



# Caradog Primary School

## Ysgol Gynradd Caradog



## School Prospectus

**“Young minds, Big dreams!”**

## Welcome, Dear Parents and Carers

The Governing Body and Staff welcome you to Caradog Primary School; an English medium, Local Authority Primary School built in 1875. We cater for pupils from 3-11 years of age. Caradog is a school that our children, staff and governors are proud of; a happy and successful school where the needs of all children are paramount.

We are conscious of the necessity to provide all our learners with a broad and balanced curriculum as well as a set of values which develop responsible, caring individuals. Caradog strives to achieve its aims through a strong partnership between governors, staff, children, parents / carers and the community.

We strive to ensure our school is a dynamic place where learning is exciting, creative and stimulating. We want our school to reflect your aspirations and our high expectations in terms of behaviour and achievement, and to be a happy place where adults and children interact as lifelong learners.

Communicating with parents and carers will always be a priority of our school. Newsletters, reports, open days, concerts, fayres and curriculum events all contribute to the development of a healthy home-school partnership, but they do not provide the general information you need about your school. The purpose of this handbook therefore, is to provide a comprehensive insight into all aspects of the school and to convey details about current school procedures. We hope you will find it both useful and informative.

It's with great pleasure that I enclose the following information in relation to school life at Caradog Primary School. Thank you for choosing our school. I am sure that by developing a strong partnership between home and school, your child will have the best possible start to their education and a happy time here!

Please also visit our website [www.caradogprimary.co.uk](http://www.caradogprimary.co.uk) to find out about the most recent developments and events.

Do not hesitate to contact us should you require more information, or if you'd like to visit our wonderful school.

I look forward to meeting you and working with your child.

**Rhian Derrick;** Headteacher

## Admissions' Policy

Prospective parents and their children are always welcome to look around the school to discuss the admissions process with the Headteacher or Deputy Headteacher; whether that be for Nursery pupils, Reception or admissions to other year groups. We welcome pupils from within and outside our catchment area. Our catchment area serves Aberdare. Parents seeking admissions for pupils outside of the catchment area must do so through the Admissions Officer at RCT Local Authority. Applications will be considered according to the criteria set out by LA Policy and parents will be notified accordingly.

The school complies with the LA policy which is set out in the booklet "Starting School" which is available from:

### **Mrs Gaynor Davies**

Education and Lifelong Services

Ty Trevithick

Abercynon

Mountain Ash, CF45 4UQ

Tel: 01443 744000

Fax: 01443 744024

## Arrangements for the Admissions of Pupils with Disability

*A person has a disability if 'he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'. (Disability Discrimination Act 1995).*

The Board of Governors supports the Special Educational Needs and Disability Act (2001). The Board is, therefore, committed to the principle of all local children having equal rights of access, if this can reasonably be provided. It is important that, if your child has Additional Learning Needs and/or an Individual Development Plan (IDP), the Headteacher is notified at as early a stage as possible, so that appropriate arrangements can be discussed. All such cases will be considered on an individual basis.

## Steps to prevent disabled pupils being treated less favourably than other pupils

- Large print format materials can be accessed from outside agencies.
- The services of a sign language interpreter can be accessed to facilitate parental / carer interviews.
- If either pupils or parents / carers have difficulty accessing information (normally provided in writing by the school) such as handouts, newsletters etc., then the school will be happy to consider alternative forms of provision. Large font / colours can be easily replicated.
- Arrangements for play; recreation and other aspects of a child's social development are incorporated into a child's Educational Plan.
- The suitability of any event and the need for additional support is discussed fully with parents/ carers in advance.
- Pupils at Caradog Primary School have always been able to participate fully in a wide range of activities offered beyond the classroom.
- In constructing the school timetable, the school will give sympathetic consideration to individual needs.
- Furniture, seating arrangements and the classroom used can be altered to facilitate access and learning.
- Advice is sought from appropriate national and local agencies. Support can come in a variety of formats through the school's graduated response strategy.
- The school's evacuation procedures will be adapted to meet the specific needs of an individual.
- Any new alterations are always DDA compliant.

## Existing facilities to assist access to the school by pupils with disabilities

- Any new alterations to school are always DDA compliant, and the staff and governors have an action plan to further develop the school in compliance with the DDA Act.
- PE equipment audited.
- Accessible toilet facilities.
- Disabled / accessible parking space.
- Ramp facilities into the main building.

The implementation of policies relating to pupils with ALN have been successful. Policies are regularly updated, including the ALN Policy. Accessibility Policy / Plan and Disability / Equality Policy regularly revised and updated. – Approved by the Governing Body.

## Contact Details

**Headteacher:**

Mrs Rhian Derrick

**Deputy Headteacher:**

Miss Ffion Jones

**Chair of Governors:**

Mr Mark Strong

**Caradog Primary School**

Clifton Street

Aberdare

CF44 7PB

**Tel/Fax:** 01685 874715

**Website:** [www.caradogprimary.co.uk](http://www.caradogprimary.co.uk)

## School Structure

**Headteacher** – Mrs Rhian Derrick

**Deputy Headteacher & Year 6 Teacher** – Miss Fion Jones

**Year 5 Teacher** – Miss Katie Owen

**Year 4 Teacher**– Mrs Kelly Strong

**Nursery HLTA** – Miss Molly Williams

**ALNCO/Reception/ Y1 Teacher** – Miss Rhian Evans

**Year 1/ Year 2 Teacher** – Miss Nia Griffiths

**Year 3 Teacher** - Miss Rhiannon Fear

**Release Teacher** - Miss Millie Coombs

**Teaching Assistant** – Miss Courtney Davies

**Teaching Assistant** – Mrs Olivia Rees

**Teaching Assistant** – Mrs Sarah Bengough

**Teaching Assistant** - Mr Rhys Abbruzzese

**Teaching Assistant / Lunchtime Supervisor** – Miss Melissa Hamm

**Teaching Assistant / Lunchtime Supervisor** – Miss Nicolle Davies

**Teaching Assistant / Lunchtime Supervisor** – Mrs Gemma Hill

**School Secretary** – Mrs Joy Barnes

**School Caretaker / Crossing Patrol**– Mr David Mear

**School Cook** – Mrs Carol Gardiner

**Lunchtime Supervisors** – Mrs Valerie Lewis, Mrs Susan Davies.

**Kitchen Assistants** – Mrs Angela Treeby, Mrs Julie Sweet, Mrs Caroline Lewis

**Cleaner** – Miss Jenni Collimore

**PE Teacher** - Mr Gavin Jenkins

## The Governing Body

<b>Governor:</b>	<b>Category:</b>	<b>Appointed by:</b>
Mrs Rebecca Buckley <b>(Vice Chair of Governors)</b>	LEA Governors	Council Members
Mr. Mark Strong <b>(Chair of Governors)</b> Mrs Ailsa Reynolds Mrs Valda Barnsley Mr Dewi James Mr Phillip Buxton	Community Governors	Governing Body
Miss Chloe Evans Miss Lyndsey Paxon Mrs Jean Evans	Parent Governors	Parents/Carers
Miss Rhian Evans	Teacher	Teaching Staff
Miss Molly Williams	Staff	Non-Teaching Staff
Mrs Rhian Derrick	Headteacher	Ex-Officio

## School Session Times: Nursery – Year 2

Time	Session
8:50 – 9:10	Registration/ Basic Skills activities
9:10-9:25	Assembly
10:50 – Lunch	Morning Session
11:45 – 13:15	Lunchtime - Personal & Social skills, Outdoor Play (Nursery)
11:55 – 13:15	Lunchtime - Personal & Social skills, Outdoor Play (Reception)
12:15 – 13:15	Lunchtime - Outdoor Play (Year 1 / 2)
13:35 – 15:10	Afternoon Session
15:10	Home Time

### School Session Times: Year 3 – 6

Time	Session
8:50 – 9:10	Registration/ Basic Skills activities
9:15 - 9:30	Assembly
9:30 - 10:45	Morning Session 1
10:45-11:00	Break
11:00-12:15	Morning Session 2
12:15– 13:15	Lunch
13:30- 15:10	Afternoon Session
15:15	Home Time

## School term times 2025/2026

Term	From	To
Autumn 2025	Monday, September 1 2025	Friday, October 24 2025
Half Term	Monday, October 27 2025	Friday, October 31 2025
Autumn 2025	Monday, November 3 2025	Friday, December 19 2025
Christmas Holidays	Monday, December 22 2025	Friday, January 2 2026
Spring 2026	Monday, January 5 2026	Friday, February 13 2026
Half Term	Monday, February 16 2026	Friday, February 20 2026
Spring 2026	Monday, February 23 2026	Friday, March 27 2026
Easter Holidays	Monday, March 30 2026	Friday, April 10 2026
Summer 2026	Monday, April 13 2026	Friday, May 22 2026
Half Term	Monday, May 25 2026	Friday, May 29 2026
Summer 2026	Monday, June 1 2026	Monday, July 20 2026

## Vision and Values

At Caradog Primary School we pride ourselves on being a happy, caring, inclusive school community where strong relationships and the well-being of children is at the heart of everything that we do.

We encourage every child to be themselves, celebrating: individuality, diversity and difference. We endeavour to motivate all children to become ambitious, capable, and resilient learners, preparing them for a successful future.

Collaboratively our dedicated staff work alongside parents, carers, governors and the wider community to ensure an excellent education for every child, removing barriers to success.

Embracing our Welsh language and heritage, we foster a strong sense of "Cynefin," making Caradog a truly special place to grow and learn.

As a school, we have 3 key values which were decided upon by all stakeholders.. These are:

- Trust
- Resilience
- Respect

## Parental / Carer Support

We are committed to developing positive relationships between home and school and would like to work alongside you in every step of your child's development. Parents / carers are always welcome in our school. We operate an open-door policy. However, if you do wish to speak to your child's class teacher or the Headteacher at any length it is advisable that you phone the school to make an appointment please.

You will have the opportunity to meet with your child's class teacher during parental / carer consultations which are held during the autumn term, to discuss how your child is settling into their new class. Then again in the spring term, to discuss progress made and ways forward. At the end of the summer term your child will receive a written end of year report.

The school has an extremely supportive Parents and Teachers' Association (PTA) which always welcomes new members. This group is known as our 'Caradog Community Champions!'

The group meets regularly to organise social and fund-raising events. The PTA will update you on events taking place and future meetings, to which all parents / carers who are interested in joining are very welcome. Mrs Strong is our Community Lead and therefore runs this group.

## Parental / Carer Agreement Booklet

Caradog has a number of home-to-school agreements which sets out the framework for the development of the partnership between the school and the parents / carers. These agreements are shared with parents / carers electronically (using Google Forms) or as a hard copy, and must be completed / signed at the start of the school journey. Reminders with updates are sent out as necessary. Records of these agreements are kept safely in school.

The various agreement forms include:

- ☑ Home School Agreement, which outlines the:
  - School's aims and values,
  - School's responsibilities to its pupils,
  - Responsibilities of parents and the code of conduct,
  - School's expectations of parents
- ☑ School Dinners agreement (payment and procedures).
- ☑ Safe use of e-mail, HWB and the internet.
- ☑ Photographic / digital Permission (including publication on social media).
- ☑ Permission for routine, local off-site visits.
- ☑ Permission for non-routine, off-site visits.
- ☑ Permission for food / drink tasting as part of our curriculum.

## Our Facilities



Caradog Primary School caters for pupils from the age of 3 to 11 and is near the centre of Aberdare. There are many other schools in the area including two Primary Faith Schools and three Secondary Schools (including one Faith Secondary School).

We are proud of the facilities that our school offers pupils. We have a large playground split into two main sections for our pupils. The Early Years Unit has a separate playground and gross motor/sensory room.

We are developing our outdoor learning provision, to include outdoor classrooms and learning. We have several canopy shelters and an allotment in the local area. Teaching staff and pupils are encouraged to use the outdoor environment as much as possible to enhance teaching and learning.

## Achievements and Opportunities

We value and celebrate the achievements of all our children, encouraging them to 'BE YOU!'

- We have a whole school Celebration Assembly every Friday to celebrate excellent effort, behaviour or good work, as well as any personal achievements outside of school.
- Good attendance is celebrated, and certificates presented to the class from each Progression Step with the top attendance each week.
- As classes achieve 93% attendance weekly, they are added a letter from which they aim to spell the word "Caradog". Each time a class achieves the attendance goal, they are rewarded with a 'Movie & Popcorn' afternoon, or an afternoon in one of our local parks..
- Pupils with excellent attendance (over 95%) and improved attendance (when compared to the previous term) are awarded termly with a certificate.
- Pupils with 100% attendance for the year are presented with a gift at the end of the summer term.
- All other achievements and awards, such as music exams, sports trophies and swimming badges, are shared in our Celebration Assembly.

## Uniform



All children are expected to wear our school uniform please. Items with logos are available online, should you wish to purchase them. However, items without the logo can also be worn, in the Caradog colours. Please contact the school for more details or see our school website.

Our uniform includes:

- Yellow polo shirt
- Blue sweatshirt or cardigan
- Grey trousers
- Grey skirt or pinafore
- Blue and white dress (Summer alternative)
- Blue fleece
- Navy blue outer jacket
- Pupils in Year 6 have chosen (pupil voice Summer 2024) to wear black skirt, trousers, cardigans, jumpers and a blue and yellow striped tie. This helps them to be easily identifiable as role models in our school.
- Appropriate footwear – shoes should be sensible without heels.
- Children should wear suitable clothing at all times and need a change of shoes in wet weather.
- All clothing should be clearly labelled with a name.
- For reasons of safety, no jewellery is to be worn to school. **This includes stud earrings.**

We also have our own Uniform Swap in our school “Pantri”, where we have nearly new uniforms, which have been outgrown / donated. This can be accessed for families who need it throughout the year.

## Lost Property

Please ensure that all items of your child's uniform are labelled clearly with his or her full name. We actively encourage the children at Caradog to be responsible and independent and to look after their own belongings. If they do however mislay any items, we have a Lost Property Box. Please ask the School Clerk, Mrs. Barnes, to view the items in the box.

## PE Uniform

Children do not change into sports kit for PE lessons in order to maximise physical learning time. Long hair needs to be tied back and no jewellery to be worn. Children will not be allowed to take part in physical activities if they have earrings in or jewellery on. (Although they shouldn't be worn to school)

- White T-shirt.
- Black / navy joggers or shorts.
- A tracksuit may be worn for outdoor games in the cold weather.
- Plimsolls, training shoes or football boots, according to the activity and weather. Ordinary shoes are not acceptable.

## Healthy Food, Water and Milk

The school is fortunate to have its own kitchen, with meals freshly prepared on the premises. Pupils eat dinner in the school canteen. Pupils who have packed lunch also eat their food in the canteen. All meals are free of charge throughout primary schools in Wales with thanks to the Welsh Government.

We offer a range of healthy meals and often 'theme days' are a feature of school lunches. Vegetarian options are available. Please inform us in writing if you wish for your child to take up this option.

Please let us know if your child has any allergies or specific medical or religious dietary requirements, as specific menus can be catered for.

Pupils who bring packed lunches must not bring drinks in cans or glass bottles (no fizzy drinks) and we strive, as far as possible, to encourage pupils to bring in healthy food.

As we are part of the 'Healthy Schools' Scheme' we endorse healthy playtime snacks for all children. A piece of fruit / veg can therefore be brought in for breaktime.

Children in Nursery – Year 2 are provided with free milk. We have water drinking fountains for all children to fill up their water bottles. We encourage children to drink water each day, as research shows that dehydration is common amongst children, and it impacts on their attention span, mood and health. Therefore, children in all classes are to bring a sports bottle of water to school, which can be refilled throughout the day please. (Not fizzy drinks, etc)

A full range of healthy home cooked meals are available every day. Our kitchen staff are always available to talk to you about your child's dietary needs. There are a range of activities and clubs that promote a healthy lifestyle.

We are a **NUT FREE SCHOOL**. – This means that no nut items or food containing nuts can be eaten in school. This is to keep our pupils safe. We will contact you if items are brought in accidentally, as they will not be able to be eaten.



## Travelling to School / Access

Car parking at the school is very difficult so please make every effort possible to walk to school rather than travelling by car. This will have obvious health benefits for your child and will also mean that the congestion outside school will be reduced each morning and afternoon, helping with health and safety. Parking on the yellow chevrons at the back of the school is not allowed, in the safety interests of our children. Thank you for your cooperation.

## Our Curriculum

Here at Caradog, we provide a broad and balanced curriculum that encourages pupils to become independent and life-long learners. We provide a wide range of activities to help pupils learn and develop skills through play, focused tasks, and enhanced and continuous provision, whilst giving them the opportunity to work independently and collaboratively. Such activities are planned both for inside the classroom and outdoors, wherever possible and whatever the weather.

Our curriculum is underpinned by our 'Curriculum Offer' which has been devised in consultation with; pupils, staff, parents and governors. We therefore ensure that all learning and teaching we provide through our curriculum is:

- Inclusive, diverse and equitable!
- Real-life, exciting, authentic experiences and skill development!
- Wellbeing is key!
- Aspirational!

Pupils are provided with opportunities to acquire, develop, practise, apply and refine their skills through group and individual tasks in a variety of contexts across the curriculum. Progression in tasks moves from the concrete to the more abstract, from simple to complex, from personal to the bigger picture, from the familiar to the unfamiliar. Children progress from needing support to more independent working. They move from listening and interacting with others in a general way to a situation where they choose to work with others as a deliberate strategy for reaching understanding. In these ways they become both independent and interdependent learners.

As in all schools across Wales, at the heart of our Caradog Curriculum, and principal to its design, are the four purposes namely; ambitious, capable learners; healthy, confident individuals; enterprising, creative contributors and ethical, informed citizens. These four purposes are the driving force of the knowledge,

skills and experiences we provide for our learners, and supporting pupils in the realisation of these purposes, is integral to our day-to-day practice.

We plan themed weeks at different points throughout the year, with each week focusing specifically on one of the four purposes. Such weeks allow our learners to acquire and apply a range of skills, explicit to each of the four purposes.

'Big Questions', which are introduced at the start of a new theme, become a springboard for pupils' ideas and opinions. Using the same 'Big Question' across all Areas of Learning, enables our learners to identify more clearly, the connections that can be meaningfully made between different areas.

Curriculum planning ensures a cross-curricular approach. Planning within Areas of Learning is not approached in isolation, but instead, emphasis is placed on developing pupils' skills across their experience of Areas of Learning, to ensure a suitable and integrated approach.

Although the main language of instruction at Caradog is English, pupils are encouraged to speak Welsh to their peers and other adults whenever possible. There is a comprehensive development and progression programme in place for Welsh Language development, and a 'Helpwr Heddiw' is employed in each classroom. Occasions to develop pupils' understanding of Welsh culture and heritage are exploited at every opportunity.

## **Literacy, Numeracy and Digital Competency Framework**

Opportunities for pupils to apply their Literacy, Numeracy and ICT skills across the curriculum are well-embedded and reflect the requirements of the Literacy, Numeracy and Digital Competency Framework.

## **Sex and Relationships**

The school has a policy for Relationships and Sexuality Education that adheres to the mandatory requirements of the Relationships and Sexuality Education Code (RSE). As of September 2022, Parents/Carers are no longer able to withdraw pupils from such lessons.

Health professionals visit school to deliver information on puberty to pupils in Year 5 and Year 6. Other agencies, such as the NSPCC and local Community Police also come into school to talk about E-Safety and 'Stranger Danger'.

## **Use of the Welsh Language**

We are committed to encouraging pupils and teachers to use the Welsh language in and around the school, as Welsh is learnt as a second language. All classes have pupils who act as a Helpw'r Heddiw, reinforcing Welsh language patterns and encouraging others to ask and answer questions in Welsh. Welsh songs and prayers feature in assemblies and displays highlight relevant Welsh phrases and words.

Our annual school Eisteddfod is used to promote Cwricwlwm Cymreig and pupils take part in a number of competitions through the medium of both Welsh and English. Our school is also a member of the Urdd, so pupils participate regularly in Urdd competitions such as sport, recitations, art and craft.

## Religious, Values Education and Collective Worship

*"Religion, values and ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16. RVE forms part of the Humanities Area. This Area encompasses geography; history; religion, values and ethics; business studies. These disciplines share many common themes, concepts and transferable skills, whilst having their own discrete body of knowledge and skills."*

At Caradog, Religious, Values Education explores the beliefs of some of the world's major faiths, including Christianity, Hinduism, Judaism and Islam.

The School Act of Worship is considered to be an important part of the school day, when pupils and staff come together as a family. These occasions provide opportunities to promote thoughtful attitudes regarding pupils' relationships with each other, with their families and communities, and with the world community.

At Caradog, collective worship is primarily Christian in nature and enables pupils to reflect on moral, social and spiritual issues. During collective worship, pupils are encouraged to explore their own and others' beliefs, and to participate, respond to, and challenge new ideas. Collective worship is structured to show sensitivity to the individual faiths and beliefs of all members of the school community. Visitors are a feature of some assemblies.

There is no parental / carer right to withdraw their children from the academic subject of RVE within the Curriculum for Wales.

Throughout the year, classes take it in turns to lead a whole school assembly, and parents/carers and grandparents are warmly invited to attend.

## Assessment

Throughout their time at Caradog, pupils are assessed in all aspects of their development, both personal and academic.

The first assessments undertaken are on-entry assessments. These assessments identify pupils' general stages of development in language, mathematics, physical development and social behaviour.

Class teachers make ongoing observations and assessments of pupil progress during normal teaching situations, and a variety of evidence is used to ascertain progress and achievement in specific areas of learning. The purpose of assessment is to monitor progress, assess what each child has learned and plan the next stage in their learning.

The school also uses Reading, Wellbeing and Maths assessments, including the Welsh Government Personalised Assessments (Procedural, Reasoning and Reading in Year 2-6) each year. The results of these tests are for school purposes only, and used as a guide to progress made/inform next steps and interventions.

## **Transition Arrangements to Secondary School**

Most of our Year 6 pupils transfer to either Aberdare Community School, or St. John the Baptist High School. There are very good lines of communication between us and these schools and robust transition projects exist to ensure the cross-over from primary to secondary school is a positive experience. Staff from the secondary schools come into school to meet Year 6 pupils.

Year 6 and secondary school teachers are always willing to discuss matters with parents / carers and pupils, to answer any queries or alleviate any fears. Parents' evenings and visits to the local secondary schools are a regular feature of the transition programme at Caradog.

## **Safety Education**

Through liaison with the police, fire service, NSPCC, etc the children are made aware of dangers around them and how to keep safe. Teachers will aim to keep you informed of such visits.

## **School Trips**

Various educational trips are arranged throughout the year in every class. All visits are risk assessed prior to the event. We strive to make these relevant to themes and topics and parents / carers are requested to make a voluntary contribution to all school trips. Parent volunteers are sometimes required for these visits. Your child's class teacher will inform you if you are required to attend.

If your child requires travel sickness medication, you should ensure that you administer the relevant dose before they arrive at school.

Residential trips are also carried out during the year, where possible, which include visits to Urdd Centre in Llangrannog, Manor Adventure.

## **PE & Sport**

As well as being carried out on a regular basis as part of the school's curriculum, we have several sporting clubs. Pupils are encouraged to participate in all areas of P.E. and games, including weekly swimming sessions at various times throughout the year, which are compulsory for older aged pupils.

Pupils participate in matches with other local schools in which we promote fair play. We take part in various Cluster and National tournaments.

We also take part in various other Cluster events – Golf, Kwik Cricket, Rounders, Football, Rugby. We have links with Cardiff Blues RFC, Glamorgan Cricket Club and Cardiff City FC.

We have several sports clubs for pupils. Parents / carers are encouraged to keep staff informed about their child's sporting successes outside school, and this is celebrated in our weekly Friday celebration assemblies.

## **Clubs / Activities**

As well as sports and music, there are other clubs available within the school. These are held during lunchtimes and after school. We have a range of clubs, from Arts & Craft, Life-skills, and Feel-Good, to Digital, Eco and Criw Club.

## **Pupil Voice Groups**

Children elect representatives from Years Reception, 1, 2, 3, 4, 5 and 6 to join our various Pupil Voice Groups. These include, School Council, Eco Council, Criw Cymraeg, Digital Leaders, Young Ambassadors and Attendance Ambassadors! Group members meet regularly and discuss a range of issues and develop initiatives to help others and to improve our school. Our Eco-Committee for example, takes a lead in helping us to act sustainably, whilst our School Council are leading us on our 'Rights Respecting School' journey.

All these initiatives are designed to enable pupils to contribute to decisions taken on their behalf and to help them to learn more about responsibility and citizenship.

## **Outside Partnerships**

The school has established successful partnerships with several agencies, including local businesses, the local community and county council. We are proud to be working in partnership with other local Primary and Secondary schools as well as Coleg Morgannwg and Welsh Universities. From time-to-time various people will also visit the school such as Big Foot Drama, Rhys Cycle, RCT Music Service, RCT Library Service, Playsports, the Police and Fire Service.

There is also a Breakfast Club run in the school by RCT Catering Services. This is available to all Caradog children aged 3-11 yrs. Breakfast Club Times are 8am – 8:50am (last entry 8.20a.m.) Breakfast club applications are organised by RCT.

## Homework

The advantages and disadvantages of homework are open to debate. The opportunity for providing homework, however, will be given to every pupil, decided by the class teacher. Your help is vital to your child's progress. Please help us to help your child by helping with any homework sent home especially their reading books. Do not hesitate to speak with your child's class teacher, if any of you have any concerns.

## Additional Learning Needs

Meeting pupils' additional needs is firmly at the heart of our practice. We understand that ALL children share the right to a broad, balanced, relevant, and differentiated curriculum. We also acknowledge that all teachers are teachers of children with additional needs.

Pupils with additional needs are entitled to early identification and support. This is achieved through the organisation of teaching and learning in the classroom, reinforcement with parental / carer support or through involvement (where applicable) of other agencies, such as language support or the local authority's access and inclusion service.

We have an ALN Co-ordinator who works alongside all agencies involved to ensure the best possible provision is provided for the children. Registers are kept of children identified as having additional Learning Needs in line with the Code of Practice.

Pupil progress is monitored by the Co-ordinator in consultation with class teachers, parents / carers and any additional agencies involved. Every effort is made to review the progress of pupils on the Additional Learning Needs' register, with parents / carers, throughout the year.

## Disability and Accessibility

*The Disability Discrimination Act (DDA) 1995 defines a disabled person as one who has a 'physical or mental impairment which has substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.' This would include: sensory impairments, affecting sight and hearing, learning disabilities, severe disfigurements and progressive conditions where impairments are likely to become substantial.*

The Additional Needs provision within the school includes pupils with disabilities who are integrated into mainstream classes with the appropriate support according to their disability. These pupils are encouraged to take a full part in the Curriculum and all the other activities provided within the school environment. The school accommodation is furnished with accessible facilities. The school has a Disability Equality Scheme and access plan which is reviewed annually. Parents of disabled pupils are invited to discuss the scheme and contribute to its review

We have a policy for accessibility which outlines the school's approach to ensuring that pupils and adults with disabilities have equal access to the school's facilities, curriculum, day-to-day activities, and learning experiences. We have an Accessibility Action Plan which is available on our website.

## **Equal Opportunities**

The ethos of our school and its curriculum are based on principles of fairness and inclusion for all. No one in the school is discriminated against on the ground of their sex, colour, religion, nationality, ethnicity, or national origin. The school tries to help young people to gain the knowledge, skills, self-confidence, and awareness to contribute fully to society. The school's ethos is shaped by working towards care, consideration and respect being shown between pupils, staff, and the community

## **Behaviour & Relationships**

We have a Positive Behaviour / Relationships Policy, which values all children and promotes positive behaviour. We believe that children who are stimulated and engaged in their learning, through high quality, effective teaching and have their progress and achievements recognised, will feel valued and motivated to achieve more.

It is a primary aim that every member of the school community feels valued and respected, and that each person is treated fairly. The school expects our school community to behave in a considerate way towards others. We treat all children fairly and aim to apply this Behaviour Policy in a consistent way.

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The school promotes and recognises good behaviour, as it believes that this will develop an ethos of kindness and co-operation, strengthening the 'role model' concept that is very important here at Caradog.

The school has three, clear school values that have been established through pupil voice. The main aim is to not establish a system to 'enforce' rules, it is a means of promoting good relationships, so that we can all work together with the common purpose of helping everyone to learn.

1. Trust
2. Resilience
3. Respect

## Anti-Bullying

Bullying in any form is unacceptable at Caradog. Every effort is made by all staff to ensure that our children are aware of the effect and consequences of bullying behaviour. This is achieved through the teaching of Personal and Social Education, Circle Time, assemblies, class discussions and recognising 'Anti-Bullying Week'.

As part of the work undertaken with our learners around the subject of anti-bullying, we developed a school anti-bullying motto:

*Lend a hand, be a voice, make a difference!*

## Health, Safety, Security & Child Protection

We operate a robust process of risk assessment in our school. All areas within the school grounds have been risk assessed and any safety issues highlighted have been addressed.

A Fire Risk Assessment is carried out annually and actions taken if required. For safety reasons, all doors can be opened from the inside. A fire drill takes place each term.

Staff complete an Evolve (LA recommended) on-line risk assessment before attending any trip or residential visit.

The school keeps records of accidents, and they are investigated. Staff are regularly trained in First Aid and Health & Safety matters.

Security is of utmost importance for our pupils and staff. We open the back gates in Pendarren Street at 8.50a.m. and close them again at 9.00 a.m. All FL Teaching

staff are on duty at this time, one member of Upper School staff is on duty. Pupils are supervised from 8.50am onwards. Please do not send your child to school before this time for their own safety.

Latecomers must enter the school via the front main entrance in Clifton Street after this time, including any visitors, as back gates will be locked.

At 3.10p.m. the back gates are reopened for parents / carers to enter the school grounds. However, parents / carers should be aware that the school building doors are secured at this time to avoid unauthorised access to staff and pupils. Parents should not enter the building from the back of the yard unless supervised by a staff member.

The main school entrance is also 'locked', with entrance gained only with an electronic fob. Visitors are expected to remain in the holding area until access is allowed.

All classrooms have telephones to summon help if needed.

At lunchtime, Midday Supervisors are responsible for the wellbeing of children as well as Teaching Assistants rotated for duty..

We take child protection very seriously and will always investigate any concerns that we have. We will always inform the relevant authorities if we feel it is appropriate. We try to keep you informed at all stages of the procedure, however, there are certain issues we cannot disclose.

Our Child Protection Officers are:

*(Their pictures are displayed in the school foyer)*

- Mrs Rhian Derrick (Headteacher and Lead Child Protection Designate)
- Miss Ffion Jones (Deputy Headteacher / Deputy CP Designate)
- Mrs Katie Owen (Year 5 Teacher / Deputy CP Designate)
- Our Child Protection Governor is Mr Mark Strong.

## **Children Looked After (CLA)**

The Governing Body of Caradog Primary School is committed to providing quality education for all our pupils. We recognise that, nationally, pupils in public care have significantly underachieved compared to their peers. We intend, through our school, to promote the inclusion, well-being and achievement of Children Looked After (CLA) in the school. The Governing Body is committed to implementing the joint guidance from the Department of Health on the education of young people in public care and Circular 2/2001 from the Welsh Assembly

Government. The school's designated CLA Officer is Mrs Rhian Derrick. In her absence, the officer is Mrs Kelly Strong.

## Medicines

If your child suffers from a medical condition that is likely to affect his or her education, we would be grateful if you would let us know.

The administration of prescribed medicines cannot be undertaken by any member of school staff - this responsibility rests with the parent/carer. If any pupil suffers from a long-term condition which can be effectively controlled by regular medication, then parents / carers are asked to make arrangements with the Headteacher for the safekeeping and administration of the medicine and they will work together with other professionals to draw up a care plan.

If your child is asthmatic and requires frequent use of an inhaler, please ensure that they have access to one in school and know how to use it. Teaching Assistants will be able to assist children in younger classes. A medical form will need to be completed for children to use these in school. Staff have access to this information.

At various stages through your child's time in school, they will be reviewed by the School Nurse or Dentist. Parents / carers are informed of these visits.

Please note that due to an increasing number of allergies, school is no longer able to distribute birthday cake. We allow individual, wrapped packets of sweets only for such occasions. Also please do not send in any items containing peanuts or nuts in lunch boxes. We are a nut free school.

## Punctuality and Attendance

Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. The progress of pupils is affected by non-attendance at school. It is our aim at Caradog to maximise our attendance rate, therefore individual absences will be scrutinised. The school has an Attendance Officer- Mrs Barnes, overseen by Mrs Rhian Derrick.

Children are expected to attend school every day, punctually, unless there is a valid reason for not doing so. Morning school begins at 8.50 a.m.

It is inevitable that there will be times when your child will need to be absent from school. It may be because of a visit to the doctor, dentist, opticians, etc. Whilst we would ask that, where possible, most of these appointments are made outside school hours, we acknowledge that in certain circumstances it is not

possible. At these times, it will be necessary to inform the school prior to the appointment, by writing or telephoning. This absence will be authorised.

Should your child be absent through illness, we ask that you contact the school on the first day of absence so that we know that your child/ren are safe at home. Please do so by contacting Mrs Barnes in the School Office, rather than sending messages through our Class Dojo. These absences will be authorised except where consistent absenteeism gives cause for concern. Parents / carers will be contacted in such cases.

The Attendance Welfare Officer visits regularly and can advise families with educational / attendance welfare difficulties. They may also be used by the school to check on persistent, unexplained absences, or to support families that we are concerned about.

In 2022, we were asked to set attendance targets again. As a school, we continue to strive to achieve this ambitious target of 93%.

**2021 - 2022** - 89.7

**2022 - 2023** - 91.19%

**2023-2024**- 91.90%

**2024-2025- To be confirmed by AWS...**

Further information is enclosed in the Attendance Policy.

Parents/Carers are kept informed of their child's attendance on a half-termly basis through a RAG-rated system. Red, Amber, Green letters are currently reflective of the following attendance percentages:

<b>Green</b>	Pupils currently with attendance 95% and above.
<b>Amber</b>	Pupils currently with attendance 90% - 95%.
<b>Red</b>	Pupils currently with attendance 90% or lower.

Punctuality and attendance are considered very important at Caradog, and any child arriving after 9.00am will need to use the main entrance, where a register will be kept of persistent late comers.

## Holidays within Term Time

A maximum of 5 school days (10 sessions) may be authorised by the Headteacher in an academic year. These however, are authorised depending on your child's attendance for the previous 12 months. - **5x days (10 sessions)** will be authorised to pupils whose attendance is 95% or above. All requests will be reviewed on an individual basis at the discretion of the Attendance Lead and Headteacher.

We would expect pupils to take holidays during the school holidays, whenever possible. Holiday forms for parents / carers to complete are available from the School Office.

## Important Information

Parents / carers are requested to complete a 'personal details' form and return it to the school. This outlines information that is important, especially if we need to contact you in an emergency. One of our methods of communicating with parents / carers is through our 'Teachers2Parents' text messaging /emailing service. It is therefore important that we have your current mobile telephone number and email address. Should any of the information change, such as address or contact numbers, please inform the school. All information will be treated as confidential.

We will also communicate with you via our Class Dojo. Teachers will ensure you are set up!

## Dogs / Pets

The school yard is not an appropriate place for dogs. We must, therefore, insist that you leave dogs at home when bringing your children to and from school please.

## Severe Weather

Should there be heavy snowfall overnight, parents / carers can obtain information on the condition of the school through the school website or RCT Council website. We will also update you on Class Dojo and through our text messaging service. Should heavy snowfall happen during the school day, please ensure that the school has up to date emergency numbers where you are easily contactable via our text messaging service. Thank you.

## Head Lice

Each year we have cases of head lice in school. These can be minimised by tying back hair and regularly using a nit comb. The school nurse no longer visits schools to inspect children's hair. Therefore parents / carers are asked to do this at home on a regular basis please. Head lice is regarded as a community problem, generally when a child has head lice, other family members will also be infected. Advice can be sought from the local pharmacist on methods of treatment.

## **Newsletters**

Newsletters are sent out on a half termly basis. We do this electronically. They can also be found on our school website. The newsletter contains items of interest, news, school developments, matters of concerns and dates for the diary.

## **Diary of Events**

Our regular newsletters will contain dates for the diary, as well as our school calendar on our website. We will share regular updates on Class Dojo pages too.

## **Policy Documents**

Policy documents are available on our school website, or by requesting a copy at Reception.

## **Charging and Remission Procedures**

We firmly believe in the policy of giving pupils first hand experiences to enrich their learning. This means that pupils will undertake visits as part of the curriculum topics they study. Parents / carers are asked to make voluntary contributions towards the cost of transport; however, it must be pointed out that if not enough money is received some trips may not be viable.

Please note that the school will charge parents / carers for damage and loss to school property, such as reading scheme and library books. Please see our Charging Policy for further information.

## **Complaints**

If you have any areas of concern or dissatisfaction, please contact the Headteacher or your child's class teacher and we will be happy to work with you to resolve any issues as soon as possible. Should there be no satisfactory

resolution, you have the right to make a formal complaint to the governing body and should you wish to take the matter further you may make a formal complaint to the Local Education Authority through the Director of Education at Ty Trevithick (address at front of Prospectus). Please refer to our Complaint's Policy for further details of the following stages:

**Stage 1: Informal Stage** – You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage.

**Stage 2: Formal Stage** – All complaints will need to be addressed to the Chair of the Governing Body at the School, in writing, where they will be thoroughly investigated, and a response made in writing.

**Stage 3: School Complaints' Committee** – If you are unhappy with the investigation, you must write to the school and request the Clerk to the Governing Body convene the Complaints' Committee of the Governing Body to review your complaint.

There are other statutory processes for complaints and appeals relating to the curriculum. Additional Learning Needs (ALN), Religious Worship, Admissions, Exclusions, Staff grievance, Teacher capability and Staff disciplinary.

Caradog is a busy but very friendly school and we are keen to work in partnership with parents / carers to ensure that all our children are happy and safe in school. Please feel free to contact the school directly with any queries or concerns you have.

Thankyou,  
Rhian Derrick; Headteacher

And all staff and Governors of Caradog