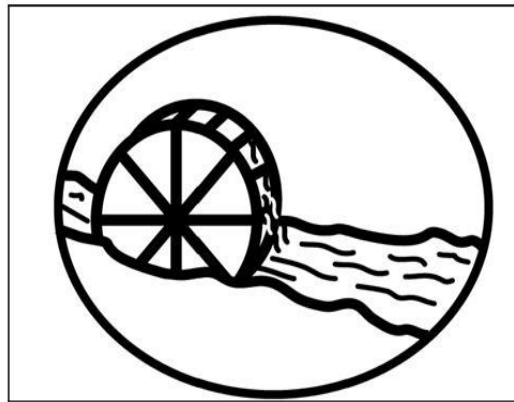


Cwmfelin Primary School

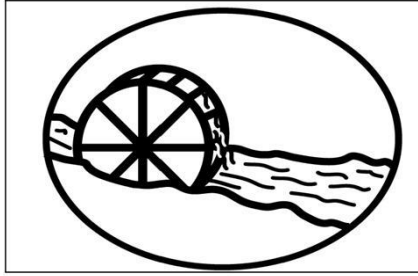
Eager to Learn. Proud to Achieve.



Awyddus i Ddysgu. Balch i Gyflawni.

Prospectus 2022-23

Eager to Learn. Proud to Achieve.



Awyddus i Ddysgu. Balch i Gyflawni.

Introduction

School Prospectus 2022/23

Staff, governors and pupils have always been proud of Cwmfelin Primary School.

We strive to provide a caring environment, with a wide range of balanced learning opportunities for all children in order to help them develop independence, resilience and responsibility. We constantly review and evaluate the achievements of the school to ensure children are given opportunities to develop their individual skills and talents to the full. We also believe that we can only achieve the best by working closely with parents, carers and families.

We strive to ensure that all children experience an enjoyable, successful, memorable and most of all, happy time whilst at Cwmfelin Primary School.

UNCRC – Article 3

All adults should do what is best for you.

SCHOOL AIMS

AWYDDYS I DDYSGU. BALCH I GYFLAWNI

EAGER TO LEARN. PROUD TO ACHIEVE

Our School Vision

We at Cwmfelin Primary School strive to provide a safe, happy, inspiring, learning environment built on high expectations, tolerance and mutual respect.

Together we will instil confidence in our children to enable them to become resilient, hard-working, ambitious learners who will grow and develop into valued citizens of Wales and the wider world.

GENERAL INFORMATION

Cwmfelin Primary School Maesteg Road Cwmfelin Maesteg Bridgend CF34 9LD	Tel: 01656 815525 General enquiries: admin@cwmfelinps.bridgend.cymru School website: http://www.cwmfelinprimary.co.uk/ Schoop ID: 6780 Twitter: @CwmfelinP
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UNCRC – Article 3

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The Local Authority is Bridgend County Borough Council

Mr Lindsay Harvey
 Corporate Director of Education and Transformation
 Bridgend County Borough Council
 Civic Offices
 Angel Street
 Bridgend
 CF31 4WB
 Tel: 01656 643643

Headteacher

Mrs J Morgan

Chair of Governors

Mr T Beedle

TEACHING STAFF and LEARNING SUPPORT OFFICERS

Class	Teaching Staff
Nursery	Miss C Bumford
Reception	Miss R Hopkins
Year 1	Mrs S Evans
Year 2	Mrs J Edwards / Miss H Thomas
Year 3	Mrs E Rowlands / Miss J Pearce
Year 4	Mr J Desmond
Year 5	Mr A Bluck
Year 6	Mrs L Evans
PPA Cover	Miss H Thomas / Miss J Pearce

Learning Support Officers	Non-Teaching Staff
Mrs J Haig	Miss Natalie Delve Administration Officer
Mrs L Evans	
Miss S Cahill	Mr I Rees Site Supervisor
Mrs G Hulme	
Mrs L Sykes	Mrs L Thomas School Cleaner
Miss H Thomas	Mrs E Brain School Cleaner
Miss E Hughes	
	Miss W Gronow Lunchtime Supervisor
	Mrs L Thomas Lunchtime Supervisor
	Miss R Price Lunchtime Supervisor
	Mrs J Hayat Lunchtime Supervisor
	Mrs L Thomas Lunchtime Supervisor
	Ms H Phillips Lunchtime Supervisor
	Mrs E Brain Cook

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Peripatetic Music Teachers

Mr M Haughey, Peripatetic Brass Teacher

Mrs A Croot, Peripatetic Strings and Woodwind Teacher

Members of the Governing Body:**CHAIRPERSON**

T Beedle

2 Chestnut Grove, Garth

Maesteg

CF34 0NT

LOCAL AUTHORITY REPRESENTATIVES

Mr T Beedle

Mrs L Beedle

Rev G John

Mr Pararajasingham Sasiruban (Local Council)

COMMUNITY REPRESENTATIVES

Mrs N Ronan-Thomas

Mrs A Sharma-Thomas

Mr M Jones

PARENT REPRESENTATIVES

Mrs L Morgan

Dr B Williams

Mr P Groves

Mrs J O’Gorman

TEACHER REPRESENTATIVE

Mrs J Edwards

NON TEACHING STAFF REPRESENTATIVE

Vacancy

HEADTEACHER

Mrs J Morgan, Cwmfelin Primary School

CLERK TO THE GOVERNORS

Simone Delaney - School Governance Solutions

Admission Arrangements

The school follows the Local Authority’s policy on admissions, copies of which are available on the BCBC website.

Nursery (Rising 3's, Part time) -	9.00am - 11.45pm
Nursery	9.00am - 3.00pm
Infants	9.00am - 3.15pm
Juniors	9.00am - 3.30pm

Children are welcomed into class from 8.50am. Staff who greet the children will take any messages to pass on to class teachers. Pupils are registered at 9.00am and it is the expectation that all pupils are punctual. Please note that the school cannot take responsibility for the health and safety of unaccompanied children arriving on school premises before 8.50am.

The main school gates are locked at 9.00am and remain locked until 2.55pm, for collection of pupils from Nursery. The inner gates remains locked until 3.10pm. All visitors are requested to report to the school office outside of these times. Late arrivals (after 9am) must report to the school office.

Child Protection

If any adult has a concern about a child's wellbeing, they are asked to contact the designated Safeguarding Lead, Mrs J Morgan (Head Teacher) or Mrs J Edwards (Deputy Head Teacher, Deputy Safeguarding Lead). If necessary, information provided will be shared with other agencies, such as Social Services.

Security

The school considers the safety of the children as paramount. The main building and external classrooms have self-locking doors with coded key-pads for entry. The school has CCTV cameras installed, to protect the school from vandalism and to ensure that all access points are monitored.

Communication with Parents

Staff will be pleased to discuss your child's progress during parent / teacher consultation meetings in the Autumn and Spring Terms. A written pupil progress report is provided at the end of the Summer Term.

Regular updates about class activities will be available to you on Schoop and Google Classroom. Please download the Schoop app to your smart phone or tablet computer. It is free of charge and is available on; <http://www.schoop.co.uk/apps/>. The school Schoop ID number is 6780.

Should you need to speak to the class teacher, please make an appointment by contacting the school office.

Breakfast Club

Breakfast Club is available to pupils of statutory school age (5+). Pupils must be registered with Catering Services to attend breakfast club. Breakfast Club places must be pre-booked by noon on the Friday of the week before places are required. Breakfast Club opens at 8.20am and doors close at 8.30am. A healthy breakfast is served between 8.30am and 8.40am. Pupils are supervised until their entry into class.

School Meals

Meals are available to all children and are prepared on the premises. The current cost of a meal is £2.20, per day. Dinner money is collected via the BCBC Cashless Catering system (Please see separate information). This year all children in the Reception Class are eligible for a free school meal at lunchtime. Children may also bring packed lunches and a drink however we recommend that Nursery and Reception children have a school meal. Water should be provided in re-usable containers. **NB.** Glass containers or bottles are not permitted.

School Closure

Should the school need to close at short notice, notification will be given through Schoop and the Bridgend County Borough Council website: www.bridgend.gov.uk/schoolclosure

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Parking

There is no on-site parking. Space is restricted outside the school and essential car users share parking with residents. We respectfully ask that due care and consideration is given to residents and that driveways are not blocked. The management of traffic is monitored regularly by the local police and fines are issued for illegal parking.

Cyclists

Bicycles can be stored securely on the school premises during the day. Older pupils undertake cycling proficiency training and all pupils are requested to wear cycling helmets. High visibility tabards are available from the school on request.

Dogs

For health and safety reasons, dogs (with the exception of guide dogs), are not permitted on school premises. In addition, dogs should not be left unattended outside the school gates.

Charging and Remission Policy

As part of our approach to teaching the curriculum we try to link school projects with educational visits. We sometimes need to ask for a contribution from parents to cover the costs of these visits. These are voluntary, but if insufficient donations are received then unfortunately, we may have to cancel the visit.

Arrangements for Making Complaints

Complaints or potential complaints can be best resolved at school, in discussion with the class teacher. If concerns are not resolved, parents should contact the Headteacher to discuss the matter further. A copy of the Complaints Policy is available on the school website.

Pupils with Disabilities

Pupils with physical disabilities are able to access the main school building and demountable classrooms by ramps. Access to the curriculum for pupils with disabilities is provided through an Individual Development Plan (IDP), which is prepared by staff in discussion with pupils, parents and relevant outside agencies.

Extra-Curricular Activities

The school is fortunate in having members of staff who are willing to give up their time, either during the lunch break or after school, to provide extra tuition for pupils. Extra-curricular clubs cater for a variety of interests and are well attended by pupils. We offer a range of clubs depending on the time of year. There is sometimes a fee for children to attend clubs. Information and consent forms for clubs are sent to parents in advance.

Wellbeing / Behaviour

Each week a pupil from every class is nominated as Seren yr Wythnos / Pupil of the Week. Children may also earn Cwmfelin Credits throughout the week as a reward for their efforts and good behaviour. Cwmfelin Credits feed into the house point system, which is used to support personal, social and emotional education within the school. When pupils earn 10 Cwmfelin Credits they exchange them for 1 house point token and a Cwmfelin Coin. They are invited to spend their Cwmfelin Coins in the Ciosg at the end of each term. When pupils first attend Cwmfelin Primary they join one of four houses (Red, Yellow, Green or Blue House). This House System is also used for school competitions including Sports Day and our Saint David's Day Eisteddfod.

Rules are based primarily on safety and consideration and respect for other people and their property. The school makes every effort to adopt a positive approach to discipline. Good behaviour and manners are praised. Rules and regulations are kept to a minimum and children are encouraged to behave with care and respect for themselves, others, their property and the environment. As well as whole school rules, pupils also agree a Class Charter which outlines expectations for behaviour and attitudes to learning. Sanctions take the form of loss of privileges, lost playtimes and time out' in another class.

Any type of bullying is not tolerated. Parents are advised to contact the class teacher in the first instance, if they have any concerns about bullying. The ultimate sanction is a fixed term exclusion.

Healthy School Accreditation / Healthy Eating

The school has received accreditation as a Healthy School for several years and all pupils are encouraged to eat healthily. Children may bring a piece of fresh fruit or vegetable for their morning snack.

The number of children who have serious food allergies is on the increase. Therefore, we ask that no birthday cakes are sent into school. Similarly, packed lunches containing nuts or nut products (including peanut butter), are prohibited.

Children have free access to drinking water throughout the day and we request that you provide your child with his/her own water bottle, clearly labelled with their name. Children are encouraged to drink water only throughout the school day.

Children in Nursery, Reception, Year 1 and Year 2 are provided with milk during the school day. Please provide written confirmation if you **do not** wish your child to have free milk.

Please see separate **FOOD & FITNESS POLICY** for further information.

School Uniform

It is the expectation that all pupils wear school uniform. Hoodies are permitted but are considered winter clothing and more informal. Uniform such as jumpers, cardigans, shirts and ties should be worn, on request for more formal occasions such as concerts and presentations. **Please mark each item of your child's clothing with their name.** For child protection reasons, we advise against children's names being printed on the outside of jumpers and coats. Should any clothing be considered inappropriate, for example, t-shirts with slogans, the Headteacher will inform the parents of the need for alternative dress.

Clothing / Uniform (Early Years)

In Nursery and Reception, children may wear a pair of jogging bottoms or leggings with a white or red polo shirt and school jumper, instead of the more formal uniform, as this is more suited for the environment they will work in. **Please mark each item of your child's clothing with their name.**

Footwear

In order to aid healthy foot growth, school shoes must be sturdy, well-fitting and black in colour. Shoes with high heels, platform soles and flip-flops are unsuitable. Brightly coloured shoes and trainers are not permitted.

Jewellery

Jewellery and large hair accessories should not be worn to school. Stud earrings are acceptable but **MUST** be removed for P.E. lessons. For health and safety purposes, hooped or drop earrings are not permitted. If you intend having your child's ears pierced, we recommend that this takes place at the beginning of the summer holidays, so that earrings may be removed for physical activities when your child returns to school.

Please see separate **SCHOOL UNIFORM POLICY** (available on school website) for further information.

Money

Any cash sent to school for tuck / trips etc. should be enclosed in a labelled envelope. Pupils should not bring any valuable items to school.

Mobile Phones

Pupils are not permitted to use mobile phones in school.

Medical Examinations at School

Dental, Medical and Nursing examinations are carried out at school as a valuable back-up service to help parents. No treatment is carried out without parental approval.

Accidents

First aid training for staff is organised on a regular basis. If your child has an accident at school requiring more than first aid treatment, we will contact you, but if this is not possible, it is our policy to take whatever action we consider necessary to safeguard your child. It is vital that we have details of telephone numbers to use when these emergencies occur. Please help to keep our records up to date. Parents are informed of bumps to the head routinely, no matter how minor they appear.

Illness at School

When children become unwell at school, we will contact you at home or at work. You can then take the appropriate action. It is important that parents keep us up to date with all contact numbers.

Dispensing of Medicine to Pupils

Parents must complete the appropriate form if they wish prescription medicines to be administered during the school day. These are available from the school office and on the school website. Your child's name must be clearly marked on the medicine bottle or container. Staff are **not** permitted to administer commercial medicines. During the warmer months children must wear sun-hats and sunscreen which is effective for 8+ hours. This should be applied by parents before the school day.

Attendance

Parents should contact the school as soon as possible if their child is going to be absent from school for any reason. Messages regarding pupil absences can be left on the school's automated telephone system (01656 815525). Regular attendance reports are sent to parents and if there are concerns about a child's rate of absence the Educational Welfare Officer is informed.

We value and celebrate good attendance. Attendance rates for the school and individual classes are announced each week. Pupils who achieve 100% attendance are given certificates at the end of each term in a special assembly. Pupils who achieve 100% attendance for the whole year are presented with a prize.

Parental Involvement

Parents / grandparents are welcomed into school to assist teachers with general curriculum activities, school visits, listening to readers, helping with the library, developing children's play and after school activities. We value the skills and knowledge of parents and we are always grateful for this help. All parents who wish to volunteer their help on a regular basis are required to undertake a DBS check.

Parent Teachers Association (PTA)

The PTA provides much needed support for Cwmfelin by raising funds through a variety of activities and events which benefit our pupils. We are always looking for parents to join / support our PTA and would be grateful if you could let us know if you are able to help.

School Council / Eco Council / Criw Cymraeg

We have a Pupil Council, Eco Council and a Criw Cymraeg, with representatives elected from each class from Years 1 to 6. The Pupil Council meet regularly to discuss the needs of the school and children in their class. The children are encouraged to view themselves as active citizens who can share ideas and inform the change process in their school.

Rights Respecting Schools

We have gained the UNCRC Silver Right's Respecting School Award. Each year, children have the opportunity to elect Rights' Respecting Ambassadors to represent their class.

Classes

Children are taught as a whole class, in groups or individually, depending on the content of the lesson and the needs of the pupils. Teachers prepare differentiated work for the various ability groups within the class and Learning Support Officers assist the teachers in supporting pupils.

SCHOOL CURRICULUM

We see the education of your child as a partnership between the staff and you as parents. It is our aim in the Foundation Phase classes to help children develop into happy, healthy, creative and independent individuals.

The School aims to meet the needs of each child by providing an environment which:-

- ensures a sensitive transition from home to school
- provides a safe and secure environment
- encourages self-confidence, achievement and self-esteem
- promotes positive attitudes to school and learning
- enables each child to form relationships with peers and adults
- encourages communication skills and the ability to express feelings
- encourages an awareness of the needs of others
- develops manipulative skills and hand/eye co-ordination
- promotes a sense of wonder
- develops language, listening and concentration skills
- develops skills in numeracy and reasoning
- enables him/her to gain increasing control over his/her body
- encourages independence and a sense of responsibility.

The secure and stimulating environment of our infant department will support all developing skills, as children participate in and enjoy learning through play. This will enable them to develop language skills through discussion and conversations with their peers and staff. Your child will develop important skills through lots of practical activities that will take place in the classroom and the outdoor environment. The emphasis will be on high quality learning experiences, which will enable your child to be creative, imaginative and to have fun whilst learning.

As children move through the year groups, they will be encouraged to develop a wider range of skills in line with The Curriculum for Wales. We aim to create a secure, inclusive and challenging learning environment that nurtures a life-long love of learning through discovery, creativity, physical activity, critical thinking and problem solving.

The school is committed to providing a broad and balanced curriculum that is relevant and meets the needs of individual pupils. We aim to develop the children academically, socially, physically, morally and spiritually.

Educational experiences are not confined to the classrooms. Staff use the school grounds and off-site visits to enhance learning experiences. Pupils often visit a range of venues including museums, places of worship, libraries and local parks.

Language, Literacy and Communication

This area of learning focuses on children being immersed in language experiences and activities. Their skills will develop through talking/communicating and listening. Pupils will be encouraged to communicate their needs, feelings and thoughts as well as retelling stories and experiences, asking questions and expressing opinions. Pupils will have lots of opportunities to choose and use reading materials. They will also have a wide range of opportunities to enjoy mark-making and writing experiences.

Children are taught and encouraged to further develop the skills of speaking and listening, reading and writing. We hope to foster a love of reading in children and pupils are encouraged to read as widely as possible and the school encourages membership of Maesteg Library.

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Great emphasis is placed on developing speaking and listening skills. These essential skills allow pupils to collaborate effectively in all lessons and ultimately improve the quality of written work. Pupils write for a variety of purposes and audiences and the development of relevant literacy skills is promoted in all lessons.

Welsh Language development

This area of learning focuses on children learning to use and communicate in Welsh. They will learn to use Welsh vocabulary in a variety of contexts and develop confidence in using incidental Welsh.

Welsh is taught as a separate subject every week although pupils, staff and parents are encouraged to use Welsh throughout the day in a variety of situations

Mathematics and Numeracy

This area of learning focuses on children developing their skills, knowledge and understanding of mathematics by solving problems. They will use numbers in their daily activities and in their play and solve problems in a variety of contexts. They will investigate the properties of shape and develop the skills of sorting, matching and sequencing. They will learn to use appropriate mathematical language and present their work in a variety of ways using objects, pictures, diagrams, words, symbols and ICT.

Emphasis is placed on the acquisition of essential numeracy skills and the understanding of concepts through regular and varied practical and written activities. We try to help our children to be as fluent as possible in their use of the 4 rules, competent in the use of money and measurement, mental calculations, estimation and approximation. Tables and number bonds are taught throughout the school. The use of mathematics in everyday, real-life situations is planned for on a regular basis and, wherever possible, it is integrated into other areas of the curriculum in line with the Numeracy Framework.

Digital Competence

At Cwmfelin Primary School, we strive to create confident, digitally competent learners who have the ability to create, communicate, collaborate, and stay safe online, which will enable them to lead fulfilling lives in our ever-changing technological world.

Children are taught to make effective and appropriate use of a range of multimedia devices and software. The school is well resourced to deliver this aspect of the curriculum. Each class is well equipped with computers and iPads. All classes have interactive whiteboards and these are used regularly in lessons. iPads are used by pupils to record their work and learning experiences. ICT is integrated within all subjects.

Health and Wellbeing

Children will learn about themselves and how to develop good relationships with others. Opportunities will be created to ensure that pupils develop their self-esteem and confidence. They will learn to work on their own, with a partner and as part of a group and gain a positive awareness of their own and other cultures.

Sex and Relationships Education

The school nurse supports the delivery of the health education programme for older pupils.

Physical development

This area of learning and experience focuses on developing the children's enjoyment of physical activity. Children will be encouraged to develop their spatial awareness, balance, control, co-ordination and motor skills. The children will also be introduced to the concepts of health, hygiene, safety, diet, sleep and exercise.

The aim of Physical Education (P.E.) in school is to improve the children's skills in a way that will create a life-long commitment to activities and sport, and promote a healthy lifestyle. P.E. incorporates a variety of activities including Games, Dance, Gymnastics, Athletics and Outdoor Activities.

Pupils in years four, five and six participate in an intensive swimming programme each year and junior pupils have the opportunity to compete in the Maesteg and Bridgend County Swimming Gala.

Pupils have the opportunity to participate in a number of competitive team activities such as cricket, rugby, cross-country, football and netball. We are very proud of our sporting activities and can boast many sporting successes, on an individual basis and in team sports. After-school clubs reinforce these activities.

Local amenities including the swimming pool, Celtic Park, Maesteg Comprehensive School and Maesteg Sports Centre are also used to support the curriculum.

Any child taking part in sporting activities represents the school and this is recognised as a privilege equal to academic and artistic achievement. These achievements are celebrated in assemblies and certificates are presented regularly.

Science and Technology

This area of learning focuses on children experiencing the familiar world through enquiry and investigation. The children will be given experiences that will increase their curiosity about the world around them and begin to understand past events, people and places, living things and the work people do. They will learn to demonstrate care, responsibility and respect for living things and the environment.

Through Science, pupils develop understanding of the physical and natural world around them. They learn scientific knowledge and skills through a range of topics. Emphasis is placed on asking questions, prediction, experimentation and 'hands on' use of apparatus. Very often it is not what is learnt that is important but *how* it is learnt. We teach the children to research, design, make and evaluate a wide range of products using a variety of tools and equipment. Food technology is also an integral part of the scheme of work.

Religion and Values Education

Religious Education is provided for every pupil in the school and school assemblies are broadly Christian in nature. Daily collective worship is led by different members of teaching staff, members of the community and local clergy.

Humanities

Humanities cover the wide area of Environmental Studies, History and Geography. It also shares common ground with Religious Education. Humanities provide children with an understanding of our world at a local, national and global level. While much of the work is undertaken through class and individual projects, the school tries to ensure that children form a balanced perspective of their geographical and historical heritage. Emphasis is placed on Welsh and local history.

Expressive Arts

Children are taught to develop their observational skills and express thoughts, ideas and feelings through art work. We use the skills of drawing, painting, printing, sculpture and fabric work to develop these areas. Where appropriate, ICT is used to give another dimension to work.

Children experience music in a variety of ways. Children are encouraged to select instruments to play different effects when composing a piece of music, to be able to play in time to a piece of music and to enjoy singing and playing. Older pupils are given the opportunity to play string, brass and wind instruments.

Special Education

Sometimes a child's progress in one particular area may cause concern. If this is the case, we will discuss the problem with parents, agree positive actions and record progress. If the school-based action is not sufficient, advice and guidance will be sought from external agencies. Parents will be fully informed. The School's Additional Learning Needs (ALN) policy is available on the website.

Assessment / Recording and Reporting

When your child starts school, staff will carry out a baseline assessment to determine what your child can do and understand. This information will help to ensure that each child's first experience of education is appropriate to their stage of development and the activities and experiences planned will help them to move forward in their learning. Staff will assess each child's progress through observing them in their everyday activities and use the information to plan appropriate learning experiences.