



Prospectus 2022-23



Welcome from Headteacher

Croeso! Thank you for choosing Cwmffrwdroer Primary School.

It is with great pleasure that I enclose the following information relating to school life at Cwmffrwdroer Primary School. I hope this document provides the relevant information that both new and existing families find useful in supporting their child through their primary education.

All staff and governors hope that your child's experience in Cwmffrwdroer Primary School is exciting, fun and worthwhile. We aim to teach a range of basic skills and values that establish a solid foundation for your child to become a lifelong learner. The school is committed to providing the best educational experiences, with staff being excellent adult role models who will encourage your child to reach their full potential.

Estyn last visited us in June 2018 and we were thrilled that inspectors recognised that, "there is an inclusive and caring ethos across the school where staff nurture pupils' personal and social skills well." The report also acknowledges that "Pupils have a very positive attitude to their learning and are happy and confident learners and that nearly all pupils make good or better progress during their time at Cwmffrwdroer."

We value parents and carers as partners and this is very important in the early years of children's education. Twitter is used to update parents/carers each day so make sure you follow us.

We ask all parents to support their child's learning and establish positive relationships with school. If parents/carers need to discuss any issues, they are encouraged to contact me at their earliest convenience.

I am sure that by developing a strong partnership between home and school, your child will have the best possible start to their education and be happy at Cwmffrwdroer Primary School.

All the information you require is in this prospectus, if you would like to visit school please contact Mrs Leah Taylor, our School Support Officer who will arrange an appointment.

I look forward to meeting you and working with your child.

Many thanks
Sarah Truelove
Headteacher



Cwmffrwdoer Primary School was built in 1983 after the closure of Pantygasseg School, Cwmffrwdoer Infant School and Cwmffrwdoer Junior School. Our school caters for pupils of 3-11 years old.

As part of the WG 21st Centuries School Programme, our school has undergone an internal upgrade of the Foundation Phase to include a Nursery. An extension was also built which houses four classrooms, an ICT corridor and KS2 Library area. Our pupils are organised into 11 classes which includes Nursery.

Facilities at the school include shared areas which are used for out of class learning, outdoor play areas (for Foundation Phase and KS2), and outdoor seating. The school has extensive grounds which include a sports field, and a woodland area which children access for forest school activities and other topic related work. Outdoor gym equipment is installed on the KS2 yard as well as basketball and netball courts.



Nurture Achieve Celebrate

Website: www.cwmffrwdolerprimary.co.uk

Twitter: @cwmffrwdoler

Contact Details

School Address:

Cwmffrwdoler Primary School
Waunddu
Pontnewynydd
Pontypool
Torfaen
NP4 6QZ
Tel No 01495 742761



@cwmffrwdoler

www.cwmffrwdolerprimary.co.uk

OFFICE: clerk.cwmffrwdolerprimary@torfaen.gov.uk

Website: www.cwmffrwdolerprimary.co.uk

Headteacher: Miss Sarah Truelove

head.cwmffrwdolerprimary@torfaen.gov.uk

Deputy Headteacher: Mr Kristian Wharton

Chief Education Officer: Mr Dermot McChrystal

Torfaen County Borough Council

Pearl Assurance House

Pontypool

Torfaen

Tel No: 01495 762200

Local Authority: Torfaen County Borough Council

School Governing Body Chair & Vice Chair of Governors

Chair of Governors: Mrs Nicola Davies

Vice-Chair of Governors: Mrs Felicity Clarke



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



www.ASDinfoWales.co.uk



Vision and Aims

Our School Vision

"Our learners are confident, creative and caring. They show curiosity and are supported in a nurturing, inclusive, safe environment. They are encouraged to become independent lifelong learners with positive attitudes and ambitions."

Key aims:

- To ensure pupils are safe, happy and can develop in a positive, nurturing environment
- To engage, inspire and develop pupils' curiosity and love of learning
- To ensure pupils' have the skills to become life-long learners for a successful future
- To work collaboratively with parents/carers and the wider community
- To be inclusive through personalising learning to meet the needs of all learners

Mission Statement : 'Nurture, Achieve, Celebrate'



Staff 2022-23	
Head teacher	Miss Sarah Truelove
Deputy Head teacher	Mr Kristian Wharton
Nursery Class Part time	Miss Eve Gilbert - Nursery teacher / SLT cover
Reception	Mrs Sarah Jarman teacher (SLT) Miss Emma Evans LSA
Year 1	Mrs Cornwell Miss Becky Wells LSA/ HLTA
Year 1/2	Mrs Caroline Baker LSA
Year 2	Mrs Anna Maguire Mrs Tania Phinnemore LSA
Year 3	Miss Charlotte Smith Mr Geraint Jones LSA
Year 4	Mrs Allison Brettell (SLT) Mrs Katie Matthews LSA
Year 5	Mr Callum Phillips Mrs Pam Killick LSA
Year 5/6	Mr Daniel Edwards Mrs Toniann Phillips LSA
Year 6	Mrs. Tracey Howells (SLT) Mrs. Lindsay Osborne LSA
Senior School Support Officer	Mrs Leah Taylor
Support Officer	Mrs Sue Chaloner
School Site Manager	Mrs. Jeff Manning
Canteen staff	Mrs Karen Thomas (cook) Mrs Abbie Reed Miss Kayleigh Nelson
Chair of Governors	Mrs Nicola Davies (contact details can be obtained from the office)

LSAs based in KS2 classrooms also deliver intervention programmes for pupils across KS2.

Governors	
Governor Type	Governor Name
LEA Appointed CHAIR	Mrs Nicola Davies
VICE CHAIR	Mrs Felicity Clarke
Headteacher	Miss Sarah Truelove
Teacher Representative	Miss Hannah Davies
Staff	Mr Jeff Manning
Parent	Miss Kayleigh Nelson
Parent	Mrs Louise Jones
Parent	Mrs Toniann Phillips
Parent	Mrs Lindsay Osbourne
Community	Cllr John Killick
Community	Mrs Ann Morgan
Minor Authority Representative	Cllr Bob Rogers
LEA Appointed	Pastor Richard Miles
LEA Appointed	Mrs Caroline Moses-Jones
Non voting	Mr Kristian Wharton

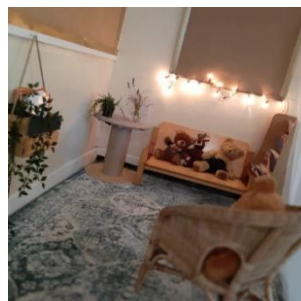


The Curriculum

At Cwmffrwdroer Primary School we want all children to enjoy equal access to a curriculum which is broad, balanced, relevant and differentiated in line with Foundation Phase & curriculum requirements. We ensure, through whole staff planning, that there is continuity of learning and clear progression from Nursery to Year 6.

The first year of school is a vitally important year in your child's education. It provides the foundation for the rest of their school life. Our IGNITE (Inspiring, Growing, Nurturing, Imaginative, Thriving, Exciting) curriculum has been designed with our pupils and local area at the heart. It is underpinned by the 4 purposes, which are our aspirations for our pupils to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.



Curriculum

IGNITE  INSPIRE, GROW, NURTURE, IMAGINE, THRIVE, ENJOY

Through our IGNITE Curriculum our aim is for our children to become confident, inspiring, imaginative, caring individuals. Children are given opportunities to achieve their full potential, develop a love of learning, create friendships and acquire skills to become lifelong learners which will give them the ability to make informed choices. There are four purposes of the new curriculum that we have developed into characters and pupils have designed these characters linked to the four purposes.

Ambitious, capable learners (Alys the Ant)



Ethically informed citizens Efan the Eagle



Enterprising, creative, contributors - Carys the caterpillar



Healthy, confident individuals (Hari the Hare)



In school, we use 'Jolly Phonics' supported by 'Letters and Sounds' to learn the main sounds used in reading and writing. Reception pupils are introduced to four sounds each week and use many different methods of teaching to accommodate all learning styles. Each sound is taught using a story, song, picture and physical movement e.g. formation practice. There are 42 sounds within Jolly Phonics including common sounds that use two letters e.g. 'sh' and 'or'. We then introduce a further 32 less common sounds. The sounds are not taught in alphabetical order but in a way that allows the children to make many words using just the first 6 sounds.

Alongside phonics, each week we pupils in Reception will learn two or three high frequency words e.g. 'a' and 'the'. These are words that need to be learnt because, in most cases, they cannot be sounded out using phonics. These words will be shared with you and we ask you to help your child by read and write them at home.

When guidelines allow, we hope to invite you to join your child in some 'Learning Together' sessions. These are a fantastic opportunity to come and spend a session in your child's classroom, support their learning and join in some activities.



welsh

At Cwmffrwdoer Primary we are very proud of our Welsh heritage and take every opportunity to develop our language skills and learn about our wonderful country. We support Welsh cultural life and provide our pupils with opportunities to celebrate and explore different aspects of Welsh culture across the curriculum. Throughout the year we celebrate events such as St Dwynwen's Day, Shwmae Day, and St David's Day where pupils are given the opportunity to study Welsh artists, Welsh Authors, perform traditional Welsh Folk dancing and sing songs in Welsh. Pupils also compete in the local and National Eisteddfods.

Welsh as a second language is a compulsory subject for all pupils throughout the school in accordance with National Assembly guidelines. Welsh is taught in all year groups and opportunities to develop oracy, reading and writing in Welsh are developed across the school.

'Incidental Welsh' is used by all staff and pupils throughout the school day. We encourage children to use the Welsh language wherever possible, including during lessons, break/lunch times, when visiting our healthy tuck shop and when on school trips.



Sport and Physical Education



Physical education is a statutory requirement and an essential component in establishing a basis for a healthy lifestyle. We are a 'Healthy School' and sport is very important in Cwmffrwdroer.

Our school is equipped with a hall and a rugby/football pitch. In addition, we have a range of outdoor equipment for use at break times and lunchtimes. Children are expected to wear appropriate clothing for P.E. (Please see uniform guidance) and every child is expected to participate in P.E. lessons. A range of sporting activities are promoted across the curriculum. Many extra-curricular sports clubs run throughout the year including rugby, football, netball, athletics and cricket. Our school has competitive rugby, football and cricket teams – for both genders to join. Swimming lessons are provided for all our pupils during their time in Key Stage Two. These lessons take place at Pontypool Active Living Centre where qualified staff provide tuition alongside that provided by accompanying staff.

We aim to ensure that children participate in residential outdoor pursuits activities during their time at our school. We have visited Gwent Outdoor Centres, Manor Adventure in Mid Wales, PGL Tregoyd House, in Brecon and Butlins, Minehead.

All classes participate in 'The Daily Mile' to help all children improve their physical, emotional, social health and wellbeing by doing at least 15 min of physical activity each day.

The children walk, jog or run with their classmates in the safety of their own playground. Everyone has fun taking part, it's not P.E and it's not competitive.



Sex and Relationships Education (SRE)

Sex and Relationships Education is taught as an integral part of personal, social and health education. It is linked with areas of the National Curriculum. Care is taken that sensitivity is used. The main emphasis is on relationships and will reflect the needs of pupils as they develop over the key stages. In Cwmffrwdroer, the school nurse is involved in teaching sex education to the Year 6 pupils.

Religious Education and Collective Worship

Religious Education is provided in school as part of the basic curriculum under the guidelines of 1988 Education Reform Act and in accordance with the statutory requirements. The approach is multi-cultural with an emphasis on Christianity. The programmes of study and attainment targets and assessment are approved locally by the Standing Advisory Council for Religious Education (SACRE).

Additional Learning Needs (ALN)

The SEN Code of Practice (Wales) 2002 defines Special Educational Needs as a learning difficulty where the children either have a significantly greater difficulty in learning than the majority of children of the same age, or a disability which prevents or hinders them from making use of the educational facilities of a kind generally provided for children of the same age.

ALN provision within Cwmffrwdroer Primary School is co-ordinated by Mrs Sarah Jarman and a policy has been formulated in line with legislation.

We are an inclusive school and are able to offer provision to a wide range of children. We value the abilities and achievements of all pupils and staff at Cwmffrwdroer are committed to providing each pupil with the best education. All staff encourage and support pupils to reach their full potential and promote positive self-esteem and success. Every teacher is concerned with the 'whole child' as an individual and is aware of the importance of early identification of special educational need. We recognise that many pupils will have additional or different needs at some time during their school life. Some of our children have a statement of special educational need. These children have full access to the National Curriculum within their own class and where necessary through individual and small group support.

More Able and Talented

We encourage all our pupils to achieve. We identify and monitor the progress and success of all our pupils including those who are more able and talented in all areas, not just academic areas. We aim to offer suitable opportunities in order to challenge such pupils and celebrate talent. We maintain a MAT register and the ALN and MAT co-ordinators have responsibility for this. We have recently been involved in cluster projects to develop the writing of more able pupils, with funding from the Arts Council Wales. Pupils also have the opportunity to take part in enrichment activities including a STEM transition project, visits to Oxford University, and First Junior Lego League competition.

Basic Skills

Our school identifies pupils who have difficulties with literacy and numeracy. When appropriate these pupils are placed on interventions to provide extra support in specific areas. We use a range of different interventions to support the progress of pupils.

Full use is made of the expertise provided by the Multi-agency services and outside agencies. Regular visits are made to school by professionals such as the Educational Psychologists and Speech and Language Therapists. If a child is identified as needing to be referred to the School's Psychology service, this will only be after parental permission is gained. Specialist advice (such as that from the school nurse) is sought as the need arises.



Behaviour at Cwmffrwdroer

1. *Always try our best.*
2. *Move around the school appropriately.*
3. *Behave and speak appropriately at all times.*
4. *Listen and follow instructions first time.*

If pupils do not follow the whole school rules age appropriate consequences will apply.

We seek to provide a caring and supportive environment for every pupil. The school prides itself on the excellent relationships it fosters between children and staff. The behaviour of pupils is of a high standard and the school has a clear policy for the management of behaviour. Excellent behaviour is a high priority at Cwmffrwdroer.

Children follow general school rules which are reinforced in assemblies and class discussion. All pupils agree a class set of rules with teachers in September. Staff reward pupils with age-appropriate rewards such as praise, stickers and certificates. Each Friday we have a celebration assembly and certificates are awarded for a range of achievements.

We may involve you as parents/carers to work with the school to support your child in making the right decisions about behaviour. We expect your co-operation and support when necessary.

Other achievements outside school (such as sporting, artistic etc) are celebrated in Celebration Assembly. Children are encouraged to bring into school any medals, certificates etc. that they have gained through an out-of-school activity so that their peers can share in their success.



Home School Agreement

All pupils and parents are expected to agree and sign up to a Home School Agreement. The Agreement details the school's promise, the pupil's promise and the parent/carer promise (one copy should be returned to school and the other kept at home).

The pupil will:

- ✓ Keep the school's rules
- ✓ Wear school uniform and appropriate school footwear.
- ✓ Do his/her best at all times.
- ✓ Be polite and helpful to others.
- ✓ Respect others, him/herself, and other people's property.
- ✓ Treat others as s/he would like to be treated.
- ✓ Be sympathetic to the needs of others.

The family will:

- ✓ Make sure the child attends school regularly and on time.
- ✓ Notify the school if the child is absent or late, strive for best attendance.
- ✓ Support the schools E Safety Policy on use of school images pupils and staff: no photographs and images to be put on any social network sites ie Facebook.
- ✓ Make the school aware of any concerns or problems that might affect the child's work or behaviour.
- ✓ Support the school's policies and guidelines for behaviour and school uniform.
- ✓ Support the child in homework and other opportunities for home learning, when appropriate. For example, providing a quiet area for the child to do homework, undisturbed by the T.V.
- ✓ Make sure the child has got everything they need for school, e.g. P E kit, uniform, etc.
- ✓ Attend parents'/open evenings to discuss child's progress.

The school will:

- ✓ Care for the children's safety and happiness.
- ✓ Encourage children to do their best at all times.
- ✓ Notify the Parent/Guardian if the child is absent or late, monitor attendance daily.
- ✓ Support parents on decisions for pupil learning and wellbeing.
- ✓ Encourage children to take care of their surroundings and others around them.
- ✓ uphold the schools E Safety Policy on use of school images pupils and staff:
- ✓ Inform parents of the children's progress at parents'/open evenings.
- ✓ Keep parents informed about school activities through regular letters, newsletters and notices about special events.

Pupil Voice in Cwmffrwdroer

We have a range of Pupil Voice groups in Cwmffrwdroer including School Council, Eco-Committee, Curriculum Crew, Criw Cymraeg, Digital Leaders and Heddlu Bach as well as sports groups.



School Council

Every year children from Year 1 to Year 6 elect two of their peers to represent their class interests on the School Council. Our Head Boy and Head Girl also form part of School Council. The elected members discuss diverse issues of concern. The School Council organise charity events and have been responsible for leading the work of developing whole school aims and a new vision statement. The school council have presented to Governors and meet regularly. In addition, School Council work closely with other groups of pupils such as the Eco-Committee and Heddlu Bach (mini police officers) on joint projects.

The Eco Committee

The Eco Committee is made up of pupils from Year 1 to Year 6 who are voted for by pupils. The elected members discuss ways to improve the environment of the school and wider community. The Eco Committee have worked on various projects such as developing the outside Snack Shack area and continuing to develop the recycling work of the school. We are an Eco School and have retained our Platinum Flag status for several years. We are very proud of this.

- We recycle e.g. paper, cardboard and batteries
- All lights and computers etc. are turned off when not in use
- We promote healthy living
- We develop school grounds to provide habitats for a variety of wildlife
- We take part in Community litter picks

Heddlu Bach

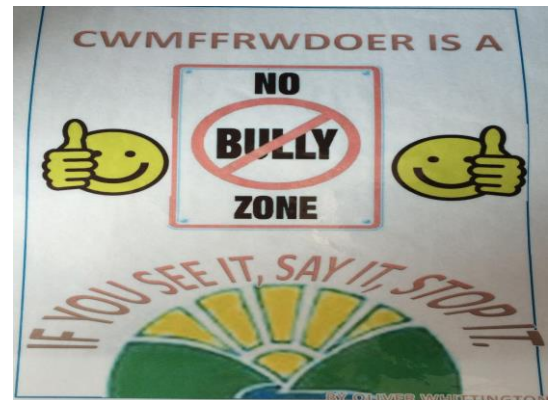


Our Heddlu Bach (Mini Police Officers) were first recruited in September 2019 when we became part of the Heddlu Bach (Mini Police) initiative. Pupils apply for posts and are interviewed for their positions annually. They work together with the local police to make a difference in school and the wider community. Mrs Phillips is the lead member of staff for Heddlu Bach.

Anti Bullying Charter

'See it, Say it, Stop it!'

At Cwmffrwdroer Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Cwmffrwdroer. The whole school takes part in Anti-Bullying Week.



The pastoral care of all pupils is highly important to us as a school. In the first instance, this is the responsibility of the class teacher. Pupils are made to feel secure and aware that they may confide in any member of staff.

All pupils are taught the importance of emotional and social well-being through a programme called SEAL (Social and Emotional Aspects of Learning).

Pupils are taught about the importance of anti-bullying throughout the year through work completed in SEAL sessions, assemblies and Anti-Bullying Week.

The school community has developed an anti-bullying charter and policy which all pupils and staff are expected to follow. A clear definition has been agreed within our school community and we have tried to ensure that children understand the difference between isolated incidents and repeated acts of abuse or aggression.

We ask parents if they are concerned about bullying to report it to a senior member of staff so that it can be fully investigated and appropriate action taken. KS2 pupils take part annually in the Torfaen Anti-Bullying questionnaire.

Our Anti-bullying policy clearly sets out the process for recording alleged incidents of bullying. We encourage all children to follow our school code for helping to prevent bullying in Cwmffrwdroer.



Remember – “See it, Say it, Stop it!”



Extra Curricular Activities



Extra-curricular clubs are an important part of school life (these have recently resumed) and provide fantastic opportunities for the all-round development of our children. At Cwmffrwdoler, we offer a wide range of activities, which increase self-esteem, broaden experience, build confidence and provide experiences where success is shared.

The range of activities on offer over recent years include:

Netball	Rugby	Multi-sports
Football	Cricket	Drama
Eco Club	Digital Leaders	Cookery
First Lego League	Film Club	Choir Bushcraft

Clubs are subject to change each term.

A few clubs are offered to Foundation Phase children or specific year groups. This information is shared with parents/carers at the beginning of the term in the Autumn term.

Some clubs run for a term, some run for the academic year. Certain clubs run at lunchtimes. After school clubs start immediately after school ends. Finish times will be provided on permission slips. Parental permission is required for any club and pupils will not be able to join a club without this. When a child has 'signed' up to a club, they are expected to go each week. We require written or verbal notice from parents/carers if a child is to miss a session otherwise children must stay on premises until they are collected. We will not allow any child to walk home unsupervised without written consent from parents/carers.

If a child fails to attend three sessions without good reason, the place will be offered to another pupil.



Start and End of School Day Procedures

The start of the day: Pupils can enter through the top gate at 8:50am. Staff are on duty on the yards to meet children. Parents do not come onto yards.

Free Breakfast Club: The school offers a free breakfast club to all children, from Reception to year 6. The breakfast includes cereal, fruit, toast and a drink and is a great way to start the day. If you are interested, the forms are included in your welcome pack and are also available from the school office. Reception pupils can access breakfast club at 8:30am and will be collected from the top gate by a member of staff.

At the end of the day:

- Parents of Foundation Phase pupils are welcome to walk into the school site and meet their children on the Foundation Phase yard. **Parents are not permitted to walk around to the Key Stage 2 exit.** This area is for pupils and staff only. If KS2 parents want to talk to staff they **MUST** enter the building through the main entrance.
- Please do not try and collect your child early from school without having authorisation from the headteacher or a senior member of staff. This needs to be recorded and agreed.
- All children travelling by school bus will be escorted to the school bus by staff.
- All Reception pupils must be handed over to a responsible adult (18 years or over) at the end of the school day.

PARENTS/CARERS OF NURSERY AND SCHOOL PUPILS ARE NOT PERMITTED TO PARK ON THE SCHOOL SITE

The school carpark is for use by staff, authorised personnel and for disabled access only.



Working in Partnership with Families

As children spend so much of their young lives in our care, we encourage parents to visit school when appropriate.

We arrange Parent Teacher Consultations (PTCs) twice a year to discuss educational progress where parents/carers can book appointments to spend 10 minutes privately discussing their child and progress. Parents unable to attend are asked to arrange an alternative, mutually convenient appointment with the teacher concerned. Both parents/carers and teachers find these meetings most useful and children are keen for their parents/carers to see classroom displays and their work. We run Family Learning Sessions for families to support their child's learning. We also invite parents/carers into school for a variety of curriculum events.

If parents want to discuss any issues with the headteacher or teacher, it is advisable to arrange the meeting beforehand to avoid clashes with teaching commitments.

For safety reasons all visitors should go, in the first instance, to the school office and sign in the visitor's book. We ask parents/carers to make any appointments with any member of staff through the main office.

Written reports about pupil progress are sent to parents of all children annually at the end of the academic year.

Cwmffrwdroer Parents Teachers Association (PTA)

We have a very small, dedicated group of parents/carers who make up our PTA. The group helps support the school in fund raising for the additional extras for school life. We are always looking for support in any way you are able to. Support The PTA, have a Facebook page and can be contacted through the school or directly on email - cwmffrwdroerpta@gmail.com

Parent helpers

We welcome help from parents who are able to commit themselves on a regular basis. Parent helpers can be asked, for example, to oversee a small group of children while working on a task, to hear pupils read or to work alongside a pupil. All activities will be under the supervision of the teacher. We do not expect parent helpers to be experts but we do expect you to be good role models and discrete. Prospective helpers will need to agree to an Enhanced Disclosure check by the Criminal Records Bureau. If you would like to volunteer please see the class teacher in the first instance.





Nurture Achieve Celebrate

Website: www.cwmffrwdolerprimary.co.uk

Twitter: @cwmffrwdoler

Communication with families

We use a text message service to communicate with parents/carers. The system allows one number per family to receive regular text messages with school information. Where there are two parents/carers living separately, please inform the office and we will include both numbers for the service. It is important that you inform the office when you change your mobile telephone number.

Weekly newsletters are posted on the website. Occasionally information will be sent home in letter form via children to parents/carers. The aim is to provide a regular channel of communication with parents/carers and to provide notification of forthcoming activities/events.

We have a website where school information is available. Copies of newsletters can be found here.

www.cwmffrwdolerprimary.co.uk

The website is being updated currently.

We also have a twitter account @cwmffrwdoler. Teachers regularly post information and photographs of the class and other information is also posted on Twitter. Please follow us! Our twitter account is a great

way of regularly seeing what goes on in school.



Emergency Information

It is essential that we receive all telephone numbers, emergency contacts, changes of address, and changes of telephone numbers and details of any medical conditions that need to be noted. A new form needs to be completed annually.

It is essential that you can be contacted quickly if a need arises.



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



www.ASDinfoWales.co.uk





School Attendance

It is vital for children to attend school regularly and punctually for all to obtain the maximum benefit from school life. We need to maintain good attendance rates and we need your support for this. If your child is absent from school, please notify us by 9:30am on the first day of absence. If you do not notify us and provide a reason for absence, the absence has to be 'unauthorised'. If your child suffers from sickness or diarrhoea, they should not return to school until forty-eight hours have passed since the last bout of vomiting or diarrhoea. If the absence is pre-planned (hospital appointment etc), please notify us beforehand either verbally or in writing. We may also require a copy of the appointment card/letter. We work with the Education Welfare Officer (EWO) to monitor attendance and we will routinely contact parents if their child's attendance drops below 95% or persistent lateness is evident. Whole school targets for attendance are set by the Governing Body and the Local Authority.



90% attendance = ½ day missed every week!

90% attendance = 1 day missed every other week!

90% attendance = 4 whole weeks of lessons missed!

90% attendance over 5 years of school = ½ a school year missed!

We reward pupils with excellent attendance with visits and special muffy days, as well certificates and prizes.

Family holidays

The school discourages pupils from taking holidays during term time. If parents do wish to take a holiday with their child during term time then this will be an unauthorised absence. Holidays are only authorised if there are exceptional circumstances and attendance is very good. However, since Covid, no holiday absences are authorised.

Accidents/illness in school

Where, due to an accident or illness, we feel that your child would be better off at home, we will contact you. If your child has an accident and we feel that your child needs medical attention, then we will try to contact you so that you may accompany your child. However, if we are unable to contact you we will arrange for your child to have medical attention and inform you as soon as we are able. We have a number of staff who are trained in First Aid.

Complaints

The following procedure is to be followed if any parent wishes to lodge a formal complaint about the school and/or content of the curriculum (under Section 23 of the Education Reform Act 1988):

1. Notify the headteacher of the complaint; it will be investigated and a response made.
2. If you are dissatisfied with the response then notify, in writing, the Chair of the Governing Body. The Governors will investigate your complaint and respond to it.
3. If dissatisfied with the response then notify, in writing, the Chief Education Officer (Mr D McChrystal). Again your complaint will be investigated and you will be informed of the decision.

Charging/Remissions Policy

Under the requirements of the 1988 Education Reform Act, Governors have determined the following policy for charging and remission. The cost of any out-of-school activity not funded by the Local Authority is to be met by voluntary contributions from parents. Where contributions do not meet the actual cost, the activity will be cancelled for all pupils. Visits will be charged according to current rates and conditions of each place/centre. Contributions will be requested from all pupils towards the cost of trips.

Transport



The LEA rules are that free school transport is available for:

- Children living more than 1.5 miles from school.

At Cwmffrwdoer Primary School the Local Authority provides free transport for children living in Pantygasseg and Pentwyn.

Medication



We cannot normally take responsibility for administering medicine as this can usually be given to children during their home time, i.e. morning, after school and evening. However, for medical conditions such as diabetes, epilepsy or asthma, when medication is necessary during the school day we are able to make exception and, in these cases, parents are asked to complete a medication form giving full details of the type of medication, dosage, time to be taken etc. Medication should be sent to school to be kept safely locked away and there should be a doctor's dosage clearly written on the container. Staff have received Epi-Pen training and a few staff are trained in the administration of diabetes medication.



Nut Free School

Please be aware that we have children with severe nut allergies in school. As a result, **we are a nut and nut product free school**. In other words, no nuts (of any type) or products that have nuts in them (please refer to the packaging) can be brought into school at any time, for any reason please.

People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction.

If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties). First aid staff in the school are trained to use the Epi-pens (an injection of adrenalin) which is required immediately if this happens, but we never want to be in this position. **We ask that you have no nut products at all in school (including in 'private' lunchboxes or snacks).**

Child Protection and Wellbeing of pupils

Parents/carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:

- will have a child protection policy and procedures;
- should make parents or carers aware of its child protection policy, possibly through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been, referred;
- should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and keep the parents or carers informed of the welfare and educational progress of the child.



On 1st September 2006, section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children, and that such arrangements take account of guidance issued by the Welsh Government.

Independent schools are required to meet equivalent requirements under standards introduced under the terms of section 157 of the Education Act 2002.

Where a professional has a concern about a child they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police.

The designated child protection person at the school should clarify with these statutory agencies, when, how, and by whom the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process. As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and, if you're struggling to cope, you may need to ask for help and support to help your child.



Website: www.cwmffrwdolerprimary.co.uk

Twitter: @cwmffrwdoler

You may find the following helpful:

- make time to talk and listen to your child;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything they feel is wrong;
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

Who can help?

The designated child protection person for this school is:

Miss S Truelove, Headteacher

Mr K Wharton Deputy Headteacher, Looked After Children (LAC) Coordinator, in the absence of the headteacher

Mrs A Brettell, SLT, in the absence of the headteacher/deputy headteacher

Mrs S Jarman SLT, Additional Learning Needs (ALN) Coordinator, in the absence of the headteacher

Mrs N Davies, Governor responsible for Child Protection



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



School Uniform

As a school, we place value on the wearing of uniform for all our pupils. Although school uniform is not compulsory, the governing body would strongly urge parents/carers to dress their child in school uniform. Our school uniform looks smart as well as being practical and brings a sense of unity to our school. It is lovely to see our pupils in uniform and we would appreciate your support, by encouraging children to wear it on a daily basis. We believe good standards of dress will help support good standards of behaviour. **Please name every item of clothing.**

The school uniform consists of:

- Royal blue sweatshirt
- Golden yellow 'polo' shirt
- Black/dark trousers, Shorts or skirt
- Black/dark footwear
- Blue/Yellow Summer dress

We expect all pupils to have a PE kit in school. For PE/games we ask that pupils wear a white t-shirt and black or navy shorts with trainers or 'daps' for outdoors.

Jewellery should not be worn in school apart from stud earrings which need to be removed for PE. It is the responsibility of the parent/carers to remove earrings before school, otherwise the child must be able to remove or cover with tape/plaster.

Uniform with the school logo can be purchased from Ruck um Maul or online from School Trends www.schooltrends.co.uk, and Pretty Miss in Cwmbran.

Website: www.cwmffrwdroerprimary.co.uk

Twitter: @cwmffrwdroer



School Catering at Cwmffrwdroer

All our school catering facilities are provided by Torfaen Catering Services. We are able to provide pupils with breakfast, healthy break-time snacks and school lunches. If you have any complaints or questions, you can contact school catering on 01495 762200.

Tuck

We are a Healthy School and encourage all our pupils to eat fruit or a healthy snack at break-time to encourage healthy eating habits. Healthy tuck is available in class at a cost of 30p per day. Free school milk is provided for all Foundation Phase pupils. All pupils have access to a water dispenser during the school day. Children are encouraged to bring water bottles into school.

School Lunches

Torfaen Catering provide healthy, nutritious school lunches. There is a choice of hot or cold meal. Pupils are welcome to bring their own packed lunch to school. We encourage parents to provide their children with a healthy lunch from home.

Lunch arrangements

School meals are provided at a cost of £2.30 per day (Foundation Phase) and £2.40 per day (Key Stage 2). Payment is made directly via the Torfaen website

<https://civicapay.b2clogin.com/civicapay.onmicrosoft.com>

Free school meals are available to children where the family income falls within the scale. Application for free school meals should be made to the Chief Education Officer. Application forms are available from the school. The meals are cooked on the premises. There is a choice of hot dinner or sandwich bar with fresh salads and fruit.

School dinners are the responsibility of Torfaen Catering.

SCHOOL TERMS and HOLIDAYS

2022/23 Academic Year

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Friday 02.09.22	Monday 31.10.22	Friday 04.11.22	Friday 23.12.22
Spring	Monday 09.01.23	Monday 20.02.23	Friday 24.02.23	Friday 31.03.23
Summer	Monday 17.04.23	Monday 29.05.23	Friday 02.06.23	Friday 21.07.23