

School Prospectus 2020-2021



Working Together for Excellence
Gweithio Gyda'n Gilydd er Rhagoriaeth

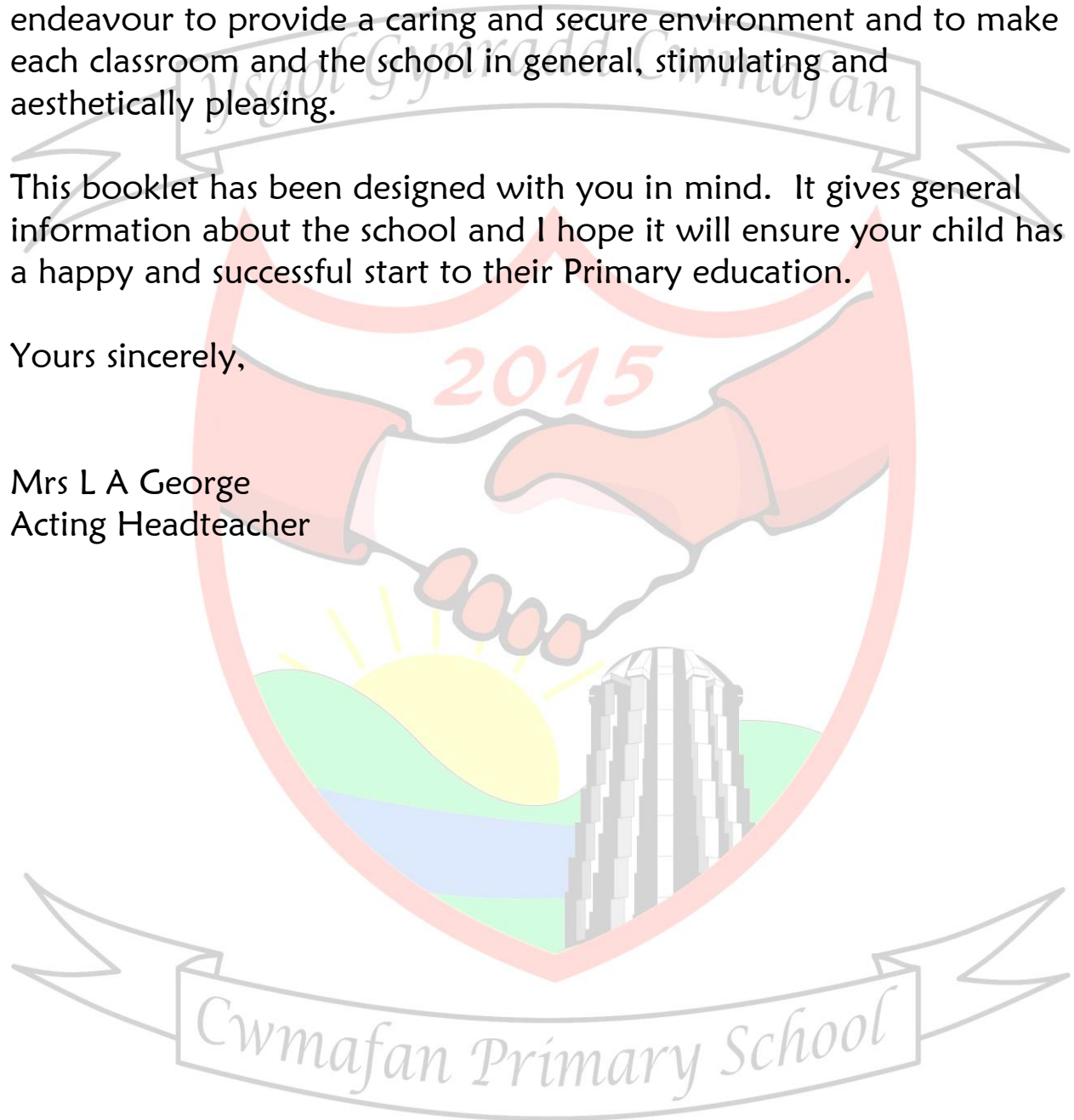
Dear Parents,

At Cwmafan Primary School we view education as a co-operative partnership between the pupils, their parents and the staff. We endeavour to provide a caring and secure environment and to make each classroom and the school in general, stimulating and aesthetically pleasing.

This booklet has been designed with you in mind. It gives general information about the school and I hope it will ensure your child has a happy and successful start to their Primary education.

Yours sincerely,

Mrs L A George
Acting Headteacher



SCHOOL PROSPECTUS
INFORMATION FOR PARENTS
SCHOOL YEAR 2020/2021

Name of School: *Cwmafan Primary School*

Address: *Ty'r Owen Row*
Cwmafan
Port Talbot
SA12 9BB

Telephone No: *01639 896312*

Acting Headteacher: *Mrs Lisa George (BEd Hons)*

County/Voluntary/Welsh: *County*

Co-educational/Boys/Girls: *Co-Educational*

Dfes No: *6712237*

Age Range of Pupils: *3-11 Years*

Number on Roll: *420*

Chairman of Governors: *Mrs Claire Miller*

This information is correct and up-to-date at the time of printing
AUTUMN TERM 2020

SCHOOL DESCRIPTION:

The school is situated in the centre of the village on the main road from Port Talbot to Pontrhydyfen. It serves a catchment area in which there is a mixture of long-established housing, much of which is in the centre of the village, some recently developed housing estates as well as council house estates.

The schools date from 1910 and comprise of two separate buildings: -

The Junior department is a two-storey building which contains thirteen rooms, seven of which are on the ground floor. Nine of the rooms are currently used as classrooms. There is a hall on each floor, one used for assemblies, plays etc. while the other is used for Physical Education and Musical Movement as well as catering for those children who have packed lunches during the lunch break. There are two staff toilets (one on each floor). There are 2 separate toilets for girls (8 separate toilets) and boys (5 toilets and a urinal).

The Infant department is a single storey building with a nursery annexe at the side. Six of the rooms are currently used as classrooms. There is one main hall which is used for Physical Education and for those children who have a packed lunch. There are self-contained toilets in both the nursery & reception area and a toilet block for Year 1 & 2 children.

There is a separate kitchen and dining hall within the school grounds.

Currently, pupils are organised into straight year group classes of mixed ability. There are 2 x nursery classes, 2 x Reception classes, 2 x Year 1 classes, 2 x Year 2 classes, 2 x Year 3 classes, 2 x Year 4, 2 x year 5 classes and 2 x Year 6 classes. The nursery children are housed in their own self-contained nursery unit, the reception children are based in the main infant building in an area where there are toilets & a cloakroom in the centre and the 2 classrooms are either side of this. Years 1 & 2 children are all based in classrooms off the main hall.

The lower juniors are housed on the ground floor, while older children's classrooms are on the first floor. Two other classrooms on the first floor are utilised as a school library. There are fifteen full time mainstream teachers & 18 teaching assistants at the school.

SCHOOL STAFF:

Acting Head Teacher	Mrs L A George
Acting Deputy Teacher	Mrs L Bailey
Teaching Staff	Year Taught
Mrs K Ware	Nursery
Mrs C Nicholas	Reception
Mrs F Davies	Reception
Miss A Phelps	Year 1
Mrs J Martin	Year 1
Mrs J Wellington	Year 2
Mrs H Evans	Year 2
Mrs C Staddon	Year 3
Mrs H Evans	Year 3
Mr C Matthews	Year 4
Mrs T Williams	Year 4
Mrs A Morgan & Mrs H Hoskins	Year 5
Mrs K Davison	Year 5
Mr A Cooke	Year 6
Miss J Davoren	Year 6

Lunchtime Staff

	Mrs C Jones	Cook
	Mrs J Phillips	Kitchen assistant
KS2	Mrs C Robinson	Supervisory assistant
	Mrs H Jones	Supervisory assistant
	Mrs A Williams	Supervisory assistant
FP	Mrs C Harrison	Supervisory assistant
	Mrs P Tweed	Supervisory assistant
	Mrs L Henry	Supervisory assistant
	Mrs S Newport	Supervisory assistant

CLEANING STAFF:

Mrs Megan Hockin

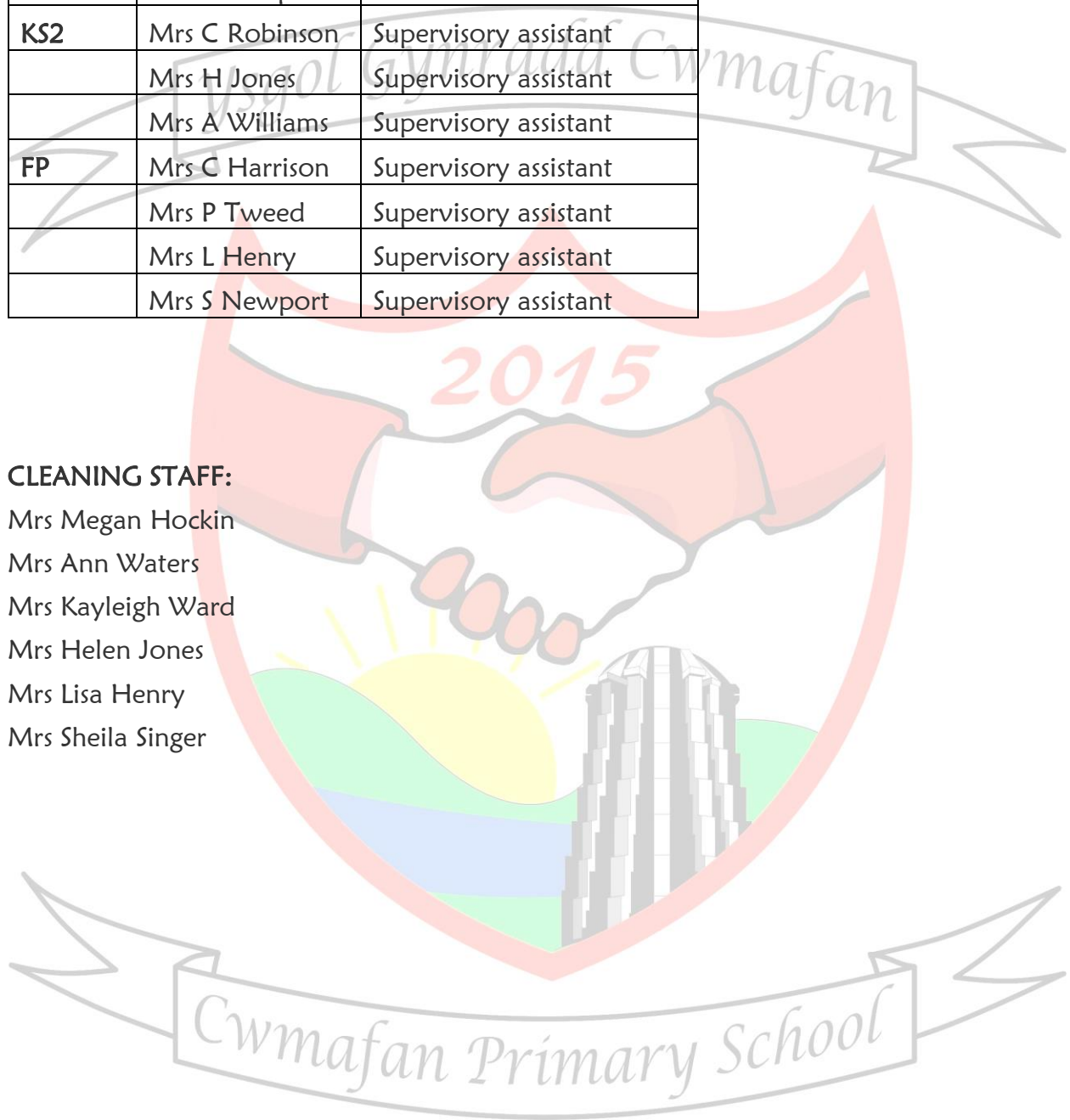
Mrs Ann Waters

Mrs Kayleigh Ward

Mrs Helen Jones

Mrs Lisa Henry

Mrs Sheila Singer



THE SCHOOL'S GOVERNING BODY:

Name	Governor Category	Term of Office
Mrs C. Miller (Chair of Governors)	Parent	31 st January 2023
Mrs A M Curtis	L.A.	31 st January 2023
Mr A Richards (Vice Chair of Governors)	Community	31 st January 2023
Mrs M. Crockett	Community	30 th November 2024
Cllr. R. Mizen	L.A.	30 th July 2021
Cllr C. Galsworthy	L.A.	30 th July 2021
Mr I. Williams	Parent	30 th November 2021
Mr K. Thomas	Parent	31 st October 2024
Mrs L. Bailey	Teacher	31 st October 2024
Mrs A. Nicholas	Community	30 th November 2022
Mrs D. Wagstaff	Parent	31 st May 2023
Vacancy	Non-teaching staff	

VISION STATEMENT:

At Cwmafan Primary School we foster a simple straightforward partnership, where the notion of everyone being learners is emphasised: pupils, staff and parents – and of us being able to ‘teach’ each other so that together we will succeed.

We believe that all our pupils are entitled to the very best education. We will provide a safe, caring and stimulating family environment for all pupils, challenging them to achieve their full potential through equal access to an appropriate balanced and differentiated curriculum.

Our commitment to the vision statement means that we will:

- *Acknowledge and respect the individuality of our pupils, where everyone is a valued member of the community*
- *Ensure that all pupils have access to 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*
- *Build upon individual and whole school strengths and celebrate all achievements*
- *Develop a broad, balanced curriculum which is accessible to pupils of all abilities and which is relevant, meaningful and responsive to their varying needs and interests, utilising the local community, where appropriate*
- *Teach our pupils to care for and respect their environment, whether their school environment or the global environment for which they will become increasingly responsible*
- *Help children to learn that courtesy, good manners and consideration to others are very important qualities*
- *To promote the use of the Welsh language in order that it becomes a natural part of daily school life*
- *Provide the best possible education for our children in a secure and safe family atmosphere*
- *Make children develop a habit of learning and develop a lively, enquiring mind and co-operative attitude towards all the people who are working towards the successful achievement of these aims*
- *Develop each child's potential – creatively, academically, socially, physically, spiritually and intellectually*
- *Develop, in each child, self-confidence, self-esteem, a positive attitude and a love of learning which will stay with him or her forever*

SCHOOL ORGANISATION:

All classes are of mixed ability children.

Classes are organised as follows:-

Nursery	am & pm
Reception	2 classes
Year 1	2 classes
Year 2	2 classes
Year 3	2 classes
Year 4	2 classes
Year 5	2 classes
Year 6	2 classes

SCHOOL DINNERS:

Meals are prepared, cooked, and served on the premises (including a vegetarian option). Dinners are paid for using the online app Parent Pay. Parents can alternatively choose to provide their children with a healthy packed lunch.

SCHOOL HOLIDAYS: *(See appendix 1)*

SCHOOL HOURS:

Infant department

Morning session begins at 8.55 a.m. and ends at 11.55 a.m.

Afternoon session begins at 12.55 p.m. and ends at 3.20p.m.

Junior department

Morning session begins at 8.55 a.m. and ends at 12.15p.m.

Afternoon session begins at 1.15p.m. and ends at 3.20 p.m.

TEACHING HOURS:

The hours spent on teaching during the normal school week, including Religious Education, but excluding the statutory daily act of worship, registration and breaks (including lunch):

Foundation Phase - 22 hrs & 40 minutes

Key Stage 2 - 23 hours & 30 minutes

EQUAL OPPORTUNITIES:

We are committed to equal opportunities within the structure of the school. Equal access to learning, in all areas of the curriculum, is offered to every person irrespective of colour, culture, race, sex religion or ability. We endeavour to develop and encourage a personal moral code which is sensitive to the needs of others and shows the respect which is the entitlement of all persons entering the school.

Any form of discrimination by any person within the school is treated seriously and it is made clear to offenders that such behaviour is unacceptable.

PARENTAL LIAISON/INVOLVEMENT:

Parental involvement within the school is encouraged. On a day to day basis parents are involved in helping teachers with a variety of activities. Parents also assist to supervise Educational Visits.

Annually, there is an opportunity for parents to meet their child's teacher on an informal basis.

Twice yearly, 'Parents Evenings' are held when parents are invited to discuss their child/ren's progress with the class teachers. Towards the end of the school year, a written report is sent out to parents/guardians. If parents need to discuss anything regarding their child, or require further information about the school, opportunities can be made, any time during the school year with the Classteacher or Headteacher.

Children achieve more when school and parents work together. Our Home-School Agreement provides a framework for the development of this partnership, and reflects our aim/vision to provide a high quality education for all children in our care. Parents will be asked to commit to this agreement when their child/children enter the school.

Cwmafan Primary School

HEALTH & SAFETY:

Our policy at Cwmafan Primary School is to provide and maintain safe, healthy working conditions for all our pupils and staff. All equipment is regularly inspected and identified; hazards are made safe or removed. Electrical equipment is routinely checked by a LA approved electrician. The P.E. equipment is checked and maintained regularly and lessons supervised responsibly.

Fire Drills are carried out regularly.

A large number of staff have undergone emergency First Aid training. There are designated First Aiders within both school buildings. Pastoral care of the pupils is the concern of all class teachers with the Headteacher having overall responsibility. School has a designated Child Protection Officer (Mrs L George) and a Deputy Designated Child Protection Officer (Mrs L Bailey) who have both undergone relevant training. A caring, compassionate attitude is taken towards the general well-being of each pupil. Adequate supervisory arrangements are made during break times.

In the event of a pupil being taken ill, or sustaining a minor accident, parents or guardians are informed and appropriate arrangements made. Emergency services are summoned in the case of major accidents and parents are informed accordingly.

Medical and dental services attend school on a regular basis, and children with sight, speech or hearing problems are seen quite regularly. The Educational Welfare Service and the School Psychological Service are called as and when necessary.

Valuables brought to school are at the child's own risk. Wearing of jewellery and earrings is discouraged especially for P.E. and Games lessons. Glass bottles are strictly forbidden on school premises.

ATTENDANCE & PUNCTUALITY:

Punctuality and good behaviour is stressed and encouraged at all times. A short note or phone call is required from parents when a child is going to be absent, i.e. dental or clinic appointments; or when the child has been absent due to illness.

Please make every effort to ensure your child arrives at school on time and is collected promptly at the end of the day. Pupils should not arrive before 8.45a.m.

Pupils who arrive late, after the main doors have been locked, must be taken to the main office and the Late Book signed. Pupils who are persistent late comers will be monitored by school and the Education Welfare Officer (EWO).

Please note, for security reasons, all exterior doors are locked from 9.00am until the end of the school day. Parents/visitors should report to the main office during the school day.

If, for some reason, your child is not being collected from school by yourself or the usual adult, please inform the school. Comprehensive school pupils are not allowed to collect pupils from school. Also, if you allow your child to walk home from school unattended then please ensure you have signed the consent form and returned it to school.

ABSENCE:

If your child is obviously unwell in the morning, please do not bring him/her to school even if they wish to attend. We are required to keep detailed records of all absences and these are recorded as authorised (if a genuine reason is given) or unauthorised (if no reason is given). If your child is unable to attend school please contact us on the first day of absence giving the reasons for the absence. You can inform the school by:

- telephoning the school office – (01639) 896312
- sending a note
- sending a message with another adult (not a child)

When your child returns to school following an absence an explanatory note must be sent in to the class teacher.

HOLIDAYS:

Occasionally parents request that their child has time off from school to go on holidays, however, school is **not** able to authorise holidays taken during term time under any circumstances.

ATTENDANCE DATA: N/A for this year.

SCHOOL DISCIPLINE:

The overall discipline and enforcing of school rules is the responsibility of the Headteacher with the assistance of all staff. Children are encouraged to develop self-discipline. Punishment is normally through loss of privilege and this can vary according to the child's interests. All pupils are aware of the Consequence Ladder.

Discipline and good behaviour at school is expected at all times. The school has a comprehensive policy on discipline and anti-bullying which is available to parents and can be found on the school website. Good discipline is essential for children to learn and for pupils to enjoy their time at school. All children are expected to be polite to staff and to obey instructions given by Teachers, Classroom Assistants and by Lunch time Supervisors. We emphasise and encourage positive behaviour with praise and awards. We run a whole school 'House Point' system throughout the year. Bad behaviour is not acceptable and is dealt with in several ways which include:

- i) being firmly told off
- ii) missing playtimes
- iii) speaking to parents
- iv) having a specific privilege withdrawn
- v) exclusion from school for a set period will be considered by the Headteacher for severe misbehaviour, especially in cases of abuse, violence and willful damage or where a child is considered a threat to the safety of themselves and/or others.
- vi) permanent exclusion will be considered by the Headteacher where persistent or willful behaviour (as in iv. above) occurs. The school works closely with the parents of pupils who are causing concern to staff because of constant bad behaviour. Bullying will not be tolerated at Cwmafan Primary School and any reports of bullying are treated as serious. Pupils are encouraged to report incidents of bullying to the Headteacher, a teacher or another adult. Parents will be informed if their child is bullying.

THE SCHOOL DAY:

Registration

8:55am

Lessons: 9:00am – 10:10am

Assembly: 10:10am – 10:25am

Morning Break: 10:25am – 10:45am

Lessons: Infant (FP) department 10:45am – 11:55am

Junior (KS2) department 12:15pm

Lunch from: 11:55am – 12:55pm Infant (FP) department

12:15pm – 1:15pm Junior (KS2) department

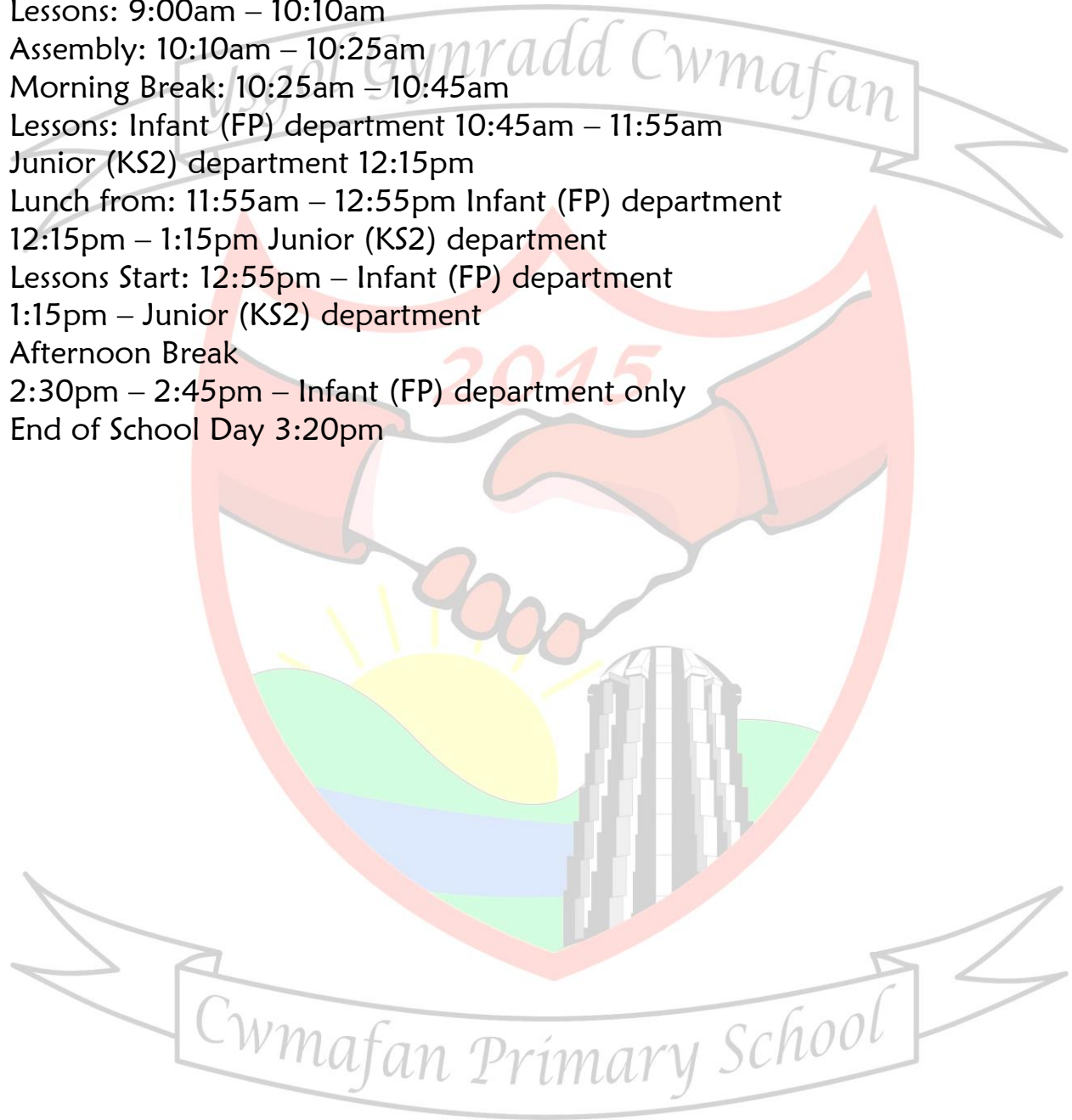
Lessons Start: 12:55pm – Infant (FP) department

1:15pm – Junior (KS2) department

Afternoon Break

2:30pm – 2:45pm – Infant (FP) department only

End of School Day 3:20pm



GENERAL SCHOOL CURRICULUM:

The curriculum is broad based and there is a flexible approach to teaching within the school. Although each teacher is responsible for their own class, co-operative planning amongst teachers is an essential element in the organisation of the school. We aim to make our activities both stimulating and relevant to the children's needs and experiences - each child receiving the challenge which matches his/her ability. We try to offer opportunities for children to be both happy and successful in a busy learning environment. Each child will receive his/her education as laid down in the Foundation Phase Framework and the National Curriculum: the core subjects of English, Mathematics and Science as well as the foundation subjects of Welsh, Information Technology, Design Technology, History, Geography, Music, Art and Physical Education. RE is also taught on a weekly basis. During this exciting time in education, all stakeholders are currently developing Cwmafan Primary School's curriculum with the four key principles at its core

- ambitious, capable learners
- enterprising, creative contributors
- ethical informed citizens
- healthy, confident individuals

HOMEWORK POLICY:

Homework is seen as an opportunity of giving children further practice in reading, written and research work. It also gives parents an insight into the type of work being undertaken in school and a structured opportunity to provide help and encouragement.

Homework is given out to every class throughout the school and includes online learning via Teams for KS2 pupils and via the school website for FP pupils. Homework varies according to requirements, but, in general tasks given are:-

1. **READING** is seen as the most important activity in which parents can help. Children have a home/school reading diary in which you, as well as teachers, have the opportunity to make a comment about your child's reading. Parents should spend a little time every day encouraging and

listening to their child read. If you want advice about reading please feel free to ask the class teacher.

2. SPELLING WORDS AND LEARNING MULTIPLICATION

TABLES are practised regularly. Your encouragement and help will be important to your child's success. All pupils can access 'j2blast' and 'Active Learn' from Abacus online.

3. OTHER ACTIVITIES might be set as homework tasks and these could cover a wide range of skills and subjects. Homework is usually given to consolidate work being taught in class and to extend skills. Topic tasks/projects are set on a termly basis. Occasionally, pupils might also be asked to carry out preparation work or research work in readiness for further work in school. Your help and encouragement are always important to your child's education.

4. HOME SCHOOL PROJECTS are set occasionally.

SEX EDUCATION:

This subject is not specifically taught, but teachers answer all questions as, and when, throughout the school (generally through the PSE curriculum) as they arise, which is the appropriate time to deal with these matters with due consideration being given to any particular religious or cultural factors and to parents' wishes. The school nurse delivers a programme for Years 5 & 6 pupils at the end of the Summer term.

RELIGIOUS EDUCATION & COLLECTIVE WORSHIP:

An awareness and understanding of religious and moral issues have a direct bearing on the attitude and behaviour of all involved in the work at this school. Whilst emphasis is given to the study of Christianity and the importance of Christian values in the lives of the children, attention is also given to the significance of other faiths. The school follows the Agreed Syllabus for RE as set out by the LA.

School assemblies are held daily and are mostly Christian in content. We are visited at regular intervals by visitors who deliver assemblies to the whole school.

Parents have the right to withdraw their child/ren wholly or in part from collective worship and RE lessons and alternative provision will be made for these pupils.

We are very understanding of all faiths and will work together with families to ensure that pupils are not involved in acts of worship, festivals or certain activities which are against the wishes of the parents. At the same time we wish children to gain the knowledge and understanding that will enable them to respect other cultures and religions.

CURRICULUM ARRANGEMENTS FOR PUPILS WITH ADDITIONAL LEARNING NEEDS:

The school enters into regular consultation with representatives of the LA in order to support pupils with special educational needs. We want all pupils to feel equally valued at Cwmafan Primary School and so pupils with Additional Learning Needs, including pupils with Statements, are integrated into mainstream classes. When necessary, pupils may be withdrawn from class to work in a small group or on an individual basis with a member of staff. The school also makes use of LA support staff to provide additional, specialised, teaching resources and advice.

Staff are in regular receipt of up to date training which is appropriate to the needs of pupils in our school.

The LA has a policy of inclusion for all pupils including disabled pupils which the school has adopted.

The school's policy for Additional Learning Needs can be viewed at school.

The school's SEN Governors are: Mrs D. Wagstaff and Cllr. C. Gallsworthy

MEETING WITH YOUR CHILD'S TEACHER:

If you have any concerns or worries about your child's education ask your child's teacher for an appointment to discuss the matter. Brief messages can be given to the teacher at the start of the day, but teachers cannot hold a discussion during teaching time. It is always best to make an appointment for after school time. The Headteacher is also available to meet with parents. Parents' evenings are held twice a year – in the autumn term and

in the summer term. At these meetings you will have the opportunity to discuss your child's progress and view their work with the class teacher.

ADMINISTERING MEDICINES & SECURITY:

The health and safety of pupils, staff and visitors is our first priority at Cwmafan Primary School. The school has a comprehensive policy for Health and Safety.

Medicines – it is our policy not to administer medicines, except in exceptional circumstances. Parents should consult with the Headteacher, especially where regular medication is required as in the case of asthma pumps, epipens.

Diabetics – staff will monitor testing of blood sugar levels of diabetic pupils. Guidelines for dealing with diabetic pupils and procedure for 'hypos' are available to all staff. Liaison with the Child Diabetic Nurse is maintained on a regular basis.

Smoking – the school and school grounds are non-smoking areas. Parents are, therefore, asked not to smoke anywhere on school premises.

Security – all external doors remain locked during the day.

Fire Safety – fire drills are held regularly. In the case of the buildings being evacuated, all children are escorted from the buildings and assembled in the playgrounds.

Further details of Health and Safety can be seen in the corporate policy and school procedure which is available from the Headteacher.

PASTORAL CARE ARRANGEMENTS:

Pastoral care of the pupils is the concern of all class teachers with the Headteacher having overall responsibility. A caring compassionate attitude is taken towards the general well-being of each pupil. In the event of a pupil being taken ill or sustaining a serious injury, the parent or guardian is informed and appropriate arrangements made. It is vitally important that TWO emergency numbers are supplied to school and any changes to these numbers are reported as soon as possible. Minor injuries are dealt with at school and if it is felt necessary the parents or guardian will be informed at the end of the day.

Medical and Dental services attend the school on a regular basis. The Educational Welfare Service and the School Inclusion Services are called upon when necessary. Parents are always informed and invited to be present at any examination. Adequate supervisory arrangements are made for break and lunch times.

DISABILITY EQUALITY AND ACCESS FOR DISABLED:

At Cwmafan Primary School all stakeholders (pupils, parents, staff and the community) are treated equally and no-one is excluded for any reason. Every effort is made to ensure that stakeholders with disabilities are accommodated accordingly, staff are aware of any problems and that outside agencies – LA, Health Authority, are involved accordingly. The physical environment of the school has been minimally adapted to give access to disabled pupils and adults. Entry to both buildings is via single steps or slope. Access to all playgrounds could be acquired through double gates if necessary. Hopefully, as funds become available improvements will be carried out to provide access throughout the school.

In addition, having regard for the Code of Practice published by the Department of Education, we have implemented the process of School Action/School Action Plus for children with Special Educational Needs.

We have two school ALNCo's who liaise with class teachers, support staff and parents in planning and supporting children with SEN and in drawing up child friendly IEPs & IPPs.

USE OF WELSH LANGUAGE:

The medium of instruction is English. Welsh is taught as a second language as part of the National Curriculum, with emphasis on conversational fluency in preparation for further development in the secondary school. We aim to promote bilingualism across the curriculum and aim to enable pupils to communicate effectively in English and in Welsh at a level appropriate to their age and ability. Development of bilingualism is ongoing within the school and is often apparent in most areas of the curriculum.

The Curriculum Cymreig is also important in our pupils' development and understanding of their Welsh heritage and is reflected throughout the year in a range of activities.

EXTRA-CURRICULAR ACTIVITIES AND PARENTAL LIAISON:

Extra-curricular activities are encouraged at school. These include brass, organised games – rugby, soccer, netball, hockey, rounders, cricket, athletics, dance, Urdd, Eco-clubs, ICT, Chess.

SPORTING AIMS & PROVISIONS:

During their time at Cwmafan Primary School, children will follow a programme of Physical Education which will include aspects of dance, educational gymnastics, games, athletics and swimming. Pupils are involved in PE lessons every week. The school has large yard areas and access to nearby playing fields.

A wide range of sporting activities are undertaken during each year which allows children the opportunity to represent the school. These include rugby, soccer, netball, hockey, swimming, rounders, athletics and cross country. Representing the school is considered to be an achievement and is recognised as such. We aim to give all children of all abilities the opportunity to participate in friendly competitive events if they so desire. We feel that taking part in such activities fosters a team spirit within our pupils.

Older pupils within the school have swimming lessons at Aberavon during each academic year. Children are encouraged to develop a good swimming style and aspects of water safety are also studied. A specific swimming programme is followed and merit badges are awarded when progress is made.

EQUAL OPPORTUNITIES:

The School has a comprehensive Policy for Equal Opportunities which has been adopted by the Governing Body. The Governing Body, Headteacher and all staff, seek to promote equal opportunities and good relations between persons of different racial groups, able bodied and disabled persons, and between

males and females. Equal opportunity is promoted for everyone and throughout all aspects of school life at Cwmafan primary School. Governors also follow legal requirements in making appointments and receive advice from the Local Authority's Human Resource Department.

SCHOOL UNIFORM: *(See appendix 2)*

LABELLING CLOTHES:

All clothing items, including coats, should be clearly marked with your child's name. This will make all items identifiable and eliminate any confusion at the end of the school day. Items of clothing are frequently 'lost' and/or forgotten about. All found items are stored at the entrance of the Junior (KS2) cloakroom and in the Infant (FP) cloakroom and can be viewed and reclaimed at any time which is convenient to staff.

CHARGING POLICY:

We aim to take pupils on Educational Visits to enhance their work and give them many and varied experiences. We usually have to ask parents for a voluntary contribution to cover the costs of buses and admission fees. These visits are a vital part of children's education and should not be missed. We may on occasions also ask for a donation towards the costs of materials for special activities, such as cookery.

If a visit or activity takes place during normal school hours, or mainly within school hours, all pupils will be included even if they have not made a financial contribution. However, if there are insufficient funds available visits/ activities may then be cancelled. Should a pupil make a financial contribution and then, for good reason, fail to attend/participate, then the school will refund the contribution.

ADMISSION ARRANGEMENTS:

In September 2011 the Local Authority introduced a new Admissions Procedure in line with Welsh Government legislation. Applications for admission to school must be made to the Local Authority and positions will then be offered by them. Application packs are available at school.

All children living within the school's catchment area are guaranteed a place at the school unless the child has a statement of Special Educational Needs. In these circumstances although parental choice will be taken into account, the Local Authority will decide which school would be appropriate for that child.

Preferred Placement Requests will be granted when there are places available; the following priority will apply:-

1. Children who have a brother or sister attending the school at the date of their admission.
2. Children attending a designated feeder school but who live outside the catchment area.
3. Other children for whom a place has been requested.

In any one of 1, 2, or 3 above, where preferred placement requests exceed the places available priority will be given on the basis of distance between home and school (measured by the nearest available safe route), children living closest having the highest priority.

INSPECTION OF DOCUMENTS: the most recent inspection report 2018 is on the school website.

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

INFORMATION ABOUT HOW TO MAKE A COMPLAINT

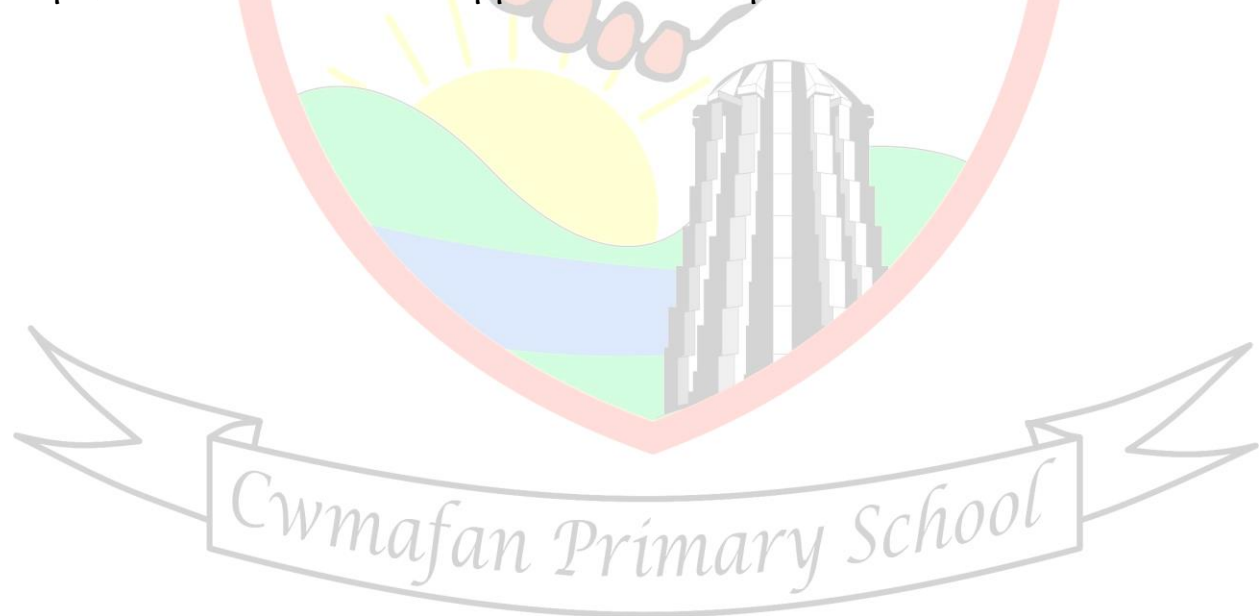
COMPLAINTS PROCEDURE:

It is hoped that if you have a complaint about the school curriculum or any other school matter, that you would raise your concern with the Headteacher in the first instance. Further, any complaint can be referred in writing to the Governing Body.

If you wish to make a formal complaint details of the procedure available to you are obtained from the Headteacher or the Local Authority. The LA has an established procedure for the consideration of complaints from parents relating to the school curriculum, the changing admissions policy of schools, religious education and if you have a complaint relating to the curriculum, Religious Education or Religious Worship the L A has prepared a formal Complaints Procedure, a copy of which is available from the school, the Education Department or a public library.

In the event of any complaint you should first try to resolve the matter by making an appointment to discuss it with the Headteacher. Further advice may be obtained from:

Pupil, Parent & Governor Support Unit - Telephone 01639 763600

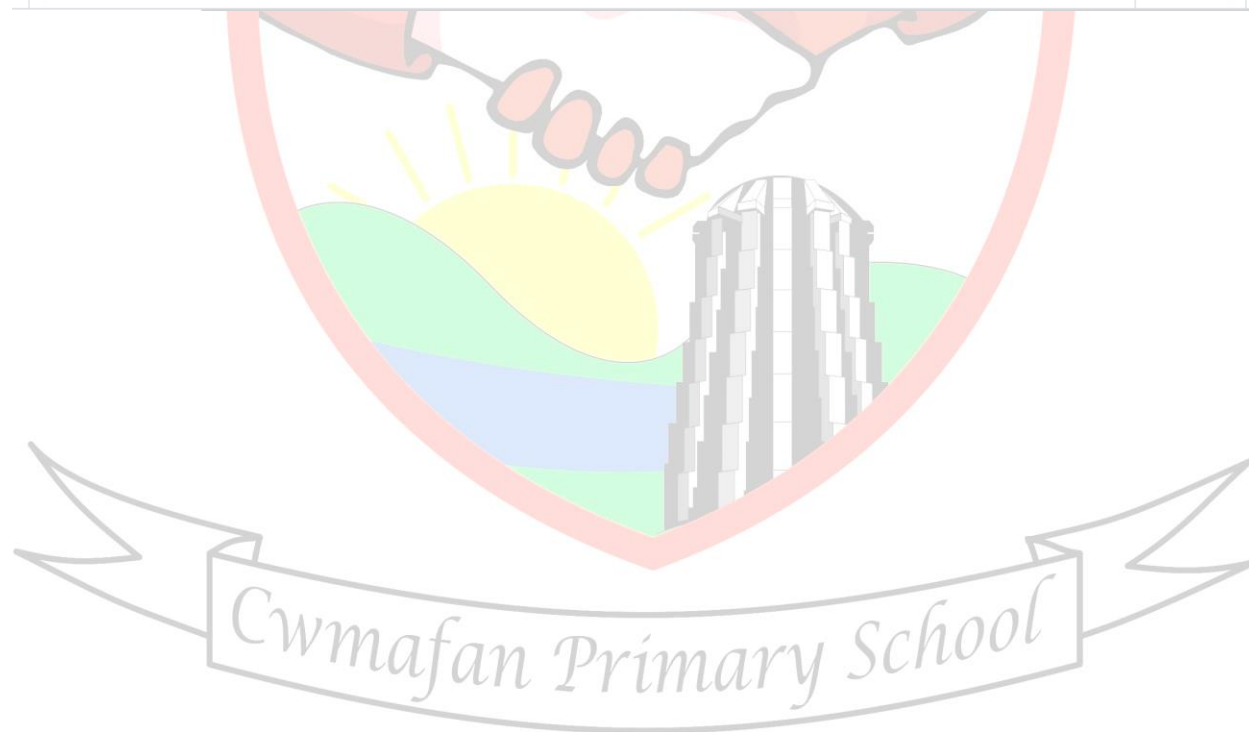


Appendix 1

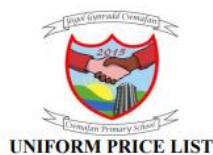
School Term Dates 2020-2021

2020/2021 Academic Year

Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2020	Tuesday 1st September	Monday 26th October	Friday 30th October	Tuesday 22nd December	76
Spring 2021	Monday 4th January	Monday 15th February	Friday 19th February	Friday 26th March	55
Summer 2021	Monday 12th April	Monday 31st May	Friday 4th June	Friday 16th July	64
Total:					195



Appendix 2



Sweatshirt	Hoodies	Cardigan	Polo shirt white	Polo shirt red	Waterproof coat	House t-shirt	Gym bag	Book bag
 <p>£9.00 child £12.60 adult</p>	 <p>£11 child £15 adults</p>	 <p>£11.95</p>	 <p>£7.50 child £8 adult</p>	 <p>£7.50 child £8 adult</p>	 <p>Price £10</p>	 <p>£5 child £6 adult</p> <p>Red (Afan) Green(Llynfi) Blue (Nedd) Yellow (Tawe)</p>	 <p>£4.80</p>	 <p>£4.80</p>
<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13 XS youth Small youth Medium youth Large youth XL youth</p>	<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13 XS youth Small youth Medium youth Large youth XL youth</p>	<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13</p>	<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13 XS youth Small youth Medium youth Large youth XL youth</p>	<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13 XS youth Small youth Medium youth Large youth XL youth</p>	<p>Sizes available 3-4 & 11-12</p>	<p>Sizes available 3-4 5-6 7-8 9-10 11-12 13 XS youth Small youth Medium youth Large youth XL youth</p>		

Cwmafan Primary School

This information has been compiled in accordance with The Education (School Curriculum & Related Information) (Wales) regulations 1991.

This information is correct and up to date at the time of printing. Some adjustment/re-arrangement of provision may be necessary for the school year 2020/21

Cwmafan Primary School