glyncorrwg	10.09.19 – 09.09.23
Gemma Down	Cymer Primary	10.09.19 – 09.09.23
Kimberley Rogers	Croeserw	10.09.19 – 09.09.23
<b><i>Community Governors</i></b>		
Mrs Mairwen Goodridge	Federated Schools	10.09.19 – 09.09.23
Miss Jayne Coleman	Federated Schools	10.09.19 – 09.09.23
PCSO Chris Davies	Federated Schools	26.11.19 – 25.11.23
Gareth John	Federated Schools	10.09.19 – 09.09.23
<b><i>Teaching Governors</i></b>		
Mr Chris Watson	Primary Schools	10.09.19 – 09.09.23
<b><i>Non-Teaching Governors</i></b>		
Leanne Gray	Primary Schools	10.09.19 – 09.09.23
<b><i>Headteacher</i></b>		
Mr Rob Appleby	All Schools/Areas	N/A

*The Clerk to Governors is Mrs Karen John  
Contact number 01639 850739*

Observers in a non-voting capacity at certain meetings are:

Mrs L. Jones (Bursar)  
Mrs Jayne Jones (Lead Learner at Glyncorrwg)  
Mrs Vicky Quinn (Lead Learner at Cymer Afan)  
Miss Rebecca Gierat (Lead Learner at Pen Afan)

## **School Hours**

Infants & Juniors	
8:50am	Morning Bell
8:55am	Registration
9.00am – 10:30am	Teaching/Learning Activities (Literacy)
10:30am – 10:50am	Morning Break
10.50am – 11.55am	Teaching/Learning Activities (Numeracy)
11.55am – 12.55pm	Lunch Time
12.55pm – 13pm	Registration
13pm – 14.50pm	Teaching/Learning Activities
14.50pm – 3.15pm	Assembly
3.20pm	End of school day

Nursery am –	
8:50am	Morning Bell
8:55am-9.00am	Registration
9.00am – 11.20am	Teaching/Learning Activities (Literacy)

Nursery pm	
12.55pm – 13pm	Registration
13pm – 15.10pm	Teaching/Learning Activities

### **Part-Time Nursery**

**Morning Session** 8.55am – 11.10am

**Afternoon Session** 12.55pm - 3.10pm

Children enter and leave school via their designated class areas at the beginning and the end of the school day unless attending the Breakfast Club.

Should children be late arriving at school then they should enter school via the main door and report to reception to notify the office of their arrival and whether they require a school meal.

## **Admission Arrangements**

### ***Nursery Admissions***

Applications for Nursery places need to be made to the Local Education Authority. Application forms are issued by the LEA (at the appropriate time) for children on the school's waiting list, or directly from enquiries made by parents to the LEA.

They are returnable to:

Mrs Helen Lewis  
School Admissions Officer  
Neath Port Talbot CBC  
Port Talbot Civic Centre  
PORT TALBOT  
SA13 1PJ  
Tel: 01639 763600

Parents should be aware, that expressing a preference for a particular Nursery does not guarantee admission to their chosen Nursery, but it will give their child priority over children whose parents have not expressed a preference for that Nursery. If no preference is expressed or the application is

late it will be less likely that their child will be able to attend the Nursery of their choice.

Children are admitted the beginning of the half term following their 3<sup>rd</sup> birthday (dependent upon pupil numbers and time of year, and subject to the offer of a place from the LEA). Parents are invited to visit the nursery with the child prior to admission. Nursery numbers are decided by the Local Education Authority.

**NB Places for Nursery can only be allocated by the LEA. Parents who would like their children to attend any of the schools within the Upper Afan Valley Federation should continue to complete the 'school admission form' and an LEA application form, which parents will need to complete and return to school/send to the LEA, will be issued at the appropriate time.**

**Parents should also be aware that being offered a Nursery place at a particular school does not guarantee a full time place at the same school. Admission Forms for a full time place are issued to parents in the October prior to the child starting full time education in the following September.**

### **Full-Time Pupil Admissions**

Children enter full time education in the September of the academic year in which they reach their fifth birthday. In October 2019 letters will be sent to parents of children who are due to start full time school in September 2020, inviting them to complete an Admission Form for a Primary School place (expressing a preference for a particular school) and return it to:

Mrs Helen Lewis,  
School Admissions Officer,  
Neath Port Talbot CBC,  
Port Talbot Civic Centre,  
PORT TALBOT,  
SA13 1PJ  
Tel: 01639 763600

Parents need to make sure that they follow the completion instructions carefully and that they meet the application deadline. Parents should be aware, that expressing a preference for a particular school does not guarantee admission to their chosen school, but it will give their child priority over children whose parents have not expressed a preference for that school. If no preference is expressed or the application is late it will be less likely that their child will be able to attend the school of their choice.

Meetings are arranged for parents of both Nursery and Reception aged children prior to their admission to discuss their child and how his/her needs may be met as well as to inform the parents of the expectations of the school.

### **Admission Arrangements for disabled pupils**

Admissions for disabled pupils are considered along with other applications for school placements. If any special adaptations to premises are required, these are considered and undertaken, where appropriate, in consultation with the Local Authority (LA).

### **General Welfare of Pupils**

Class teachers are responsible in the first instance for their pupils and oversee general progress and welfare. Should any significant problems or changes occur at home that might affect progress or behaviour in school, you are asked to inform the class teacher or Lead Learner. Likewise, if a child appears to be unhappy in school, or is having difficulties of any kind, it is important that we know so that appropriate steps are taken to remedy them.

When a pupil is taken ill during the day, every effort is made to contact the parent. Where this fails, the responsible adult whose name, address and telephone number is recorded at school by the parent is contacted. It is essential therefore, that these numbers are kept up to date.

**Please inform the school if your landline or mobile telephone number changes.**

It is the responsibility of the parent to inform the school immediately if this happens.

In the case of a minor accident, first aid is administered in school. Should further medical attention be needed then the procedure for parental contact will be followed. Should an accident occur of a more serious nature then the following procedure will apply:

1. Immediate First Aid by the school.
2. Parent contacted and recommended that the pupil is either taken to their own G.P. or the nearest hospital as appropriate.
3. If parents or other named adults are not available, then the ambulance will be called.
4. Where a child needs immediate transportation, a member of Staff will accompany the child to the hospital to minimise distress and will remain with the pupil until the parent arrives.

The school medical and dental officers visit the school annually, and make their own clinical notes. Eye/hearing/speech tests are administered by medical staff if requested by the Headteacher after parental consultation. Parents are requested to complete a "Request for the Administration of Medicine in School" form from the office before any medication can be administered. The school has close links with both the Education Welfare Service and the LEA's Psychological Service.

A Fire Drill is held once a term.

**Child Protection and Safeguarding**

The Federated Schools of the Upper Afan Valley supports all of its pupils. Full details are available from the Child Protection Policy, which can be viewed in the school office or via the school website.

The Designated and deputy Child Protection / Safeguarding officers for the school are Miss Rebecca Gierat, Mrs Joanne Evans and Mr Rob Appleby.

The Designated Child Protection / Safeguarding Governors are Mrs Mairwen Goodridge and Cllr Jane Jones.

All schools within the federated regularly undergo a financial and safeguarding audit, where all aspects of our safeguarding procedures are rigorously checked.

**Looked After Children**

The Lead Learner is the designated member of staff responsible for promoting the educational achievement of Looked After Children (LAC). There is a LAC policy that supports the processes involved with supporting looked after pupils both academically and emotionally.

### **Children's Additional Learning Needs**

Consideration of Children's Additional Learning Needs forms an important part of school life. All children deserve and need the help and support that we can give them. The co-operation of parents is actively sought and encouraged where pupils are experiencing difficulties. We will make extra time available for you to come and discuss ways in which you can give your child extra help. Using their professional expertise, the class teacher along with the Additional Learning Needs Co-ordinator (ALNCO) will produce and implement an Individual Education Programme (IEP) to monitor the progress of children who are placed on our Additional Learning Needs (ALN) Register as outlined in the Special Needs Code of Practice. For all children with additional needs, including those pupils with a Statement, the school closely follows the principles, practices and procedures outlined in the Code of Practice, which is a guide for the identification, and assessment of individual pupil additional needs requirements.

We have excellent links with outside agencies that provide specific expertise, skills and support by recommending helpful strategies for intervention for those children on the ALN register. All pupils with Additional Needs, including those with a Statement have access to the Curriculum at a level that is appropriate. Work is carefully planned and differentiated according to each pupil. The ALNCO offers advice to class teachers with whom she works in close partnership. The writing of and working with IEP's in conjunction with class teachers is an important aspect of her work.

### **Pupils with Disabilities**

As part of our inclusion policy children with disabilities (*\* see definition*) are given opportunities and included into school life as fully as possible. As part of the PSE curriculum all children at the Federated Schools of the Upper Afan Valley are made fully aware of what disability means, also the consideration that should be shown towards children with disabilities.

Within the Federated Schools of the Upper Afan Valley, all reasonable means are taken to accommodate pupils with a disability, subject to the physical constraints of the building. Pupils with special educational needs (physical) but not in a wheelchair can be catered for by special arrangements with additional adult support. Parents of pupils with a disability should arrange a meeting with the Headteacher and Additional Learning Needs Co-ordinator.

*\*The Disability Discrimination Act (DDA) 1995 defines a disabled person as one who has "A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." This would include, for example sensory impairments affecting sight and hearing, learning disabilities, severe disfigurements and progressive conditions where impairments are likely to become substantial.*

### **Attendance**

At Primary level, good attendance depends upon a positive attitude by parents. At this age children depend on you to get them to school regularly and on time. Pupils must therefore be in the playground no later than 8.50 am and no earlier than 8.40 am. We are not legally required to let children into school any earlier than ten minutes before school starts. Children should also be met promptly at the end of the school day, which is 3.20pm.

The school complies with the LEA's regulations for the recording of attendance as follows:

### ***Registers (Attendance)***

1. There is a class register for each class within the school.
2. The names of children, admission numbers together with contact information e.g. address and telephone number is included.
3. The registers are dated on a weekly basis.
4. The registers are marked at the beginning of each morning and afternoon session.
5. The registers are closed 30 minutes from the beginning of registration.

**Please inform school by telephone or message on the first day of any absence and send an explanatory note with your child on his/her return to school. As part of our safeguarding measures if no message is received to explain an absence, the school will contact parents/carers for a reason to ensure our records are up to date, and to ensure your child's safety.**

Please also inform school either by telephone, message or letter if your child is unable to attend school for medical appointments (doctor, hospital, dentist etc.). We will require proof of any medical appointments.

### **Authorised absences cover:**

Medical/dental appointments, educational visits, attendance at an alternative Educational Unit, religious holidays and sickness.

### **Unauthorised Absences**

We at The Federated Primary Schools of the Upper Afan Valley pride ourselves on having an excellent attendance record; good attendance is essential for a child to achieve his/her full potential.

Unauthorised absences are recorded, and the school percentage is indicated in the Annual Governors' Report.

It should be noted that all holidays are now recorded as an unauthorised absence; this is a directive from the Local Authority and Welsh Government

The Federated Primary Schools of the Upper Afan Valley are supported by an Education Welfare Officer who helps monitor and improve attendance and ensure the well-being of every pupil.

## **The School Curriculum**

A broad and balanced curriculum, offering a wide range of experiences to meet the diverse needs of the pupils, is implemented at school.

Our curriculum is in keeping with the National Curriculum and LA requirements to deliver the Core and Foundation subjects together with Religious Education. The Literacy and Numeracy Framework is fully embedded across the school and digital competence is at the forefront of what we do.



Foundation Phase methodology is used from Nursery through to Year 2 inclusive.

Our schemes of work are planned in conjunction with the National Curriculum and LA requirements for the teaching of the Core and Foundation subjects, together with Religious Education, in the Foundation Phase and at Key Stage 2.

Opportunities for first-hand experience are built into our curriculum to make learning more meaningful for our pupils. Each child's needs and abilities are considered and care is taken to ensure at all times that the needs of the children are met.

The Foundation Phase consists of:

Language, Literacy and Communication Skills, Mathematical Development, Creative Development, Knowledge and Understanding of the World, Bilingualism, Personal and Social Development and Cultural Diversity, and Physical Development,

The National Curriculum consists of the following subjects:

Core Subjects: English, Maths and Science.

Foundation Subjects: Design Technology, Music, Art, History, Geography, Welsh, P.E., and ICT. In addition, R.E. will be taught to all children. The work planned for children is organised according to the school's agreed schemes of work. During the Primary School Years the children will experience a wide range of teaching and learning styles, with as many first hand experiences as possible. Visiting teachers also provide extra expertise through the Peripatetic Music Service.

## **Organisation**

Pupils are organised into classes according to their age. Within every class a range of teaching methods are used as appropriate. All children are encouraged to achieve their own personal best. We truly believe "praise and encouragement" are key words if learning is to be enjoyable, meaningful and successful.

At present the class areas are utilised in the following way.

- **Class 1** Nursery/Reception
- **Class 2** Reception/Year1
- **Class 3** Year 2/3
- **Class 4** Year 3/4
- **Class 5** Year 5/6

These arrangements are subject to change as pupil numbers fluctuate. It is necessary to organise classes into mixed year groups to keep class sizes to reasonable levels. The classes are organised primarily into mixed-ability, mixed-age groups but organisation is flexible, to reflect the wide range of activities that might be undertaken. There will be opportunities for children to work as individuals, as a member of a group, or as a whole class.

## **Use of the Welsh Language and Culture**

The Welsh language and culture are taught within the guidelines of the "Welsh in the National Curriculum" document. At the Upper Afan Valley Federation we are proud of our culture and heritage and Welsh is taught as a second language. We endeavour to promote our language by creating an appropriate atmosphere with the use of displays, signs and pupils' work.

## **Breakfast Club**

A free Breakfast Club which is funded by the Welsh Assembly is provided for all children. The club starts at 8.15 am, daily during term time and offers each child attending a Free Breakfast of a choice of cereal, toast and fruit juice. Children must enter the club via the main canteen entrance where their attendance will be recorded. The pupils will be supervised from 8.15 a.m. to 8.45 a.m. and there will be a selection of exciting games for them to play whilst they are waiting for school to start. Children must arrive for breakfast club between the times of 8.15 am and 8.30am.

## **Lunchtime Arrangements**

The Local Authority manage the catering facilities at the school. Meals are cooked on the premises. Menus are provided in advance each term and are available from reception upon request, or via the school website following the 'Broccoli Bob' Link.

## **Dinner Money**

Dinners are **currently** £2:35 each (£11.75 for the week), payable in advance on the first school day of the week by using the online Parent Pay system. In the event of absence, dinners will be credited to the following week.

## **Free School Meals**

Forms are obtainable from the school office (or can be downloaded from the Neath Port Talbot County Borough Council Website) and once completed should be sent to;

**Student, Family,  
Pupil Awards,  
NPTCBC,  
1st Floor Aberafan House,  
PORT TALBOT,  
SA13 1PJ.**

***Please note that, even if you are eligible for free meals, you will be charged for any meals taken before your application form has been submitted and we are notified of its acceptance.***

## ***Sandwiches***

If you wish your child to bring a packed lunch and a drink please make sure it is a healthy packed lunch, no fizzy drinks, chocolate bars or sweets are allowed, and only cold food is permitted. We ask that drinks are brought in plastic containers (no cans or glass bottles please) and that all boxes etc. are labelled with your child's name.

## School Term and Holiday Dates

### Academic Year 2019-20

2019/2020 Academic Year					
Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2019	Monday 2nd September	Monday 28th October	Friday 1st November	Friday 20th December	<b>75</b>
Spring 2020	Monday 6th January	Monday 17th February	Friday 21st February	Friday 3rd April	<b>60</b>
Summer 2020	Monday 20th April	Monday 25th May	Friday 29th May	Monday 20th July	<b>60</b>
<b>Total:</b>					<b>195</b>

### INSET DAYS

Schools will be closed to pupils for INSET/Staff Preparation for 5 days in total on the following dates:

02.09.19

03.09.19

06.01.20

24.02.20

20.07.20

### BANK HOLIDAYS

Good Friday, 10 April 2020

Easter Monday, 13th April 2020

May Day, 8th May 2020 (All Schools Closed) \*to mark the 75th anniversary of VE Day

Spring Bank Holiday, 25th May 2020

## **Rules and Discipline**

Every community needs clear, enforceable rules in order to protect people and property and to ensure an efficient organisation. Our school rules are kept to a minimum and are based on consideration and respect for others and their property. The school operates an Assertive Discipline Policy, whereby children are encouraged to behave in a responsible way, and are rewarded accordingly. Positive behaviour will be praised. Children who display very good standards of positive behaviour and helpfulness may receive house points which will then be transferred to a total amount of points for each house. A special termly assembly will be held where all the house points for each term are totalled. Also every Friday "Pupil of the Week" assembly will be held where one child from each class will be recognised as pupil of the week for various endeavours. Children will receive house points each for this honour. Their certificates will be displayed in the Pupil of the Week display in the hall and changed on a weekly basis.

The children of the Federated Primary Schools of the Upper Afan Valley show a caring, responsible attitude in all they do and understand that, for example, behaviour such as bullying and racism are never tolerated. However, where such behaviour occurs, staff will discipline pupils in accordance with our behaviour policy. In more serious cases, the parents of the pupil will be informed in order to work together to maintain an acceptable standard of behaviour. The ultimate sanction is a period of exclusion of the pupil by the Headteacher, which is recorded and reported to the Governors and the Local Authority.

The partnership between school and home is of paramount importance, and parents are always welcome to visit the school. Should any parent wish to see a class teacher, we always ask you to phone first, or visit in order to make an appointment. Every effort is made to inform you of what is going on in school through regular letters, Newsletters and Parent Consultation Evenings.

Many parents have been able to help out in school in a variety of ways, ranging from listening to children read to Art and Craft Activities. Should you feel that you would like to help in any way, please contact the school.

## **School Uniform**

We believe that the wearing of school uniform contributes to a sense of belonging to the school community and helps to develop a sense of pride in the school.

Although we are a federation of schools, each school has kept its identity and personalised school badge. Pupils wear the designated sweatshirt of Pen Afan Primary School. These are very smart and considerably cheaper than the type of clothes that children would otherwise want to wear. Uniform is available online at: [www.myclothing.com](http://www.myclothing.com) or are alternatively available from local sports shop Gwyn Richards, 17 Talbot Street, Maesteg, CF34 9BW – Contact number 01656 732376

### **Girls**

Blue School Sweatshirt/Cardigan  
Grey/Black Skirt or Trousers  
White Shirt / polo shirt  
Black Shoes

Summer blue/White Gingham Dress  
(optional)

### **Boys**

Blue School Sweatshirt  
Grey/Black Trousers  
White Shirt / Polo Shirt  
Black Shoes

Summer Shorts  
White or Blue Polo Shirt

It is not obligatory to buy from our uniform suppliers or to have the school badge on items of uniform. However, please observe the school colours of Blue jumper/cardigan, white polo shirt and grey/black trousers or skirts. **Please label or mark your child's clothes clearly.**

In the interest of your child's safety, with the exception of small, stud earrings and watches, jewellery is not to be worn to school. Children will be asked to remove items of jewellery other than those previously mentioned.

**The school will not be held responsible for loss or damage to jewellery.**

### **Clothes for Physical Education**

There is a games period and PE lesson each week. It is important that kit should be provided as this will enable your child to participate fully in these activities. This will consist of shorts and a T-shirt for indoor P.E. (no shoes). For outdoor games, trainers are required, with a sweatshirt and joggers during the winter months. A change of clothes after vigorous exercise is recommended on health grounds as well as protecting school uniform. School P.E. clothes are available from our school uniform supplier. Please mark or label all items of clothing.

For reasons of safety **no jewellery** should be worn.

The school participates, whenever possible, in organised competitions in the local area for rugby, netball, football, swimming, rounders and athletics. If for any reason your child is unable to take part in a sporting activity, we do ask you to inform the Headteacher in writing.

It is advised on the grounds of your child's safety that **all** jewellery be removed during any Games, PE and Swimming sessions (this includes stud earrings etc.).

### **Teaching Policies and Planning**

Schemes of work relate to what is going to be taught in each particular age group. The Federated Primary School of the Upper Afan Valley follow an adapted 'Cornerstones' scheme.

The staff have agreed long, medium and short term plans to ensure that all subjects are adequately represented both in terms of content and time during the course of the school year and across the Key Stages. Short term planning shows what is going to be taught in one and two week periods. Within the medium term plans, certain areas are given much more time than others, this balance is redressed however, in the following half terms. Where it is not possible to integrate a particular subject, then these are taught in discrete lessons.

### **Inspection of Documents**

Documents required to be made available by regulations, may be inspected and where appropriate, copied at the school during school hours, by arrangement with the Headteacher.

### **Visiting the School**

Parents are always welcome to visit the school, but we ask you to contact the School Office to arrange this and sign the Visitors Book upon arrival where you will be given a visitors badge. Further information about the school can be obtained by contacting the school office. We will always be happy to help.

## **Arrangements for Religious Education & Collective Worship**

Moral and Religious Education is a compulsory element within the curriculum and is taught in accordance with the Authority's agreed syllabus. The school Assembly is an important aspect of school life, which provides for a creative and imaginative experience shared by the school community. Parents have the right to withdraw their children from R.E. provision in the school as well as Assemblies.

Daily Assemblies and classroom quiet times offer pupils experience of contemplation and prayer mainly based on the Christian Faith. Biblical and moral readings, poetry, prayer and hymns are typical aspects of our school worship.

Parents may exercise their rights to withdraw their children from religious worship, or religious education if they so wish.

## **Sex Education**

The school's programme of Sex Education is part of our broad based personal and social education curriculum. It is based on the Local Authority's Policy and is taught in a sympathetic and sensitive manner. Older pupils will receive information from our link nurse regarding the implications of changes at puberty and "growing up". Parents may view our policy statement and they have the right to withdraw their children from Sex Education should they wish to do so.

## **Lost Property**

It is very important that each item of clothing is clearly marked with your child's name when they come to school.

## **Transfer to Secondary Education**

Children transfer to the Secondary phase of their education in the September following their eleventh birthday. Most children from the 4 primary schools feed into Ysgol Cwm Brombil.

## **Pastoral Care Arrangements**

The school aims to create a friendly, caring and safe atmosphere. Every member of staff promotes this aim, with the over-riding responsibility being that of the Headteacher.

Records of children's medical records are kept in the Administrative Office. Whenever necessary, the school liaises with other agencies, e.g. School Health Visitor, Education Welfare Service, and the School Psychological Service.

Minor accidents are dealt with in the school, but accidents of a more serious nature, needing medical attention are notified to the parents / guardians. Occasionally, an accident occurs when it becomes necessary to take a child to hospital. If parents cannot be contacted, a member of staff will accompany the child to hospital or call for an ambulance.

## **School Security and Health and Safety**

Every effort is made to ensure the school environment is a safe and healthy environment for our pupils. Regular fire drills are carried out and regular checks on school equipment in the classrooms and on the yards are undertaken. We have a member of staff responsible for health and safety and we have members of staff trained in basic first aid on site at all times. The school follows the Neath Port Talbot Health and Safety Guidelines.

## **Medication**

If a child has to take prescribed medicines, we require you to complete a form "Request for the administration of prescribed medicines" **We will not administer any medicines without this authorisation form.** This is for safety reasons and is in your child's interest. If medicines need to be sent to school and sent home at the end of the day, then it is the responsibility of the parent/guardian to ensure it is collected.

## **Equal Opportunities**

The Federated Primary Schools of the Upper Afan Valley have an equal opportunity policy that has been adopted by the Governing Body, which is available at the school. We aim to

- Ensure mutual respect for all pupils and staff.
- Ensure all pupils have equality of opportunity within the school.
- To take positive action against any sort of discrimination.

## **Homework/Learning Logs**

With the exception of extra help with reading, spelling or phonics, homework is not formally set in the Foundation Phase. Pupils of junior age are set Learning Logs regularly, which is an extension of school work; parents are requested to ensure that the Learning Logs are completed by the pupils. Arrangements for the marking of the work are the responsibility of the class teacher.

## **Extra-Curricular Activities**

Regular extra-curricular activities for our pupils throughout the year and we participate in as many sporting tournaments as possible.

Our local Community Police Officer comes into school regularly and delivers a series of lessons to the children which promote good citizenship. We also have a school council, eco school committee, a healthy schools committee and Digital Leaders.

## **Sport at School**

All pupils are expected to make the effort to change into appropriate kit for the purpose of taking part in physical exercise as well as games. Parents will be informed at the beginning of term as to when these activities take place so that pupils will be able to bring kit to school on the correct day. We also organise various activities on the playground during lunchtimes and playtimes. Children in Years 3 - 6 have the opportunity to go swimming at Cymmer Swimming Pool. We are involved with the Wizards rugby and netball league, The Ospreys and also participate in cluster sporting events against other schools in the area.

## **Charging and Remissions**

Many educational visits and Residential Courses will be arranged to give pupils a wider range of experiences and to reinforce work undertaken in class. Parents will be asked to make a contribution towards the cost of these trips, as they would not be able to take place without parental support. If you have any concerns about the cost of the visits please come and speak to the Headteacher, as we do not want any child to miss out.

## **Parents and School**

The partnership between school and home is of paramount importance, and parents are always welcome to visit the school. With an understanding of each other's role, and co-operation between parents and teachers, the children have a tremendous advantage. A close link between home and school – a partnership is therefore vital.

We like to have parents, grandparents, aunts, uncles and community helpers for listening to readers amongst other ancillary tasks. If there is any other way in which you feel that you are able to help please see your child's teacher or the Headteacher.

When children see their parents taking an interest in their schooling, there is benefit to their attitude, effort and attainment. The importance of parental interest cannot be over stressed. It does pay dividends.

The development of a close relationship between school and home demands commitment and time. It also needs the right balance of space and trust. An appreciation of, and confidence in each other's role, makes a purposeful and happy place where children feel at ease, can work to reach their full potential and can gain maximum benefit from their schooling.

Parents are represented on the Governing Body by:

Miss Nadia Bodgan	Representing Glyncorrwg Primary School
Mr Rod McIntyre	Representing Pen Afan Primary
Mrs Kimberly Brunt	Representing Croeserw Primary School
Mrs Gemma Down	Representing Cymer Afan Primary School

## **Parental Liaison / Reporting to Parents**

Parents are encouraged to keep a close relationship with school. Formal Parent / Teacher open evenings will take place three times a year, usually in October / November, February / March, and again when comprehensive written reports are presented in July. In addition, at the beginning of the year we hold class presentations for parents to be updated with the new routine, themes, and homework arrangements etc. in the new class for the year.

## **Friends of the School Association (FOTSA)**

There is an active Friends of the School Association (PTA) in Pen Afan Primary, which organises a regular programme of fund raising activities. The school is extremely grateful for the financial contribution the Association makes but also its contribution to the community life of the school. New members are always welcome, the growth of the Association helps in what is a very satisfying contribution to school life.



## **Complaints Procedure (Section 23 Education Reform Act 1988)**

The Local Education Authority has made arrangements under the above Act to receive complaints about all its maintained schools. For further information regarding the Complaints Procedure, please contact the school.

In the event of any complaint there is a set procedure to following as set out in appendix A of the complaints policy that has been adopted by the governing body. The complaints policy is available upon request from the school or can be found on the school website.

Further advice may be obtained from the Pupil, Parent Support Unit, Port Talbot 01639 763333.

*Thank you for taking the time read our prospectus, if you would like to visit the school please contact the school office to make an appointment, and a member of staff will be more than happy to give you a tour of the school.*



**The Federated Primary Schools**  
of the  
**Upper Afan Valley**