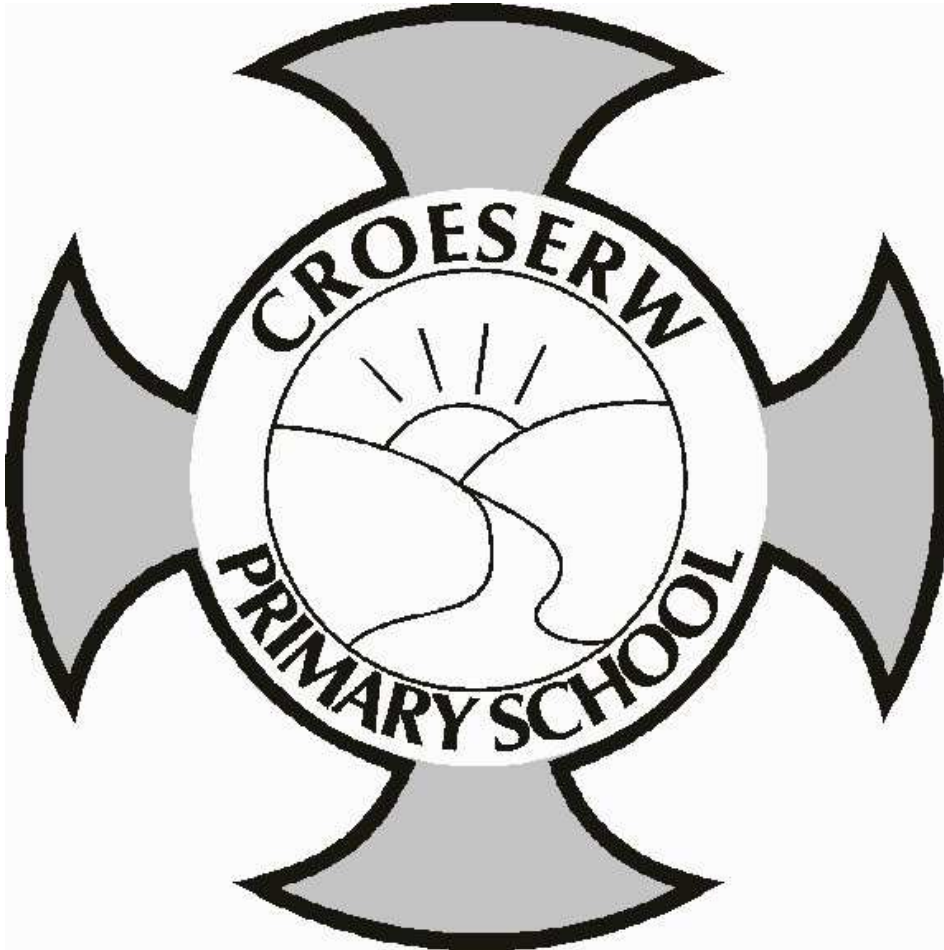


CROESERW PRIMARY SCHOOL



School Prospectus 2014 - 2015

**“Working together, learning together, succeeding
together”**

“cyd-weithio, cyd-ddysgu, cyd-lwyddo”

INFORMATION FOR PARENTS

NAME OF SCHOOL	CROESERW PRIMARY SCHOOL
ADDRESS	CROESERW, CYMMER PORT TALBOT, SA13 3PL
TELEPHONE NO:	(01639) 850265
FAX. NO:	(01639) 852258
E-MAIL:	croeserwprimary@npted.org
HEADTEACHER	Mr L LEWIS (Acting)
COUNTY	COUNTY
CO-EDUCATIONAL	CO-EDUCATIONAL
AGE RANGE OF PUPILS	3 –11 YEARS
NUMBER ON ROLL	Currently 159 (FTE – including Nursery)
NAME OF CHAIR OF GOVERNORS:	Mrs M GOODRIDGE

This information is correct and up-to-date at the time of printing.
Some adjustment/ re-arrangement of provision may be necessary as the school year progresses.

Croeserw Primary School is a member of the Upper Afan Valley Federation of schools.

SCHOOL HOURS:

Morning session 8.50 a.m. to 11.55 a.m.
Afternoon session: 12.45 p.m. to 3.00 p.m.
(Hours spent on teaching during a normal school week: 23hrs 45min.)

SCHOOL ATTENDANCE

Overall attendance of the children in our school is good and hovers around 94%

Our aim is to improve this figure year on year.

Only you, as parents can help us to improve these figures. You can help by informing us of the reason for any absence – either in person, by telephone or by letter

SCHOOL AIMS:

Our aim at Croeserw Primary School is to provide a broad and relevant education that will prepare children for life, ensuring that the essentials of numeracy and literacy are seen as the main foundation for success. We aim to continue to develop their technological skills and we aim to raise expectations so that each individual can reach his / her full potential.

We aim to instil a code of conduct that will enable the children to be tolerant of any differences in race, creed or gender, whilst preserving our own cultural identity.

We aim to provide a stimulating environment within the school, which will enhance and encourage the children to give of their best and value each other's work.

Personal responsibility and both independent and collaborative learning are seen by the school as vital factors in helping children to face the challenges of the future.

We aim to give the children, as many opportunities as possible to expand their horizons and to broaden their outlook on what is available in the world outside of their immediate environment.

Additionally we aim to develop in the children a confidence in the future of their community.

All of these aims are provided in an atmosphere, which is both welcoming and caring. Where children and adults feel respected and valued. We are committed to encouraging parents to become actively involved in the life of the school.

VALUES AND BELIEFS

Education is:

- ◆ for children to reach their full potential
- ◆ the foundation of learning skills and understanding
- ◆ getting the best for each child
- ◆ caring and sharing with each other
- ◆ developing positive attitudes and interests

We believe that:

- ◆ the hidden curriculum is as important as the formal curriculum
- ◆ parents have an important role to play in the education of their children
- ◆ children should have good standards of behaviour
- ◆ children learn best in a stimulating, caring environment
- ◆ children thrive on success
- ◆ the best learning comes from first hand experiences
- ◆ children need to be confident and have a good self image

GENERAL SCHOOL CURRICULUM

The school follows the National Curriculum as laid down by the Welsh Assembly Government and the LEA's Policy Statement for the Curriculum.

Principles of Teaching and Learning

We see teaching and learning as a process of co-operative team work and welcome and encourage the involvement of parents and others in the community.

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- ◆ seeing children as individuals and respecting their rights, values and beliefs;
- ◆ fostering and promoting good relationships and a sense of belonging to the school community;
- ◆ providing a well ordered environment in which all are fully aware of behavioural expectations;
- ◆ offering equal opportunities in all aspects of school life and recognising the importance of different cultures;
- ◆ encouraging, praising and positively reinforcing good relationships, behaviours and work;
- ◆ working as a team, supporting and encouraging one another.

Teachers work towards the school's aims by:

- ◆ providing a challenging and stimulating programme of study designed to enable all children to reach the highest standard of personal achievement;
- ◆ recognising and being constantly aware of the needs of each individual child according to ability and aptitude;
- ◆ ensuring that learning is progressive and continuous;
- ◆ being good role models – punctual, well prepared and organised;
- ◆ maintaining an up-to-date knowledge of the National Curriculum;
- ◆ having a positive attitude to change and the development of their own expertise;
- ◆ establishing links with the local community including industry to prepare pupils for the opportunities, responsibilities and experiences of adult life;
- ◆ working collaboratively with a shared philosophy and communality of practice.

Pupils work towards the school's aims by:

- ◆ attending school in good health maintained by adequate diet, exercise and sleep;
- ◆ attending school regularly, being punctual and ready to begin lessons on time;
- ◆ being organised – bringing necessary kit, taking letters home promptly, returning books regularly;
- ◆ conducting themselves in an orderly manner in line with the expected code of discipline;
- ◆ taking growing responsibility for their own learning.

Parents work towards the school's aims by:

- ◆ ensuring that children attend school in good health, regularly and punctually;
- ◆ providing support for the discipline within the school and for the teacher's role;
- ◆ being realistic about their children's abilities and offering encouragement and praise;
- ◆ participating in discussions concerning their child's progress and attainments;
- ◆ ensuring early contact to discuss matters which affect a child's happiness, progress and behaviour;
- ◆ giving due importance to homework, hearing, reading and assisting in learning of tables and spellings;
- ◆ allowing their children to take increasing responsibility as they progress throughout the school.

HOMEWORK POLICY:

A whole-school homework policy is in existence. This sets out what is expected at each and every year group. We hope that, as parents, you will be supportive of the policy and encourage your child to complete all homework tasks set.

SEX EDUCATION:

Sex Education will be set within a moral framework and will be taught in such a manner so as to promote a healthy lifestyle. The school will present a balanced approach towards sexual matters displaying great sensitivity. Whenever possible, the subject will be dealt with in small groups offering pupils the opportunity for discussions and questions. Teachers will use their professional expertise and the support of professional colleagues both inside and outside the teaching profession.

RELIGIOUS EDUCATION:

Religious Education is presented in a balanced way as part of the integrated learning experience we offer to children.

Collective worship will take place every day and involve all pupils. However, parents may withdraw their children from attendance at religious worship and from receiving religious education. (Adequate supervision will be arranged). At the time of writing no such provision is needed

CURRICULUM ARRANGEMENTS FOR ADDITIONAL LEARNING NEEDS:

Provision for Additional Learning Needs (ALN) is made in accordance with recommendations made by the Education Authority (LEA). This includes the provision for children who hold a Statement for Special Educational Needs.

We have an LEA designated Learning Support Centre at Croeserw comprising of two classes. These classes cater for pupils with moderate to severe learning difficulties.

It is the school's aim to identify needs as early as possible, with any concerns by the teachers being passed on to the Special Educational Needs Co-ordinator (SENCo). If necessary, referrals to the LEA's Special Educational Needs Team or other outside agencies are made, with a view to obtaining appropriate assistance. Full details of Special Educational provision is laid out in the LEA brochure.

The school appreciates that each child is special and therefore has special needs. We believe that through our planning procedures, the needs of each and every child is met; this includes provision for those who are seen to have exceptional ability.

SUMMARY OF THE SCHOOL'S ADDITIONAL LEARNING NEEDS POLICY:

"The quality of provision for pupils who have additional learning needs is outstandingly good. Policies, assessment, recording and reporting procedures comply fully with the requirements of the SEN Code of Practice. The school works hard, in the best interests of pupils, to safeguard their welfare" (ESTYN April 2008).

USE OF THE WELSH LANGUAGE:

The medium of instruction is English but Welsh is taught as a second language as laid down by the National Curriculum. Emphasis is placed on oral skills with the written word developed as the child's fluency and readiness to write increases. The school receives guidance from an "**Athrawon Bro**" who visits the school on a regular basis working with both children and teachers. All members of staff encourage the use of incidental Welsh and actively promote bilingualism and aim to foster an interest in Welsh Culture.

SCHOOL ORGANISATION:

Pupils are organised in mixed-age classes throughout the school. No class is made up of more than two year groups. Pupils are taught particular skills at their own level of attainment. There are currently seven classes at the school, including two LSC classes.

SCHOOL STAFF:

Federation Headteacher	Mr L Lewis (Acting)
Federation Primary Phase Leader	Mr R Appleby
Lead Learner	Mr C Watson
Year 5/6 Teacher	Mr C Watson
Year 3/4 Teacher	Mrs R Keegan
Year 2 Teacher	Mrs. R. Morris
Year 1 Teacher	Mrs R Jones
Nursery/Reception	Miss N Macey

PPA Teachers
 Learning Support Centre Teacher
 Learning Support Centre Teacher
 Learning Support Centre Teacher
 Federation SENCo

Mrs C Mainwaring and Miss Hannah Thomas
 Mrs Harriet Rimmer
 Mrs K Hughes (Currently seconded by LEA)
 Mrs A James (Until July 2015)
 Mr D Morgan

Teaching Assistant (TA)

TA
 TA
 TA
 TA
 TA
 TA
 TA
 TA
 TA
 Caretaker
 Clerk / Secretary
 Clerical
 School Cook

Mrs. J. Gardner
 Mrs. C. Jones
 Mrs P Evans
 Mrs. K. Thomas
 Miss L Rees
 Mrs. J. Phillips
 Mr. J Phelps
 Mrs. K. McEarlean
 Mrs. G. Powell
 Mrs. E Rumph
 Mr. G. Tomkins
 Mrs. J. Thomas
 Mrs D McCarthy
 Mrs D Harris

FEDERATION GOVERNORS:

<u>Member</u>	<u>Category</u>	<u>Term of Office ends</u>
Mr L Lewis	Acting Headteacher	N/A
Mrs M Goodridge (Chair)	LEA	01/09/2017
Cllr G Rawlings	LEA	01/09/2017
Cllr R Thomas	LEA	01/09/2017
Cllr S Jones	LEA	01/09/2017
Mrs B Trehar	LEA	01/09/2017
Mr A Walters	Teacher	01/09/2017
Mr C Watson	Teacher	21/09/2018
Mrs S Jones	Non-Teaching	01/09/2017
Mrs K John	Non-Teaching	07/02/2019
Mr N Jones	Parent	01/09/2017
Mrs C Griffiths	Parent	01/10/2018
Mrs J Donovan -Maddox	Parent	01/09/2017
Mrs H Howells	Parent	21/09/2018
Mrs C Furnell	Parent	01/09/2017
Mr R Chapman	Community	01/09/2017
Mr G John	Community	01/09/2017
Mrs C Esposito	Community	01/09/2017
Mr G James (Vice Chair)	Community	01/09/2017
Mr D Scourfield	Community	01/09/2017

For all governors, except head teachers (who are ex-officio governors), the term of office is four years.

Chair of Governors Mrs M Goodridge
 Vice Chair Mr G James
 Clerk to the Governors) Mrs L Jones

What are Governors?

Governors are like a board of directors and make decisions about how the school is run. They meet at least once a term at school. Governors are appointed to help decide what is taught, set standards of behaviour, interview and select staff and decide how the school budget is spent.

School Governors have legal duties, powers and responsibilities. They act together; they cannot act individually. School Governors at Croeserw are parents, teachers (or others) at the school, local council representatives and community representatives.

Parent Governors have a child in school, are elected by parents of the school and serve, as do the other Governors, for 4 years. Parent Governors bring views of parents to the Governing Body, but they speak and act as individuals. They should not be thought of as delegates or “mouthpieces” of the parents, they do not vote for all parents in general. They have equal status in the work of the Governing Body and have voting rights.

SCHOOL SECURITY/ CHILD SAFETY:

All visitors to the school report to the main entrance, next to the school hall, where there is a buzzer system. Children are not permitted to answer the door. The school operates a security system whereby all visitors to the school are requested to sign in (and sign out) and wear a visitor’s badge.

Parking in the school grounds is not permitted, with the exception of staff and official visitors to the school (including taxis), unless a prior arrangement has been made. These arrangements are not intended to prevent access to the school for bona fide visitors and/or parents, rather to ensure the safety of our children.

PASTORAL ARRANGEMENTS:

The school aims to create a warm and secure atmosphere. The care of your child at the school is the concern of all class teachers with the Headteacher having overall responsibility.

Minor accidents are treated at school. If further medical attention is needed, parents will be informed and if necessary accompanied to a Health Centre or hospital. In respect of major accidents, the school will act immediately in the best interest of the child.

All pupils have regular vision and hearing tests (at Foundation Phase) and dental inspections (throughout school). Parents will receive advanced information of this. Records of all examinations are kept and children are referred for further treatment as required.

Where necessary, the school will liaise with other caring agencies, e.g. School Psychological Service, Education Welfare, Health Visitor and LEA School Doctor/ Nurse, Team Around the family, Occupation Health.

All members of staff are concerned for the safety of your child at school. During break-times there are teachers on duty. At lunchtime pupils are supervised by Supervisory Assistants. There is always a Senior Supervisor on duty at lunchtime.

Particular rules of safety are observed during P.E. and Games lessons when children are under constant supervision.

SCHOOL DISCIPLINE AND GENERAL SCHOOL RULES:

The overall discipline and enforcing of school rules is the responsibility of the Headteacher with the assistance of the staff. Self-discipline, with children being encouraged to “**think of others first**” encompass the whole ethos of discipline at Croeserw. In sum, the positive is rewarded. An “**Achievement Assembly**” is held at suitable intervals where the “good” are praised and rewarded. Criteria for achievement ranges and can be academic, social or outside of school activities.

Poor behaviour is punished in a manner that fits the misdemeanour and parents are encouraged to play a part in fostering the positive and supporting the school in dealing with those children who do not act in an acceptable manner. The school’s Discipline Policy is reviewed on a regular basis.

The wearing of jewellery of any kind is discouraged and is not allowed when undertaking physical activities where it may endanger the child or others. Parents are asked to support the school and ensure that stud type earrings **only** are worn. However, these must be removed during Physical activities. We see no reason for children to wear rings, necklaces and bracelets and, whilst we shall do everything possible to do so, the school cannot bear the responsibility for the safe keeping of jewellery or injuries caused by the wearing of jewellery. No glass bottles are allowed, again for safety reasons.

Children are asked to be in school by 8.50am each morning and parents are asked not to collect their children from school before 3.00pm unless they have gained the permission of the headteacher. Any child who asks for early release must be collected by a parent/guardian or their representative.

Any absence needs to be reported to the school on the morning of the first day it occurs. This can be done by telephone or by calling in to the office. This includes visits for dental or other medical treatment. Should we not receive a reason by the time morning registers are closed parents will be contacted by the school and asked for one.

The Federation’s EWO monitors the school’s registers from her office and will respond to any persistent absenteeism i.e. parents will get a telephone call or a visit.

Absences due to family holidays during term time cannot be authorised and are strongly discouraged.

SPORT AND EXTRA-CURRICULAR ACTIVITIES:

Swimming – Junior Pupils.

Concerts

Choir – Junior Pupils

Rugby/Football / Netball / Hockey / Cricket / “Fit Club” etc.

School sport is an essential part of the school’s timetable, especially at Key Stage 2. Our aim is to provide a broad, balanced curriculum for all children but some activities are found outside as well as inside the normal timetable. All children have the opportunity to participate in weekly P.E./games sessions; these include gymnastics, netball, rounders, rugby, cricket, football, hockey, swimming, small ball games, athletics and other field games.

The school is part of the Upper Afan Valley Federation of Schools and selected children participate in a range of matches and tournaments.

All pupils in Years 3 – 6 are given swimming lessons at Cymer Pool.

All our activities provide equal opportunities for both boys and girls.

Additionally the school provides extra- curricular activities:

Fit Club – Tuesday Mrs K Thomas

Art/Craft Club – Tuesday Mrs C Jones

Choir – Wednesday Mrs R Jones and Mrs R Keegan
Homework Club – Thursday Miss N Macey
ECO Club – Thursday Mrs R Morris and Mrs A James

ADMISSION ARRANGEMENTS:

Nursery:

Children are admitted to Nursery on or after their third birthday (space permitting). Parents are invited to visit the Nursery with their child prior to admission. Nursery numbers are decided by the maximum number allowed in the session.

Full Time:

Children enter full time education in the September of the academic year in which they reach their fifth birthday. Children will receive an offer of a place at Croeserw during the spring term prior to the September. Parents have a right to accept or reject the offer. All children who live in the school's catchment area have a place at the school, by right. Children who live outside the catchment area may apply for preferred placement at the school. All placements are dealt with by the pupil placement officers within the LEA and parents wishing to place their children in Croeserw can only do so by contacting the relevant office at County Hall.

ADMISSION ARRANGEMENTS FOR PUPILS WITH DISABILITIES:

The Local Education Authority is the admission authority for all county schools in Neath Port Talbot. Children resident in Neath Port Talbot County Borough about to commence full time education will be offered a place at a Neath Port Talbot school. Parents either can accept this initial offer or express a preference for a placement at an alternative school. Requests for admission will be granted provided there are places available. These arrangements will be followed in the case of pupils with disabilities; such pupils will not be treated less favourably than other pupils.

SCHOOL UNIFORM:

Red sweatshirt / fleece / hooded top
White polo shirt

Pupils who attend Croeserw Primary School should be proud to belong to the school and should wish to be identified with us by wearing our distinctive uniform. The uniform is not compulsory, but rather a desirable aspect of school life. Items can be purchased from Gwyn Richards Sports in Maesteg.

CHARGING AND REMISSIONS POLICY:

There will be no charge made on any school activity which takes place in school time. However, parents will be invited to make a voluntary contribution in support of activities organised by the school – in order to cover some of the cost of the activities (most of which are, at least, part subsidised by the school).

FUND RAISING:

Please help us with our fund raising efforts. You can do this in two ways: come along and support the staff, who arrange fun events at regular intervals to raise funds; or support the school with events like concerts, raffles, photographs, annual calendars, sale of videos etc.

Funds generated have helped the school to provide a broad, balanced and interesting curriculum for the children through the purchasing of equipment and/or subsidising the cost of educational visits.

SCHOOL REPORTS: (Keeping in Touch)

When your child has been admitted to school there are a number of opportunities for the teacher and parent to get together to discuss ways in which children can develop. We offer a 'Meet the Teachers' event at the start of the academic year where parents and teachers can get to know each other. We hold a Parents' Evening in the second half of the Autumn Term where you will learn about your child's progress. At the end of the year your child will be issued with his/her Annual Report detailing attainment in all areas over the past year and you will be offered an opportunity to discuss it with the teacher.

When we talk with you or write about your child we will make every effort to:

- ◆ be clear and avoid the use of jargon
- ◆ explain your child's strengths and progress
- ◆ indicate any areas of concern
- ◆ say what is being done to overcome any weakness
- ◆ explain clearly how we intend to meet your child's needs
- ◆ seek your views and discuss how you can help

LUNCHTIME ARRANGEMENTS:

School dinners are prepared, cooked and served on the premises by our cook, Mrs Derion Harris. Children, including those who bring packed lunches, sit in groups in the school hall. We encourage children to eat our excellently prepared meals and most children take advantage of this.

Lunchtime supervisors are employed to care for the children's needs throughout the lunchtime.

FREE BREAKFAST CLUB:

We operate a Free Breakfast Club for children in all classes. All children are welcome to attend. The breakfasts are served from 8.15 a.m. and children who attend are closely supervised until 8.50 a.m. when school commences. Entry into Breakfast club is prohibited after 8:30 am.

"FLYING START"

The school accommodates on its premises a "Flying Start" scheme. This currently consists of an NCH-run childcare facility for 2-year olds. Parenting classes are also run and a dedicated Health Visitor, Educational Psychologist and Social Worker have been appointed. Effective links with the school have already been forged.

VISITING THE SCHOOL:

Parents are always welcome to visit the school. Appointments to see teachers are best made outside of normal school hours. An impromptu visit is likely to disrupt a lesson and will therefore not be possible. For security reasons, all external doors are locked at the start of the

school day (8.50am). Visitors during the school day are requested to report to the office via the main entrance. For security reasons, parents are expected to leave the school building by the nearest exit and not walk through the school to leave by the main exit.

COMPLAINTS PROCEDURE:

If you have a concern about your child or a complaint about the school, please try to resolve the matter by making an appointment in order to discuss your concerns/grievances with the Headteacher.

If you feel that your complaint has not been resolved you may wish to telephone Pupil Parent Support on 01639 – 763598 for advice.

If you feel that your complaint is still unresolved you should inform the Director of Education in writing and again an attempt will be made to resolve the problem, if at all possible, before recourse to the official Complaints Procedures.

Details of the Authority's Complaints Procedure are available at any school, the Local Education Authority, or Public Library.

PUBLIC ACCESS TO DOCUMENTS:

Current information about educational provision in the school and copies of statutory instruments and circulars are available at the school on request.

SCHOOL HOLIDAYS:

(As published for the current academic year)

FINALLY:

- ◆ every child is different
- ◆ they look different
- ◆ behave differently
- ◆ develop at different times and at different rates
- ◆ learn at different times and in different ways
- ◆ for their sake, don't compare them with other children

We are delighted to have your child with us and we promise to do our best to make his/her primary school experience a happy and a successful one.