

Cwmaman Infants School

Ysgol Babanod Cwmaman



School Brochure 2014/2015



Cwmaman Infant School, Fforchaman Road, Cwmaman, Aberdare, CF44 6NS

Cwmaman Infants School

Fforchaman Road, Cwmaman, Aberdare, CF44 6NS

Telephone: 01685 875862

www.wikispaces.com/cwmamaninfantsnews

Headteacher: Mrs L. Rees

Dear Parent/Guardian

May I take this opportunity to welcome you and your child to Cwmaman Infant School. Our school is situated in the centre of the village and is a single storey, dressed stone building with a pitched roof. The school is over a hundred years old and serves a very close-knit community. Many of our parents have grown up and remained in the area and this enhances the community spirit that helps us in our work at the school.

Your child will be entering a co-educational, county, day infant school which has approximately 130 children between the ages of three and seven years, administered by Rhondda-Cynon-Taff, Education and Children's Services.

We believe that we have a happy school in which all children can achieve their maximum potential. Education must be seen as a partnership between home and school as both teachers and parents have a common goal - the fullest possible, development of the child. The success of this process depends on complete cooperation between children, parents and teachers. Parents are always welcome at the school and we hope that we can develop an open, friendly and mutually beneficial relationship to aid the development of our pupils.

Our brochure provides information about our school, but no brochure, however can cover all aspects of school life, so please feel free to contact the school at any time if you have need of any further information.

We hope that your child will be very happy in our school and we look forward to your interest and support over the coming years.

Mrs L Rees
Head Teacher

General Information

The full postal address of the school: -

Cwmaman Infant School
Fforchaman Road
Cwmaman
Aberdare
CF44 6NS
Telephone Number: 01685 875862

The name and postal address of the Director of Education is:-

Mr C Bradshaw
Education and Children's Services
Ty Trevithick
Abercynon
Mountain Ash
CF45 4UQ
Telephone Number: 01443 744000

The name and address of the Chairman of Governors is:-

Mr. H. E. Davies
2 Spencer Street
Cwmaman
Aberdare
Telephone Number: 01685 876862

The name and postal address of the clerk to the Governors is:-

Education and Children's Services
Ty Trevithick
Abercynon
Mountain Ash
CF45 4UQ
Telephone Number: 01443 744000

Governing Body

Chairman:	Mr H. E. Davies
L.E.A Governors:	Mr P Northey
Community Governor:	Mr S Nelson and Ms E Hoare
Co-opted Governors:	Mrs A Calvett
Parent Governors:	Mrs J Berry and Mrs K Collins
Teacher Governor:	Miss L Abbott
Non-Teaching Staff Governor:	Miss C Stacey
Head Teacher Governor:	Mrs L Rees

Staff Members/ Areas of Responsibility

Head teacher

Mrs L Rees

Overall Curriculum Development, Staff Development, Child protection officer, Language, Literacy and Communication Skills, and Performance Management Welsh Development and Bilingualism, Assessment, Record-Keeping and Reporting.

Deputy Head teacher and

Nursery Teacher

Mrs K Connor

Personal, Social Development, Cultural Diversity and Well-Being, Information Communication Technology (ICT) Eco-Schools, Healthy Schools, Education for Sustainable Development and Global Citizenship, Overall Curriculum Development, Performance Management, Special Education Needs and Reception/Year One class Teacher.

Year Two Class Teacher

Mrs S Fossett

Foundation Phase Coordinator, Senior Management Team and
Mathematical Development and Performance Management

Year One/Two Teacher

Ms V Corbett

Year One Teacher

Miss R Bryant

Welsh Development, Religious Education and Healthy Schools

Reception Class Teacher

Mrs L Partridge

Creative Development and Knowledge and Understanding of the
World

Additional Practitioners/Teaching Assistants

Mrs J Berry

Teaching Assistant, Catch Up and Teach Talking.

Mrs P James

Teaching Assistant, Catch Up

Miss C Stacey

Teaching Assistant

Miss C Cook

Teaching Assistant

Miss M Griffiths

Teaching Assistant

Mrs C Lewis

Teaching Assistant

Mrs A Cross

Teaching Assistant, Forest Schools Trained

Secretary

Mrs D Davies

Lunch time Supervisors

Mrs P Soal

Mrs J Howells

Caretaker

Mr A Thomas

Catering Staff

Mrs L Morgan, Mrs J James and Mrs J Forsythe

Aims

- To create a happy school atmosphere, secure and caring, in which pupils of all abilities can achieve success.
- The curriculum will contribute to the all round growth and development of every child with no discrimination relating to gender, race, special learning needs and differing cultures. (Policy for Equal Opportunity available).
- We aim to develop positive personal qualities and social values: - a respect for people and property, honesty and consideration for others, self-discipline and tolerance.
- We aim to build each child's confidence and self esteem - celebrating achievements.
- In each child we must develop a curiosity for the world around us and an understanding of the changes in the community.



School Vision Statement: -Children First/Plant yn Gyntaf

School believes that **every child is entitled to enjoy his/her childhood**. They should be **valued for their individuality, culture and heritage**. They should be encouraged to **develop their full potential** in a stimulating, caring but challenging environment.

Aims : We the staff, parents and governors aim to encourage each and every child in all aspects of learning by

- Working together as a team
- Raising standards for all abilities by addressing children's developing needs through a foundation phase curriculum whilst retaining an emphasis on basic skills and ICT
- Developing pupils logical and creative thinking, curiosity and enthusiasm and encouraging independence and confidence
- Enhancing their positive attitudes to learning to support them in benefiting from educational opportunities later in their lives.
- Helping them become healthy, active citizens within their community
- Giving them the opportunity to learn what it means to be Welsh and to use the language in every day activities
- Encouraging them to learn about other cultures, to respect and celebrate the multicultural community of Wales

- Promoting first hand experience of solving problems and learning about conservation and sustainability through outdoor education
- Encouraging respect for others and personal self-esteem

We would wish the children to take with them happy memories of their early years with us.

Admission and Transition

Most of the pupils who attend Cwmaman Infant School are admitted into the Nursery class following their third birthday.

Although most children are admitted from within the school's defined area, provided there is room in the school, parents from the outside the catchment area may exercise their right to selection.

If your child is refused a place then a formal appeal against the Local Education Authority (L.E.A./Governing Body) must be made within 21 days of being denied a place. The appeal must be sent directly to Ty Trevithick Education and Children's Services. In the September after their seventh birthday, children leave us, usually to transfer to Glynhafod Junior School.

Pre-Admission Arrangements

Pre-school children and parents are invited to visit the school weekly, six weeks prior to starting school, to familiarise themselves with the school and in particular, the Nursery. We introduce children, gradually, into the nursery setting and increase the hours of attendance in line with the children's response to school. Full-time nursery education is available to all children. Times for visits and admissions to school are confirmed on the initial visit.



Curriculum Organisation

Children are taught in mixed ability classes according to their age. Sometimes it is necessary to group more than one age group together because of large numbers in certain year groups. Children work most of their time in small groups according to their stage of development, but within each class, teachers use a variety of teaching styles in order to maximize the learning experiences.

The group system ensures that all children in a class may be catered for and all be gainfully employed on programmes which relate directly to their individual ability and attainment levels. The sizes of the classes vary every year and consequently support staff are assigned where most needed.

It is the responsibility of all staff to improve the basic skills of Literacy and Numeracy.

At present, planning the curriculum caters for the Foundation Phase Curriculum.

Teaching time during a normal school day, including Religious Education amounts to twenty one hours. This excludes breaks, lunchtime class registration and the statutory daily act of worship.

Foundation Phase Curriculum

Children in our Infants school are taught according to the Foundation Phase Curriculum guidelines. The Foundation Phase Curriculum is made up of seven areas of learning:-

- Personal, Social Development, Well-being and Cultural Diversity
- Language, Literacy and Communication Skills.
- Mathematical Development.
- Creative Development.
- Physical Development.
- Knowledge and Understanding of the World.
- Welsh Language Development.

Young children are active and learn through their senses. We offer opportunities for first-hand experiences and time for play and exploration. Through play a child develops and strengthens the body, learns to play co-operatively, becomes independent and develops good relationships. A child learns to reason, compare, imagine and draw conclusions. Play is the child's work and the way of finding out about the world.

We believe that in order for our children to be confident, happy and interested in life, and then their curriculum needs to be experienced rather than delivered.

Welsh is taught as a second language and incidental Welsh phrases are used throughout the school day.



Religious Education

Religious Education is a statutory requirement and together with the teaching of moral values and attitudes, is incorporated into all themes.

Assembly is held daily when all children come together for a mainly Christian worship. Parents have the right to withdraw their child from collective worship and religious education. If so wished, a classroom can be made available where parents can educate their own child in their individual beliefs.

Sex Education

Formal sex education is not taught as a single subject in this school. It is presented in the context of family life, loving relationships and respect for others. Themes we develop include:-

- An awareness of self:- my body, my feelings, my growth, keeping clean safe and healthy.
- An awareness of others:- feelings, views and situations.
- A positive view of others:- friendship, loyalty and caring.

The depth and detail of teaching is determined by the maturity of the children, parents have the right to withdraw their child from all or part of the sex education provided.

Welsh Second Language

Welsh is taught as a second language throughout the school. The programme of study is taken from 'The Foundation Phase Curriculum'. Welsh language is promoted in a variety of ways.

- Through the use and promotion of incidental Welsh throughout the day. Both staff and pupils are encouraged to use Welsh as often as they can.
- Planned weekly delivery of the Welsh second language curriculum.
- Weekly Welsh Assemblies
- The promotion of Cwricwlwm Cymreig.
- Planning for Welsh Language Development.
- The celebration of our Welsh Heritage e.g the school St David's day Eisteddfod.

We are very keen to promote the Welsh language as part of the heritage of Wales and to make sure that all our pupils are aware of the Welsh dimension.

Pupil's progress and standards of attainment in Welsh are carefully assessed and monitored.

Extra-curricular Activities

Children in Year Two are encouraged to participate in lunch-time and after school clubs which are held throughout the week. The school hosts an art club, board games club, recorder club, school choir, gardening club and Physical Development club.

All children in the school are encouraged to nominate themselves to be part of the school Eco-Committee and the School Council. Children which are elected onto the School Council/Eco-committee are given an opportunity to discuss and make decisions on what they would like to see happening in their school. They also report back to their classes and bring to meetings any ideas that the children in the class have for their school.

Support for Pupils with Additional Learning Needs

Under the 1996 Act all children, as far as possible, should be educated in mainstream schools with extra support provided when necessary.

We have an up to date Additional Learning Needs Policy. This policy sets out the school's working arrangements for supporting those pupils with special educational needs or who are classified as gifted and talented and follows the guidelines set out in the Special Education Needs policy for Wales. Parents may have access to this policy by contacting the head teacher.

The school policy sets out our aims and objectives, working arrangements, roles and responsibilities and monitoring arrangements for supporting and challenging pupils with additional learning needs.

The schools appointed ALN coordinator is Mrs K Connor and it is her role to monitor the policy in practice, liaise closely with parents and outside agencies, provide support, guidance and training for other staff members, monitor pupil progress and set targets for individual pupil progress. This is achieved through the provision of Individual Education Plans (IEPs) or Individual Behaviour Plans (IBPs).

Our aim is to ensure that all pupils with Additional Learning Needs have equal access to a broad and balanced curriculum through early identification, the development and implementation of suitable programmes of study and setting targets for improvement. Where appropriate we provide additional resources or adult support, support and guidance from outside agencies. Most important of all we work closely with parents and value their input.

An example of a range of actions that might be taken if a parent or teacher has concerns about a child's progress would be to:

- monitor the child's progress.
- differentiate the child's work
- talk to the parent about concerns
- if there are still concerns enlist the support of the ALN coordinator
- as the ALN coordinator to devise an Individual Education Plan (IEP)
- undertake additional training
- provision if additional resources or support
- seek the advice and guidance of outside agencies
- monitor progress of the IEP and the child's success in meeting targets set
- keep parents fully informed
- adapt and adjust plan as progress is made.

Any or all of these actions may be taken.

Outside agencies may include:

- Speech therapists
- Language support
- Education Psychologist

When it is demonstrating that a child's needs cannot be met in a mainstream school, a statutory assessment will be made via the Local Education Authority.

Equal Opportunities

It is our aim to ensure that all our pupils have equal access to a broad and balanced curriculum irrespective of age, race, culture, gender or disability. We also aim to create an environment where all our pupils feel safe and feel that they can contribute fully to school life, and where they all feel respected and valued.

We aim to deliver a programme of study which reflects the diverse communities in which we live, celebrating differences. Our curriculum will be suitably matched to the needs and abilities of individual pupils and where appropriate work will be differentiated and additional support given.

Detailed information on the school's policy and practice for Equal Opportunities can be obtained from the head teacher.

Access and Inclusion

Our aim is to ensure all pupils have equal access to a broad and balanced curriculum. The school's access and inclusion policy sets out to support this aim. We are aware that our school building is over one hundred years old and was not designed to support the access and inclusion of pupils with severe mobility problems, and consequently there may be occasions where a placement in our school would not be practicable. However, we always, with the support of the Local Education Authority, strive to ensure good quality provision for all pupil's wishing to attend our school.

We work very closely with the Local Education Authority to ensure good provision for pupils with additional learning needs including:

- minor modifications to the school building (widening doors and ramps etc)
- effective delivery of individual education and medical programmes
- where appropriate provision of one to one support
- provision of additional education resources
- liaise closely with a range of outside agencies
- ensuring equal access to all areas of the curriculum, including school trips

For more detailed information on the school's policy for Access and Inclusion please see the head teacher.

Race Equality and Cultural Diversity

It is our aim to ensure that every pupil is given the opportunity to achieve the highest possible standard and preparation for the next stages of their life and education. That every pupil is helped to develop a sense of personal and cultural identity that is confident and open to change and that is respectful and receptive towards other identities. We want every pupil to develop the knowledge, understanding and skills they need in order to participate in Britain's multi ethnic society.

Policies for Equal Opportunities and Race Equality and Cultural Diversity are available at the school, please contact the head teacher.

Support Agencies

Educational Psychology Department

Education and Children's Services

Ty Trevithick

Abercynon

Mountain Ash

CF45 4UQ

Telephone: 01443 744000

Health Visitor – Mrs A Rossiter

Health Centre

Aberdare

Telephone: 01685 872411

Extension: 4909

Education Welfare

Mrs Susan Owen

Education and Children's Services

Ty Trevithick

Abercynon

Mountain Ash

CF45 4UQ

Telephone: 01443 744000

Social Services

Cynon Valley District Offices

Llewellyn Street

Trecynon

Aberdare

CF44 8HU

Telephone: 01685 875481

A copy of our Special Educational Needs (SEN) policy is available at School.



Assessment

All children are assessed by the teacher constantly in order to decide:-

- who needs a little more help.
- who is capable of going on to the next step in the learning process.

Assessment begins once the child has settled into the Nursery class. The first assessment shows current levels of attainment on entry to school and provides a solid foundation on which to build. The assessments inform future teaching and continue through the Reception class. A baseline assessment takes place during the Autumn term in Reception.

Once a child progresses into Year One, teacher assessments in English and Mathematics are completed at the end of each term. Children in Year Two also complete Welsh Assembly Government tests during the Summer term.

Pupils attainment and progress is also recorded in a variety of ways throughout the school year, including:

- Records of Achievement
- Reading Records
- THRASS Phonic records.
- End of term assessments
- Baseline assessment for Nursery and Reception
- Welsh Assemble Government Assessments in Year two.
- Language Support records
- Nursery to Year Two pupil tracker
- Pupils' books
- Audio and visual recording and photographs (particularly in Early Years)

All this information is available to parents on request and at the end of Year Two; all information is transferred to the relevant junior school.

More detailed information on Assessment, Recording and Reporting is available from the following policy documents:

- Assessment, recording and reporting
- Marking policy
- Teaching and Learning policy.

Reporting

Records of a pupil's progress are retained at the school and are passed from class to class and between schools.

Parents are welcome to make appointments during the school year to discuss their child's progress or discuss any concerns. Formal reporting takes place at the end of each school year in all classes. Reporting to parents also take place after the initial assessment in the Nursery and after the baseline assessment in Reception.

Parental Involvement

Parents have the most important part to play in helping their child to succeed. Parents are a child's first teacher and you can teach your child how to learn.

- be positive and supportive, avoiding comparisons with other children.
- help your child with Literacy and Numeracy by:
 - sharing books and stories and reading for pleasure



- play language games
- praise your child's attempts at writing



- encourage counting and number games
- play card games, dominoes and board games.
- enjoy number songs and nursery rhymes.



- many parents offer support in the classroom and bring their expertise.
- support your child's learning e.g. encourage home reading, support theme work, and ensure completion of homework.
- attend concerts, meetings and parent's reporting days.
- talk to your child's teacher. Address any concerns immediately so we can deal with them.
- sign the Home/School agreement and the initial permission slip, both of which encourage agreed partnership. (See Appendices - Appendix 1:Home/School Agreement. Appendix 2:Initial Permission slip.

The structure of the school year

The school year begins in September and is divided into three terms, Autumn, Spring and Summer. Each term is punctuated by a half term break of approximately one week. The Christmas and Easter breaks are approximately two weeks long.

In addition to the holiday periods school will be closed for the purpose of teacher training days. The annual training allowance is five days to be taken at the discretion of the head teacher. However, the Welsh Assembly Government often allocates additional days to provide staff development and training on specific WAG initiatives.

Attendance

It is the parent's responsibility to ensure their child attends school regularly and punctually. A child who is regularly absent loses aspects of the curriculum, which in turn can impair educational progress.

School opens at 8:50am and a child must not be in school before this time without prior arrangements.

Absences

As required by the education regulations, all registers now show authorized and non-authorized absences. In the event of your child's absence from school it is important that you telephone or write a note of explanation to the school. A verbal message by the child to the class teacher is not sufficient.

Applications for absence due to holidays must be submitted to the Head teacher.

School Uniform

All pupils are encouraged to wear school uniform that consists of white polo shirts, red sweatshirts, matched with trousers or a skirt. Sweatshirts, embroidered with the school logo, are available at the school. Fleece jackets and waterproof coats are also available to order. No jewellery is to be worn in school other than earring studs; however these must be removed or covered with a plaster during PE sessions.

School Meals

Lunch is available at a cost of £2:40 per day/ £12 a week, payable each Monday morning. We would ask that all money be placed in an envelope labeled with the child's name and class. Lunch not taken due to absence will be credited the following week. Children whose parents are in receipt of benefits qualify for free school meals. Do not hesitate to ask for the necessary application form at the office.

Provision is made in the dining room for children who bring a packed lunch. Our only restriction is that no glass bottles are brought into school.



Behaviour and Discipline

Class teachers are responsible for the welfare of pupils in their class. Good behaviour is expected at all times and children will be referred to the Head teacher for praise and encouragement as a result of good behaviour and work. The positive approach in school achieves better results in maintaining expected standards. All classrooms

have a list of rules, rewards and consequences displayed for the children so that there are clear boundaries.

Although the rules and rewards might be different within each class the consequences are the same:-

- A verbal warning
- Withdrawal from group.
- Work within another classroom.
- Referral to the Head teacher.
- Parents are contacted.

With a few exceptions, behaviour in the Infant school is not a problem.

Health Care

A routine medical questionnaire is completed on entry to the school and you will be notified of all arrangements for medical and dental inspections.

Minor injuries are dealt with in school but should your child receive any head injury then you will be contacted. It is important that we have contact telephone numbers in case of an emergency. If we are unable to reach you, then we will contact a Doctor.

First Aid

All permanent members of staff have successfully completed an accredited First Aid course. Every class, the school hall and the staff room have well resourced First Aid boxes.

We have portable First Aid kits to use when the children are off school premises on visits etc.

Basic First Aid will be carried out in school and any head injuries will be reported to the parents as soon as possible. However, if we feel the child may need hospital treatment we will contact parents. If we fail to contact a suitable adult the child will be taken to hospital by a member of staff.

Administration of Medicines and Illness in School

Children who are unwell should not be sent to school. Only prescribed medicines will be administered and only for long-term sufferers who would otherwise have long periods of absence from school. All mixtures must be clearly labeled with the child's name, dosage and time of administration. The expiry date must be clearly visible and all liquids accompanied by the correct measuring spoon. Request forms for the administration of prescribed medicines must be completed.

- The medicine should not be kept by the pupil but given to a member of staff.
- The medicines should be self-administered if possible, under the supervision of an adult.

Children suffering from asthma must bring their inhalers to school. These inhalers should be clearly marked with the child's name and the dosage allowed. Parents should inform the school of any concerns regarding the health of their children e.g. new inhalers for asthma sufferers, children newly diagnosed as asthmatic, any medical reason for withdrawing children from physical activity.

Head Lice

Children are not regularly inspected for head infestation e.g. head lice. We rely on the close observation of the parents and an immediate contact with us should anything be discovered. The more people who know, the quicker the problem can be solved, and the less likely it is that the re-infestation will occur. It is important that you check all members of your household.

Child Protection

Cwmaman Infant School has as its priority, the protection and well-being of all pupils in the school.

In our school the Head teacher has overall responsibility for child protection matters and acts as a source of advice and support to other school staff. The designated Safeguarding Officer for the Local Authority is Mrs Susan Owen (01685 888800)

Our school has a nominated child protection governor, who has ensure that the school has a child protection policy in place which is consistent with the 'All Wales Child Protection Procedures 2002', and that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or at risk of being abused, we have a duty to refer these concerns to the social services department or the police without delay. We have no discretion in this matter.

Our first concern as a school is your child's welfare and where we have general concern these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns we have about your child will be fully discussed with you in a way which is consistent with your child's best interests.



Pupil Data Protection

The school collects information about pupils and their parents/guardians at admission to school and for specific purposes during the year. Every effort is made to ensure the accuracy and security of the data collected which is generally stored on the school computerized management information. Individuals have certain rights of access to personal information held on them; these are held in or Fair Processing notice. Copies are available from the school head teacher.

Security

School begins at 9:00 am, the classroom doors will open at 8:50am. At 9:10am external doors will be closed and visitors must use the doorbell provided. Gates will also be locked and reopened by 3:00pm. Children will be dismissed from their classrooms at 3:15pm.

Pupils must be collected by their parents or carer. Pupils who are not collected on time will remain with the class teacher or Head teacher. No child will be allowed to leave the premises with an adult who is not known to the staff.

Parents who wish to take their child/children early should obtain permission from the Head teacher or Deputy Head teacher.



Charging and Remissions

The Governing Body aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the school and as an additional optional activities.

All entertainment provided in the school hours will be paid fully by the school. However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge for external trips and visits.

These will be costed and parents asked to contribute to the overall cost. Many of these trips will be subsidised by the school budget.

Access to Documents

Parents are allowed current copies of the following:-

- The authority's statement of curriculum policy and the Governing Body's Statement of Aims and statutory instruments from the Welsh Assembly.
- All published reports by her Majesty's Inspectors referring to the school.
- The Authority's agrees syllabus for Religious Education.
- The Authority's statement for charging and remission.

All school policies will be available for reference in the school foyer.

School Performance

School performance is monitored and measured in a variety of ways.

- The Governing Body, on your behalf, monitor school performance. This is done by agreeing school policy, vision and aims and carefully monitoring its implementation in the day to day life of the school.
- The Local Authority monitors school performance by gathering information on pupil performance. Our school performance is then compared with other schools within the local authority and Wales.
- The Welsh Inspectorate ESTYN monitors school performance during "Inspection" and give grades on a number of areas.
- After every inspection we have to agree an improvement plan to address areas highlighted by inspectorate this plan is called the Post Inspection Action Plan.
- The school sets targets for improvements through the School Improvement Plane. The progress and impact of this plan is reviewed termly.

Complaints Procedures

The complaints procedure document is available for inspection:- at the school, public libraries and at Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ, Telephone Number: 01443 744000. Any person wishing to make a complaint under these arrangements should contact the Education Centre.

No prospectus can answer every question, so please do not hesitate to call into the school if you cannot find the information you need in this prospectus. We are more than happy to answer any queries you may have,