



The best possible start to a lifelong education
Y cychwyn gorau i addysg hyd oes



Croeso

Welcome to a new era and thank you for choosing Caegarw Primary School for your child's education.

As a school, it is our over-riding aim that all children enjoy being educated here at Caegarw Primary School. We strive to provide an environment in which children feel safe, secure, confident, happy, valued and involved. Our school is a vibrant place to work and play and is highly regarded for its welcoming and caring ethos.

We are passionate about meeting all children's needs, both emotionally and academically, ensuring their happiness in our safe and nurturing environment. We strive as a whole school community to provide a creative and imaginative curriculum that opens windows into an inviting world, rich in opportunities for the children to enjoy. Our aim is for children to thrive in a learning environment that is designed to engage and excite and we are constantly trying to improve this. The focus on developing a lifelong love of learning is underpinned by rigorous attention to the development of essential basic skills.

This focus and attention, combined with continual assessment of progress, ensures that each child is thoroughly prepared for the next stage of learning and has the opportunity to maximise his or her potential.

We passionately believe in the educational development of the whole child. We offer a wide range of opportunities for curriculum enrichment through theme days, residential and day visits and extra-curricular activities. We value all our children's achievements and enjoy celebrating all their successes. Children are actively encouraged to show consideration for others, respect for the environment and each other and a commitment to producing high standards in all aspects of their education. I am sure that by working together we can give our children the strongest possible educational foundation upon which to build all their future achievements.

With warm regards,

Headteacher

"I like to learn with my friends because we have fun and share some really good ideas"

The Learning Journey

Children learn from all of their experiences and therefore, school must be the place where experiences can be structured into the learning process.

We encourage the children's interests and use the environment as a source of learning.

Gradually other sources will become increasingly important.

In this way we aim to help each child develop intellectually, emotionally, physically and morally.

Our specific aims here in Caegarw are:

- To provide care and guidance for each child
- To provide a wide range of experiences in order to stimulate children's interest, imagination and curiosity, and to match those experiences to the child's level of development
- To help children to speak, read and write effectively and imaginatively
- To help children understand the basis of mathematics and science and to apply that knowledge
- To teach respect for moral values, other people and toleration for all other races, religions and ways of life
- To provide appropriate help and resources for those children who are in any way disadvantaged, whether physically, socially or intellectually
- To help children enjoy life by introducing them to the pleasures of art, music, poetry, drama and books
- To help the children develop a range of physical skills through a programme of physical education

To help to realise these aims we employ a variety of teaching methods and approaches and strive to have balance and flexibility to suit all our children's needs.

We also aim to develop a close liaison with parents in order that children's needs can be best met.

The National Curriculum is taught in accordance with Section 4 of the Education Reform Act 1988, and working in accordance with the Local Authority's Policy Statement for the Curriculum.



Organisation

The pupils are organised into classes of mixed year groups. In the main the maximum age span is two years. Teachers will have responsibilities for certain areas of the curriculum and children will have opportunities to be taught by staff other than their class teacher.

Children are admitted for part time, nursery education the term after they reach their 3rd birthday.

NURSERY/RECEPTION

Pupils who are 4 during the year	Nursery
Pupils who are 5 during the year	Reception

INFANTS

Pupils who are 6 during the year	Year 1
Pupils who are 7 during the year	Year 2

JUNIOR DEPARTMENT

Pupils who are 8 during the year	Year 3
Pupils who are 9 during the year	Year 4
Pupils who are 10 during the year	Year 5
Pupils who are 11 during the year	Year 6

SCHOOL HOURS

Nursery provision (from the term after their 3rd birthday to the term after their 4th birthday)

Part time - morning session only 9.00am to 12noon

Full time provision (*from the term after a child's 4th birthday*)

Morning session begins at 9.00am and ends at 12noon

Afternoon session begins at 1.00pm and ends at 3.30pm (3.20pm from Nursery to Class1)

TERM TIMES

Term Dates can be found on our website: www.caegarwprimary.co.uk

and on the RCT website

<http://www.rctcbc.gov.uk/mobile/en/educationlearning/schoolscolleges/schooltermsinsetdaysandemergencyclosure-dates/schooltermdates.aspx>

PLEASE NOTE: We may be closed on other days due to inset days, but notice will be given.

ATTENDANCE & PUNCTUALITY

Parents should ensure that children arrive on time. In circumstances of inclement weather (eg snow or heavy rain) children will be allowed into school from 8.50am. Children who arrive at school after 9.15am are deemed late and will be recorded as such on the register. If your child is ill, please telephone school prior to 9.00am on the first day of your child's absence. The school is required by law to keep a note of absences for every pupil.

The school prefers parents to take their family holiday during the normal school holiday period. There may be occasions when this is not possible and under certain circumstances requests for up to ten days holiday in any academic year may be authorised at the discretion of the Headteacher.

All applications will be assessed on a case by case basis. Matters that will be taken into account in all cases will relate to family circumstances that caused the request to be made. Particular attention will be paid the previous attendance record of the child or children. The time of the year of the proposed trip and its purpose as well as its impact on learning will also be key considerations.

Requests for a term time holiday during the May testing window for children in year 2 and above as well as during the first two weeks of the Autumn term, which is a critical settling in period, should be avoided where possible.

Requests must be made on the appropriate form which is available to download from our website: www.caegarwprimary.co.uk or from the school's main office. On receipt of the form the Headteacher will make a decision based on the above criteria and parents will be promptly notified of the Headteacher's decision.

An unauthorised absence will be recorded when the school has not been informed of a pupil's absence. Where there are frequent unauthorised absences the school will make a referral to the Attendance & Wellbeing Service, and fines may be issued.





PLAYTIMES

During playtime we encourage all pupils to be active and busy, even in wet conditions.

Our school councillors arrange games and activities for the pupils. Our yards are designed to be exciting and enriched areas for the children.

Playtime activities will include: *Climbing, jumping, running, crawling, racing, dancing, skipping*. Please be aware that safe play is paramount but with all invasion games or physical activities accidents will happen.

ARRANGEMENTS FOR SPECIAL EDUCATIONAL NEEDS

All pupils are entitled to access to the full range of National Curriculum subjects. There may be times when children need extra support to complete tasks prescribed. Some pupils need differentiated work, either as a support or to extend them. In these cases class teachers adapt the materials they use so that all pupils gain maximum benefit.

Other pupils need work to be adapted to meet their physical needs. In such cases work is planned in advance to allow for adaptation. All pupils have the opportunity to partake in field studies. Where children require further support the class teacher consults with the Special Educational Needs Coordinator in the school (SENCO). The SENCO may decide that further referral for specialist intervention is necessary. Further information on our full Special Educational Needs policy is available from the Headteacher.

SCHOOL DISCIPLINE

We aim to promote and encourage good personal behaviour and a respectful attitude towards others.

We operate a positive approach to behaviour management meaning we highlight and reward good behaviour at every opportunity.

EVENTS

We have a varied list of events which enrich and complement our curriculum. They include: *Harvest Festival; Christmas concerts & other Christmas activities; Mother's Day; St David's Day; Sports Day; Parents Evenings; Educational visits; Visitors to school eg actors, musicians, sports coaches; Theatre visits; Book Fairs; Social fundraising events such as our Christmas Craft Fayre and Easter Eggstravaganza; Sporting fixtures*.

SCHOOL COUNCIL

All pupils are invited to represent their class on the school council. A vote is conducted in order to select representatives from each class. Pupils also nominate and select staff to join the school council.

The councillors are then responsible for improving the quality of provisions provided at our school.

Recent projects have included:

- Creating an active and inviting playground for exciting play times

- Creating a Junior Road Safety Team, delivering the important message of road safety to pupils
- Organising fund raising activities in conjunction with the NSPCC
- Taking a key role in school improvement planning



Starting school

ADMISSIONS

The Governing Body has adopted the Admissions Policy of the Local Authority which is available to view on our website. We are an inclusive school that welcomes children from all backgrounds and abilities.

It is our wish to allow parents the right to have a place at the school of their choice where this is possible.

The only restriction we place on entry to the school is when the number of children applying for entry exceeds the places available.

INDUCTION

Starting school is an exciting time and we will be there every step of the way to make the nursery experience memorable. Your support in this is invaluable. When your child starts at school you will be asked to fill in a form with information about your child. We will need to know where to contact you (or a close relative or friend) in case of an emergency.

TRAVELLING TO & FROM SCHOOL

Children attending our school full time who live in Cefnpennar will be entitled to travel free on our escorted bus service. If you will be driving your child to school, please park considerately and bear in mind that there is no parking allowed on Troed y Rhiw Road.

SCHOOL UNIFORM

School uniform is not compulsory but the overwhelming opinion of pupils, parents, staff and governors was that the school should adopt and retain one. Therefore, pupils are strongly encouraged at all times to wear uniform.

In addition, those children, who for whatever reason do not wear the uniform, are expected to maintain a sensible standard of dress.

GIRLS

grey /black skirt, pinafore, trousers, joggers or leggings

(checked dress in summer)

white or burgundy polo shirt

burgundy cardigan, school or plain sweatshirt, jumper, school fleece

BOYS

grey /black trousers or joggers

white or burgundy polo shirt

burgundy cardigan, school or plain sweatshirt, jumper, school fleece

**ALL CLOTHING, FOOTWEAR,
LUNCHBOXES & BAGS SHOULD
BE CLEARLY MARKED WITH YOUR
CHILD'S NAME PLEASE.**

Sensible footwear needs to be worn at all times. The wearing of jewellery, such as earrings, rings and necklaces, is discouraged because of possible accidents when playing games or during playtimes.

No responsibility can be taken for personal property of the children while at school.

PE/GAMES

Children will be required to have a PE kit which will be used on specified days (as informed by your child's class teacher). Our PE kit consists of a red t-shirt with the school logo embroidered onto it and black shorts (or joggers/ leggings in the winter). Plimsolls or trainers should also be worn. Most parents choose to use a drawstring bag which can be hung on a peg.

JEWELLERY & TOYS

We strongly discourage the wearing of rings, necklaces or any other jewellery, all of which must be removed for activities such as PE. If earrings are worn then they must be studs and removed or covered with micro-pore tape for games or PE. We also try to discourage the bringing of toys to school unless they are needed for a specific presentation session. We have no provision for the safe keeping of valuables in school.

LEAVING SCHOOL EARLY

Occasionally you may need to request that your child be allowed to leave school early during the school day (eg for a medical or dental appointment). Please call in to the office or send a note in with your child to arrange this.

LATE COLLECTION OF CHILDREN

It is particularly important that you collect your child on time, since children can get very upset if they think they have been forgotten. Obviously though, we would understand if you were unavoidably delayed and would look after your child until you arrive.

Dining

Lunches are cooked off the premises, with the menus being varied and well-balanced. Children may bring a packed lunch if they prefer, all children eat lunch together in the main hall.

DINNER MONEY

This is payable on Monday mornings for the coming week. Please send into school in an envelope clearly marked as 'dinner money' along with your child's name. Payments can also be made online, please contact the school office for more details.

FREE SCHOOL MEALS

Information on eligibility and forms to complete are available from the school office, or can be completed online at: www.rctcbc.gov.uk/en/forms/freeschoolmealsapplyonline.aspx

SCHOOL MILK

Nursery and infant pupils are provided with free school milk.

FRUIT SNACKS

A fruit snack is available for pupils at a cost of £1 per week which is payable half-termly during the first week of term. Reminders of the amount will be sent home with the children. Pupils can also bring in their own fruit if they prefer.

BREAKFAST CLUB

Breakfast club is available for all children providing a healthy free breakfast. Doors are open from 8:15am to 8:30am. Pupils are then supervised by the breakfast club staff until the start of the school day. Please contact the school for an application form, or download one from our website: www.caegarwprimary.co.uk.

Children are encouraged to bring a HEALTHY PACKED LUNCH...

A healthy packed lunch is a balanced meal, providing a variety of nutrients, to be found in four main groups

STARCHY FOODS

Base each meal on a starchy food, such as bread, potato, rice, pasta. Starchy foods give energy, fibre, vitamins and minerals.

Wholegrain varieties are best for fibre, which is vital for a healthy digestive system.

MEAT & ALTERNATIVES

Add some protein such as meat, fish, eggs, beans or pulses. Protein foods build muscles and provide minerals.

Meat products such as sausage rolls, sausages and chipolatas, pies and pastries should not be included more than once a fortnight.

MILK & DAIRY PRODUCTS

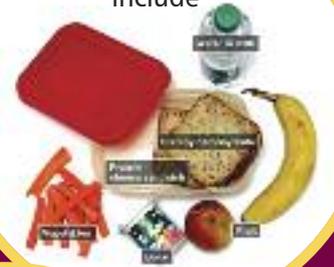
Include a dairy product or dairy alternative, such as fromage frais. These foods provide calcium necessary for strong bones and teeth, as well as providing protein and vitamins.

FRUIT & VEGETABLES

Don't forget to include fruit and vegetables. You can use fresh, tinned or fried. Fruit and vegetables are full of vitamins, minerals and fibre, necessary for the body to function properly and keep you strong and healthy. All packed lunches should include at least one portion of fruit and one portion of vegetable or salad.

A 'waste' bag should be included with a packed lunch. All wrappers etc need to be sent home, as the school is charged for waste removal.

A healthy packed lunch should include



A packed lunch should avoid



Source: Food Standards Agency

TIPS

- ✓ Use butter, margarine, mayonnaise or salad dressings sparingly, because they can be high in fat or use lower fat alternatives.
- ✗ Snack foods may be included occasionally but aim to make healthier choices. Snack foods tend to be high in fat, sugar and salt.
- ✗ Packed lunches should not contain chocolate items, including bars, sweets, salted savoury snacks or crisp-like products.

DRINKS

Drinks, especially water, help children to concentrate and feel well. Water is freely available in school.

Other healthy drinks such as milk, 100% juice, sparkling water, fruit smoothie or yoghurt/milk drink can also be included.

NUTS

We operate a NO NUT policy as some children are allergic to them.

"Our teachers give us stickers if we have fruit in our packed lunch"

Curriculum

In the early years, the children learn through structured play with their environment providing many enriching experiences.

Using this method the children learn language, early skills, mathematical concepts and social attitudes.

We operate a broad curriculum which incorporates the core elements of the National Curriculum, namely: Science, Mathematics and English.

Foundation elements covered include: Welsh, Technology, Information Technology, History, Geography, Art, Music, Physical Education and Personal and Social Education.

Work covered caters for the legally defined attainment targets and programmes of study at the appropriate levels. Regard is also given to the Local Authority Curriculum Policy adopted for each year group.

Any parent wishing to make a complaint about curriculum arrangements in any particular class should in the first instance contact the Headteacher. If satisfaction is not achieved, then the Chairman of the School Governing Body should be contacted.

Our philosophy is to give all children equal opportunities to develop their talents and to take advantage of all that the school has to offer. We give full consideration to the requirements of pupils with a range of disabilities.



USE OF WELSH LANGUAGE

The medium of instruction is English. Welsh is taught as a second language aiming mainly at oral fluency, and social use in the school. It is taught in line with Welsh Office and Local Authority Policy. An interest in the culture of Wales is fostered through the appreciation of Welsh music, dance, stories etc.

PHYSICAL EDUCATION & SCHOOL SPORT (PESS)

Physical education is about developing children's enjoyment, confidence and skill in physical activity and introducing them to the pleasure of sport. The programme for physical education involves practical activities which give all children, irrespective of age or gender, opportunities for participation, enjoyment and success. We aim to promote an enjoyment in undertaking exercise in all children, that will hopefully be continued in later years as part of a healthy lifestyle. Activities include games, gymnastics, dance, athletics, outdoor and adventurous activities and swimming, all of which are general requirements for physical education in the National Curriculum. Inter school sporting activities are arranged in netball, rugby, etc. Children are required to dress in suitable clothing in relation to the activity being undertaken and the wearing of jewellery is not permitted.

RELIGIOUS EDUCATION

Caegarw Primary is a non-denominational school and provides a caring environment for children from all kinds of backgrounds. Religious education is a statutory requirement and is taught in accordance with the Local Authority agreed syllabus. An awareness and understanding of Christian teaching has a direct bearing on the attitude and behaviour of all involved in the work of the school. Whilst emphasis is given to the study of Christianity, attention is given to the significance of other faiths. The programme is related to the nature, experience and needs of the children and respect is given to young children's natural ways of understanding their world and seeking for meaning. School Assemblies are held on a daily basis. Parents may exercise their right to withdraw their children from religious worship or religious education if they so wish, by application to the Governing Body.

SEX EDUCATION

The school policy on sex education is based upon the policy document produced by the Local Authority. There is not a specific timetable allocation for sex education as such, rather it is included as part of our Personal and Social Education (PSE) programme. The Health Visitor, or other qualified visitors give talks to older junior children, but the majority of the work in this area is covered by school staff. The programme of sex education is part of the school curriculum and participation of pupils is as much a requirement for this as for other areas of learning. Parents may, if they wish, withdraw their children from all or part of the sex education provided.

Assessment, recording & reporting



Here at Caegarw Primary School we aim for the highest possible standards. We monitor individual progress at the end of each half term. Extra literacy and numeracy support is available through small group interventions such as 'Rapid Maths' or 'Catch-Up reading'.

STATUTORY END OF PHASE TEACHER ASSESSMENT

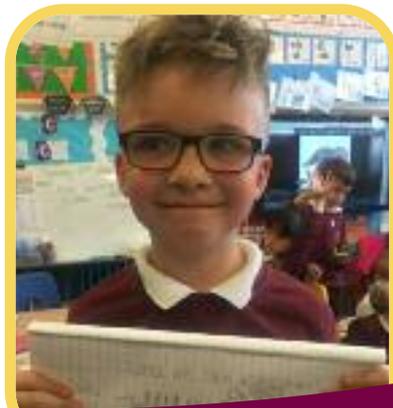
All schools in Wales are annually measured on their performance at the end of each phase. Teacher assessments are made using National Curriculum Outcomes at the Foundation Phase and levels at the end of Key Stage Two.

All end of phase data can be found on the 'My Local School' website: <http://mylocalschool.wales.gov.uk/school.htm?estab=6742077&iaith=eng>

STATUTORY LITERACY AND NUMERACY TESTING

The National Reading and Numeracy tests are taken by all Year 2 - Year 9 children in schools in Wales since May 2013. They form part of a new National Literacy and Numeracy Framework (LNF). Their main aims are to:

- Give schools an accurate gauge of individual children's skills and abilities
- Help drive up literacy and numeracy standards in children throughout Wales
- Paint a clearer picture of how children are performing nationally (until now, individual schools have carried out their own tests in literacy and numeracy)
- From now on, the Welsh Assembly Government plans that these will be the only end-of-year reading and numeracy tests schools in Wales carried out from Year 2 to Year 9.



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Parental liaison

We see educating children as a partnership between home and school. When your child starts school, you will be asked to complete a Pupil Information Form to ensure we have contact details for your child.



BEFORE YOUR CHILD STARTS SCHOOL

Most parents enter their child's name on the admission list before they are due to begin and then they are given the opportunity to look around the Nursery Unit and see it in action. During the term before the child begins, all parents receive an invitation to share a morning or afternoon visit. The Headteacher or Deputy Headteacher are usually available to talk with parents but it is easier if an appointment is made. During the year opportunities are provided for parents to visit the school to see their child's work and discuss progress with the class teacher. Occasionally, meetings are arranged where teaching staff or advisory teachers report on a particular aspect of the school curriculum. We have a home-school agreement which we ask parents to discuss with their child before both parent and child sign. This is along with this prospectus for your information.



CONTACT DETAILS

Please inform the school immediately of any changes to your address or telephone number in case we have to contact you in an emergency.

PARENT-TEACHER CONSULTATIONS

Parents are given regular opportunities to talk to their child's teacher during the course of the school year. They are kept informed of their child's development via parents evenings twice a year along with a written report at the end of each academic year.

HOMEWORK

Homework may be set to support work being carried out in the classroom if it is deemed to be necessary by the teacher. Additionally, parents are encouraged to share reading with their child on a regular basis and supply the teacher with appropriate comments about their child's progress.

PASTORAL CARE

All members of staff are involved in the care and welfare of pupils with the headteacher having overall responsibility.

Parents will be informed if a pupil is taken ill or has a minor accident which means he/she cannot remain in school.

In the case of a major accident emergency services will be called and parents contacted.

Medical and dental services attend school on a regular basis, parents are informed of the checks being carried out at those times. The Education Welfare Officer will be involved where a pupil's attendance is giving cause for concern.

At least one member of staff is on duty in each yard to supervise the children at all break times.

Termly fire drills are carried out. Children may only leave school early if collected by a responsible adult.





WRAP AROUND CARE FOR PART TIME NURSERY CHILDREN

There are several local providers offering wrap around care at a reasonable price. Most providers are willing to collect the children from the school at midday. Please contact the school for a list of local providers.

CHARGING AND REMISSIONS POLICY

The school Charging and Remissions Policy is based upon the one provided by the Local Authority which was adopted by the school Governing Body. Under Section 110 it has determined that parents be invited to make voluntary contributions towards the benefit of the school or to support a particular activity, ie educational visits - a nominal fee to offset transport costs.

PARENT COUNCIL

Parent Council meetings are held every half term. If there are any issues you would like to be raised, which you feel do not require a discussion between yourself and your child's class teacher or the head teacher, or you'd like to raise anonymously, then you can either speak to one of the Parent Councillors or drop a note into the 'Parent Council' mail box situated in the main entrance of the junior building. You can find a list of the current Parent Council representatives on our website: www.caegarwprimary.co.uk.

ACCESS TO DOCUMENTS

Parents wishing to inspect or acquire a copy of any documents made available under regulations should contact the Headteacher to arrange an appointment for this purpose.

COMPLAINTS PROCEDURE

If you have any concern about your child's education you should, in the first instance, speak to your child's teacher. For more serious complaints you can make an appointment to discuss this with the Headteacher.

If you are unsatisfied with the way your complaint has been dealt with, then you may contact the Chair of Governors: Councillor Pauline Jarman by phone 01443 473241 or email pauline.jarman@rctcbc.gov.uk. If you are still not satisfied you can contact the Education Department, Rhondda Cynon Taff County Borough Council, Ty Trevithick CF45 4UQ (01443 744000).

FRIENDS OF CAEGARW PRIMARY SCHOOL ASSOCIATION

The Friends of Caegarw Primary School are a group of parents who voluntarily give their time to raise money for the school through a variety of social and school based events, such as school discos, Christmas Craft Fayre, Easter Eggstravaganza, Book Fairs and Summer Fete. The Friends always welcome new pairs of hands, so if you have a little or a lot of time to spare, your support would be greatly appreciated. Please ask in the school office for further information, or visit their page on Facebook and keep an eye on the outside noticeboards.

THE COMMUNITY

Our school is the heart of the community and we are regularly involved in community activities.

These include: *Visiting the local library • Performing or reading at local care centres or day centres • Nature trails along the riverside path • Performances and services at St Margaret's Church • Sporting activities using MACS facilities or the playing fields at the Cae • Singing at the Nos Galan Races • Historical trails around the village • Geographical trails around the village • Visits to local businesses.*

An annual consent form needs to be completed to allow pupils to visit local venues during school hours.



EXTRA CURRICULAR ACTIVITIES

Most classes throughout the year organise school visits as part of their term's work. The school regards the local environment as its most important resource and many visits will be close to the school or within the Cynon Valley but sometimes there are opportunities to visit places further afield. There are also opportunities for many other cultural activities.

Extra-curricular activities change according to interest and demand thereby providing new and exciting opportunities for children across the school. Our current 'after-school clubs' include: *Tag rugby, running club, girls football, netball, hockey, gymnastics, football, choir, bake-off cooking club; Ziggies - story & activities club for Foundation phase.*

Pupils currently also have the opportunity to take part in: *A residential trip in Year 6: Cycling proficiency course and test arranged by the County Road Safety Department; A series of swimming lessons (for 1 term) at Abercynon Leisure Centre in Key Stage 2; Piano & Guitar lessons.*



Caegarw Primary School

ADDRESS: Troed y Rhiw Road, Mountain Ash, Rhondda Cynon Taf, CF45 4BH

TELEPHONE/FAX: 01443 473730 • EMAIL: admin.Caegarwpri@rctednet.net

WEBSITE: www.caegarwprimary.co.uk

HEADTEACHER: Mr Huw Griffiths • SCHOOL TYPE: Co-educational Community

AGE RANGE OF PUPILS: 3-11

CHAIR OF GOVERNORS: Cllr Pauline Jarman 01443 473241

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