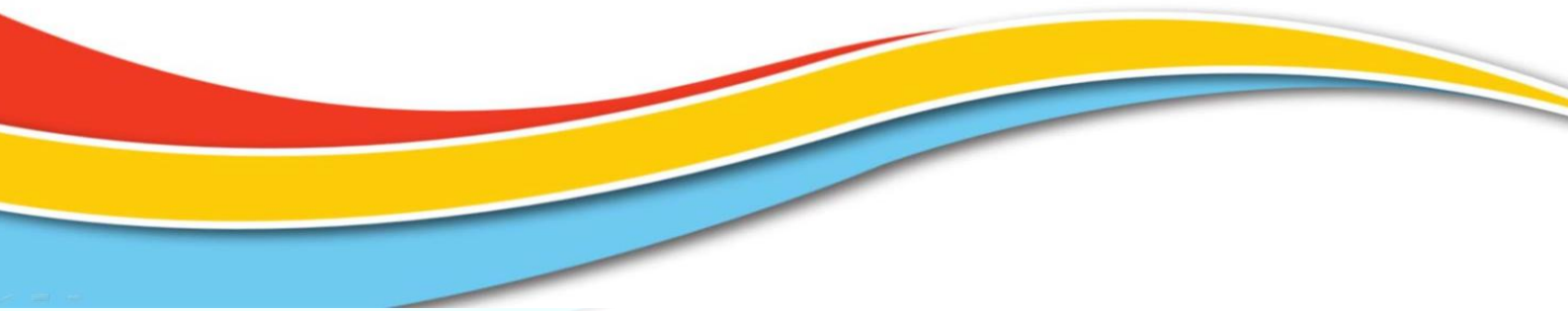


TRELEWIS PRIMARY SCHOOL

Ysgol Gynradd Trelewis

SCHOOL PROSPECTUS

Prosbectws Ysgol



Content	Page
Welcome	3
Contact Information	4
School Ethos and Values	5
Staffing at Bedlinog	6
Facilities	7
Equality & Safeguarding	8
Pupil Pledge	9
School Uniform	10
Health & Wellbeing	11
Eating at School	12
School Organisation	13
Attendance and Care	14
Additional Learning Needs	15
Additional Learning Needs	16
Teaching and Learning	17
Teaching and Learning (Cont'd)	18
Literacy and Numeracy	19
Welsh & Curricwlwm Cymreig	20
Governing Body	21
Concerns and Complaints	22
GDPR	23
GDPR (Cont'd)	24
Additional Information	25
Additional Information	26

Scan our QR code with
your Smart Phone for our
digital Prospectus video!



Welcome!

Croeso!

Welcome to Trelewis Primary School, a happy and friendly Primary school based in the Merthyr Tydfil Local Authority. Our school is an **English speaking school**, promoting the Welsh Language and Culture throughout our Curriculum. Our school caters for pupils aged 3-11 from Trelewis and the surrounding areas.

Trelewis Primary School is a **Primary** school that our Pupils, Staff and Governors are very proud of - a happy and friendly school where meeting the needs of all children is paramount. We are conscious of the necessity to provide all our learners with a broad and balanced curriculum, as well as establishing a set of values, which develop responsible caring individuals. Trelewis Community Primary School strives to achieve its aims through a strong partnership between Governors, Staff, Pupils, Parents and the Wider Community.

Trelewis Primary School has a long history of serving the village of Trelewis, stretching over 100 years, and our school currently caters for over 200 pupils. Our current School building was opened in 1984 and our school is located just off the main High Street in Trelewis. We are very fortunate to have some of the best school grounds in the area including; a large school woodland, school playing field, large school yard and outdoor playing areas, as well as housing a modern school building equipped with high quality resources to promote pupils learning.

The school is a place where learning is exciting and stimulating. We base our teaching on 4 core purposes which we aim to embed throughout the school. These 4 purposes are to develop Pupils who are:



We want Trelewis Primary School to be a school that reflects both your aspirations and our high expectations in terms of behaviour and achievement, and to be a place where adults and children develop together as lifelong learners. Our school motto is: **'Reach for the Stars'** and we believe that every child that comes to our school will be provided with every opportunity to be the best they can be during their time with us and beyond.

Trelewis Primary School is part of the Taff Bargoed Learning Partnership, which is a federation between Trelewis Primary and Bedlinog Community Primary School.

More information about the Federation can be found at:

<http://www.trelewisprimary.wales/taff-bargoed-learning-partnership>



I am sure that your child will be very happy with us and, in future years, will look back on their experiences at Trelewis Primary School as being one of the happiest times of his/her life.

I look forward to welcoming you to our school,

Mr R. Morgan
Executive Head Teacher

Contact Information

Gwybodaeth Cyswllt

At Trelewis Primary School we want you to feel free to approach us with any questions, queries or comments you may have. There a number of ways you can get in touch with us and we welcome any response from parents, carers or members of our community.

School Address

Trelewis Primary School,
Trelewis,
Treharris,
Merthyr Tydfil
CF46 6AH

Telephone

01685 351822

Email

office@trelewis.merthyr.sch.uk

Website

www.trelewisprimary.wales



School Ethos and Values

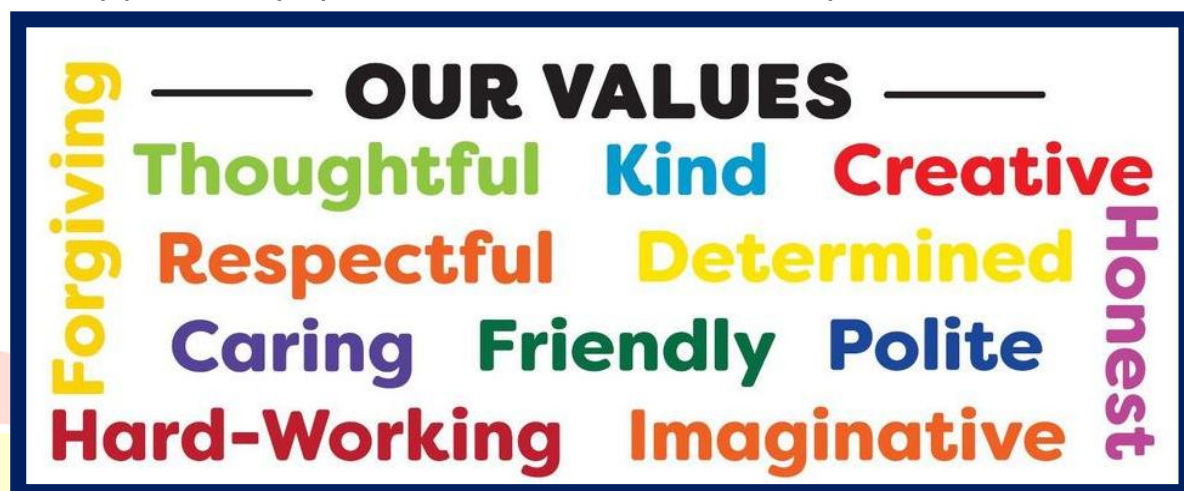
Ethos a Gwerthoedd Ysgol

At Trelewis Primary School we pride ourselves on holding an ethos, which underpin our pupils' development through the curriculum and other activities. This ethos is sustained through a united effort to provide the very best for our pupils by striving to achieve a set of common aims. At Trelewis Primary School we aim to:

- ◆ to embed the "Rights of the Child" within the school;
- ◆ to provide caring and friendly surroundings where pupils will be happy and secure;
- ◆ to promote a healthy lifestyle;
- ◆ to create an ethos of high standards and expectations throughout the school;
- ◆ to give all our pupils access to a broad and balanced curriculum to enable them to achieve their full potential;
- ◆ to provide high quality teaching and learning experiences to enable all children to achieve the highest standards of which they are capable in all areas of the curriculum;
- ◆ to enable all pupils to develop a sense of self-esteem, acquire a set of moral values and promote habits of self-discipline which will ensure high standards of good behaviour at all times;
- ◆ to provide experiences that will assist pupils to an awareness of the spiritual dimension of life and to encourage them to respect other cultures, races and religions;
- ◆ to assist our pupils to become self-reliant and help them on the vital steps towards becoming independent, lifelong learners;
- ◆ to provide pupils with the skills needed to enable them to communicate effectively and safely using a wide range of information systems, preparing them for the technological world of the future;
- ◆ to develop and promote pupils' Welsh language, culture and heritage;
- ◆ to assist our pupils to become proactive global citizens;
- ◆ to develop a stimulating indoor and outdoor environment where pupils can learn by satisfying their own natural curiosity and individual interests;
- ◆ to ensure pupils are provided with a wide variety of first hand experiences to enhance and supplement the curriculum;
- ◆ to secure a meaningful partnership between home, school and the wider community;
- ◆ to provide a programme of professional training to enable all staff to further develop their skills and knowledge.

Our School Values

As a school we also want to establish our pupils as positive members of the community. We have 12 Values that we aim to develop in our pupils. These are a core part of our school and are a key part of everyday life at our school. At Trelewis Primary School we are...



Staffing at School

Staffio yn yr Ysgol

At Trelewis Primary School we have a Staff team who are hardworking and committed to ensuring that our pupils are provided with the best education possible.

Executive Head Teacher	Mr. R. Morgan
Deputy Head	Mr. S. Prosser
ALNCo	Mrs E. Lewis
Basic Skills Co-ordinator	Miss L. Willington

	TEACHING STAFF	LSA
Meithrin (Nursery)	Mrs C. Richards	Mrs C Stevens, Miss B. Thomas
Dosbarth Coch (Rec)	Miss K. Collins	Mrs R Thomas
Dosbarth Oren (Rec & Y1)	Miss T. Williams	Mrs J. Hollett
Dosbarth Melyn (Y2)	Miss L. Willington	Miss T. Knowles
Dosbarth Gwyrdd (Y2 & 3)	Mrs K. Baccetta	
Dosbarth Glas (Y3&4)	Miss F. Thomas-Dyer	
Dosbarth Porffor (Y4&5)	Mr S. Prosser & Miss L Fleming	
Dosbarth Aur (Y6)	Miss S. Martin	

INTERVENTION/ALN STAFF

Interventions	Mrs. L. Robertson (Literacy and Numeracy), Mrs L Arnold (Hafan – Nurture)
ALN Support	Miss J Plant, Mrs T. Campbell, Mrs C McGuire, Miss J Martin

SECRETARY

School Clerk	Mrs L. Bennett
--------------	----------------

CARETAKER

Caretaker	Mr D. Bradfield
-----------	-----------------

SCHOOL CATERING TEAM

The catering at the school is undertaken by Merthyr Tydfil Catering, who employ a cook and four kitchen assistants who are based at the school.

School Cook	Mrs L. Powell
Catering Staff	Mrs M. Owens
	Mrs S. Abley
	Mrs H. Evans
	Mr D. Powell



School Grounds and Classrooms

Trelewis Primary School is a modern, brick built school, occupying an elevated site above the village of Trelewis. The school, which has very pleasant surroundings including gardens and playing fields, was opened in 1984 and serves a well-established but growing urban community at the southern end of the County Borough of Merthyr Tydfil. The school also has relatively easy access to the A470.

This school is a primary school, which caters for pupils aged 3 to 11 years. The school building contains four main teaching areas and an administrative block, housing the head teacher's room, school office and staff room. An extension to our main infant area, to house our nursery class was opened during the autumn term of 1999, and our most recent addition are our Foundation phase classes opened in 2021.

Our well-resourced classrooms provide our Pupils with fully equipped practical working areas. Each class has its own selection of reading and reference materials, stationary and a range of IT equipment including interactive screens, iPads, laptops and class computers.

The official means of entry to the school is by means of a pedestrian footbridge over a railway line. Pupils entering the school premises from the northern area of the village have a secondary means of entry via a wicket gate and footpath.

The school also houses a community room which is used for parental engagement activities and is equipped with a separate toilet.

Toileting at Trelewis

The school provides pupils with clean and modern toileting facilities, which are regularly checked by the caretaker and cleaning staff to ensure that they are always clean. Our school has separate toilets for girls and boys within Year 3 to 6, and shared toileting areas for Infant classes.

Our Nursery class has its own toilets with showering facilities and we also have a number of disabled toilets on site with full disabled facilities, as well as an accessible changing space.

Equality & Safeguarding

Cydraddoldeb a Diogelu



At Trelewis Primary School, discrimination on the basis of colour, culture, origin, creed, gender and ability is unacceptable. We endeavour to further this objective by creating within our school a happy, caring environment, where each individual is respected and valued. We aim to educate, develop and prepare our pupils for life to enable them to co-exist in society as well-balanced, tolerant, open-minded individuals. If you would like more information on our Equality procedures at Trelewis Primary School, our detailed Strategic Equality plan is available for scrutiny from the main school office and website.

Safeguarding at Trelewis Primary School

At Trelewis Primary School, the safeguarding of our pupils is paramount. Safeguarding forms a regular part of staff and governor training and there are regular updates within the school about issues arising regarding the safeguarding of our pupils. All staff within the school are subject to enhanced DBS checks, which ensures that all staff in the school are free from any possible criminal convictions. All visitors to the school are also recorded using our sign in system, which takes photographic evidence of all visitors on site, so you know your child is always safe whilst at school. We pride ourselves on our security within the school which includes; CCTV across the school site, telephone system throughout the school, swipe door entry system, visitor sign in system, intruder alarm system and secure school gates and fencing to prevent members of public entering school site during the school day. For Child Protection issues, please see the Head Teacher who is the Designated Senior Person in charge of Child Protection. If they are unavailable, please ask to speak with to Mr S. Prosser who is also able to deal with your concerns. A copy of our Policy is also available on the website.

Working in partnership with:



Pupil Pledge

Addewid Disgyblion

At Trelewis Primary School we want our pupils to experience and take advantage of a wide variety of opportunities to develop their skills and wellbeing. From the time your child starts with us, to the time they leave, we have planned a range of experiences to ensure that your child makes the most of their education.

Within our school we have established a **'Pupil Pledge'** which is our promise to our pupils about the sorts of experiences they can expect to receive during their time with us at Trelewis Primary School. It involves a variety of different areas, with the aim of promoting every child's wellbeing. Our Pupil Pledge involves the following:

#Love being welsh

- Take part in a local community event
- Engage with the older generation in our Community
- Help a friend but most importantly, make someone smile!
- Celebrate being Welsh
- Take part in a Welsh event
- Be proud of where you live!

#Have your say

- Have your say on a local issue that you would like to have changed
- Know your rights in saying what happens to you
- Support a friend
- Know your local Councillor
- Learn new coaching skills
- Debate local and school issues

#Eco Wales

- Grow something and eat it
- Learn about the coast and how to take care of it
- Visit a National Park
- Reduce, reuse and recycle something
- Take part in activities to look after the environment in your local area

#Sport star

- Take part in a sporting event, representing your school
- Do an adventurous activity
- Know how to safely ride your bike in the Community
- Know what keeps you healthy
- Build a tent or Den
- Take part in team games and activities

#Dragons Den

- Come up with a business idea
- Take part in an enterprise event
- Listen to a 'Role Model' who runs their own business.
- Learn about and visit local businesses and the world of work
- Visit a University or college in Wales.

#Who are you

- Carry out a project on the history of Merthyr Tydfil
- Visit one of Wales' castles/museum and learn about the history of Wales
- Research your Local community
- Work with your family in school
- Know what makes you GREAT!

#Science fair

- Take part in a science & engineering projects
- Understand how Wales is influencing cutting edge science!

#Midnight madness

- Stay out overnight somewhere in Wales on a Residential trip!

School Uniform

Gwisg Ysgol



Although, at the Primary school stage, the wearing of a school uniform is not compulsory, we do have a distinctive school uniform at Trelewis Primary School that we encourage pupils to wear, in response to the wishes of the vast majority of parents.

The uniform consists of:

- ◆ Burgundy sweater / cardigan / fleece
- ◆ Grey skirt / slip / trousers / shorts
- ◆ White shirt / blouse / polo top

For PE we do request a white t-shirt and black/burgundy shorts or black joggers in colder months. Pupils will also be able to wear a school hooded jumper for colder months.

Sweatshirts, cardigans, polo shirts, jackets and fleeces, embroidered with the school badge, can be purchased from a number of providers. Further information about our Uniform and suppliers can be found on our school website. The school also operates a recycled uniform scheme which can be accessed by parents. Please contact the school office if you would like more information.

Cloakrooms and Storage

All pupils have access to coatpegs and storage within our cloakroom areas to store their belongings during the school day. Likewise storage is available in class for other personal items. We do ask that Pupils only bring in drawstring style bags with them to school and not backpacks.

Lost Property

Please ensure that all items of your child's belongings are labelled clearly with his or her full name. We actively encourage the children at School to be responsible and independent and to look after their own belongings. However, if they do mislay any items we have a Lost Property box situated in the school office.

Health and Wellbeing

Iechyd a Lles



At Trelewis Primary School we believe that we are not only here to educate pupils on academic topics, but that it is also important to teach children about the need to be healthy and active. We aim to establish this within the school through a number of different ways including weekly PE & fitness sessions, providing after school clubs for pupils, establishing links with local Rugby and Football clubs, providing regular swimming lessons, improving our school grounds including our Trim Trail to encourage fitness and establishing links with healthy eating groups. In regards to wellbeing we have trained staff on site to look after mental health and wellbeing of Pupils as needs arise.

Trelewis Primary School is working as part of the Healthy Schools Network in Wales. You can be sure that during your child's time with us, they will develop their own understanding and awareness of how to be happy and healthy members of the community. Within the school, Foundation Phase pupils receive free school milk to aid healthy growth and development of bones, our lower foundation classes take part in regular dental sessions and there are regular visits from the School Nurse to teach children about a range of topics including; keeping clean, sun safety and dangers of smoking.

In line with our continued drive towards the promotion of healthy lifestyles for all our pupils, we actively encourage our pupils to increase their daily consumption of drinking water. To assist with this goal, we ask parents to provide a reusable school water bottle (wide-neck) to be used in school on a daily basis. At School we have chilled water fountains ready for Pupil use.

We are working with a wide range of agencies to promote your child's health and wellbeing including:



Eating at School

Bwyta yn yr Ysgol



Breakfast Club

The school operates a free Breakfast Club for all pupils every morning from 8:10 a.m. – 8:50 a.m. Pupils must be in school by 8:40am at the latest to be given access to Breakfast club. Pupils who arrive after this time will not be given access to breakfast club. In addition to being offered a healthy choice of cereal, toast, fruit juice, milk etc., the children are provided with the opportunity to socialise and enjoy a variety of fun activities. Your child is welcome to attend on some or all days. Registration forms are available from the main school office, and must be received by the school before your child can attend breakfast club.

Lunchtime

There are three options regarding lunchtime arrangements for your child:

1. *School Meals*

Your child may stay for school dinners. Menus are available on our School website.

2. *Packed Lunches*

Your child may bring their own packed lunch to school, if so desired, subject to the following rules:

- ◆ In line with our Healthy School status, we encourage parents to provide a healthy lunch – advice leaflets are available from the school website.
- ◆ No glass bottles are allowed, for safety reasons
- ◆ A lunchbox of a reasonable size should be used with your child's name clearly visible on the box / bag. These are stored in classrooms.

3. *Lunch at Home*

Your child may go home for lunch provided that she/he returns by 1p.m.

School Organisation

Trefniadaeth Ysgol

At the commencement of each academic year*, the school is organised into classes designed to accommodate its current pupil population. The number and ages of the children attending the school always control the class groupings. The school is currently organised into 8 classes made up of single and mixed year groups. Within these classes, our pupils benefit from an appropriate balance of class, group and individual teaching. Grouping of the children will be flexible and may change for different subjects/topics. For example, at certain times during the school day, the children may work within 'ability' groups for the teaching of mathematical skills etc., whilst at other times it may prove more beneficial for the children to work in 'interest' groups or 'friendship' groups. We aim to teach our children the skill of working together, carefully balancing the elements of co-operation and competition.

The School Day

There are never 2 days the same in Trelewis Primary School. Every day brings something different and pupils are always learning new things in new ways. Throughout the school we aim to follow a similar timetable, however depending on events taking place and visitors coming into school, this can sometimes change.

An example of a usual running day can be found below;

Time	Focus of Session	
9:00am	Registration (Start of School day)	
9:05am – 9:25am	Read Write Inc	Reading Carousel of Activities
9:30am – 10:25am	Literacy	
10:25am – 10:40am	Assembly	
10:40am – 11:00am	Morning Break	
11:00am – 12:00pm	Numeracy	
12:00pm – 1:15pm	Lunch (12:00pm - 1:15pm for Infants)	
1:00pm – 2:30pm	Topic Work	
2:30pm – 2:40pm	Afternoon Break	
2:45pm – 3:05pm	Amser Siarad (Welsh session)	
3:10pm – 3:30pm	Wellbeing & Mindfulness / Circle Time	
3:30pm	End of School Day	

Emergency Closure

Occasionally, usually due to extremely poor weather conditions, it becomes necessary to close the school at short notice. In the event of this happening, we will communicate via the following:

- ◆ A message will be sent out via our school communication platform/app Class Dojo
- ◆ A message will appear on the Merthyr Tydfil website
- ◆ A message will be placed on the School Twitter

**Term Dates for the Year can be found on our School website.*



Attendance and Care

Presonldeb a Gofal

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

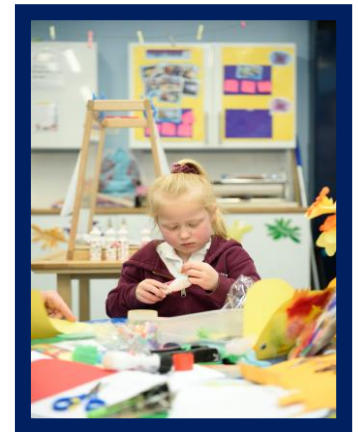
Authorised Absences

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 hospital for example. Whilst we would ask that, where possible, appointments are made outside school hours, we acknowledge that in certain circumstances it is not possible. At these times, we ask you to notify the school in advance, either in a short note to the class teacher or by telephoning the school office.

Should your child be absent through illness, we ask that you contact the school on the morning of the first day of absence so that we know that your child/children are safe at home. If you are unable to contact the school, we request that you send in a brief note on your child's return to school stating the reason/s for absence. We operate a first day calling system where, if the school is not contacted, a member of school staff will contact you.

Holidays within Term Time

We ask parents to try their best to arrange holidays in official school breaks. Any requests for holidays during term time cannot be authorized (apart from exceptional circumstances). The school has an application form which will require information regarding the length and purpose of the holiday, with exact dates and any family circumstances. In some cases, Holidays in term time can result in FPNs being issued. More information can be found on our school website regarding Holidays in Term time.



Education Welfare Officer (EWO)

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

Care of our Pupils

Ensuring your child is cared for and looked after, whilst at school, is of great importance to us. If you have any queries at any time then you are very welcome to come and speak to your child's teacher. However, please remember that after school is the best time, as the teacher has his/her class to prepare for, and to look after, at the beginning of school. You should always go to the main office to ask if the teacher is available – in the interests of school security, please, do not enter the school to look for them. If your child's teacher is unavailable, short messages can be passed on via the school office or sent directly via ClassDojo. If necessary an appointment can be made for the earliest possible opportunity.

Regular opportunities will be provided for all parents to meet with teachers during our allocated Parent Evening meetings to discuss your child's progress and any potential concerns that staff may have.

Medicines

At Trelewis Primary School we are unable to distribute any medicines to pupils, unless a child has a specialised health plan provided by a GP. This can be discussed further upon your child's arrival at the school. Our 'Administration of Medicine' policy is available in full on the website.

Additional Learning Needs

Anghenion Dysgu Ychwanegol



At Trelewis Primary School we welcome pupils of all abilities and those with additional learning needs. Whatever a child's needs, irrespective of ability, gender or race, Trelewis Primary School endeavors to plan, deliver and assess a broad, balanced and inclusive curriculum, which helps each child develop their full potential. The school prides itself on identifying and meeting the needs of individuals. Children's strengths are used as positive building blocks, while weaknesses are addressed in a number of positive and effective ways. The school works closely with parents and outside agencies to enhance every child's learning framework.

In common with all other schools we have a legal obligation to have, and to publish, a policy for dealing with children who have additional learning needs. Our policy, which has been approved by the Governing Body, ensures that all children who are identified as having ALN are regularly monitored, starting with their entry into school and continuing through on-going assessments. If this monitoring, or any other factor, such as your concern as a parent, reveals a weakness in any aspect of a child's progress then further action will be triggered. Sometimes, an adapted programme of work from the class teacher will meet the perceived needs of the child and, perhaps, this will be coupled with support from our Intervention teacher (if needed). However, if the difficulties persist, experts from the LEA and other bodies are then asked to give advice and assistance.

Emotional or behavioural problems are often found to be the obstacles to successful learning at school. The solutions to these problems usually necessitate close co-operation between home and school. Where necessary, the expertise of the Educational Psychologist can be sought; to assist the child through the difficulties she/he is experiencing.

In a small number of cases, a more formal assessment of a child's educational needs may be considered. This could result in the involvement of external agencies, such as the Educational Psychologist, conducting assessments of a child and, if necessary, the school producing a document known as an 'Individual Development Plan (IDP)' to support your child's progress. At all stages in this process, parents & children would be fully consulted and would be given the opportunity to express their views about their hopes and aspirations.

Physical Disabilities

To assist access to our buildings for pupils and adults with disabilities, to date we have made the following provision:

- ◆ wide corridors and entrance doors and fitted electronic sensor devices;
- ◆ automatic doors
- ◆ ramped access
- ◆ dedicated parking spaces
- ◆ Full accessible wet room
- ◆ installed a toilet with full disability pack;
- ◆ provided numerous 'resting' places in our playground areas;
- ◆ fitted railings around our main playground area and handrails on our steps;

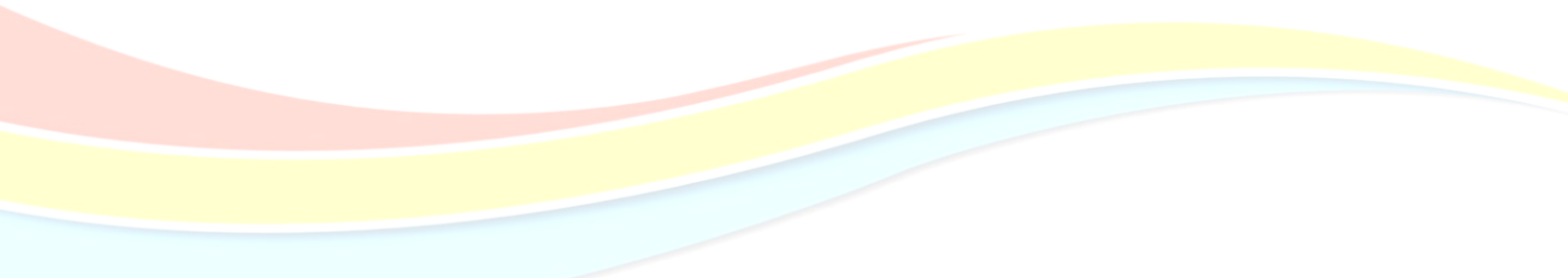
More Able and Talented

In Wales the term 'More able and talented' is used to describe learners who require opportunities for enrichment and extension that go beyond those provided for the general cohort of learners.

Children may be more able and/or talented in diverse fields (academic, creative, sporting, social, leadership).

CLA (Child Looked After)

At Trelewis Primary School we aim to include all pupils in school life, regardless of background or home situation. The school works with local authority support officers and social workers to provide support for pupils who are long or short term foster care. Our aim is to integrate, support and value children who are placed in care in the same way we would any other child. If you wish to discuss any aspect of this, please get in touch with the school. The Head Teacher is our designated CLA officer and responsible for promoting the educational achievement of looked after children.



Teaching and Learning

Addysgu a Dysgu



Within Trelewis Primary School, we deliver an active, engaging and experiential curriculum to the learners at our school. Within curriculum we aim to develop Pupils skills and abilities across a range of areas of learning and experience. These areas include;

- ◆ Language, Literacy and Communication
- ◆ Mathematics and Numeracy
- ◆ Science and Technology
- ◆ Humanities
- ◆ Expressive Arts
- ◆ Health and Wellbeing

Here at Trelewis Primary, we provide children with a broad and balanced curriculum that encourages them to become independent learners. We provide a wide range of activities to help your child learn and develop skills through a range of focussed tasks, enhanced and continuous provision, whilst giving the children the opportunity to work as an individual, in pairs, groups and as a whole class. These activities are available both indoors and outdoors wherever possible, whatever the weather! To develop enquiry skills children will sometimes be working independently in both their indoor and outdoor learning. Pupils are also involved in the setting and monitoring of their own short term targets and all children join with the rest of the school for daily collective worship.

Whilst the main language of instruction 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 'Tocyn Iaith' strategy is employed in each classroom to encourage its use. We give pupils the opportunity to experience Welsh culture and heritage wherever possible.

We also utilise trips, visits and visitors to enhance and enrich our Pupils learning experiences. More information about this can be found in our 'Enrichment and Experiences' policy.

Teaching and Learning

Addysgu a Dysgu

Curriculum Vision

Teachers at our school deliver lessons using a largely skills-driven approach, and all activities are underpinned by the key skills of literacy and numeracy. Wherever possible, subjects are linked through cross-curriculum themes, and pupils themselves are encouraged to identify areas they wish to know more about. At our school we have developed a Curriculum vision for each of our AoLEs that outline our expectations for learners as they move through the school. Within our school, our learners will be provided with experiences that will allow them to;



Language, Literacy and Communication:- achieve their potential within literacy their skills. Our learners will experience a sense of pride and achievement as they decode, blend and build words to read, discover different language strategies, and apply their skills independently through authentic contexts. Our learners will gain a deep understanding of the subject, explored through a range of concepts/contexts, which ensures they fully understand and engage with what they are learning, and develop as literate individuals, able to apply their skills in their everyday lives.

Mathematics and Numeracy:- achieve their potential with their mathematics and numeracy skills. Our learners will experience a sense of pride and achievement as they solve a problem, discover different solutions and strategies, and apply their skills independently through authentic contexts. Our learners will gain a deep understanding of the subject, explored through a range of concepts/contexts, which ensures they fully understand and engage with what they are learning, and develop as numerate individuals, able to apply their skills in their everyday lives.

Science and Technology:- Recognise their importance as a global citizen and take responsibility for their environment and wider world; developing their understanding of organic and inorganic science. They will apply experience, skills and knowledge to develop ideas independently. Authentic contexts will fuel their curiosity and provide opportunities to question, observe, challenge and create solutions to problems. As individuals, our learners will foster a respect for emerging technologies; relating it to their everyday lives. Through the various areas explored, learners will combine their skills and understanding to achieve their potential.

Humanities:- develop and extend their interest in Humanities, as active global citizens. Through authentic contexts, and from their own experiences, learners will develop and apply their skills in order to achieve their potential; beginning with an appreciation of their own identity before exploring their relationship with the locality, Wales and the Wider World. Through developing their independence, learners will embrace and celebrate individuality in order to promote a sense of belonging; enabling them to appreciate the diversity of the world experienced in their everyday lives.

Expressive Arts:- nurture their individuality to achieve their potential, showcasing their personalities and talents. They will appreciate the diversity that expressive arts provide and become creative individuals, inspired by a wide range of authentic, artistic experiences. Learners will have opportunities to engage with a wide range of creative platforms, appreciating how the arts contribute to their role as global citizens; and become confident, independent learners; applying their creative skills to other aspects of their everyday lives.

Health and Wellbeing:- become healthy, resilient and independent individuals, able to achieve their full potential. Learners will understand the physical and mental benefits of a healthy lifestyle, and engage in regular opportunities to promote their emotional and physical wellbeing. Learners will develop skills that allow them to be active members of society; taking an interest in their respective communities. Through various authentic experiences, learners will appreciate the importance of being a global citizen and will apply this to their everyday lives.

Literacy and Numeracy

Llythrennedd a Rhifedd



One of our main foci at Trelewis Community Primary School is the development of pupils Literacy and Numeracy skills. Literacy and Numeracy skills are essential in order for children to reach their potential. At Trelewis Primary school we want all of our pupils to be literate and numerate members of society and we implement a range of teaching strategies to ensure that pupils are able to practice and develop their literacy and numeracy skills, in a range of contexts.

The National Literacy and Numeracy Framework (LNF) has been developed by the Welsh Government to ensure that all children in Wales are able to develop excellent literacy and numeracy skills during their time at school. Copies of the Framework are available on our website.

The LNF is a document that ensures every school in Wales follows the same program and sets the same high expectations of all pupils. The framework is arranged according to age range and it can be quite normal for pupils to perform both above and below, as well as at, the expected age range.

Literacy and Numeracy progress is assessed both formally and informally by staff, who use the LNF alongside pupils to set their ongoing targets. During the summer term pupils from Year 2 to Year 6 will also sit National Test to gain a snapshot picture of how pupils in Wales are performing within literacy and numeracy. The National Tests focus on the areas of reading, procedural maths and mathematical reasoning skills.

More information about the LNF and National Testing can be found at: <http://learning.wales.gov.uk/>

Welsh Language

laith Gymraeg



At Trelewis Primary School we have a keen interest in promoting the Welsh language and Welsh culture within our school.

Welsh Language Development

We are committed to encouraging pupils and teachers to use the Welsh language in and around the school and Welsh is learnt as a second language in all classrooms. Classes have pupils who act as a *Helpw'r Heddiw*, reinforcing Welsh language patterns and encouraging others to ask and answer questions in Welsh, whilst across the school the use of 'Tocyn laiths' help to promote and encourage pupils' use of the Welsh language.

Welsh songs and prayers feature in assemblies and displays highlight relevant Welsh phrases and words. Staff within the school use the Welsh language daily as a means of delivering instructions to pupils, as well as using it incidentally throughout the school day, so that pupils become used to hearing and using the Welsh language themselves.

We also want Welsh to not only be used within school, but throughout a child's life as well. We have transition plans in place for when pupils leave us to attend their chosen secondary school and we provide parents with Welsh vocabulary books to encourage the use of Welsh at home.

Curricwlwm Cymreig

We are very fortunate that here in Wales we have a rich history and culture which we believe should be celebrated. Wherever possible, topics will incorporate aspects of Welsh life which celebrate Wales and Welsh culture. Our annual *Eisteddfod* is an example of one of the ways in which we promote *curricwlwm cymreig*, where pupils take part in a number of competitions through the medium of both Welsh and English.

Governing Body

Corff Llywodraethol



As a school, our very active Governors hold us accountable for our actions. Our Governing body challenges the decisions made by the head teacher of the school and ensure that our school goes from strength to strength. The Governing Body is a joint Governing Body, overseeing the work of all Schools within the Federation.

<i>Chair of Governing Body</i>	<i>Mr. C. Hollett</i>
<i>Vice Chair</i>	<i>Mr R. James</i>
<i>Executive Headteacher</i>	<i>Mr. R. Morgan</i>
<i>Teacher Governors</i>	<i>Miss L. Willington</i> <i>Mrs C. Hext</i>
<i>Non-Teaching Staff Governor</i>	<i>Mrs R. Thomas</i> <i>Mrs S. Rees</i>
<i>Parent Governors</i>	<i>Mr A. Davis</i> <i>Mrs G. Chan</i> <i>Mrs J. Huish</i> <i>Mrs N. Ryan</i>
<i>Community Governors</i>	<i>Mrs S. Jago</i> <i>Mrs J Collier</i>
<i>LA Governors</i>	<i>Mr C. Hollett</i> <i>Mrs S. Davidson</i> <i>Cllr. M. Symmonds</i> <i>Mr. R James</i>
<i>Community Council Member</i>	<i>Cllr. V. Matthews</i>
<i>Clerk to the Governors</i>	<i>Mrs. L. Hopkins</i>

If you need to get in touch with our Chair of Governors please contact the Clerk on 01685 725141

Concerns and Complaints

Pryderon a Chwynion



Complaints Procedure

The Governing Body of Trelewis Primary School take all complaints very seriously as we are committed to providing high-quality education. We aim to make the school's complaints procedure easy to follow with three easy steps:

◆ *Step 1 – Informal Stage*

You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage.

◆ *Step 2 – Formal Stage*

All complaints will need to be in writing and addressed to the Chair of the Governing Body. They will be thoroughly investigated and a response will be made in writing.

◆ *Step 3 – School Complaints Committee*

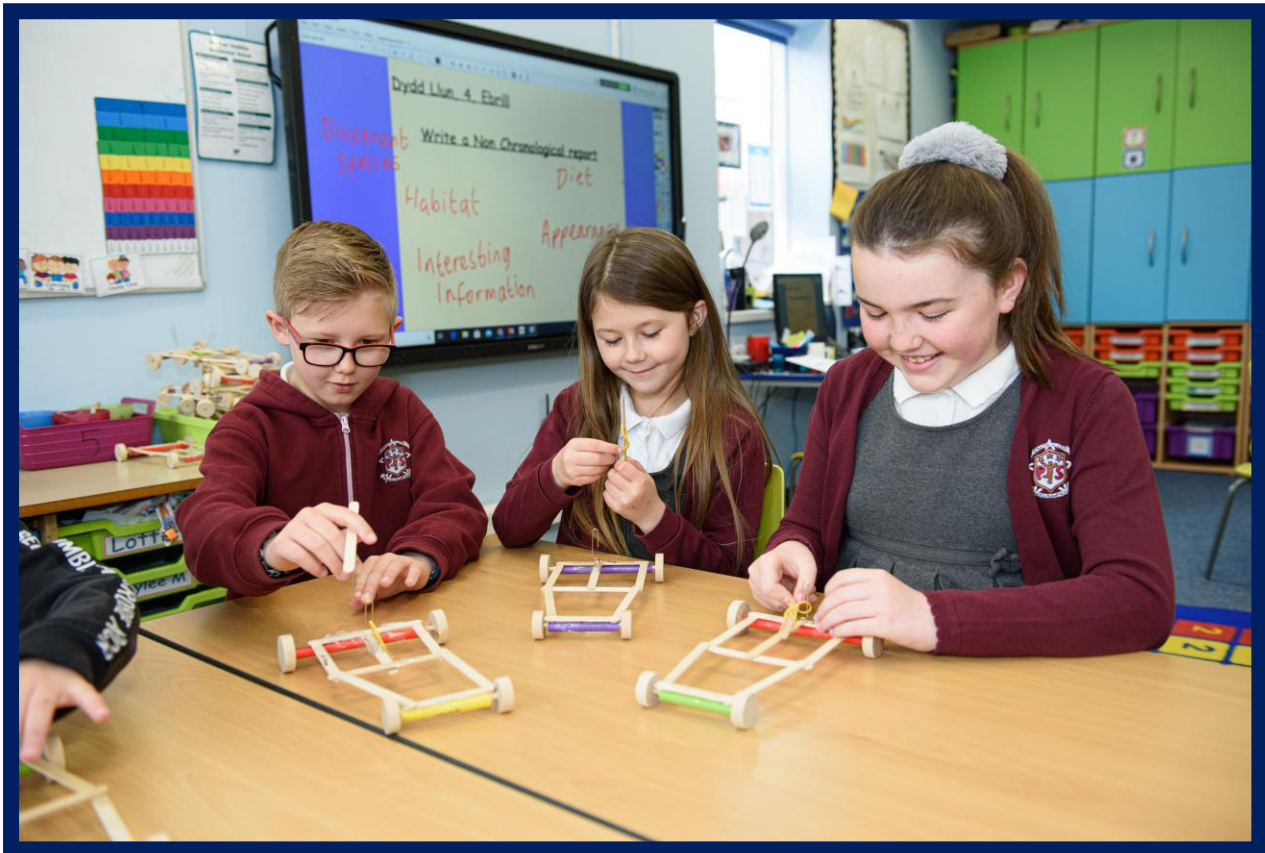
If you are unhappy with the investigation you must write to the school and request the Clerk to the Governing Body, who convenes the Complaints Committee of the Governing Body to review your complaint.

Medical Concerns

In the majority of cases, the school is unable to administer medication (See medicine policy on school website). However, if a child returns to school with a doctor's consent, the Head teacher may agree to administer the required lunchtime dosage if necessary. Where medicine is brought to school, the following conditions must apply:

- ◆ a written permission slip must be submitted
- ◆ the child's name must be clearly visible on the container
- ◆ The dose must be clearly stated on the container
- ◆ The medicine must be kept, locked, in the head teachers office

Please contact the school before sending in any medication of any sort. Further information about medicines can be found on the website.



As a public body, there are certain tasks that will require us to process your child's information under the basis of 'Public Task'. During your child's time at school, we will process a large amount of information about them, in order to provide them with the best possible care and support within their education. At Trelewis Primary School data protection is given a high priority, and we do all we can to ensure that your information is held securely.

As part of this prospectus pack you will find a guidance booklet entitled 'Your Child's Data' which gives a simple explanation to how our school processes your child's data. This is also available on our website. Please find below a brief overview of how we establish Data Protection procedures within Trelewis Primary School.

Processing Data

At Trelewis Primary School there are 6 core objectives that we adhere to when processing information about our pupils. As a school, we will ensure that all information held about your child will be;

1. Processed lawfully, fairly, and in a transparent manner;
2. Collected for specific, explicit and legitimate purposes;
3. Adequate, relevant and limited to what is necessary;
4. Accurate and, where necessary, kept up to date;
5. Kept in a form no longer than is necessary
6. Processed in a manner that ensures appropriate security of the personal data.

The collection of Personal Information

The school collects information about pupils and their parents or legal guardians when they enroll at school. The school also collects information at other key times during the school year. Information is also received from other schools when pupils transfer. The school processes the information it collects to administer the education it provides to pupils.

For example:

- ◆ Providing effective educational services to individuals;
- ◆ Monitoring and reporting on pupils educational progress;
- ◆ The provision of Welfare, pastoral care and health services;
- ◆ The giving of support and guidance to pupils, their parents and legal guardians;

Personal Information Held

The sort of personal information that will be held includes;

- ◆ Personal details such as name, address, date of birth;
- ◆ Pupil identifiers and contact details for Parents and Guardians
- ◆ Information on Performance in internal and National assessments
- ◆ Information on the ethnic origin and National Identity of pupils
- ◆ Medical information needed to keep pupils safe while in the care of the school
- ◆ Information on attendance and any disciplinary action (e.g. exclusions)
- ◆ Information about the involvement of Social Services within individual children.

Organisations who may share Personal Information

Information held by the school, LEA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for examples with;

- ◆ Joint Education Services (JES)
- ◆ Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- ◆ Bodies doing research for the Welsh Government, LEA and schools, so long as steps are taken to keep the information secure;
- ◆ Central and local Government for the planning and provision of educational services;
- ◆ Social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils.
- ◆ Various regulatory bodies, such as inspection authorities, where the law requires that information to be passed on so that they can do their work;

Your Rights

You have certain rights under Data Protection Act, including a general right to be given access to personal data held about your child. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they so wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access personal data regarding your child, then please complete a 'Subject Access Request' form, available on the school website.

Please note that in some instances, particularly where Child Protection cases are involved, you may not be entitled to view all information held on your child for legal purposes.

Keep us up to date

It is very important that you keep the school informed of any changes to personal information, such as address, mobile number etc. This will allow us to maintain our records in line with Data Protection guidelines. We will share with you the information we hold during Parents Evening (annual), for you to check that the information we hold about your child is accurate.

Additional Information

Admissions to School

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Primary schools in Merthyr, the admissions authority is Merthyr Tydfil County Borough Council also known as the Local Authority (LA). Within the County Borough each school has its own designated catchment area. Most parents/carers send their child to the 'local' school, but some parents/carers exercise their right to state a preference for a different school. In all cases parents/carers of pupils who are due to change schools in September will need to indicate, in writing, their preferred school.

Pupils who live in a defined catchment area of a school no longer have an automatic right to attend that school unless a written application is made. An appropriate form will be sent to all relevant parents/carers which will need to be returned to: *Admissions, Schools Department, Unit 5, Triangle Business Park, Pentrebach Merthyr Tydfil CF48 4TQ* in order to match parents'/carers preferences with the availability of places at the school of their choice.

In the vast majority of cases, we are able to accommodate parents' preferences for admission into our school. There is an appeals procedure (to an Independent Appeal Committee) in place for parents of any pupil who is refused a place at our school. Further information relating to the school's policy on admissions can be found on our Website where you can find further information regarding ages for starting school and admissions for pupils with disability.

Parents visits to the School

At Trelewis Primary School we understand that choosing a school for your child is a big decision. Should you wish to visit the school to see our facilities then we would kindly ask you to contact the school office when a date and time can be arranged for you to visit the school. We welcome any request to visit the school. Please note that, in most cases (apart from exceptional circumstances), visits will be arranged outside of school hours when pupils are not on site. This is in order to secure the Safeguarding of our Pupils.

Nursery parents are invited to an Open day in the Summer Term, to visit our Nursery ahead of their Child starting in September. These dates will be communicated to you.

A happy school for all

Our aim is that our pupils are happy during their time in school and should respect themselves as individuals and as collective members of our school community. They must be encouraged to respect other people's feelings, attitudes and property. We believe the standards of behaviour within our school are very good. The emphasis at this school will lay with positive reinforcement of good behaviour, as we feel that praise is the most powerful tool in maintaining good discipline. We strive to maintain a happy atmosphere, with the children being gainfully engaged at all times, since boredom and unhappiness are more likely to lead to unacceptable behaviour. Whilst the emphasis will remain on praise and rewards, there will still be occasions when a child's behaviour needs correcting. Minor offences will be dealt with as caring parents would deal with their own child. More serious cases are dealt with by inviting the parents to the school to discuss matters, before any further action is taken.

Communication with Home

At Trelewis Primary we send home regular newsletter with news and key dates. The school communication platform/app 'ClassDojo' is used for updates and reminders of events. Teachers send home curriculum overviews each term, so that you know which themes they will be covering, and also letters relating to school trips. Our website also has all the information required about life at Trelewis Primary School.

School Rules

Each class sets their own class rules at the start of each new school year. They are based on the Values Curriculum. In addition to this, promotion of the UNCRC is highlighted through the school through various posters and displays. We also advertise the 'Childline' number for pupils who may require it.

Gwybodaeth Ychwanegol

Relationships and Sex Education at Trelewis Primary School

This subject is treated with sensitivity at Trelewis Primary School. At Trelewis Primary School, sex education is considered to be part of the child's personal, social and health education programme, and as such, is introduced as part of the thematic work carried out by the school. It involves discussions about caring, dealing with feelings, keeping safe and healthy, making decisions, family life and the care of the body. These topics are dealt with when they link naturally with planned work from other subject areas and the content is always carefully matched to the needs, age and maturity of the child. We work closely in conjunction with the NHS and School Nurse, who also delivers session regarding topics that sit under the topic of 'RSE'.

Religious Education & Collective Worship at Trelewis Primary School

At Trelewis Primary School we understand that pupils who join us may come from a range of cultures and religions. Religious Education at our school is based on the National Curriculum and agreed County syllabus. It is taught in a non-denominational way. The main focus of RE and Collective Worship at our school is Christianity, with some focus given to other world faiths. We also explore Welsh Culture and SEAL topics during our daily Collective Worship sessions. RE/Collective Worship is an area of the curriculum where parents have the right to withdraw their child wholly or in part from, and alternative provision will be made for those children who are exempt. Any request to withdraw a child from religious education or collective worship should be made to the Head teacher.

Homework

Homework is an ideal way for us to keep parents up to date with what is being taught in school and for parents to be involved in supporting their child's progress. Homework tasks are set thorough the use of Learning Logs and Pupils are given the freedom and indepndence to explore and complete learning in ways that they so wish. Reading should also be considered, as homework and your child will be provided with reading books to bring home regularly, in order to develop their reading skills.

Charging and Remissions Policy

School Visits

Since the Education Act of 1988, schools have been unable to charge parents for school trips and educational visits, which take place largely during school hours. However, to enable these visits to continue, we are allowed to ask for voluntary contributions. To date, we have had excellent support from our parents and the children have, therefore, continued to benefit from some very valuable experiences on a regular basis. I trust that we will continue to receive this support from every parent, to enable these trips to continue. As a school we will give notice of a proposed trip and if needed payment will be taken in instalments. We will use sample letter guidelines as issued by Welsh Government. Further information can be found on our Website.

Acts of Deliberate Vandalism

The parents of a child, who wilfully and deliberately destroys/damages school property/equipment or fixtures and fittings, will be asked to either replace the item or pay a charge towards replacement or repair.

Site Security

Trelewis Primary School has invested in ensuring that the school site is safe for Pupils and Staff. There are a number of ways we have achieved this including:

- ◆ Security fencing
- ◆ CCTV installed across the site to ensure all activity is monitored and recorded.
- ◆ Exterior lighting installed to provide adequate light during darker months.
- ◆ ID badges and visitor badges used throughout the school
- ◆ Controlled Access across the site.

If you wish to discuss site security further then please contact the Head Teacher who can provide you with more information.



The information which appears in this booklet, is correct at the time of printing but may be subject to change before the start or during the school year or subsequent years