



LLANGIWG PRIMARY SCHOOL

School Prospectus

2019/20

Croeso i / Welcome to:

[Ysgol Gynradd Llangiwg Primary School](#)

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New Road
Ynysmeudwy
Pontardawe
Swansea
SA8 4PJ

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Website Address: www.npted.org/schools/primary/llangiwgprimary

Twitter: @LlangiwgPrimary

Headteacher/Designated Child Protection Officer: Miss Melissa Woodham

Deputy Headteacher/Deputy Designated Child Protection Officer: Mrs Sharon Jones

Chair of Governors: Mr. Mike James

Designated Child Protection Governor: Mr Mike James

School Classification: Co-educational Primary

Age Range: 3-11

Number on roll:136 pupils

Language Category: English

Establishment Number: 671 2178

The information in this prospectus is correct and up to date at the time of printing (revised March 2020).

Dear Parents/Carers,

Welcome to Llangiwg Primary School. This prospectus will provide you with general information about our school. We understand that choosing the right school for your child is vitally important. Most parents want a good education for their children but they also want them to be happy and safe. At Llangiwg Primary we believe that we can offer all these things. We offer a broad and balanced curriculum and have a dedicated and hardworking staff team. We are proud of the way in which we work together to meet the needs of all our pupils, regardless of ability, race, gender or disability. We are sure your child will be happy here and hopefully this will be the beginning of a successful partnership between school and home. We value the opportunity to work alongside you in educating your child. Please do not hesitate to contact us if you need any further information or would like to visit the school. Let's work together to benefit your child.



Yours faithfully,
Miss Woodham
Head teacher

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LLANGIWG PRIMARY SCHOOL

MISSION STATEMENT:

Challenge the mind -release the potential!

VISION:

At Llangiwg Primary School we will work collectively to develop and nurture ambitious, capable and compassionate 21st Century learners through an enriching and engaging curriculum. Our staff deliver inspirational and innovative learning opportunities to foster and promote healthy, confident and creative individuals who are prepared for the world around them.

Aims:

- To build a safe and nurturing environment for all our pupils, ensuring that they benefit from attractive and stimulating physical surroundings, where diversity and individuality are encouraged and supported
- To ensure that, through an inclusive ethos, every person is valued and respected regardless of gender, race, ability and disability
- To encourage maximum attendance for every child
- To develop a child centred curriculum which is broad, balanced and differentiated to meet the needs of all pupils, ensuring that all efforts and achievements are celebrated
- To provide opportunities for our pupils to develop an understanding of global citizenship and sustainable development
- To develop all our pupils as independent and enthusiastic life-long learners and to equip them with the ability to make healthy life choices
- To provide a range of experiences that will develop our pupils' moral, social and spiritual understanding
- To encourage pupils to develop a caring attitude towards all members of the school and wider community enabling them to behave in a positive and responsible manner
- To develop a strong partnership between the child, parent, school and local community

GOVERNING BODY

Name	Appointed by	Term of Office
Mike James Chair	Community	10.10.17 9.10.21
	Community	Vacant
Cllr Garry Davies	Community	11.2.17 10.2.21
Justin Evans	LA	1.1.18 31.12.21
Martin Evans	LA	31.7.17 30.7.21
Nicholas Hardwidge Vice Chair	Parent	6.10.17 5.10.21
Claire Nicholls De Freitas	Parent	4.3.20 5.3.23
Helen Hayward	Parent	14.6.16 13.6.20
John Jones	Support staff	10.5.17 9.5.21
Sara Thomas	Teaching staff	24.9.17 23.9.21
Melissa Woodham	Headteacher (voting)	3.9.18 2.9.21
Maureen Winter	Clerk to the Governing Body	

School Staff and Class Structure

The school is organised into mixed ability classes according to the age of the pupil. In general, pupils receive the greater part of their tuition from their own class teacher and a PPA teacher). Single age classes are arranged when possible, but mixed age classes are organised when the needs are such. The school also has a Nursery (Foundation Phase). Attendance is on a part-time basis, in am and pm sessions. Admission to the nursery is achieved after the child's 3rd birthday providing that a Nursery space is available. Children are admitted to full-time education the September after their 4th birthday.

Teaching Staff	Position	Class / Year Group/School Site
Miss Melissa Woodham	Headteacher	All 2 sties – based at main school
Mrs Sharon Jones	Deputy Headteacher	Year 4/5

Mr Daniel Hawkins	Teacher/ SMT	Year 3/4
Mr Oli Ardolino	Teacher /SENCo	Year 6
Mrs Helen Hayward	Teacher	Nursery /reception
Mrs Sara Thomas	Teacher	Year ½
Mrs Caryl George	Teacher/ PPA	Year ½
Teaching assistant s	Position	Class/year group
Mrs Lisa Obrien	Level 3 TA	Year1/2
Miss Lynsey Parry	Level 2 TA	Year 3/4
Mrs Cath Smith	Level 3TA	Year 1/2
Miss Aimee Williams	Level 2 Ta	Nursery/Reception
Miss Eleri Davies	Level 2 TA	Year 4/5 / intervention
Mrs Toni Davies	Level 2 TA	Nursery/ Year 6
Kitchen and catering staff	Position	
Mrs Michelle Cockings	Cook	
Miss N Jones	Kitchen assistant	
Mrs D Hanford	Kitchen assistant	
Sharon Worts	Supervisory assistant	
Cleaning staff		
Mrs E Steadman		
Mrs J Burgin		
Caretaker		
Mr John Jones		

ADMISSION AND INDUCTION POLICY

We are an inclusive school that welcomes children from all backgrounds and abilities. We follow the LEA admission regulations. Children can start nursery school the day after their third birthday, space permitting. It is the school's policy to admit Nursery age children after preliminary visits which will be arranged by the Nursery Teacher. It is important that the arrangements remain flexible to cater for the needs of the individual child. **It should be noted that gaining a place in Nursery does not automatically guarantee a place in the full time Reception class.**

In the Autumn Term before the child is due to start full time school parents receive a copy the admissions regulations and an application pack from the LEA as admissions are dealt with centrally. The application for entry into the main school should be sent directly to the LEA. After accepting a place at any age, children and their parents will be invited into school to meet the staff and find out about school procedures.

After the child has been admitted to school, parents will be invited to parents' meetings where they will have the opportunity to speak to staff about their child's development. We are committed to establishing a partnership with parents and for this reason we ask that all parents enter into a home –school agreement. This will be shared with you when your child starts school. A copy of this home school agreement can be found in the Parents' section of this prospectus. The School's full admission policy can be viewed upon request.

ATTENDANCE AND PUNCTUALITY

We put a **considerable** emphasis on good attendance. Regular attendance at school is **very** important. Pupils should only miss school if they are unwell or for a recognised religious holiday. If your child is absent for any reason please try to inform school as soon as possible. This can be done by telephone or by letter. Please inform the school immediately if your child has an infectious illness. The school has an attendance policy and we are committed to a working partnership with parents in order to achieve a standard of excellence in pupil attendance at our school. Attendance during the academic year 2018-2019 was 93.7%. A detailed policy on attendance can be viewed at school.

OUR ATTENDANCE TARGET IS 94.5%.PLEASE HELP US TO ACHIEVE THIS!

PUNCTUALITY

Please have your child in school for an 8:40 a.m. start. This ensures that they will not miss important curriculum time and develops good habits for later life. Children can miss a lot if they are late regularly. If your child does arrive at school late, they will need to be signed in at the office which is situated in the Main Building.

OUR SCHOOL DAY

NURSERY

Morning Nursery session begins at 8:40 a.m. and ends at 11:30 a.m.

FOUNDATION PHASE AND JUNIOR CHILDREN

8:10a.m. – 8:40a.m. – Breakfast Club
 8:40am: The school day begins
 8.40-8.45am- registration
 8.45-10.15am- teaching time 1hr 30 mins
 10.15-10.30am- Assembly
 10.30-10.45am: Playtime
 10.45-12.00pm- teaching time 1 hr 15 mins
 12.00noon: Lunch Break
 1.00pm: Afternoon session starts
 1.00pm-2.05pm- teaching time 1 hr 5 mins
 2:05pm- 2.15pm: Playtime
 2.15-3:15 pm: teaching time 1 hour
 3.15 pm The school day ends

Total teaching time is 4 hours and 50 mins

The school office is open from 8.40am- 3.40pm. These are the times when the secretary is available

At the end of the school day it is important to ensure that all the children are collected safely. All pupils are dismissed from the Main doors of each building. It is crucial that parents do not take their child without the teacher's knowledge. Staff need to know that the children are safe. It is helpful if you inform the school if you have arranged for someone else to collect your child and ensure they know your password.

If pupils are being collected early from school they will need to be signed out from the main office in the Main Building.

A free Breakfast Club which is funded by the Welsh Assembly is provided for all children. The club starts at 8:10a.m. daily during term time and offers each child attending a free breakfast of a choice of cereal, toast and fruit juice. The pupils will be supervised from 8:10a.m. to 8:40a.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 8:10a.m. and 8.30a.m. There will be NO admittance after 8:30am.

LUNCHTIME ARRANGEMENTS

School lunches are cooked on the premises and the wide variety of meals provided reflects a balanced, healthy diet and are good value for money. Squash or water is provided as a drink with the school lunch. The children are supervised by Lunchtime Supervisors. Children who wish to bring their own packed lunch are seated alongside children who have school lunches, but we do not allow any glass bottles or containers for safety reasons. Healthy lunchboxes are encouraged and monitored by lunchtime supervisors. Parents will be informed of any issues regarding food choices detrimental the healthy living of the child.

Dinner money is collected every Monday morning and costs £2.35 per day. Please put the money in an envelope and write your child's name, class and amount paid on the envelope. Cheques should be made payable to "Neath Port Talbot C.B.C." If any children are entitled to free school meals, the relevant forms are issued by Llangiwig Primary School. Children who remain in school at lunchtime must not leave the school at any time or under any circumstances. Permission will only be given upon a written or verbal request from the parent.

THE LEARNING ENVIRONMENT

Teachers continually strive to create stimulating learning environments in school. They also spend time building excellent relationships with the children and making learning fun! The Curriculum is taught in a variety of ways. It is usually taught through a topic but some subjects are taught individually.

A variety of teaching styles will also be used. These include individual, group and class based work, depending on what is most appropriate at the time. Teachers also strive to deliver the curriculum in a way that takes account of children's learning styles. The essential skills of literacy, numeracy and ICT will be taught across the curriculum and pupils are encouraged to become creative thinkers and independent learners.

Play is a valuable means of learning for young children. Play based and activity based learning will be evident throughout the Foundation Phase. Pupils across the school may well be taught curriculum subjects through the use of the outdoors and in the Foundation Phase pupils are asked to provide Wellington boots and waterproof coats so that pupils are able to take full advantage of our outdoor environment. Key Stage 2 children will also work outdoors sometimes so a waterproof coat would be useful for them as well.

OUR CURRICULUM

Foundation Phase: ages 3 – 7 years

Key Stage 2: ages 7 – 11 years

Our youngest children will be working on a Foundation Phase curriculum which includes the development of Numeracy, Literacy, Welsh and social skills.

In Key Stage 2 children will be following the National Curriculum with an emphasis on developing their key skills and thinking skills.

The National Curriculum subjects are:

English, Mathematics, Science, Information and Communication Technology, Welsh, History, Geography, Physical Education, Art, Music and Design Technology. Religious Education and Personal and Social Education are also taught. Any or all of these subjects may be taught in a cross curricular way or as single subjects. There are policies in place for teaching and learning, literacy, numeracy and ICT as well as other subject groups. Pupils follow a topic based approach to learning and at the beginning of each term teachers send home a letter outlining the work to be covered over the term. If you would like to see any of our policy documents, please ask at the Office in the Main Building.

LITERACY AND NUMERACY FRAMEWORK

Successful development of pupils' literacy and numeracy skills are essential to ensuring all pupils achieve their full potential. The curriculum for Reception to Year 6 pupils will incorporate the Literacy and Numeracy Framework. The framework will ensure that all pupils are being taught a curriculum which ensures pupil's literacy and numeracy skills developed and embedded through all subjects.

During the summer term parents will receive a narrative report which details the progress pupils have made against the framework and the next steps of development.

Digital Competence Framework (DCF) The DCF encapsulates the skills that will help learners thrive in an increasingly digital world. Digital competence is one of 3 cross-curricular responsibilities, alongside literacy and numeracy. It focuses on developing digital skills which can be applied to a wide range of subjects and scenarios.

LISTENING TO OUR LEARNERS

There are a number of pupil committees set up at the school. We work closely with the children to provide the education that they feel part of developing. These include:

- The School Council
- The Eco-School Committee
- Criw Cymraeg

Pupils' opinions are also sought through pupil questionnaires. Subject leaders also talk to learners when monitoring teaching and learning within a specific subject area.

Pupils' opinions and ideas are closely listened to and acted upon where appropriate to improve the quality of the learning, teaching and the school environment.

Learning about Welsh culture is important in school**WELSH LANGUAGE**

From an early age pupils are introduced to the language. It forms part of the curriculum and teachers make every effort to use the language in every day routines and conversation. Pupils also have dedicated Welsh lessons during the school week.

P.E.

We place every emphasis on the P.E. curriculum with games, gymnastics, dance and swimming taught. Skills are taught progressively throughout the school and team games are promoted. These include rugby, football, cricket and netball. The school takes part in as many local competitions

as possible and representing the school is recognised as a privilege equal to academic and artistic achievement. Extra-curricular sports clubs are run regularly after school and an early morning once a week. It is important that pupils bring PE kit to school to take part in PE lessons.

SEX EDUCATION

From an early age children are taught about their bodies through the Science curriculum. As children progress through the school the information they have access to is more detailed if it is appropriate to their stage of learning. The school health nurses give an informative talk to pupils during Years 5 and 6 about puberty. If any parent has any concerns regarding sex education they are welcome to see Miss Woodham to discuss it further.

ASSESSMENT

The staff continuously assess the progress of each child and records are kept in computerised form. These records are available at any time if parents wish to see them. On entry to the Nursery and Reception Class children will be assessed using a Baseline Assessment. National Standardised Tests in Literacy, Numeracy and Reasoning are taken yearly from Years 2 to 6 and individual children's progress is tracked. Pupils' attainment in these National Tests is reported to parents at the end of the school year. We also track pupils through regular teacher assessment in class. National Curriculum Assessments take place at the end of the Foundation Phase and Key Stage 2 and this is based on teacher assessment. The most recent school results can be found at the back of this booklet, together with the latest available National Results.

Pupils are also encouraged to assess their own progress and learning. Parents will always be informed of their children's progress and achievements. Any parent wanting more information about any aspect of the curriculum is welcome to see the class teacher or Head teacher.

DISCIPLINE

We believe that pupils should be taught the importance of self-discipline and of recognising the consequences of their actions. Everyone in school must be aware of their responsibilities, to themselves, to others and the community. At school we manage behaviour positively. Children are rewarded for good behaviour, positive attitudes, effort and achievement through the use of praise, and our weekly 'Seren Yr Wythnos' assembly. We also teach children to be proud of their own achievements. If children do misbehave they are encouraged to reflect on their behaviour and sometimes may miss part of their playtime to carry this out. Behaviour issues are tracked/discussed regularly in staff meetings. Where problems continue parents will be consulted. We find that partnership between school and home allows us to find reasons for any underlying problems the child may be experiencing in school. Any child experiencing continual behavioural difficulties will be helped by consultation with parents, and, if necessary, other support services.

CHILD PROTECTION

Llangiwig Primary School recognises its responsibility for child protection and takes care to protect and support all of our children. The designated teacher for child protection is Miss M Woodham. The designated Governor for child protection is Mr Mike James. Full details are available from the Child Protection Policy, which can be viewed in the school office.

LOOKED AFTER CHILDREN

Looked After Children (LAC) are pupils whose care is facilitated by the Local Authority. Our main priority is to ensure the pupils' emotional and educational welfare is supported and developed

through all aspects of school life. This can sometimes involve accessing where appropriate the Additional Learning Needs provision as described previously.

The Headteacher is responsible for Looked After Children within the school. This includes working closely with the pupil, carers, social services and other agencies involved with the care of the child.

PUPILS WITH DISABILITIES

The ethos of the school is firmly based on fair play. Pupils are taught that those within the school are a family and that we take care of each other, whether adult or child. They are also made aware that each of us is different and that we should respect differences in people. Whatever the need; physical, learning or emotional, it is regarded with respect and help given as and when required. We will strive to meet the needs of all of our pupils whatever they may be. The school has a Disability Access Plan that sets out proposed future improvements. This plan is reviewed regularly and a copy is available on request.

If your child has any type of disability, and you believe they will need extra support in school, please contact us in the term before they are due to start. We will then arrange a meeting between yourselves, staff in school and any other relevant professionals to ensure that strategies are put in place to meet your child's needs.

SPECIAL NEEDS

We believe that all children have an entitlement to the school curriculum and that every child should be able to attain the highest possible level of achievement for them as individuals. Every aspect of their development will be catered for – social, emotional, physical, intellectual and moral. The school follows the 'Code of Practice' on the identification and assessment of special needs. The Governing Body has, in cooperation with the Head teacher, determined a policy and approach which recognises the provision required for pupils with Additional Learning Needs (A.L.N.) ensuring that appropriate staffing, training and additional funding are made available. Mr Oliver Ardolino is the school's Additional Learning Needs Co-ordinator (A.L.N.C.O.), working closely with all class teachers. Children who are identified as having A.L.N by class teachers are placed on the A.L.N. register. The school's policy for Additional Learning Needs follows the national guidelines. The procedure is as follows:

- a) The class teacher identifies a child's special needs, consults with the ALNCO and the Head teacher.
- b) The ALNCO gathers information and co-ordinates with class teacher in drawing up an Individual Education Plan. (I.E.P). This will be shared with the child's parents or guardians.
- c) The teachers and ALNCO may require support by specialists from outside the school, provided by the L.E.A.
- d) The Head teacher may invite parents to school for discussion, which would include providing information on procedure.
- a) Regular reviews of each child's progress are made by staff and are discussed during Parents' Evenings.

A range of catch up programmes is run by well qualified support staff. The school also has a register of pupils who are talented in music, P.E. and art as well as an identified group of more able pupils. Activities are organised for these pupils on a termly basis. Further information about special needs in school is available from the Head teacher/ ALNCo, Miss M Woodham or Mr Ardolino.

PLAYTIMES AND LUNCHTIMES

Playtimes are supervised by members of staff. Children are encouraged to play games and play equipment is available for their use. The dinnertime period is supervised by support staff and Lunchtime Supervisory Assistants. The Head teacher or a senior member of staff is always available when required, as and when problems arise. Pupils are able to purchase fruit for the morning break and water is freely available. Pupils are asked to provide a named water bottle for use in school. Children up to the age of 7 years receive free milk daily. School dinners are cooked on the premises. There is a healthy menu and vegetarians and children with other specific dietary needs are catered for. Dinner money is collected on Monday mornings. Please send the correct money or a cheque in an envelope with your child's name on it. This will keep it safe. Some children will be entitled to free meals. School will be informed of this after you have completed the correct form. If you prefer, your child may bring a packed lunch. Please make sure they have a suitable food container. We encourage children to bring their leftovers home in order that you are aware of how much they eat. We also encourage parents to pack healthy lunches for their children. Fizzy drinks and sweets are not allowed.

ASSEMBLY AND RELIGIOUS EDUCATION TEACHING

There is an assembly every day in school. Nursery and Reception have separate assemblies Monday to Thursday and Reception join the Main school on a Friday for 'Seren Yr Wythnos' assembly. We often have visitors from the community in to speak to the children during assembly and their achievements are celebrated. Assemblies are usually non-denominational, but broadly Christian in character. We are, however, committed to the principles of respect and tolerance for all religions and a range of cultural and religious beliefs may be studied as part of topic work. If any parent wishes their child to be withdrawn from assembly or Religious Education teaching please see the Head teacher.

The school has a Silver Eco Flag: learning about the environment is an important part of the curriculum and pupils' moral education.

HOME SCHOOL AGREEMENT

Our Home-School agreement is designed to outline the way staff, children and families work together at Llangiwig Primary School. We consider ourselves to be a part of our local community. When your child comes to our school we welcome your involvement and ideas at every step of their journey.

TRANSITION ARRANGEMENTS

We have sound established links with Cwmtawe Comprehensive School. The Head teachers meet regularly to ensure that teaching and learning are compatible and that pupils' needs are understood before transition. Events include Key Skills Days, Open Days and events for pupils and their parents to attend and visits from staff from Cwmtawe. This ensures continuity and makes the transition between schools as smooth as possible.

ROAD SAFETY

Children are instructed in all major aspects of road safety in school. The police and road safety officers visit school regularly. The school will actively support the development of positive attitudes towards road use. This will be achieved through the teaching of appropriate road safety themes and topics.

PARKING

In the interest of all children attending school parents are asked to take care when driving outside the school and to respect the road markings outside the school. Parents are not permitted to park in the staff car parks.

SCHOOL UNIFORM

School uniform is encouraged and can be bought from local shops in Pontardawe and from Tesco online. The school uniform is as follows:

Boys and Girls

Black/Grey Trousers /Skirt/Pinafore Dress

Red Sweater/ red sweatshirt /Cardigan/

White/Red Polo Shirt

Red/white checked dress/shorts.

In the interests of safety jewellery should not be worn for school with the exception of watches and **stud** earrings. These should be removed before P.E. lessons. Children will need trainers, shorts and T shirts for P.E. If young children do not have kit they will be required to take part and borrow kit from school. All pupils work barefoot for gymnastics and dance activities. Older pupils are expected to take responsibility for remembering kit. All pupils will need a bag to keep their kit in, which can be left in school. All uniform and P.E. kit including trainers should be named.

PARENTS

We are committed to fostering good parental relationships. We hope that the first day of your child's schooling will begin a positive partnership as we aim to encourage parents and teachers to work together for the benefit of the children. Children will be happier at school and achieve more highly if we work in an effective partnership. Children may bring home reading books, book bags and/or homework. Reading to your child and listening to your child read, daily if possible, is part of our home / school partnership. We also ask for your co-operation in ensuring that any book and homework is returned on time. Please talk to your child's teacher if you want some ideas on how best to help your child. Any parent willing to help in school should contact the Head teacher or any member of staff. We encourage adult helpers as the more people working together can only benefit all our children. Those parents who have helped in school, in whatever role, find it a rewarding experience. We operate an open door policy and parents are welcome to contact school at any time, although we do ask that you do not disturb teachers whilst they are teaching or before school in the morning. An appointment can be made with the teachers or the Head teacher by contacting the School Office. Any private matters which affect the education and well-being of the children will be treated with respect and understanding. Regular times for parents to meet teachers will be arranged throughout the year. This will give you an opportunity to discuss your child's progress. In addition to this teachers will provide parents with information about the topics being taught at the beginning of each term. At the end of each school year every child will get a written report which will provide information on all the subjects taught and targets which will help your child to develop their skills and knowledge further. The school also operates a Home / School Agreement, a copy of which is signed by parents of pupils on admission. This agreement sets out the aims of the school and what you can expect the school to provide for your child. It also provides guidance on what the school can expect from both you, as parents, and your child whilst they are in school. Newsletters will be sent regularly to keep you informed of what is happening in school and they will also include a diary of planned events. Our website is another source of information about the school, the curriculum and other events.

As a school we are committed to promoting the rights of the child as laid down by UNICEF. We seek to teach children their rights and the responsibilities which come with them. This is in order to empower children to become active citizens and learners of the 21st century. This home-school agreement reflects our commitment to working in partnership with you, but also, our commitment to ensuring that Children's Rights are at the centre of the work that we do.

United Nations Convention on the Rights of the Child.	Child's Responsibilities	Family's Responsibilities	School's Responsibilities
Article 28 & 29: Every child has... the right to education	<p>I will have everything ready to leave on time.</p> <ul style="list-style-type: none"> · I will come to school. · I will try my best. · I will learn from my mistakes and ask for help when I need it. 	<p>We will make sure our child has all they need for school</p> <ul style="list-style-type: none"> · We will make sure that our child has the best possible attendance · We will talk to our child about their learning. · We will attend any meetings about our child's progress and work with the school 	<p>We will provide a stimulating,</p> <ul style="list-style-type: none"> · creative and balanced curriculum · We will track your child's progress and support them if necessary · We will monitor attendance and speak with you when your child's attendance is worrying us.
Article 18, 19 & 24: Every child has... the right to feel safe	<p>I will ask for help or seek support from a known adult when I need it</p>	<p>We will provide our child with the appropriate school uniform.</p> <ul style="list-style-type: none"> · We will encourage our child to speak to someone when they need to and listen to them at home. We will ask for help if we need it. 	<p>We will expect all children to wear appropriate uniform</p> <ul style="list-style-type: none"> · We will keep your child safe when they are with us and do everything we can to support their individual needs. · We will involve families in this support and care.
Article 12,13 & 14 Every child has... the right to be respected	<p>I will behave well during the school day, at any clubs and on school trips.</p> <ul style="list-style-type: none"> · I will behave respectfully at any extra-curricular events. · I will show respect to staff, other children and my parents/carers. 	<p>We will model positive behaviour.</p> <ul style="list-style-type: none"> · We will attend events where possible · We will suggest new ideas. · We will show respect to the school staff and other families at school. 	<p>We will treat each child with dignity and respect when managing their behaviour.</p> <ul style="list-style-type: none"> · We will provide activities and events that will interest pupils of all ages and encourage families to attend and share ideas. · We will respect our families and all who work here promoting the Rights of all of our community.

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 designated members of staff are trained in first aid. 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" form. We will not administer any medicines without this authorisation form. This is for safety reasons and is in your child's best 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/carer to ensure it is collected.

STRATEGIC EQUALITY PLAN

At Llangiwg Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Llangiwg Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. Copies of the Strategic Equality Plan are available from the School Office.

TOILET FACILITIES

At Llangiwg Primary School, all pupils have access to toilets close to their teaching and learning areas:

Nursery/Reception: Pupil toilets located within the building

Years 1-6 – toilets are used in the main corridors. Girls toilet by foundation phase access point and boys at the main entrance

All toilets are cleaned by the Local Authority contracted school cleaners on a daily basis. Any problems with the toilets are immediately reported to the school caretaker/Headteacher. This is dealt with immediately.

EDUCATIONAL VISITS AND CHARGES

The education we provide for children is free. We do not charge for any visits and activities that enrich the curriculum. However, when we arrange educational visits to complement and enhance the curriculum in school we may ask for a voluntary contribution. These visits are an integral part of the work in school and are recommended for all children regardless of financial concerns. Any parent struggling to meet any costs should see Miss Woodham. The following is a list of additional activities organized by the school which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre or theatre/music groups in school
- after school clubs that are run by paid coaches.

During Year 5/6 children are often offered the opportunity to go on residential visits. This can develop children's confidence and provide opportunities for curriculum enrichment. If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive state benefits are usually exempt from payment. **We need permission to take your child out of school so consent slips will have to be signed and returned to school before any child can be taken on a visit.**

CLUBS

We run a range of extra-curricular activities for pupils. These sometimes change depending on the time of year and all details can be found on the School Website and Parent Notice Boards. We currently offer, Football, Allsorts, and Lego club for all the school years. Choir for KS" is run at a lunch time.

EQUAL OPPORTUNITIES

At our school we believe very strongly that all are equal, irrelevant of race or sex. We do not accept any negative stereotyping and positive attitudes are promoted through PSE and during Assemblies. The school has a policy in place which is available for any parent on request. The school also has a comprehensive Strategic Equality Plan, which includes clear targets to ensure the development of a school community with a continued and developing emphasis on equality. This is available to view on the school website or, on request, from the school office.

PARENT TEACHER ASSOCIATION

There is an active P.T.A, 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

We are sure that your child will be happy at Llangiwig Primary School. However, we would ask any parent who has a problem about school to tell us and we will try our best to resolve any difficulty. If, together, we can't solve the problem, the Head teacher will explain complaints procedure to you. At any time you are welcome to contact Mr M. James, Chairperson of our Governing Body. He can be contacted through the school. The Complaints Policy can be found on the school website.

The information in this prospectus has been compiled in accordance with National Assembly for Wales Circular 14/01 – School Prospectuses, Guidance for Head teachers and Governing Bodies

2001. The information is correct at the time of printing – Autumn Term 2019. This Prospectus will be reviewed and updated - at the end of the Summer Term 2020.

APPENDIX 1**Llangiwig Primary School
Ysgol Gynradd Llangiwig****HOME SCHOOL AGREEMENT 2019/2020****Please keep this page at home****We believe that in order to deliver our aims it is vital that parents and school work together in partnership.****The School****Will:**

- **Ensure the wellbeing of your child**
- **Provide a broad and balanced education based on the National Curriculum**
- **Inform you about school matters and your child's progress**
- **Maintain high expectations of teaching and learning and of behaviour**
- **Give regular homework**
- **Welcome home/school communications**

Signature: _____ Date: _____**The Parents****Will make every effort to:**

- **Get my child to school regularly, on time and in school uniform**
- **Encourage a positive attitude to learning**
- **See that my child's homework is completed on time**
- **Support the school policy on discipline**
- **Meet with the staff to discuss my child's progress**
- **Make sure someone can be contacted in emergencies**
- **Inform the school of any absences**

Signature: _____ Date: _____**The Child****I will try my best to:**

- **Keep the school rules which are:**
 - o **We follow instructions first time**
 - o **Listen to the person who is talking**
 - o **Keep hands, feet, objects and unkind words to ourselves**
- **Complete my school work and my homework**

Name: _____**Signature: _____ Date: _____**

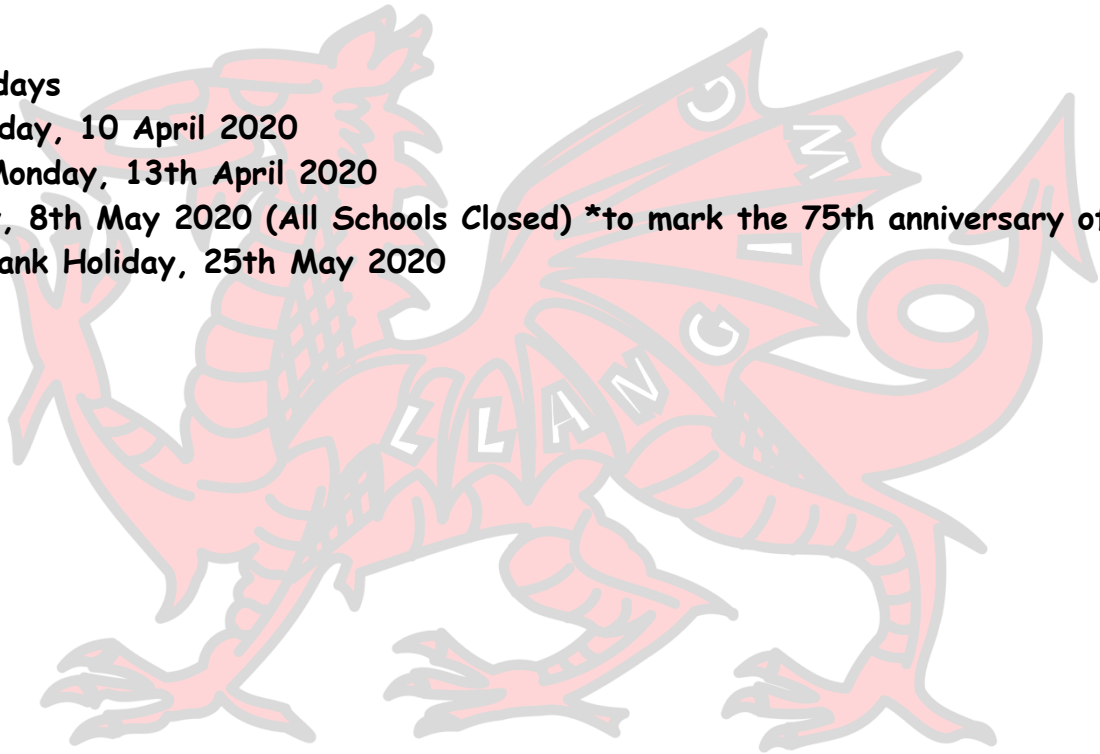
APPENDIX 2

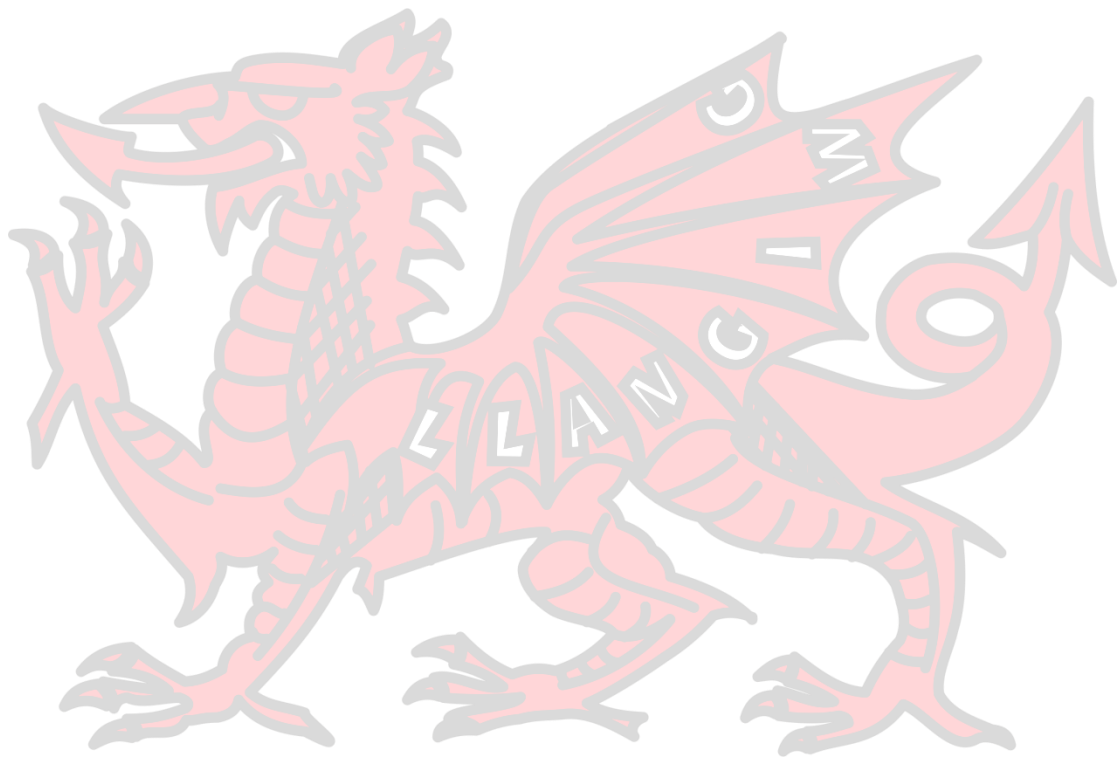
2019/2020 Academic Year

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	75
Spring 2020	Monday 6th January	Monday 17th February	Friday 21st February	Friday 3rd April	60
Summer 2020	Monday 20th April	Monday 25th May	Friday 29th May	Monday 20th July	60
Total:					195

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





APPENDIX 4

Publication Scheme / Freedom of Information Act

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes', which are contained in section 5 of the scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it.

You can contact the school by telephone, fax, email or letter.

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS)