



Ysgol Gwaelod y Garth School Prospectus

YSGOL GWAELOD Y GARTH SCHOOL
MAIN ROAD
GWAELOD Y GARTH
CAERDYDD
CF15 9HJ

Ffôn / Tel : 029 20810489
Ffacs / Fax : 029 20813457
e-bost / e-mail: ysgolgwaelodygarth@cardiff.gov.uk
www.ysgolgwaelodygarthschool.com

Pennaeth / Headteacher : Mrs J Jones

Cadeirydd y Llywodraethwyr / Chair of Governors: Mr H Onllwyn Jones

Ysbrydoli, Cefnogi, Llwyddo

Inspire, Support, Succeed

Dear Parent / Guardian,

Welcome to Gwaelod y Garth School. With your co-operation we hope that your child's time here will be a happy one, and that we will see a steady educational and social development during his/her stay with us. This booklet contains details of important information that you will need to support your child while he/she is settling in Gwaelod y Garth School.

It is extremely important that we see education as a partnership between the school and the parents at home. Your role is paramount if your child is to get the best out of his / her schooling. You should encourage your child to talk about his/her school work on a daily basis. I cannot emphasise enough the importance of your support in ensuring the best possible education for your child.

Should you be concerned about any issue regarding your child's development then please don't hesitate to contact the school at any time.

Yours sincerely,

Mrs J Jones

Background



Ysgol Gynradd Gwaelod y Garth Primary School is a community school which provides its pupils with education through the medium of Welsh or English according to parental choice. It is situated in the village of Gwaelod y Garth, some seven miles from the centre

of Cardiff. The local education authority (LEA) is Cardiff. The English unit's catchment area consists of the village of Gwaelod y Garth while the Welsh section's catchment area covers Gwaelod y Garth, Tongwynlais and Morganstown.

There are 270 pupils on role, a figure that includes children who receive part-time nursery education.

During recent years a significant rebuilding and refurbishment programme has been in place to improve the quality of accommodation. Up until 2005 eight classes occupied a traditional stone building and several demountable classrooms. In 2005 a brand new early years block was completed and consequently the educational provision was extended in 2006 to include Welsh medium nursery education for the first time since 1995, the year before the school was transferred from Rhondda Cynon Tâf LEA to Cardiff LEA. During the same period the main school building was refurbished to consist of three classrooms, staff room, headteacher's office and administration office.

During 2011 a further rebuilding and refurbishment programme was completed. The school hall and kitchen block was refurbished to consist of the administration office, headteacher's office, staff room and ICT suite. The main building was refurbished to consist of four classrooms and the Village Hall (situated next to the school) was extended and refurbished. The school kitchen is now situated in the Village Hall and the Hall is now for school use during the school day and for community use during the evenings and weekends. This is an exciting development for the school and will be of great benefit to the school and to the community as a whole.

In Gwaelod y Garth Primary School we aim to provide a balanced, relevant and challenging education within a rich, stimulating and caring environment. In a bilingual setting we aim to instil a sense of pride in our nation, language and heritage whilst ensuring that the children are happy, motivated and confident learners with the necessary skills to be adaptable and successful in an ever changing world.

GENERAL AIMS

- To create in each child the desire for increased knowledge and experiences.
- To give every child the opportunity to develop to his or her full potential in all aspects of the curriculum.
- To develop a range of specific and transferable skills in oracy, literacy, numeracy and ICT as well as to develop thinking and problem solving skills.
- To assist and encourage every child in his/her efforts to live and work harmoniously with others and to develop attitudes and qualities that will make him/her a responsible member of society.
- To nurture happy, confident children who develop life long learning skills.
- To ensure equal opportunities for all.

THE GOVERNING BODY

The school has a Governing Body made up of 14 members. They include four members elected by parents.

The Governors play a crucial role including responsibility for supporting and monitoring all aspects of school life. Also they have an important contribution to make in helping the school to achieve its aims and objectives.

The Governors aim to provide a link between the parents and the school. Each summer term you will be invited to the Annual General Meeting at the school. This will be an opportunity to get to know the Governors and to learn more about Ysgol Gwaelod y Garth School.

<u>Chairperson</u>	Mr H Onllwyn Jones
<u>Vice-chair</u>	Mr. S. Hammett
<u>Representing</u> L. E. A.	<u>Name</u> Mrs. S. Brown
Co-opted	Mrs. N. Shefferd Mr. S. Hughes
Parents	Mr. Rh. Jardine Mr R Webb Mrs R Arnold Mr M Cobbe
Staff	Mrs. D. Thomas
Teachers	Mr. E. B. Williams
Headteacher	Mrs J. Jones

Clerk

Ms K. Church

Local Education Authority
Schools and Lifelong Learning Services,
Cardiff County Council,
County Hall,
Atlantic Wharf,
CARDIFF.
CF1 5UW.

Telephone : 029 20872000

The School's Staff

Head Teacher	Mrs J Jones
Deputy	Mr. E.B.Williams
Teachers	Mrs. S. Broadley Mrs. A. Davies Mrs. Rh. Davies Mrs. S. Elsarrag Mrs. W. Owen Mrs H. Davies Mrs. S. Jones Mrs. Rh. Lynch Miss. C. Maddern Mr. G. Owen Mr G. Williams Mrs. T. Wilson-Price
Classroom Assistants	Mrs. J. Ashman Miss. S. Ford Mrs. A. Herbert Mrs. A. Hughes Miss. Rh. Payne Mrs. L. Williams Miss K. Anderson Miss E. Evans Mrs. D. Thole Mrs. D. Thomas Miss. R. Thomas Mrs. D. Wade Miss. K. Walsh

Secretaries	Mrs. G. Watkins Mrs. J. Edwards
Caretaker	Mr. A. Ashman
Lunch Time Supervisors	Mrs. A. Edwards Mrs. S. Potter Miss. Rh. Williams Mrs L Simmonds
Cook	Mrs. T. McCarthy
Kitchen Staff	Mrs. J. John Miss. A. Miles
Cleaners	Mrs. J. John Miss. A. Miles Mrs. S. Potter

TEACHING HOURS

Infants	23 hours 10 minutes a week
Juniors	24 hours a week

THE SCHOOL DAY AND ORGANIZATION

The school day begins with a morning assembly. On Monday the Welsh section assembly is held, the Welsh section's junior department's assembly is on Friday morning and the Welsh section's infant assembly is held on Tuesday afternoon. The English section's assemblies are held on Wednesdays and Thursdays and a whole school assembly is held on Friday afternoon. When a class does not attend an assembly in the hall a short assembly takes place in the classroom.

Daily sessions

Morning:

Nursery	09.00 - 11.30
Infants	09.00 - 12.00
Juniors	09.00 - 12.10

Afternoons:

Nursery	13.00 - 15.30
Infants	13.10 - 15.30
Juniors	13.10 - 15.30

The Nursery children will be allowed into the class at 9.00am and 1.00pm. Please take your child to the Nursery class door and a member of staff will be there to meet you.

The Nursery class finishes at 11.30am and 3.30pm. We would be grateful if you could wait outside the classroom and the children will come to you once the staff see that you have arrived.

The rest of the children assemble on the lower yard at the start of the day. Two members of staff will be on duty between 8.50am and 9.00am when the school bell rings. On a wet day the children are allowed to go to their classrooms as soon as they arrive.

Please note that the school is not responsible for the children until 8.50am.

We kindly ask that you leave your child with the class teacher as they enter the school unless there is a particular reason for not doing so. If you are late arriving at school please could you see the secretary so that she can register your child. Once again we kindly ask that you leave your child with the secretary in order to avoid disruption within the school.

At the end of the school day the teachers will bring the Infant children to their classroom entrance. We are very aware of the children's safety during school hours and we ensure adequate supervision of the pupils at all times. Likewise at the end of the school day we soon get to know who calls for the children, and if there is any change, you should let us know immediately. If the parent or person who usually calls for a pupil at the end of the day is held up for any reason, we should be told if at all possible.

TIMETABLE

There are three breaks during the day:

10.30 - 10.50	- Morning break
12.00 - 13.10(Infants)	- Lunchtime
12.10 - 13.10(Juniors)	
14.15 - 14.30	- Afternoon Break

During play times, there are four members of staff on duty. During the lunch hour there are six members of staff looking after the children.

Children are allowed to bring fruit to eat during play time, but they are not allowed to bring sweets with them to school. Free milk is available to all the children in the Infant Department and all children are encouraged to bring a bottle of water with them to school so that they can drink water during the day. Water fountains are available in the school.

Lunch is prepared for the children at a cost of £2.30 per day. Dinner money is collected on Mondays.

If you wish to claim free school meals you can obtain an application form from the school.

DISCIPLINE

No school can succeed unless discipline is good. At Gwaelod y Garth Primary School discipline is strong but fair and it is important to realise that school and parents must work in partnership in order to solve any problems that might arise - one cannot succeed without the other. Our aim is to nurture self-discipline in every pupil as it is this that will stay with an individual during his / her lifetime. From time to time it will be necessary to discipline a pupil. In serious instances, or when a child has misbehaved on a regular basis the school will inform the parents and ask for their support in dealing with the matter. Each child must understand that both school and home have the same standards and that our expectations regarding civilised behaviour are high - namely that a

pupil acts responsibly, respects others and is mature in his / her dealings with fellow pupils and adults within and out of school.

SECURITY

There are security locks on all external doors. Clear signs direct visitors towards the school's main entrance should they wish to enter the school for any reason.

SCHOOL UNIFORM

The school has an official uniform and we hope that you will encourage the children to wear it every day. The setting of standards is uppermost in our minds and I am sure you will agree that the wearing of school uniform leads to a pride in the school and this together with good discipline will aid the setting and maintaining of high academic standards.

The school colours are blue and grey and the school uniform can be ordered direct from the suppliers - Footprint, Pontypridd.

Grey skirt or trousers

Pale blue polo shirt

Navy sweatshirt

Summer:

Pale blue polo shirt

Grey shorts; or

Blue and white check dress

N.B:

- **Shoes should be dark in colour.**
- **Jewellery other than a watch and stud earrings are not allowed.**

You will be notified on which days your child will have P.E. lessons. For these lessons they will need dark coloured shorts and a pale blue T-shirt.

Could you please ensure that your child's name is on **every piece of clothing** that he/she wears to school.

ABSENCES

The Education Act states that parents must inform the school of any absence, giving a reason for the absence, including visits to the doctor or dentist. Should you have to take your holidays during the school year the school must be informed in advance.

The school cannot authorise any absences taken due to family holidays. From January 2015 if there have been 10 unauthorised sessions within one school term (5 days) the school may request that the Education Welfare Officer issues parents with a Fixed Penalty Notice.

The Education Welfare Officer visits the school on a regular basis to monitor the registers.

PERSONAL INFORMATION

It is imperative that you give the school full details of personal information when changes occur. Remember to inform us of any change of address or telephone number, together with emergency contact numbers.

MEDICAL MATTERS

The school nurse makes regular visits to the school.

At certain stages during each child's school life they will receive routine health checks. Parents will be informed if further treatment is necessary.

If a child is ill or has an accident the parents are contacted immediately unless it is a minor graze which can be treated at school.

We are unable to give your child medication in school unless it has to be taken 4 times a day. We would then need a signed letter to administer medication. If your child has specific medical needs then please discuss this with the school.

THE CURRICULUM

The aim of the education system is to create situations and produce resources that will enable each child to develop into a responsible member of society, able to contribute to that society, benefit from it and to live in peace with fellow men.

As educators in a bilingual school we have responsibility to enable each child to develop to his/her full potential, to ensure that each child is introduced to his/her Welsh heritage and to help him/her develop as a mature member of a rapid changing society.

The Foundation Phase (Children aged 3 - 7)

Areas of Learning

- Language, Literacy and Communication Skills
- Personal and Social Development
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development
- Welsh Language Development

The Foundation Phase is about enhancing the learning experiences which enable children to be creative, imaginative and to have fun whilst learning.

Children will be given more opportunities to explore the world around them and to understand how things work through engaging in relevant practical activities which are fun and enjoyable and relevant to their development stages.

The Foundation Phase places greater emphasis on experiential learning, active involvement and developing each child's:

- skills and understanding
- personal, social, emotional, physical and intellectual well-being, so as to develop the whole child
- positive attitudes to learning so that they enjoy it and will want to continue with their education for longer
- self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships
- creative, expressive and observational skills to encourage their development as individuals with different ways of responding to experiences, and
- activities in the outdoors where they have first-hand experience of solving real-life problems and learn about conservation and sustainability.

Great emphasis is placed on developing the children's communication and numeracy skills. Through appropriate focused activities the children receive a solid foundation for the development of reading, writing and mathematics.

Key Stage 2 (Children aged 7 - 11)

National Curriculum Subjects

Core Subjects :

Welsh
English
Mathematics
Science

Foundation Subjects :

History
Geography
Art
Music
Physical Education
Technology
Information Technology
Personal and Social Education

The aim of the school is to ensure that the education provided enhances the spiritual, moral, cultural, mental and physical development of each pupil and that the nature of the curriculum is varied, broad and balanced. The organisation within the classroom therefore needs to be flexible. The children are taught as a class unit in the care of a designated teacher.

The curriculum is planned on the basis of the core and foundation subjects of the National Curriculum.

The teachers give consideration to each child's ability as work prepared is differentiated thus ensuring individual development.

In order to ensure an understanding of the work a variety of teaching methods are used such as individual teaching, pair or group work and class teaching.

The work in the classroom is often reinforced with direct experiences such as visits to historical sites, theatre visits or visits to the school by 'theatre in education' companies and guest speakers.

Religious Education

The school has no direct or formal religious affiliation.

The religious education provided is based on the agreed syllabus, a copy of which may be seen at the school.

A session of worship is held every day but suitable arrangements can be made for children whose parents object to them receiving religious instruction or attending religious services.

Physical Education and Games

A full and equal opportunity is given to all pupils to participate in all sporting activities.

Physical Education is taught in lessons with equal emphasis on gymnastics, dance, games and athletics. It is expected that the children dress appropriately for these lessons - T-shirt, shorts and training shoes for athletics / games, barefoot for dance and gymnastics.

Dance and gymnastics will take place in the hall; athletics and games will take place on the playing field or the yard.

The children of year 3 receive swimming lessons during the year at Fairwater Swimming Pool.

At the moment the school has a netball and a football team that practice after school. The teams play regularly against other schools. The school participates in the Urdd games competitions every year as well as other local competitions. The school also has a weekly running club and Year 2 fitness club.

Homework

Junior children receive homework on a regular basis and Infants occasionally. Every child in KS1 and KS2 takes a reading book home regularly. Reading is considered to be homework as well as any written work.

Occasionally a particular activity might need information from an adult or might involve a process of interviewing and research. We ask for the co-operation and support of parents in such instances to ensure that the child is given the necessary information.

Sometimes it is felt that a child might benefit from additional work in order to overcome a particular weakness or might need to concentrate on a specific aspect of the work. It might also be the case that an able child might benefit from some individual investigative work. In such cases we ask for the full support of the home in encouraging the child to complete this work.

Assessment

All pupils are assessed continually in the curriculum subjects. Summative assessments are kept in individual files to be passed on from class to class with the child.

At the end of each school year the pupils' progress is conveyed to parents by a written report and through discussion between parent and class teacher.

Teacher assessments are given at the end of the Foundation Phase (year 2) and at the end of KS2 (year 6) and the levels achieved in the core subjects will be reported to parents by the end of the school year.

SEX EDUCATION

In accordance with the requirements of the 1986 Education Act, School Governing Bodies are expected to consider whether sex education should be part of the school curriculum. Should they wish this to be so they are expected to write and revise a policy statement regarding contents and procedure. The school is aware that teaching sex education is the joint responsibility of both parents and teachers and that full understanding is required of the role of all involved with the work.

The Governors of this school have decided that sex education should be taught as part of the school curriculum. This forms part of the school's Personal and Social Education Policy. The nurse is invited into school to discuss with year 6 pupils the physical and emotional changes that they will experience during the onset of puberty. Consideration will be given to individuals in all aspects of the work and during discussion. Efforts will be made to be sensitive to each child's maturity and needs.

As a parent you have the right to withdraw your child from sex education lessons. Should you wish to do so it is your responsibility to contact the Headteacher.

TRANSFER TO SECONDARY EDUCATION

Gwaelod y Garth pupils transfer to three secondary schools. The children in the Welsh section will transfer to Ysgol Gyfun Plasmawr or Ysgol Gyfun Garth Olwg. The children in the English section will transfer to Radyr Comprehensive School.

A variety of transition activities are provided by the three schools to ensure smooth transition from one school to another.

SPECIAL EDUCATIONAL NEEDS

The school has an equal opportunities policy for all pupils regardless of sex, belief or ability. All pupils have access to a broad, balanced and differentiated education. The Special Needs policy and scheme of work have been prepared to run in conjunction with the classroom and school activities.

Children with Special Educational Needs are given Individual Educational Plans to aid their educational development. A Special Needs Teacher visits the school on a regular basis to provide individual and group tuition.

By using the Code of Practice on the Identification and Assessment of Special Educational Needs, the school recognises that there is a continuum of Special Educational Needs and that these needs are found across the range of ability and endeavours to offer a continuum of provision to meet individual needs.

CHILD PROTECTION PROCEDURES

All members of staff are responsible for the safety and protection of the children who attend the school. If there are concerns regarding neglect or physical, emotional or sexual harm then, under the County's child protection procedures, staff are duty bound to report the matter to the school's designated child protection teacher.

The school's coordinator may consult with professional colleagues as well as relevant agencies such as Health and Social Services. Following these discussions the school's coordinator may be obliged to make an official referral to the social services department in accordance with county guidelines and protocol. It is the social services department who decide on the next course of action. Due to the nature of allegations it may not always be appropriate to discuss matters with parents prior to making a referral. The responsibility for investigating allegations lies with social services and the police. The Headteacher is the school's designated child protection teacher.

HOME AND SCHOOL CONTACT

This school cannot succeed without the support of parents. We therefore urge you to take an interest in your child's education and to support the school in its work and its public activities,

It is extremely important that you inform us of changes in your personal details or circumstances such as change of address or phone number. It is essential

that the school be given a contact number for the day in order that we can contact you in an emergency.

Every child is placed in the care of a particular teacher, but the whole staff endeavours to take care of all pupils' well being. This school urges children to be self-disciplined and to respect others. We know that we can rely on your support in this respect.

The school has a very busy and supportive Parent and Teacher Association, which organises all sorts of activities for the parents and children of the school. You will be informed of the meetings by letter, email or text messages.

Remember that any parent who wishes to discuss any aspect of their children's education can arrange to do so by contacting the school to make an appointment to see the Headteacher.

All schools have been directed to compose a Home/School Agreement. This is a goodwill agreement that was formulated through parent, staff and governor discussions to enhance home-school relations. A copy of the document is distributed among the Reception children's parents. It would be appreciated if the agreement could be signed and returned to school.

CHARGES FOR SCHOOL ACTIVITIES

School Governing Bodies are required to produce a policy regarding charging for school activities. The aims of the policy are to:

- Maintain the right for free education
- Ensure that school activities are available to all pupils, irrespective of the ability or willingness of parents to contribute towards the cost. It is emphasised that there is no statutory requirement to charge for education or relevant activities, but Education Authorities and Governing Bodies are given the right to charge for some activities when required.
- Confirm the rights of Authorities and Schools to invite voluntary contributions, which will benefit the school, or in support of any activity arranged - whether during or after school hours.

Class Visits

School visits enrich the children's education and regular opportunities arise to visit places outside the school. In such cases there is a need for transport and sometimes an admittance fee. We are aware of the financial burden on parents and the school will ensure that costs are kept to a minimum. There is no compulsion on any parent to contribute to these activities. If parents choose not to contribute, then the Headteacher has the right to cancel the activity if the cost, in his opinion, becomes unreasonable.

Residential Visits

When school activities require children to spend one or more nights away from home the school is entitled to charge for food and accommodation. As with the other activities if the Headteacher sees that the cost of holding the course puts too much of a burden on the school budget he has the right to cancel the course.

COMPLAINTS PROCEDURE

The Local Education Authority has established a procedure to consider complaints concerning the way schools' Governing Bodies and the Education Authorities act in relation to the schools curriculum and other related matters. This procedure is available in a document available from the County. A copy will be available to any parent seeking to make a complaint under these arrangements. The complaints procedure is available on the school website.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Headteacher. An appointment can be made to discuss any complaints with the Headteacher and also to view any curricular related documents.

EXTRA CURRICULAR ACTIVITIES

The school hopes to ensure the co-operation and support of all parents with the extra-curricular activities arranged. A wide range of activities is offered e.g. sport, performing arts and the Urdd, to all pupils who are in the Headteacher's opinion mature enough to participate.

The school cannot accept responsibility for supervising children at the end of these activities and parents are asked to ensure that arrangements are made to collect their children at the appropriate time.

CLASSES 2012-2013

Welsh Medium Unit

Nursery	Mrs. A. Davies
Reception	Mrs A. Ellis
1C (Year 1)	Mrs. T. Wilson-Price
2C (Year 2)	Mrs. S. Jones
3C (Year 3)	Mrs. W. Owen / Mrs H. Davies
4C (Year 4)	Mr G. Williams
5C (Year 5)	Mr. G. Owen
6C (Year 6)	Mr. E. B. Williams

English Medium Unit

1E (Year R/1/2)	Mrs. S. Elsarrag
3E (Year 4/5/6)	Mrs. S. Broadley
PPA	Miss. C. Maddern / Mrs. A. Davies
SENCo	Mrs. Rh. Davies
SEN	Mrs. Rh. Lynch

TERM AND HOLIDAY DATES FOR THE 2015/2016 ACADEMIC YEAR

TERM BEGIN		HALF-TERM		TERM END	NUMBER OF SCHOOL DAYS
		BEGIN	END		
Autumn Term 2016	Monday 5 September 2016	Monday 24 October 2016	Friday 28 October 2016	Friday 16 December 2016	70
Spring Term 2017	3 January 2017	Monday 20 February 2017	Friday 24 February 2017	Thursday 7 April 2017	64
Summer Term 2017	Monday 24 April 2017	Monday 29 May 2017	Friday 2 June 2017	Tuesday 25 July 2017	61

TOTAL 195

- i. **Monday 1 September 2016** will be designated an **INSET** day for all Community Schools.
- ii. All schools will be closed on **Monday 1 May 2017** for May Day Bank Holiday.