



## **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](http://www.llantrisantprimary.co.uk)**

## **Llantrisant Primary School**

<b><i>Address</i></b>	Coed yr Esgob Llantrisant Mid Glamorgan CF72 8EL
<b><i>Telephone</i></b>	01443 237829
<b><i>Chairperson of Governors</i></b>	Mrs. Jane Chapman Longbow House Coed Yr Esgob Llantrisant CF72 8EL
<b><i>Head Teacher</i></b>	Mrs. Lisa Davies
<b><i>Local Authority</i></b>	Rhondda Cynon Taff County Borough Council
<b><i>School Hours</i></b>	Morning Session  9.00 am to 12.00 noon (Foundation Phase) 9.00 am to 12.15 pm (Key Stage 2)  Afternoon Session  1.00 pm to 3.20 pm (Foundation Phase) 1.00 pm to 3.30 pm (Key Stage 2)

# Llantrisant Primary School

## List of School Governors

### Local Education Authority Representatives

Mrs Millicent Phillips  
Mr Rhys Hughes

### Parent Representatives

Mrs Rhian Boulter  
45 Coed Yr Esgob  
Llantrisant  
CF72 8EL

Mrs Louise Clark  
Bryn Golau  
33 Cardiff Road  
Pontyclun  
Cf72 8DG

Mrs Claire White  
15 Ynysmaerdy Terrace  
Ynysmaerdy  
Pontyclun  
CF72 8LG

### Head Teacher (ex-officio)

Mrs Lisa Davies

### Teacher Representative

Mr Scott Howells

### Non-Teaching Staff Representative

Mrs Lynda Cowley

### Community

Mrs Jane Chapman (Chair)  
Longbow House  
Coed Yr Esgob  
Llantrisant  
CF72 8EL

Mr Mark Chennells (Vice Chair)  
Penrallt  
Dan y Felin  
Llantrisant  
CF72 8EH

### Minor Authority

Mr Adam Robinson

## List of Staff

### Teaching Staff

<b>Dosbarth Coch</b>	Mrs. Theresa Bowen
<b>Dosbarth Oren</b>	Teacher: Mrs. Sian Williams/Mrs. Victoria Hallwood LSAs: Mrs. Hazel Penberthy, Miss Ellie Howell
<b>Dosbarth Melyn</b>	Teacher: Miss Lauren Williams LSA: Miss Jo Edwicker
<b>Dosbarth Gwyrdd</b>	Teacher: Mr. Scott Howells
<b>Dosbarth Glas</b>	Teacher: Miss Claire Roderick,
<b>Dosbarth Porffor</b> LEA Observation Class	Teacher: Mrs. Laura Geary/ Mrs. Carolyn Cosgrove LSA: Mrs. Jane McNabb/Mrs. Angela Jones
<b>Literacy Intervention</b>	LSA: Ms. Louise Thomas
<b>1:1 SNSA Support</b>	Mrs Tracey Dart

### Non-Teaching Staff

<b>Caretaker</b>	Mr. Lee John
<b>Administration</b>	Mrs. Lynda Cowley, Mrs. Diane Williams
<b>Cook</b>	Mrs Stephanie Davies
<b>Assistant Cook</b>	Ms. Jayne Phillips
<b>Supervisory Assistants</b>	Ms. Louise Thomas Mrs. Amelia Powell Mrs Karen Sheppard

## 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 have:

- an eagerness to learn,
- respect for themselves and one another,
- and to do so in a spirit of thoughtfulness and humanity.

## **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 Observation and Intervention Class. This class caters for Nursery children with special 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.

## **The Curriculum**

The word curriculum means anything that a child learns in school.

The children participate in a wide and varied curriculum with due regard to the requirements of the National Curriculum.

The curriculum for the under 7's is based on the Foundation Phase and lays the foundations for further development. The parents play a particularly important role at this stage of their child's education and strong partnerships and communication are encouraged between school and home. The children learn through teacher directed activities and child initiated activities with a great emphasis placed on learning through play. All pupils are given access to seven areas of learning, personal, social development, wellbeing and cultural diversity, language, literacy and communication skills mathematical development, Welsh language development, knowledge and understanding of the world, physical development and creative development.

Pupils are 7 when they move to Key Stage 2 and all pupils are taught the subjects in the Wales National Curriculum 2008 which dictates much of what a child will learn, this includes Information Technology, History, Geography, Music, P.E., R.E., Art, Technology and Welsh with prominence given to the core subjects of English, Maths and Science. The curriculum is planned to be interesting and stimulating and is taught through themes, literacy and numeracy skills are developed across a range of subjects in each theme.

## **The Curriculum Statement**

The curriculum offered at our school meets the requirements of the Skills Curriculum 2008 and the new National Curriculum Programmes of Study for English and

Mathematics 2015. The pupil learning also covers other important areas such as Key Skills, Personal, Social, Health Education, Religious Education and Health Education.

## **Teaching and Learning**

### **Language**

A greater emphasis is put upon the spoken word nowadays since this is of course the most commonly used form of communication. Language development plays an important part in the teaching programmes, due account being paid to all aspects of language work as outlined in the current National Curriculum document i.e. speaking & listening, reading and writing.

Where reading is concerned the aim is to get children to read for both pleasure and information. The school has a wide range of reading schemes in order to ensure progression and a continued interest. Reading is a developmental process. Teaching will be done in school at the appropriate level and children will be able to take books home to reinforce this work.

Written work will be varied in purpose for a range of audiences.

### **Mathematics**

This subject covers a large area of learning and the conceptual development of the subject is our greatest concern. Mathematics starts out as an enjoyable play experience with sand, water etc. Practical work continues as understanding develops. The children use specially designed toys, games apparatus, calculators and computers. We are anxious to ensure that such things as tables are learned but with understanding and not mere repetition. Mathematics should be a meaningful and enjoyable experience. As in reading, we have more than one mathematics scheme but our main resource is Abacus Evolve and Numicon with the Early Years pupils

## **Science**

Science is taught in all classes according to the demands of the National Curriculum. Children carry out simple, safe and interesting practical work individually and in groups to develop investigative skills of prediction, observation, measurement, recording and evaluation.

## **Literacy and Numeracy Framework**

The literacy and numeracy framework was introduced to school in September 2013. The Framework requires that the teaching of Literacy and Numeracy is planned for across the curriculum. It also provides a guide on the skills that pupils should expect to have at the end of each year group.

## **Foundation Subjects**

History, Geography, Music and Art are taught through a thematic approach. These subjects are taught in carefully planned units of work designed to develop skills, cover particular curriculum content and provide understanding.

## **Information Technology**

This topic has a part to play in all curriculum areas. Due to excellent parental support over the years the school is very well resourced with computers, laptops and iPads.

## **Music**

Music is taught throughout the school with an interesting approach to this subject we hope to build a foundation for further development of children's musical skills and interests.

In addition, Cardiff and Vale music society provide additional piano/guitar/violin and flute lessons, though a charge is made for these lessons.

## **Physical Education**

Educational gymnastics, games and swimming are an important part of our school curriculum. Parents should be aware that not only is it the physical development of the child that these activities promote, but also other areas of the child's development such as self-discipline, team work, perseverance and a concern for others.

The children have taken part in a wide range of activities both in and out of curriculum time that have involved specialist coaching from international and first class players in rugby, football, net-ball and cricket.

## **Religious Education**

In all classes children normally receive one lesson per week of formal religious education. The course is a general course of study which follows a syllabus set out by the L.E.A. Parents have the right to withdraw their child from these lessons and also from attendance at the morning assembly which contains religious and moral teaching. Parents are advised to contact the Head teacher if they wish to take this option.

## **National Test Results and End of F.P. and K.S.2 Assessment Results**

A paper copy of these results will be sent to parents. Further Assessment, Attendance information etc. Is available on: <http://mylocalschool.wales.gov.uk/>

### **Assemblies**

School assemblies follow a broadly Christian line though they have no affiliation to any particular denomination. Stories with moral messages and ones relevant to pertinent issues are used from other faiths.

All children are expected to attend assembly unless parents advise us in writing to the contrary. Parents are invited to attend assemblies that their children present.

Estyn said, "Provision for pupils' spiritual, social and cultural development is good. Provision for their moral development is very good."

### **Welsh**

Welsh is taught as a second language, the emphasis being on oral communication. However as the children progress, elementary reading and writing tasks will also form part of their learning. The pupils are made aware of their rich culture and heritage through the locality and Eisteddfodau. Pupils are taught Welsh every day through set lessons, assemblies and the use of incidental Welsh both in the classroom and throughout the school.

### **Health Education**

Sex education is considered as part of a broader health education programme wherein a framework of self and mutual respect, cleanliness and hygiene, relationships and personal values can be established. Health visitors, dentists, doctors and nurses may visit the school to give talks, demonstrations or show videos.

Specific sex education lessons will be taught to the oldest children of the school. Parents will be informed of their commencement and will be invited to preview the materials used. Parents can withdraw their children from all or part of the sex education provided.

# **GENERAL INFORMATION**

## **Pre-Admission Arrangements**

Entry to our school is controlled and administered by the “Admissions Authority” which is Rhondda Cynon Taf. Children are eligible to be admitted to the nursery class following their third birthday if the school is able to accommodate them.

This school recognises the early years of a child's education as being crucial. Should the number of applications for nursery places be greater than the number of places available, the places will be filled according to the criteria set out by the local education authority. For further clarification on the admission process please see the “Starting School” booklet or information can be obtained from the admissions officer based at Ty Trevithick in Abercynon or by telephoning the school.

## **Parental Access to School Documentation**

The school has a detailed range of both curricular and non-curricular documentation that relate to most aspects of school life. These documents are available for inspection on your request. Please give notice of such requests to the Head Teacher so that time can be set aside to go through specific policies with you.

## **Attendance**

Parents should ensure that their children arrive in school regularly and punctually (between 8.50 am and 9.00 am). The school has very few unauthorised absences and the average weekly attendance is approximately 95%. Parents are requested to leave a message on the school's telephone answering machine giving the reason for any absence e.g. illness, dental appointment etc. Where attendance falls below 90% parents will receive a letter from 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 and Wellbeing Officer.

## **Equal Opportunities**

The school has an Equal Opportunities Policy, which states that we will aim to:-

- ensure mutual respect for all pupils and staff, encourage positive self-images and a positive attitude to the multicultural society in which we live.
- ensure that all pupils have equality of opportunity within the school.
- develop in all pupils and staff an awareness of and commitment against racism and sexism. Positive attitudes will be fostered.
- nurture amongst all staff and pupils an awareness of all cultural diversities reflected in the school community.

## **Pupils with Disability**

In line with our Equal Opportunities Policy every effort will be made to cater for pupils with physical disability including wheelchair access. In seeking to be a fully inclusive school, we will endeavour to create an environment which does not adversely affect any member of the school community, and which promotes enjoyment for all.

## **Arrangements for the consideration of Complaints**

Any complaints regarding the school should be made to the Head Teacher in the first instance. The vast majority of complaints are resolved amicably and informally using this method. Parents who feel that their complaints have not been dealt with adequately by the Head Teacher may write to the Chair of Governors with their complaint using the formal process. The full procedure is available on request from the school. Complaints of a minor nature may be made directly to the class teacher.

## **School Uniform**

Although it is not compulsory, wearing the school uniform is seen as a very important part of the school ethos because we feel it sets a standard and fosters a sense of belonging in the school.

The required clothing is:

- Royal blue sweatshirt

- Grey trousers or skirt
- White shirt, T shirt or polo shirt

Uniform embroidered with the school logo can be ordered from:

Trustmark - 01443 449350

Eden Uniforms – [www.edenuniforms.com](http://www.edenuniforms.com)

My Clothing – [www.myclothing.com](http://www.myclothing.com)

## **Pastoral Care**

Our aim is to develop a caring attitude, self-discipline and co-operation in our children. Pupils are expected to conduct themselves in a way which demonstrates their respect for others and their concern to uphold the good name of the school. All children will be expected to abide by our six school rules, and by deciding to send your children here you are making a commitment to support them.

The school rules are:-

- Always respect others.
- Be kind to each other.
- Give everyone a chance to learn.
- Listen to other people's ideas.
- We always come to school on time.
- We walk when indoors.

Please remember: -

1. During school hours no children may leave school without permission. Written or telephone requests must be made by parents beforehand.
2. The wearing of jewellery is discouraged.

The school has a behaviour policy that outlines rewards given for good behaviour and the progressive nature of sanctions should they become necessary to be applied.

Serious or continuous incidents of bad behaviour will lead to exclusion. There are two

types of exclusion one of which is short term, the other permanent. Government guidelines will be followed should either sanction become necessary. We do all we can within our school to manage behaviour positively. However, there are times when we may need to use time out to keep a child or children safe, or to maintain good order within the school.

## **School Meals**

Cooked lunches are provided at a cost of £2.55 per day for both foundation phase and key stage 2. Payments are now made online to the local authority, using your child's unique reference number, which can be obtained from the school office. A choice of a hot meal or baguette is available along with dessert or a choice of fruit and a drink.

If a child is absent the cost of the meal will be carried forward to the following week.

I will be pleased to advise parents who wish to enquire about their children's entitlement to Free School Meals. Application forms are available online.

Vegetarian menus are provided for those children who request it.

Milk is provided free of charge for all Foundation Phase pupils by request.

Mid-day supervisory assistants oversee the eating of school meals and look after the well-being of the children during the lunch hour. Children will be expected to follow their instructions during the lunchtime period. A senior member of staff will be on the premises at all times.

Yard and ball games are available to the children on dry lunchtimes. A wide range of construction games, board games, computer games and creative activities are available to the children at wet lunchtimes.

In line with County Borough Policy children will not be provided with a school meal if parents are not prompt with payment. Warning will be given in advance so that sandwiches can be sent from home in this eventuality.

## Home School Contacts

The staff at the school encourage active parental involvement both in school and at home.

To outline the nature of the responsibilities the school, the children themselves and you as parents have in the education of your children, a Home/School Agreement has been drawn up. All parties need to fulfil their roles if the children are to succeed at school. All parents will be asked to sign this agreement and to support their child's development in the ways outlined in this document.

The school embraces technology to communicate with parents and the community and is able to send e-mails and text messages to parents via "Teachers2parents".

The school website is also a useful means of communication. The school will respond to any emails as soon as possible and this will be subject to review on a regular basis.

Two parents' evenings are held each year during October and March/April. They are organised on an appointment system. One written report on each child's progress is sent home each year in July. Parents are welcome to make an appointment to discuss issues of concern at any time. Parents are invited to as many school functions as possible e.g. Christmas Concerts & Sports Day and Class Assemblies.

Parents who are interested in working voluntarily at the school are encouraged to do so. Parents work with small groups of children, alongside the teacher, in the classroom or activity area. They are involved in practical activities, listening to reading etc. An enhanced DBS check will be required before commencement of any voluntary work.

We are fortunate to have a very supportive PTA which exists to advance the education of the pupils by providing and assisting in the provision of resources which otherwise we could not afford. It also fosters more extended relationships between the staff, parents and others associated with the school. All parents are automatically members and the committee meet before each planned event.

## **Attendance Information**

Listed below is the School's attendance for the previous three completed terms.

### **Autumn Term 2019**

Percentage Attendance = 94.27%      Authorised Absence = 4.34%

Unauthorised Absence = 1.39%

### **Spring Term 2020**

Percentage Attendance = 93.66%      Authorised Absence = 4.55%

Unauthorised Absence = 1.80%

### **Summer Term 2020**

Due to the Pandemic and lockdown in 2020, figures relating to this term are unavailable.

## **Health and Safety and Security**

Every effort is made to ensure the safety of all pupils and staff at the school.

Vehicles, apart from staff, taxis and deliveries are prohibited from entering the school drive between 8.20 am and 4.00 pm. We have child locks on the main entrance gates and encourage all adults to secure these during school sessions. Children are accompanied by adults whilst in the playground. All access doors to the school are locked during the day except for break times and lunch time. All visitors, without exception, are asked to report to the secretary and sign in.

Only prescribed medicines will be given at school. A consent form needs to be completed before staff will administer medicines in school.

If a child is epileptic, the school needs to be informed of his/her illness prior to and immediately after a fit. Minor injuries will receive basic first aid treatment from the adult on duty. More serious accidents will be brought to the attention of a senior member of staff on the site who will decide whether to involve the emergency services.

## **Homework**

Homework is given to pupils at the discretion of the class teacher. This may include activities such as reading, completion of work, spelling or specific “home” tasks. Parents are asked to complete the Reading Record booklets and to return them to school on the required day.

At all stages parents are encouraged to take an active part in their children’s homework and to reinforce the importance of completing the work to the best of the child’s ability.

## **Parents’ Visits—Access to School.**

The school welcomes visits by parents. Where the matter is urgent, every effort will be made to accommodate the parent immediately.

Car Parking – for safety and practicality reasons, parents are not permitted to bring their cars down the school drive until after 4 pm

Teachers are usually available after 3.30pm every day to respond informally to any concerns or questions you have. To be certain of staff availability, please make appointments as the staff may have other commitments.

If you wish to see other staff members at the start of the school day in the first instance please see the Head Teacher as the other staff have classes to teach and a further appointment can be made if necessary.

A friendly and supportive relationship between school and home is essential. Every effort will be made to ensure this is possible.

## **Extra- Curricular Activities**

Many members of staff give of their free time in order to provide activities for pupils, these include choir, Eco committee, School Council

During their time at Llantrisant Primary your children will be given the opportunity to enjoy the rich cultural heritage of South Wales, first hand.

Parental contributions will be requested on many of the trips. The school reserves the right to cancel any activity for which there has been insufficient response or support.

Unless we hear to the contrary, we will assume that parents are in agreement for their child/children to have responsible access to the internet according to the school's Internet Access Policy. They may have their work published on the school's website/twitter and every school year a photographic consent form is sent out to parents which relates to photographic material which may be taken in school.

The school has a charging Charging & Remissions Policy which, in accordance with Welsh Government Regulations, requires a voluntary contribution towards the cost of certain extra-curricular activities e.g. School excursions, visits etc.

## **Sporting Aims**

Llantrisant Primary School is a relatively small school. Through the commitment of the staff and parents we aim to make our sporting teams at least competitive with those of larger schools in our area. We aim to take part in inter-school fixtures in football, net-ball, cricket and swimming. Specialist coaching will be used when available and after school clubs will help prepare pupils for these fixtures.

## **Eco School**

Llantrisant Primary is an Eco-School and in February 2020 achieved its fourth GREEN FLAG and PLATINAM ECO SCHOOLS award. We aim to develop in the children an awareness of issues concerning the environment and from time to time will be informing

you of our progress in reducing litter, minimising waste, conserving energy and developing the school grounds etc.

## **Transfer to Comprehensive School**

In the September following their 11th birthday pupils normally transfer to Bryn Celynnog Comprehensive School. A series of events is organised by Bryn Celynnog and its cluster schools to make transition between the schools a smooth one. Staff members from Bryn Celynnog visit us during the year to talk to the children and to answer any questions they may have. The Head Teacher and staff visit the comprehensive school regularly to discuss curriculum development and any other topics which will assist the children in settling happily at their new school.

## **Additional Learning Needs (ALN)**

Llantrisant School caters for children with special needs wherever possible.

I am the Additional Learning Needs Co-ordinator. I liaise with class teachers and the language support staff.

The Learning Support Unit has smaller classes with children who need more individual help. These children take a full part in the social and working life of the school wherever possible.

### ***The School Policy for Mainstream Special Educational Needs.***

From September 1995 a Code of Practice for Special Educational Needs came into force as part of the 1993 Education Act. The Code of Practice was revised in April 2002. Most children will have their needs met through normal classroom arrangements and appropriate differentiation. Parents will be informed of any concerns regarding their child's progress. "The provision for SEN is another outstanding feature of the school." (Estyn October 2009).

If, however, a child continues to make little or no progress the class teacher will discuss this with the SENCO (Special Educational Needs Co-ordinator) and appropriate action will be agreed.

The Code of Practice for Special Needs will affect only a minority of pupils at our school. Any parents wishing more information may contact Mrs. Lisa Davies (SENCO). Further written detailed information is available and will be provided to you should a need be identified. The full SEN Policy is available on request from Mrs. Davies.

The school may involve outside agencies to assist with appropriate assessment of pupils' needs and in developing programmes of support for those pupils e.g. Educational Psychologist, Health Visitor, Speech and Language Therapist, Behaviour Support Teachers. Parents are encouraged to play a full part in all decisions involving their child. We aim to offer a broad, balanced and relevant curriculum to all pupils regardless of ability or disability.

The 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.

A minimum of two parents' evenings and a review meeting is held to discuss progress each year. We have a detailed special needs policy at the school which is available for your inspection on request. Please give notice of such a request to the Head Teacher so that a time can be set aside to go through the policy with you.

The Estyn report observed that, "One Learning Support Class provides for children under five and the other for pupils in Y1 and Y2, all of whom have severe learning difficulties. Provision in both cases is very good."

## School Holiday Dates 2021/2022

	<u>Term Begins</u>	<u>Half Term Starts</u>	<u>Half Term Ends</u>	<u>Term Ends</u>
<b>AUTUMN</b>	<b>Thursday</b>	<b>Monday</b>	<b>Friday</b>	<b>Friday</b>
	<i>*02.09.21</i>	<i>25.10.21</i>	<i>29.10.21</i>	<i>17.12.21</i>
<b>SPRING</b>	<b>Tuesday</b>	<b>Monday</b>	<b>Friday</b>	<b>Friday</b>
	<i>04.01.22</i>	<i>21.02.22</i>	<i>25.02.22</i>	<i>08.04.22</i>
<b>SUMMER</b>	<b>Monday</b>	<b>Monday</b>	<b>Friday</b>	<b>Friday</b>
	<i>25.04.22</i>	<i>30.05.22</i>	<i>03.06.22</i>	<i>22.07.22</i>

*\*Thursday, 2nd September 2021 is a designated INSET Day for all LA maintained schools*

*May Day Bank Holiday – Monday 2<sup>nd</sup> May 2022*

## **National Curriculum Data**

Due to the Pandemic and lockdown in 2020, data is unavailable for this period