



LLANTRISANT PRIMARY SCHOOL

Coed Yr Esgob

Llantrisant

CF72 8EL

Tel: 01443 237829

Head Teacher : Mrs. Lisa Davies

Email:

Admin.llantrisantprimary@rctcbc.gov.uk

Website : www.llantrisantprimary.co.uk

School Information/Manylion yr Ysgol

<i>Address</i>	Coed yr Esgob Llantrisant Mid Glamorgan CF72 8EL
<i>Telephone</i>	01443 237829
<i>Chair of Governors</i>	Mrs. Claire White c/o Llantrisant Primary School Coed yr Esgob Llantrisant Mid Glamorgan CF72 8EL
<i>Head Teacher</i>	Mrs. Lisa Davies
<i>Local Authority</i>	Rhondda Cynon Taff County Borough Council
<i>School Hours</i>	Morning Session 9.00 am to 11.45 am (Nursery) 9.00 am to 12.00 noon (Foundation Phase) 9.00 am to 12.20 pm (Key Stage 2) Afternoon Session 1.00 pm to 3.30 pm (Nursery) 1.00 pm to 3.30 pm (Foundation Phase) 1.20 pm to 3.30 pm (Key Stage 2)

Governing Body

Local Education Authority Representatives

Mrs M Chieza

Mrs M Rafee

Parent Representatives

Mrs Rhian Boulter

Ms Jenna Cooke

Dr Rowena Diamond

Head Teacher (ex-officio)

Mrs Lisa Davies

Teacher Representative

Mr Scott Howells

Non-Teaching Staff Representative

Mrs Lynda Cowley

Community

Mrs Claire White (Chair of Governors)
c/o Llantrisant Primary School
Coed Yr Esgob
Llantrisant
CF72 8EL

Mr Mark Chennells (Vice Chair)
c/o Llantrisant Primary School
Coed Yr Esgob
Llantrisant
CF72 8EL

Mrs Vanessa McCarthy

Minor Authority

Cllr Anne Callow

Teaching Staff / Staff Addysgu

Dosbarth Coch	Mrs. Theresa Bowen, Miss Carlie Meeke
Dosbarth Oren	Teacher: Mrs. Sian Williams/Mrs. Victoria Hallwood LSA: Miss Emma Long
Dosbarth Melyn	Teacher: Miss Lauren Williams/Miss Emma Tipple LSA: Mrs Sophie James
Dosbarth Gwyrdd	Teacher: Mr. Scott Howells
Dosbarth Glas	Teacher: Miss Claire Roderick,
Dosbarth Porffor LEA Observation Class	Teacher: Mrs. Laura Geary/ Mrs. Victoria Hallwood LSA: Mrs. Angela Jones/Vacancy
Literacy Intervention	LSA: Ms. Louise Thomas

Staffing / Staff Cyffredinol

Caretaker	Mr. Michael Shevyn
Administration	Mrs. Lynda Cowley, Ms. Barbara Coombes
Cook	Mrs. Stephanie Davies
Assistant Cook	Ms. Jayne Phillips
Supervisory Assistants	Ms. Louise Thomas, Mrs. Amelia Powell
Breakfast Club Staff	Mrs. Stephanie Davies, Ms. Jayne Phillips and Ms. Louise Thomas

Head Teacher's Message

Dear Parent,

Welcome to Llantrisant Primary School. Choosing the right school for your child is an important decision and I hope that the brochure you are about to read gives you a clear picture of the school you select that you for the most important years of your child's education.

The setting of the school and its modern nature, provide an excellent location in which your child can develop. A committed and professional staff lead the educational programmes your child will follow at school. The staff are also involved in many non curricula and pastoral issues in their own time. We, the staff feel that education is much more than merely academic achievement and we aim to help children develop their self-confidence and talents to the full.

There is strong parental involvement at the school supporting a wide range of activities in and outside school time. This, combined with the attitude of the staff enhance the caring atmosphere that is evident here.

As a staff we aim to make Llantrisant Primary a happy, safe, interesting and thoughtful school in which each child is valued.

Yours sincerely,

L. Davies

Mrs Lisa Davies
(Head Teacher)

Mission Statement

Happy to be Learning

Vision Statement

Llantrisant Primary's vision is to promote a stimulating and challenging environment in which every child is encouraged to build resilience and to have: an eagerness to learn, respect for themselves and one another and to do so in the spirit of thoughtfulness and cooperation

The Primary School

Llantrisant Primary was opened in 1974 and admits children from the ages of 3+ to 11 years. Each of the five larger main stream classes by necessity consists of two age groups. This, however, poses few problems since the children are organised within their classes into groups according to their own particular ability and stage of development. The nursery class starts the year with less pupils and is organized in such a way to ease this young age group into school life.

Together with the five main stream classes the school also has an LEA Designated Early Years Observation and Assessment Unit. This class caters for Nursery children with additional needs.

The school is organised into three main teaching/learning areas, a nursery/reception area, a foundation phase and a key stage 2 area. All the classrooms are situated around a well-equipped central hall and have the benefit of their own libraries and practical areas.

Educational Aims

Our aims are:

- To provide a high-quality teaching and learning environment in which every child can succeed;
- To encourage all the children to have respect for themselves and each other;
- To promote an atmosphere where children learn thoughtfulness and humanity.

In order to achieve these aims, staff will endeavour to provide a Safe, Thoughtful, Achieving, Stimulating and Happy environment.

The main findings in our last inspection report state that Llantrisant Primary School is a warm, caring and friendly school where pupils feel secure. It is well regarded by parents and the community. The quality of relationships between adults and learners is an outstanding feature. The level of respect between them is exceptional and has an extremely beneficial effect on learning.

Starting School / Dechrau'r Ysgol

Admission Policy / Polisi Derbyn

Llantrisant Primary School is unable to offer places directly to children but we can provide advice. The entry to our school is controlled and administered by an 'Admissions Authority.' In respect of Llantrisant Primary School the Admissions Authority is Rhondda Cynon Taf LA.

RCT LA controls all admissions to schools. Applications for a school place need to be made at various stages of a child's education - Pre-Nursery; Nursery; Reception and Secondary. Applications for places in Nursery, Reception and Secondary School (Year 7) can be made online by visiting: [Applying for a schoolplace | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://rctcbc.gov.uk)

Children may be admitted to the Nursery Department from the term following their third birthday. We offer Nursery places on a full-time basis (If parents want their children to stay all day)

Starting times - September, January and April. For example:

- If a child has their third birthday between May and August, they can start school in September.
- If a child has their third birthday between September and December, they can start school at the beginning of the Spring term in January.
- If a child has their third birthday between January and April, they can start school at the beginning of the Summer term.

A visit to the nursery will be arranged prior to starting school.

We encourage all nursery children to stay for school dinners as lunchtimes are an important part of personal and social development. We hope that these arrangements will help your child settle quickly into this exciting new stage of their lives.

Moving from another School

For children who are offered a place at our school at a later stage in their school life, we will endeavour to accommodate them in the correct class for their age. We will assign the child a 'buddy' to aid their successful integration into school life, and will have regular dialogue with the child and parents/carer to smooth the transition process from their previous school to our own.

Transition

We are fortunate to have strong links with our local comprehensive schools and all work hard to ensure a smooth transition for pupils moving from Primary to Secondary Education. Nearly all of pupils transfer to either Bryn Celynnog Comprehensive or Y Pant Comprehensive. Our Year 6 pupils visit a number of times throughout the year as part of an on-going induction programme, as part of the transition plan.

School Meals / Prydau Ysgol

School Meals

School meals are prepared and cooked on the premises by our kitchen staff. Menus are set by the Local Authority's Catering Service Department. They are available on request from the School Clerk [or online](#).

Prices of school meals are set by the Local Authority. Parents will be informed of any changes to these costs. The current cost of a meal stands at £2.70 per day (£13.50/week) for Nursery pupils (until the term following their 4th birthday) and pupils in Years 5 and 6. Pupils from Reception to Year 4 are eligible to receive Universal Free School Meals ([UPFSM](#)) provided by Welsh Government.

School dinners must be paid for online, in advance at [RCT School Dinner Money – Make a Payment](#).

The LA policy/procedure for collection of dinner money is set out below:

- *Meals are requested to be paid for in advance - every Monday for the forthcoming week /fortnight or half term.*
- *Meals will NOT be provided once the level of arrears per child exceeds £25 or 10 meals.*
- *At this point a final message/reminder will be sent requesting immediate payment. Until payment is received a packed lunch must be provided.*
- *Every half term the school completes a record of arrears for the Local Authority. Non-payment will see a sundry debtor invoice being raised against the parent – this follows the normal debt recovery process.*

FREE SCHOOL MEALS – Free school meals are available to children whose parents or guardians are currently receiving one of a number of benefits. Applications are made to the LA. For further information on the eligible benefits and how to apply, please see [Free School meals - Apply for free school meals | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](#)

School Uniform / Gwisg Ysgol

School Uniform

School uniform promotes equality, removes gender, race, religious and social barriers and provides a school with a unique identity which is recognised by the community and of which the pupils can be proud.

As a school we believe that by wearing school uniform, it gives the children a sense of belonging, it looks smart and wears well and avoids competition between pupils wanting sports branded clothing. Our school uniform is gender neutral in that there are not different requirements for boys or girls.

For all of these reasons, we would be grateful for your co-operation in dressing your child in our school colours.

Our school uniform consists of:

- Royal blue sweatshirt, fleece, cardigan, jumper
- Grey trousers or skirt
- White shirt, T shirt or polo shirt
- In the summer all children can wear dark shorts and a white polo shirt. There is an option of a blue and white check dress.
- Black or dark footwear (trainers or shoes)

We do not ask or require any of the uniform to have the school badge. We operate a pre-loved uniform system at the school and accept donations of good quality used uniform. If you require a spare uniform, please send us a message to see if we have one available before going to buy one.

For PE and Games

Our school uniform for PE / Games is:

- White t-shirt or top
- Navy or white shorts
- Suitable footwear for indoor/outdoor use

For safety reasons pupils are asked to do indoor P.E. lessons in their bare feet. Jewellery must be removed for P.E. lessons and long hair tied back.

Milk and Snacks

Nursery to Year 2 pupils are provided with a small carton of milk free of charge (WG initiative) on a daily basis. The pupils may bring a healthy snack to eat during break times.

Nuts of any description are not permitted to protect the health and wellbeing of all learners.

Pupils should bring water to school in a drink bottle to keep hydrated throughout the day. Bottles can be refilled at our water fountains, providing access to cooled, filtered water.

The School Day/ Y Diwrnod Ysgol

Arriving at and leaving school

Pupils should arrive at school between 8.50 and 8.55am. Children should not arrive before this time, unless they are attending Breakfast Club, as staff may not be available to supervise them. Staff will be at the gates to welcome them to school.

The school day will start promptly at 9.00am - the school doors and gates will be closed at this time.

Where pupils are late, parents/carers will need to use the electronic sign-in system at the main entrance.

Pupils should be collected from school at 3:30pm. At the end of the day, for safety reasons we ask that parents follow the routes identified for picking up key stage 2 and Foundation Phase pupils. Teachers will release the pupils from the yards. Pupils in the nursery are collected from the nursery entrance.

Older pupils in year 5 and 6, may walk home, subject to written permission being provided by their parents/carers by completing the relevant electronic form.

Should parents be unavoidably delayed/late, they are asked to contact the school office in order that arrangements can be put in place.

The School and the Community

Parents and Carers

At Llantrisant, we know that education is most successful when the school, parents/carers and pupils work in partnership. Opportunities are available for parents/carers to attend Parents' Evenings to discuss their child's work as well as Curriculum Evenings, PTA events and sporting events.

We endeavour to keep you fully informed of events and of your child's progress in school. There are two open evenings each year and a written report is sent home during the summer term. Pupils with Individual Education Plans/Individual Development Plans have further opportunities to meet with the class teacher and Additional Learning Needs Coordinator to review and monitor their child's progress.

Please do not hesitate to contact us if you have any queries or problems. A telephone call prior to a visit would be appreciated to make sure that an appropriate member of staff is available to give you the appropriate time and attention you require.

Parent Teacher Association - PTA

We are very lucky to have a very active, supportive, and hard-working Parent/Teacher Association that meets regularly. Its purpose is to organise money raising events and social gatherings for both children and parents. All children benefit from the activities as the money raised is spent on them. Every parent is automatically a member. Information on events is passed to all parents by means of the PTA Newsletter on our Facebook page or by publication on Class Dojo.

Communication

Our School Web Site (www.llantrisantprimary.co.uk) and associated email system is the main method of informing parents of school news and events. Newsletters and special notices may be sent home to inform parents of particular events, important news and to support the information provided on the school website or via email. We use Class Dojo to inform parents of events or important information. If you are unable to access the internet or receive Class Dojo messages, we will make information available in paper form. We also use our school's twitter account to celebrate some school and class-based activities.

Equality – Equality Act 2010

Everyone is entitled to equality of opportunity, including those with protected characteristics as mentioned in the 2010 Equality Act. Staff are passionate about inclusion and ensuring that all learners thrive during their time at the school. In all subjects we strive to avoid direct, indirect and discrimination arising from disability. We make reasonable adjustments for pupils who have a disability. We recognise the inclusion of all children regardless of gender, identity, sexuality, age, race, religious background and beliefs. We endeavour to create a supportive environment where concerns or queries that are considered in breach of this act can be discussed openly.

Curriculum / Y Cwricwlwm

The Purpose and Overview

At Llantrisant Primary School we create a school built on respect, where children are able to develop self-confidence, self-belief and reach their full potential in the many areas of our broad and balanced curriculum. We have high expectations of our children in terms of their learning, behaviour and attitudes and aim to equip them with the skills they need to become independent learners. In return we will guarantee high standards of teaching and behaviour.

We are proud of the atmosphere of friendliness, inclusion and co-operation, which is always evident in our school. We value all our children and we believe that their time in school should be rewarding and fulfilling.

We believe that close co-operation between home and school, committed and caring staff, a structured and exciting curriculum, effectively taught will encourage our children to become self-confident and independent learners. We particularly value the commitment and involvement of parents/carers in the education of their children and look forward to working in partnership with you in the future.

The Curriculum at Llantrisant

A school's curriculum is everything a child experiences in pursuit of the four purposes. It is not simply what we teach, but how we teach and crucially, why we teach it. Our curriculum design, ensures that it meets the needs of our children and the context in which the school is set.

The [Curriculum for Wales](#) guidance promotes collaboration and cross-disciplinary planning, learning and teaching, both within and across Areas. This will enable learners to build connections across their learning and combine different experiences, knowledge and skills.

At Llantrisant Primary, all topics begin with an immersion or launch day. During the immersion day, teachers provide a variety of creative, stimulating and engaging activities for children. Whilst immersed in these multi-sensory activities, children are given time to reflect and think about the experiences they would like to explore through their new topic. Teachers share the curriculum skills and the context in which the children will explore their learning. This gives children a sense of empowerment and helps them to engage with the learning experiences and develop questions they would like answered about the project. In addition, during all topics, children will learn about key events that are happening around the world.

Projects conclude with a celebration or landing day. During the celebration day, children often have the opportunity to share all that they have learnt with their peers or parents, carers and the community. The celebration days are set up and run by children, this could be in the style of a show, a museum or even through a gallery of work with learning.

Classroom based learning is supported through appropriate homework in line with our homework policy

Curriculum Statement

[Llantrisant Primary – Our Curriculum](#)

Welsh and Modern Foreign Languages

We value and pride ourselves on immersing the children in celebrating the Welsh culture and language. Through the year, we study and take part in numerous celebrations in order to do this, annually celebrating our school Eisteddfod, and taking part in the National Urdd Eisteddfod. We have both first and second Welsh Language speaking teachers, who assist with the delivery of the curriculum. The use of incidental Welsh throughout each day, by class teachers and staff, promotes the understanding of basic commands, simple sentences and language patterns from Nursery through to Year 6. Criw Cymraeg are an integral part of our Welsh development and actively encourage all pupils and families to use incidental Welsh through the 'Ymadrodd yr Wythnos'. As part of our adoption of the new curriculum for Wales, we have introduced Spanish as our Modern Foreign Language.

Healthy Schools and ECO Schools

As part of our programme of health and wellbeing, we have achieved 2 leaves on the Healthy School Award. The aim of the Healthy Schools Award is to encourage schools to review the initiatives in place and the work being carried out to improve the health, wellbeing and resilience of the school community. We are committed to embedding a whole school approach to health and wellbeing throughout the school with a clear focus on pupils and staff wellbeing, supporting pupils to enrich their life experiences and to empower them to make healthier decisions and choices. Llantrisant is proud of its ongoing commitment to environmental sustainability and development. As a Green Flag school, we continually implement projects to educate, encourage and empower our pupils to understand their role in protecting their local and global environment and have successfully achieved the Platinum Flag for the 3rd time.

Relationships and Sexuality Education

RSE at Llantrisant Primary will support learners to develop the knowledge, skills and values to understand how relationships and sexuality shape their lives as well as the lives of others. Learners will be equipped and empowered to seek support on issues relating to RSE and to advocate for self and others.

RSE is a mandatory requirement in the Curriculum for Wales for all learners from age 3 to 16 ("the Act"). This means that all learners must receive this education. There is no right to withdraw from RSE within the Curriculum for Wales.

A rights and equity based RSE curriculum helps ensure that all learners can develop an understanding of how people's faith, beliefs, human rights and cultures are related to all aspects of RSE and how these rights can contribute to the freedom, dignity, well-being and safety of all people. Therefore, within Llantrisant Primary, we will discuss RSE in the context of the Rights protected by the United Nations Convention on the Rights of the Child.

This vital part of every pupil's learning is underpinned by the UNCRC's Rights of the Child.

These include:

- Article 2 "Your right to equality and non-discrimination."
- Article 6 "Your right to grow up and be healthy."
- Article 13 "Your right to have information."
- Article 34 "Your right to be protected from abuse."

Religion, Values, Ethics and Collective Worship

At Llantrisant, children are given the opportunity to enquire and explore various religions and beliefs. Through cross curricular activities and events throughout the year we recognise the diversity of cultures and endeavour to celebrate these where possible. We take part in collective worship on a weekly basis. During collective worship we take time to focus on seasonal events, various aspects of our vision and values. We also enjoy a celebration assembly once a week where we celebrate the children's successes.

Rights Respecting School

As a Rights Respecting School, we are a community where children's rights are learnt, taught, rehearsed, respected, protected and promoted. Children at Llantrisant Primary School learn about their rights by putting them into practice every day. Each year our children create their class charters, incorporating elements of the United Nations (UN) Convention of the Rights of the Child. Each class discusses their charter of rights and how these rights have responsibilities. The charter is agreed by each class and is put into practice.

Pupil Voice

At Llantrisant primary School, we actively encourage all pupils to contribute their ideas towards the continual improvement of the school by becoming part of our Un Llais committee. Each class, from Year 2 onwards, has representatives who meet weekly with the Health and Wellbeing lead.

Clubs an Activities/ Clybiau a Gweithgareddau

Breakfast Club

A free Breakfast Club operates for all pupils with first admission at 8.10am and last admission at 8.30am at the main door. Supervisors will register each child and they then have the opportunity to eat breakfast and play table games or play outside until 8.50am. All children will then be taken to their classrooms where they will be met by staff.

Sporting Activities

As a school we aim to give our pupils as many opportunities as possible to be involved in a wide variety of different sports and physical activities, both indoors and outdoors. Sporting activities, both curricula based and extra-curricular will change depending on the time of the year, events, and tournaments etc. The range includes gymnastics, team sports such as football, rugby and cricket.

All Key Stage 2 pupils participate in dance lessons once a fortnight. They also attend a swimming lesson once a week for a term. This is organised by the LEA, parents/carers will be informed in advance to ensure that appropriate kit is brought in.

The school participates in relevant sporting events and tournaments, competing with other schools in the Cluster, LA or further afield. Cycling proficiency courses are run for older pupils.

All pupils take part in our Annual Sports Day.

After School Club/Childcare

The school offers an after-school club each evening Monday to Friday from 15:30 to 17:30. Clwb Y Ddraig is a private run club based at Llantrisant. It has been running for three years and offers parents with additional flexibility. The pupils are collected by Clwb Y Ddraig staff at the end of the school day.

Snacks and drinks are provided every evening. For more information, contact Michelle (area co-ordinator) at mdavies@clwbyddraig.onmicrosoft.com

Extra-Curricular Activities

Seasonal celebrations take place each term, e.g. Harvest Festival, Christmas concert, Carol Service and St. David's Day concert, World Book Day, Shwmae Day.

Music lessons are provided by either the local authority and Cardiff and Vale Music Service. There is a fee for pupils accessing these lessons. More information can be obtained from the school office.

Where possible, clubs are provided at no cost to the parents. However, where provision is provided by third party companies, such as Fit 4 Fun football sessions, parents/carers will be asked book and pay for sessions directly to the provider.

Safeguarding / Diogelu

Schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school: -

- has a SAFEGUARDING and PREVENT policy and staff trained to implement procedures to protect children
- makes parents or carers aware of its child protection policy through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if the school believes that the child or other children may be at risk of significant harm
- endeavours to work with parents/carers regarding the welfare of their child and remains impartial if a child is being or has been referred
- helps 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
- keeps the parents or carers informed of the welfare and educational progress of the child.

On 1 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 Assembly Government. Welsh Government in 'Keeping Learners Safe' Guidance document no: 283/2022 guidance defines Safe Guarding as: Safeguarding is preventing and protecting children from abuse, neglect or other kinds of harm, and educating those around them to recognise the signs and dangers.

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

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 will clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They will also seek advice as to whether or not the child should be informed of the process.

The Designated Person for Safeguarding is the Headteacher, and the designated deputy person is Mrs Sian Williams. The Governor for child protection is stated on the front cover of the School Safeguarding Policy.

Additional Learning Needs (ALN)

The approach to supporting children who have difficulties with learning is changing. The Welsh Government has passed new legislation, called the Additional Learning Needs (Wales) Act, and Additional Learning Needs (ALN) Code, which is replacing all the legislation and guidance about special educational needs.

As part of the Additional Learning Needs Educational and Tribunal (ALNET) (Wales) Act 2018 the Welsh Government has replaced the term 'special educational needs' (SEN) with 'additional learning needs' (ALN).

The definition of ALN is similar and covers those who:

- have a significantly greater difficulty in learning than the majority of others of the same age or
- as a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.

The ALN (Wales) Act has identified key roles to those whose job it will be to support the coordination and implementation of the ALN system. At Llantrisant, the lead person with responsibility for coordinating the needs of all learners identified as having ALN is the Additional Learning Needs Coordinator or ALNCo. This role is similar to the special needs coordinator (SENCo) role. The ALNCo is the lead coordinator for learners with additional needs. They work in maintained schools, nurseries, colleges, and pupil referral units (PRU).

Not all pupils who had an Individual Education Plan (IEP) will have an Individual Development Plan (IDP). The needs of most pupils will be met through a range of provision in the classroom. This is called Universal Provision and will be planned by the class teacher.

Children who experience difficulty with their learning receive extra support through the implementation of targeted Learning Support Sessions. Groups of pupils are also supported by learning assistants in the classroom.

The school implements a range of highly successful intervention programmes for pupils who require additional support with the development of their reading and mathematical skills.

We also provide tailored support sessions for pupils identified as requiring additional support.

Where a pupil's needs cannot be met in the classroom they will be assessed to see if they need an IDP. An IDP focuses on what your child needs for them to reach their educational potential. The information noted in the IDP will be used to inform the Additional Learning Provision (ALP). The type of support outlined, and the detail within the plan, will depend on the extent of your child's ALN.

The Additional Learning Needs Coordinator (ALNCo) will probably be your main point of contact, unless your child hasn't started school or nursery, in which case, it will probably be your healthcare professional, or another early year's specialist from your local authority.

[The Additional Learning Needs Code for Wales 2021](#)

Assessment, Recording and Reporting

Assessment for Learning and Assessment of Learning are both key aspects of our work at Llantrisant.

Assessment for Learning are the skills we provide the children, for them to be able to know what they are learning, what they need to do to be successful and how they can take control of their learning by knowing what skills they need to develop next. These skills start to be developed when they start in school at three and become more involved as they progress through the school.

The purpose of all our assessment processes is to support each individual learner to progress at an appropriate pace, ensuring they are supported and challenged accordingly. Assessment in the new curriculum is about continuously assessing learners' progress and not making one-off judgements at specific points in time.

We assess to:

- support individual learners on an ongoing, day-to-day basis
- identify, capture, and reflect on individual learner progress over time
- understand group progress

We assess learners' progress using a range of assessment methods, to develop a holistic picture of the learner and the progress they are making across the curriculum. This includes their strengths, areas for improvement and the support and challenge needed to take their learning forward. We use the descriptions of learning, which form part of the Curriculum for Wales guidance, but don't undertake specific assessment activities at each progression step.

We use a wide range of methods of assessment to help us fully capture a learner's progress and to build a holistic picture of the learner whilst supporting and guiding them in making progress in relation to the school curriculum. Continuous assessments are carried out by the class teacher and learning support staff on a day-to-day basis, when they record notable developments concerning your child's learning and progress. This enables the teacher to decide how to move forward and how to give both you and your child clear feedback about achievements. The assessments take many different forms such the marking of pupils' work, observations of pupils, the use of standardised tests and involving pupils in simple assessments

of themselves and of their peers and the subsequent setting of their own targets. The school has a range of processes which encourage and involve children in their own learning. Collectively, these procedures help teachers to identify the learning and teaching required to ensure a process of continuous development. Teacher assessments are carefully recorded and analysed.

We continue to use the Welsh Government Personalised Assessments for reading and numeracy to assess against a national picture of progress and achievement. To provide further details of progress in learning against the potential of each pupil, we utilise standardise assessment for English and mathematics alongside short term snapshot assessments. This supports us in ensuring that our judgments are aligned with a national understanding of progress and achievement.

Further information can be gained from homework and viewing the pupil's work on HWB via J2E.

We report formally to parents three times a year, twice orally in progress meetings held in the autumn and spring terms and once in writing at the end of the academic year.

Educational Visits / Charging Policy

Educational Visits and Our 'Eleven by Eleven'

At Llantrisant primary School we believe that learning beyond the school building is a powerful tool in equipping our pupils with the skills, knowledge and experience they will need to fully understand their learning. Our aim is to provide an education visit or experience at the beginning and end of each topic. As part of our development of the new curriculum, we have devised an 'Eleven by Eleven. These are eleven activities that we feel all learners have the right to experience before they leave our school. These are: 1. Caring for an animal. 2. Flying a kite. 3. Rolling down a hill. 4. Cooking on a campfire. 5. Visit a beach. 6. Cook a meal. 7. Climbing a mountain. 8. Going to the theatre. 9. Visiting a religious building. 10. Visiting a stadium. 11. Attending a Residential Trip.

Across the academic year, educational trips and visits will be arranged to give pupils a wider range of experiences, reinforcing work undertaken in class. Parents/carers will usually be asked to contribute towards the costs of these trips. No child will be prevented from going on an educational trip during school hours because of the non-payment of a contribution. However, if the cost becomes prohibitive as a result of low contributions, the school may cancel the visit / experience. We make every effort to keep the cost of the visits / experiences as cost effective as possible.

Charging and Remission

The school operates an agreed Charging and Remission Policy. The purpose of this policy is to set out what charges can and cannot be made for activities in Llantrisant Primary School. The policy has been drawn up using the guidance from Welsh Government and the local authority.

No charge will be made for Education provided wholly or mainly during the school day, activities which are part of the curriculum or the supply of any materials, books and instruments or other equipment. There is no charge for swimming lessons.

The Governing Body has the right to charge parent/carers in the following circumstances: breakages of windows, doors, or fittings as a result of a pupil's behaviour- a nominal charge will be made to an individual's parents/carers or a proportional cost if more than one pupil is involved.

Although we will not charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum. This allows the school to operate a comprehensive educational visit timetable.

The school has a charging policy which is accessible to any parent/carers at the school or on the school website.

Health & Safety Information

General Health and Safety

Every effort is made to ensure that the school is a safe and healthy environment for all children, staff and visitors. Regular fire drills are carried out and regular checks on school equipment in the classrooms and the playgrounds are undertaken. Risks Assessments are developed and updated regularly. The Governing Body and Headteacher are responsible for Health & Safety and operate a rolling programme of checks and assessments which take place each term by the relevant committee. Staff, pupils, and visitors are asked to promptly report any issues they find.

The school follows guidelines and policies issued by Rhondda Cynon Taff in relation to Health & Safety matters

Health and Illness

We encourage all pupils to be in school every day, as this maximises the success they will achieve. However, children should not be sent to school if they are too ill to attend. Children will be fine in school with minor sniffles or colds. However, children showing symptoms of illness apart from colds should be kept home from school. It is also unwise to send your child back to school too soon after illness. In the case of sickness and diarrhoea children must be kept off school for 48 hrs after the symptoms stop. If a child becomes ill or has an accident in school, we may find it necessary to contact the parents. For this reason, we ask that you supply us with home and emergency (work) numbers and ensure that these are kept up to date throughout the year. In cases where a doctor has described an illness as highly infectious the school must be informed immediately.

Security

The main door is kept locked at all times and can only be entered via a buzzer system. An electronic visitors' book is in operation in the main foyer. All staff and visitors are required to log in.

On the Admissions Consent Forms, parents/carers are asked to provide the details of the people who may pick up their child.

The school has an intruder alarm system and security lighting. Access to the staff car park is limited to staff cars and emergency vehicles.

Medication

Only medicines prescribed by the doctor or pharmacist may be administered in school and parents are required to complete a medical consent form prior to any medication being allowed. All medication will be kept in the secretary's office or a locked fridge. No asthma pumps are to be kept in children's bags. Where children are required to take medication for conditions such as asthma a medical consent form must be completed at the beginning of each academic year. Throat sweets / lozenges are prohibited due to the increased risk of choking. When pupils are required to take medication, parents must ensure that they take the responsibility to hand the medication to the Secretary. Medication must not be handed to anyone else and must never be left in a child's bag.

Health and working with the Health Authority

If your child has any medical problems e.g., hearing/speech difficulties or conditions such as asthma, epilepsy, or allergies including food allergies, it is important you tell us all the relevant information.

From time to time your child may be called for routine medical examinations – hearing tests, eye tests, height & weight, teeth etc. by the school nurses/ dental team of CwmTaf Health Board. You will receive prior notice of these, along with consent forms. The school works very closely with the school nurse/health visitor, who are always prepared to discuss any health issues in confidence.

Minor Injuries

We have many staff with a range of qualifications from Paediatric First Aid to the full First Aid at Work qualifications.

Members of staff always supervise the children during playtimes and lunchtimes. All injuries are reported to the staff on duty or the Supervisory Assistants at lunchtime. Minor injuries will be attended to by the persons on duty.

All other accidents, along with head injuries will always be reported to the identified First Aiders on duty.

All head injuries, with the exception of very minor knocks, will be reported to parents so that they can direct the school on the next course of action.

Parents will always be informed of minor injuries at the end of the school day.

Snacks and Water

Research has shown that children's concentration is improved if they drink water regularly. The school has a policy which allows pupils to bring bottles of water to school so that they may have a drink at playtime and during lesson time if required. The bottles must be small and have a sports top so that they will not tip. The children can refill their bottles at the water fountains in the infant and junior areas of the building. Squash must not be added to the water as this reduces children's concentration levels. Please note that glass bottles are not permitted.

Nursery children bring in their healthy snack each morning in a sealed container. They then have their container at snack time and eat together. All other pupils can bring a piece of fruit to school to eat during their morning break. As we are a 'Healthy School', no chocolate or crisps should be eaten during break times. Water needs to be brought to school as a drink. Fizzy drinks are not permitted.

Mobile Phones/Smart Watches

At Llantrisant, pupils are not permitted to bring mobile phones / smart watch to school unless there is a valid reason such as they are walking home or visiting a friend after school and need to contact home. All mobile phones brought to school must be handed to the secretary in the morning and collected at the end of the school day. Our policy is in place to protect the safety and privacy of all our pupils and staff. All phones have cameras, internet access via 4G/ 5G and social media apps that are readily accessible.

Attendance, Punctuality and Holidays

Attendance

All pupils are required to attend school regularly unless they are unwell. The school places a great deal of emphasis on the benefits of attending school regularly and pupils are expected to attend school every day. We have a comprehensive [Attendance Policy](#) which follows the guidance from the LA and Welsh Government. Our whole school attendance target is 94% for the academic year 2022/23. Attendance data for the last 3 terms is presented to all parents in the Governing Body Annual Report to Parents (sent each Autumn Term).

- If a pupil is ill, parents/carers must inform the school by phoning the secretary on the first morning of their absence. If the period of illness is more than a day, parents/carers should ring on day 3 and again on day 5 if required to confirm the extended absence
- If parents/carers do not inform the school, we will text you to find out the reason and an unauthorised absence may be awarded
- The school secretary must be informed of hospital or dental appointments in advance so that the register can be marked appropriately. Appointment forms will need to be shown to confirm the appointment. This is so we can comply LA policy
- The school aims for every pupil to achieve a minimum of 97% attendance throughout the year. Where attendance falls below 90% parents will be contacted by the school informing them that attendance needs to improve.
- Where attendance falls below 85%, parents will receive a letter from the school and will be referred to the Education Welfare and Wellbeing Officer.
- The Welfare and Wellbeing Officer checks registers on a regular basis to establish that children attend school regularly.

Llantrisant Primary works in close conjunction with the Attendance and Wellbeing Service (AWS) of the Local Authority. LA procedures regarding attendance & punctuality are followed.

Punctuality

It is very important that children arrive in school on time so that they prepare themselves for the day ahead and are involved in the important social aspects of registration etc. Children arriving late disrupt their own learning and the learning of the other pupils. Late arrivals will need to sign the electronic 'Late Book' at the main entrance. Gates open for pupils at 8:50am and close at 9:00am. Lessons start at 9:00am. Anyone arriving after 9:00am will need to go to the main entrance. The Headteacher will contact the parents /carers if lessons are disrupted by their child's lack of punctuality.

Holidays during Term Time

Parents and carers do not have the automatic right to withdraw their children from school for a family holiday and are reminded of the effect that absence can have on a pupil's potential achievement. Consequently, leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum.

We do understand that some occupations do not have a great deal of flexibility with their holiday dates. In these circumstances, the family should make a request for leave of absence from the Headteacher using a Holiday Request form – available from the School Office. A maximum of 10 days annually for holidays can be authorised by the Headteacher and Governor responsible for attendance.

Parents/carers wishing to take their child out of school during term time may be issued with a Fixed Penalty Notice (FPN) of £60 per child by the LA. The decision to issue a FPN is at the discretion of the Head teacher and Governing Body, dependent on a number of factors, all of which are clearly stated in the [Attendance Policy](#) – available from School Office and the School Website/Blog. The policy is reviewed annually. Parents/carers are informed of any changes.

Positive Behaviour

A calm, sensible and responsible standard of behaviour is expected of all children, always based on the principles of courtesy, consideration and tolerance, and understanding for others. The school adopts a positive behaviour programme, which reinforces positive behaviours and attitudes and supports the development of those attitudes in pupils who make mistakes. It is important that through the examples set to them by both parents/carers and staff, children are made aware of their responsibilities to the school and to the community at large. Pupil Voice is used effectively to assess pupils' feeling and understanding of good behaviour and discipline. A range of rewards and sanctions are used to encourage good behaviour. A copy of the Positive Behaviour Policy is available on request.

Anti-Bullying

Llantrisant Primary does not tolerate bullying in any form. It is a fundamental aim that every child should feel safe, secure, and happy in our school always. Our school has an anti-bullying policy that follows WG guidelines. The policy is available via the school website and Blog. The policy should be read in conjunction with other school policies, including Behaviour, Equal Opportunities, Positive Handling & Physical Restraint. The school is a Rights Respecting School. Pupils establish a Code of Conduct for their classrooms. Any forms of bullying are dealt with immediately, with parents informed. Incidents of bullying may result in a school exclusion. Termly reports are sent to the LA.

Jewellery

Pupils should not wear jewellery to school on health and safety grounds. If a pupil does choose to wear earrings, they are advised that only stud earrings are acceptable. The school does not accept responsibility for the loss or damage to any child's jewellery.

Jewellery worn for religious observance may be permitted. Please discuss any request with the Headteacher.

General Administrative Information

GDPR

In order to deliver our statutory functions as a school, it is necessary for us to collect and use (or 'process') personal data about individuals' including our current, past and prospective pupils and their parents, carers, guardians (referred to in the notice as 'parents') and any emergency contacts.

Transparency is very important to us, and we aim to be open, honest, and upfront with individuals about how we use their personal data. We believe that if individuals are well informed and know from the outset what personal data we hold about them, how it will be used, for what purpose and who it may be shared with, individuals will be more confident that their personal data is being used in the right way and their privacy protected.

Our '[Privacy Notice](#)' seeks to explain and provide information, at a high-level, relating to how the school generally processes personal data.

Accessing Documents

All school documents and policies can be accessed from the website, school blog or upon request from the school office. The School Prospectus and Annual Report to Parents are posted electronically on the school website / blog. If you require a paper copy of any document / policy, there may be a small photocopying charge to cover costs.

Alternative forms (i.e. large print) can be provided upon request. All requests should be made to:

admin@llantrisantprimaryschool.rctcbc.cymru

Equal Opportunities

We believe in and to promote equal opportunities and good relations in all that we do. The school has an Equal Opportunities Plan, as well as an Accessibility Policy & Plan. As a school we stand against all forms of discrimination on grounds of ethnic origin, race, religion, gender or disability. We aim to promote justice, equality of opportunity and fair treatment for all, in order for each child and stakeholder to achieve the success and self-respect they deserve. We strive to eradicate any form of discrimination by developing an understanding and acceptance of other human beings and cultures.

General Administrative Information

Social Media

The Home School Agreement provides school, parents and pupils with very clear expectations of the roles & responsibilities of all parties. Included in the agreement is the statement that pupils, or parents/carers WILL NOT bring the school into disrepute on social media sites such as Facebook, Instagram or Twitter. No school issue, child or member of staff should be discussed. There is a complaints procedure, and the Head teacher will see any parent/carer to sort out any issue they may have.

Leaving School Premises

Pupils are not permitted to leave the school premises at any time during the school day without a parent/carer. If a parent/carer wishes to collect their child during school hours, they must inform the school in advance and report to the school office. For medical appointments, appointment cards will need to be provided to the admin staff for the headteacher to be able to authorise the absence.

Pupils in year 5 and 6 may be authorised to walk home at the end of the school day subject to parents completing an online permission form.

Complaints

We endeavour to work in partnership with all our stakeholders and hope that the need to make a complaint will never arise. However, we recognise that there may be a time where a complaint may be made, and we will always ensure that they are dealt with quickly and effectively. We would encourage parents to always bring their concerns to the Headteacher in the first instance by emailing admin@llantrisantprimaryschool.rctcbc.cymru. Where cases cannot be resolved informally, parents may wish to follow the published [Complaints Procedure](#) which follows Welsh Government and Local Authority guidance.

Unreasonably, Persistent and Unacceptable Behaviours

Whilst disrespectful behaviour from stakeholders is very rare, we have a code of conduct in place to safeguard the children and staff. We ask that all stakeholders give all members of staff the same level of respect as staff afford to them. We believe staff, parents/carers, other adults and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm, or distress to users of the premises is contrary to the aims of the school.

We ask that all stakeholders (pupils, parents, staff, Governors, visitors) respect the professional judgments made by the Headteacher and teaching staff. Those who disapprove of professional

decisions and School Management policies have the choice of either discussing and understanding issues raised or making a complaint following the Complaints Procedure Policy.

Important Reminders



In order to ensure the safety of all our pupils, dogs are not allowed on the school premises.

The school is a **No Smoking/Vaping zone** in all areas



School Holidays

	<u>Term Begins</u>	<u>Half Term Starts</u>	<u>Half Term Ends</u>	<u>Term Ends</u>
AUTUMN	Tuesday	Monday	Friday	Friday
	<i>*05.09.23</i>	<i>30.10.23</i>	<i>03.11.23</i>	<i>22.12.23</i>
SPRING	Monday	Monday	Friday	Friday
	<i>08.01.24</i>	<i>12.02.24</i>	<i>16.02.24</i>	<i>22.03.24</i>
SUMMER	Monday	Monday	Friday	Friday
	<i>08.04.24</i>	<i>27.05.24</i>	<i>31.05.24</i>	<i>22.07.24</i>

**Monday, 4th September 2023 and Monday, 22nd July 2024 are designated INSET Day for all LA maintained schools*

May Day Bank Holiday – Monday 6th May 2024