



Caerau Primary School



Library Road
Caerau
Maesteg
CF34 0PA

TEL - 01656 815830

admin@caeraups.bridgend.cymru

Acting Headteacher - Mrs Julia Roche
Chair of Governors - Mrs Rhiannon Goodall





Dear Parents, Carers and Friends,

May I take this opportunity to warmly welcome both new and current families alike to our happy, successful primary school. It is a privilege that we have the unique opportunity to provide your child with the very best education they deserve. We recognise that a child's education is a 'once in a lifetime' chance which we aim to make as fun and successful as possible.

This document provides important information about our school, our aims, our curriculum and all aspects of school life which we are proud to be part of. I'm confident that through sharing our policies and ethos, you will gain a better understanding of how our school operates and will continue to help support us as we all journey along together throughout the education of our children.

All of our pupils deserve a safe, secure and stimulating environment, where they are interested and motivated to learn. Our pupils are given every opportunity to develop an enthusiasm for learning - about themselves, their friends and the world around them in an environment where their natural development can be fostered. At Caerau Primary School, our pupils experience a stimulating curriculum that is holistic and one which recognises their wider range of achievements. It is our responsibility to ensure each and every pupil is equipped with 'life-long' skills which will prepare them to face the 21st century with independence, confidence and success. Our pupils are given a wealth of opportunities where their full potential is recognised and actively developed. They know that their efforts are valued, and they are always respected and treated fairly. Our pupils are encouraged to believe in themselves; they are supported whilst achieving their goals and this empowers them to succeed in their ambitions.

As parents, there are a number of things you can do to help:

- reassure your child/children about school; talk to them about their teacher, the activities they are doing, the friends they are making and the happy time they will have;
- keep us informed of any significant details relating to your child's education. For example, tell us of any allergies, major health problems, or personal circumstances, which might be significant. This





information will be regarded as confidential and will help us to care all the more effectively for your child;

- do not hesitate to come and see us if there is a matter you wish to discuss or any anxiety you wish to share. Remember, however, that some things are better discussed away from your children, at a time when the teacher is free to talk to you.

We wish your child a happy introduction to the school and look forward to working with you and your child/children.

Mrs Julia Roche





Address from our Chair of Governors

I would like to take this opportunity to say how proud I am of Caerau Primary School. The teamwork evident between pupils, staff, parents, carers and Governors ensures that our pupils receive the very best opportunities throughout their education here with us.

We are highly fortunate to have dedicated and committed staff members who strive to ensure each, and every child reaches their full potential. Should you wish to contact me, please send all correspondence to our school address.

Thank you.

Kind Regards

Mrs Rhiannon Goodall Chair of Governors





Ysgol Gynradd Caerau Primary School

Our Mission Statement

"Caerau Primary School is a caring community where we aim to promote a culture where every child and adult feels valued, respected, and listened to. We promote learning in all aspects of school life through teamwork, collaboration, and shared responsibility".

Our School Motto

"Learning for Life"

High Standards, Solid Foundations

Our school's aims-

The Governors and staff aim to-

- 1) create a positive atmosphere and caring environment for all staff and pupils
- 2) provide the best possible education for **all** pupils and enable them to learn effectively and achieve high standards in all aspects of their work
- 3) constantly strive to raise levels of pupils' individual achievements in all areas of school life-but in particular, Literacy, Numeracy, ICT and in supporting children to think independently
- 4) assist all staff and pupils in the acquisition of skills and knowledge relevant to their own development
- 5) instil a positive attitude towards each other, creating an atmosphere of tolerance and co-operation
- 6) provide opportunities for all to participate and enjoy music, art, as well as other creative and sporting activities
- 7) welcome parents and guardians into the school and encourage them to work with staff and pupils
- 8) Create a warm, clean and attractive school environment.





Our school's objectives are to-

- 1) review current educational initiatives and, if relevant, adopt them to the benefit of all staff and pupils
- 2) maximise the school's potential by working with outside agencies to assist the development of the school and to obtain any available support-financial or otherwise
- 3) ensure that all staff adopt a positive attitude towards pupils' care, and project the caring image of the school in the community
- 4) Promote the image of the school as a forward-moving organisation, at the forefront of educational and career development.

Our School Golden Rules

- We show respect to everybody.
- We are helpful and kind, we remember our manners.
- We play together and look after each other.
- We never hurt people's feelings.
- We take care of equipment and toys.





Ysgol Gynradd Caerau Primary School

Caerau Primary School is an LEA school which opened in September 2009 and moved to our present site in December 2009. Following the amalgamation of Caerau Nursery School, Blaenllynfi Infants School and Blaencaerau Junior School it now caters for children from the age of 3-11. At the age of 11 years old children transfer to Maesteg School.

We are a purpose built, state of the art school which occupies one site. Also, on site is the "Flying Start" facility for the Caerau Area. We have large areas for the children to access at all times during the day, all weather playing fields, up to date technology and large halls which are used for a variety of activities.

At present we have 413 pupils on roll with a 60 place nursery, 4 Learning Resource Based (LRB) units, 19 full time teachers, 30 support staff, 1 part time Speech and Language Therapist plus the Headteacher. There are 15 mainstream mixed ability classes - 3 Progress Step 1, 6 Progress Step 2 and 6 Progress Step 3 classes. Progress Step 2 and 3 children are set according to their ability within specific subjects. We have adopted a whole school thematic approach to teaching and the theme changes on a termly basis. The themes are arranged on a two-year rolling programme in line with the New Curriculum for Wales.

At Caerau Primary School we believe in giving everyone the opportunity to do their best in a wide variety of activities and areas as possible. We are here to help and together we can provide the best possible opportunities for your children.





Term Dates and Session Times 2022/2023

Term	Term Begins	Mid-term holiday		Term Ends	Days
		Begins	Ends		
Autumn Term 2022	Monday 5th September 2022	Monday 31 st October 2022	Friday 4 th November 2022	Friday 23 rd December 2022	75
Spring Term 2023	Tuesday 9 th January 2023	Monday 20 th February 2023	Friday 24 th February 2023	Friday 31 st March 2023	55
Summer Term 2023	Monday 17 th April 2023	Monday 29 th May 2023	Friday 2 nd June 2023	Monday 24 th July 2023	65
Total:					195

SCHOOL HOURS

Please ensure that your child is at school on time every day and ready to commence the day punctually. Persistent lateness means that your child is missing vital learning experiences.

Breakfast Club	All pupils	8.10 am to 8.40 am Entry between 8:10 am and 8:20 am
Progress Step 1	Nursery & Reception	8:50 am to 3:10 pm 8:50 am to 12.50 pm on a Friday.
Progress Step 2	Years 1, 2 and 3	8:40 am to 3:20 pm 8:40 am to 1:00 pm on a Friday.
Progress Step 3	Years 4, 5 and 6	8:40 am to 3:20 pm 8:40 am to 1:00 pm on a Friday.
After school club	PS2 and PS3	3:20 pm to 4:15 pm





Class Structure for 2022 - 2023

Class	Teacher	Support Staff
PS1 - Nursery	Lisa Sambell	Sharon Thomas Amy Oborn Cath Krauze Jordan Davies Casey Sullivan
PS1 - Reception	Kelsey Williams (Lauren James)	Sharlete Phillips Sophie Howard
PS1 - Reception	Hannah Christmas	
Obs 1	Sue Dalton	Helen Nash Deb Jenkins Lowri Watkins
Obs 2	Gill Lovett	Charlan Bater Rhian Edwards
PS2 - Year 1	Jess Wood	Nicola John Lynn Williams/Amy Grabham
PS2 - Year 1	Laura Murray	
PS2 - Year 2	Hayley Gubb	Rachel Williams Phitchamol White
PS2 - Year 2	Rachel Kehoe	
PS2 - Year 3	Anna Thomas	Stacey Llewellyn Paula Rich
PS2 - Year 3	Rebecca Morris 3.5 days Gaye Jenkins 1.5 days	
PS3 - Year 4	Amy Jones	Adrienne Hurley
PS3 - Year 4	Rhys Davies	
PS3 - Year 5	Sophie Margetson	Sarah Akerman
PS3 - Year 5	Amy Morris	
PS3 - Year 6	Robin Garfield	Julia Thomas
PS3 - Year 6	Amy Rees	
PS3 - MLD	David Goldsworthy	Marianna Smith
PS3 - SLD	Louise White	Alex Lloyd
Rainforest	Rachel Cousins Gaye Jenkins 3.5 days	Andrew James + Outdoors James Cousins + DCF
Louise Sutton – PS1 Reading Intervention Jacqueline Richards – PS2 Reading Intervention Sian Fearnley – PS3 Reading Intervention Susan Howells – Thrive/Play Therapy Adrienne Hurley – ELSA One to One's allocated to pupils		





Other Staff

School Clerks	Mrs R Kehoe
	Mrs D Jenkins
	Mrs J Williams
Caretaker	Mr A Hood
Green Space Manager	Mr A Hole
School Cook	Mrs S Hopkins
Dining room assistants	Mrs C Smith
	Mrs D Handley
	Mrs J James

CAERAU PRIMARY GOVERNING BODY (SEPTEMBER 2022)

Chairperson	Mrs R Goodall
Vice-Chair	Mrs J Willimas
L.A Governor	Mr P John Ms L Sampson Cllr P Davies
Parent Governors	Mrs N Shearan Mrs S Burgoyne Mrs L Forte Mrs N Greaves
Community Governor	Mr S Smith Cllr A R Davies Rev B Reaney
Teacher Governor	Mr J Bibby Mrs J Roche Mrs J Matthews
Non-Teaching Staff Governor	Mrs R Kehoe
Clerk to the Board of Governors:	Mrs S Delaney





Executive Director of Children's Services

Mr L Harvey
Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4AR
Tel: 01656 642647

The Governing Body's Annual Report to Parents is circulated to all parents and can be discussed at the Annual Parent's Meeting if requested.

Clerk to governors - Simone Delaney
Simonedelaney@schoolgovernancesolutions.com

If you require any other information about the work of the Governing Body, then please ask any governor, perhaps one of the elected parent governors, or enquire at the school.





ADMISSION

The school serves the catchment area immediately surrounding the school and Caerau as well as having 4 Local Authority ALN classes.

Bridgend County Borough Council LEA controls children's entry into Caerau Primary School. The school serves a traditional (catchment) area. If a child starts a new school in September, parents receive an 'Admission to School' form, which they are strongly advised to return to Pupil Services Unit, Education, Leisure, and Community Services Department before the end of February. Full details of the Authority's admission arrangements are to be found in the LEA's booklet 'Starting School', which is provided for all new parents in the borough. The Local Authority also controls out-of-catchment admissions. For further information on pupil admissions, contact Pupil Services on 01656 642650 or pupilservices@bridgend.gov.uk.

Every child is required by law to receive full-time education from the beginning of the school term after their fifth birthday. In Bridgend, all children are entitled to start school at the beginning of the school year (September) when they become five. In schools with nursery provisions such as ours, children may start the term after their third birthday, provided there are places available. Children who become three before 31st August are offered full-time nursery places. Children who join our nursery throughout the year are offered a part-time nursery place.

Prospective parents are welcome to contact the school. We have a full programme for transition into school organised with an introductory meeting for parents and a series of transition sessions for new children. In these sessions, children join the class to gain a 'feel' of what it would be like to start school. A good deal of further information and support is available to parents at the initial transition meeting.





TRANSFER TO SECONDARY SCHOOL

Children from Caerau Primary School normally transfer to Maesteg Comprehensive School. Our school has excellent links with this comprehensive and a full programme of activities is arranged annually for parents and children regarding the transition.

Application forms for secondary schools will need to be completed during their final year at Caerau Primary School.

TRAVELLING TO SCHOOL

The school promotes active travel and encourages all pupils to walk, scoot and cycle to school.

To ensure the safety of the children in school, we ask parents to co-operate with the school in the following ways:

- To observe the yellow zigzag lines on the roads outside the school.
- Using the school car park to drop off or collect children is strictly forbidden. Please note that this is a staff car park only. The car park is on lockdown at the beginning and end of the school day.
- No child is allowed to leave the school during the day unless accompanied by an adult.
- Parents meeting their children during the school day should report to the school office to sign their child out.
- No dogs on the school site.
- Pupils are encouraged to walk, cycle or scooter to school. The school has a cycle storage area where bicycles/scooters can be secured. Cycle helmets must be worn when using bicycles/scooters. Pupils must not ride their bikes on the premises for the safety of other pupils and pedestrians.





ATTENDANCE

Regular attendance and punctuality are important for good progress in school. When a child cannot attend school through illness, parents are asked to inform the school by 10 am on the first day of their child's absence. This is particularly important for Progression Step 3 pupils who may make their own way to school. We operate a first response system for attendance. The school office will contact you on the first day of absence if we have heard from you. Failure to report your child's absence will result in a referral to the Education Welfare Officer (EWO).

When a child has an appointment at the dentist or hospital, please try to arrange these outside school hours, but if it is unavoidable, please notify the school in advance, either by telephone or by sending in a short note. An absence without parental notification will be recorded as an unauthorised absence. When there is long absenteeism due to illness, the school can arrange to supply work for your child.

Whilst the school recognises that family holidays are much cheaper during term time, all parents are strongly discouraged from taking their pupils away from school during the term time for holidays.

The Headteacher must authorise holidays during term time. Leave of absence forms are available from the school office.

Research suggests that any absence over 5% of the school year (10 days) has a negative effect on pupils' progress. At Caerau Primary, our target is to ensure that pupil attendance is consistently above 95%. Notification will be sent to parents each term to inform them of their child's attendance.

From the age of 5, all pupils are required to attend full-time school by law. Our registers are monitored every term by the Local Authority Education Welfare Officer (EWO), who may request to see parents to inquire about the reasons for low attendance or poor punctuality.





SCHOOL CLOSURE

In the event of heavy snow, please listen to bulletins from the local radio station for announcements on school closure.

The school website, Twitter account and BCBC website will also be updated with regular information regarding school closure.

Where possible, signs will be posted on the school gates should we be unable to open the school at the start of the day. On rare occasions during heavy snow, we have had to close the school to ensure that all pupils and staff get home safely. Should a decision be made to close the school during the day, the school will contact all parents/guardians directly, and children will only be released to go with their parent/guardian. Please refrain from trying to contact the school by telephone on such occasions.

VISITING THE SCHOOL/SECURITY ARRANGEMENTS

The Headteacher will see parents anytime if she is available. However, it would be helpful if advance notice could be given. Please get in touch with admin to make an appointment.

The security of the building and premises is reviewed regularly by the School's Governing Body. Locks are fitted to entrances, and visitor access is restricted to the building's main office entrance. Visitors are requested to ring the buzzer for the video entry system and wait for the door to be opened. After a school session has begun, all entrances are secured, only allowing safe exit from the inside. If you wish to collect your child for an out of school appointment during the day, you must always report to the main entrance. The school gates are locked at night, and the building is alarmed. The school's grounds are not to be used when the school is closed. Visitors to the school site must sign in and out at the school office.





SCHOOL UNIFORM

Uniform is worn at Caerau Primary School to develop a sense of identity and pride in being a member of the Caerau Primary School community.

Please ensure you label all items with your child's name

The school uniform is:

Burgundy cardigan, sweatshirt or hoody with the school badge

White polo shirt

Black or Grey Trousers or skirt

Sensible shoes

School Uniform is available from Euroschools and Gwyn Richards in Maesteg

We have a collection of uniform in our school clothing bank. This is run by our school council every Thursday between 2:45pm and 3:15pm

P.E. and Games:

Please ensure your child has an appropriate kit change for physical education activities.

Shorts - no long ties or belts

T Shirt

Footwear - trainers (for outdoor activities) barefoot (for indoor / gymnastics activities)

No jewelry is to be worn in school. If your child has pierced ears, small studs are permitted. However, these **MUST** be removed by the child for PE.





SCHOOL MEALS

School meals are prepared on the premises each day. The price (correct as of Sept 2022) is £2.20 per day for all pupils. Our school operates a cashless catering system, and payments are made to BCBC online via the link below.

<https://www.bridgend.gov.uk/residents/schools-and-education/school-meals/>

Those who decide to have school meals can choose from a 3-week menu which you can also view on the link above.

Please inform the school immediately if your child has any food allergies so that a suitable menu can be developed for them.

Parents who receive certain benefits are entitled to free meals for children. Application forms can be obtained from the school admin office.

Your child may choose to bring a healthy packed lunch instead of having a school meal.

BREAKTIME SNACKS/ DRINKS

We encourage children to bring a fruit snack for their morning break or they can purchase a piece of fruit for 20p a day to encourage healthy eating. Sweets, crisps, or chocolate are not permitted. Every child should be provided with a water bottle. We ask that parents fill it for them daily and that the bottle is washed every evening.





CHARGING AND REMISSIONS POLICY

We believe that children should experience a wide range of activities and educational visits that will provide a stimulating supplement to their learning in the classroom.

Parents may be asked for a voluntary contribution towards the cost of such visits or activities. Should there be any difficulties with payments, parents should consult the Headteacher where possible any monies should be sent in on the first day of a school week.





THE CURRICULUM

At Caerau Primary, we will endeavour to provide our pupils with a well-structured and balanced education within a caring environment. To achieve this, consideration will be given to each child's abilities and interests, thus providing learning opportunities that will allow every pupil to fulfil their true potential.

From September 2022, the new "Curriculum for Wales" came into force. This replaces Foundation Phase Curriculum (Nursery-Year 2) and the National Curriculum 2008 for Key Stage 2 (Years 3-6). The new "Curriculum for Wales" framework will cover all learners aged 3 to 16 to ensure all schools cover the same core learning and to secure consistency of approach for all learners across Wales.

Our school curriculum is broad and balanced and includes learning opportunities within and across all the Areas of Learning and Experience (AoLE).

The Curriculum for Wales has six areas of learning.

- **1. Expressive Arts** incorporating art, dance, drama, film and digital media, and music. It will encourage creativity and critical thinking, and include performance.
- **2. Humanities** incorporating geography, history, RE, business studies and social studies. It will be based on human experiences and will also cover Welsh culture.
- **3. Health and Wellbeing:** this covers the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learn how to manage social influences. It will include PE.
- **4. Science and Technology** incorporating biology, chemistry, physics, computer science, and design and technology.
- **5. Mathematics and Numeracy:** in the early years, this will involve learning through play. In later stages, it will include working both independently and collaboratively with others.
- **6. Languages, Literacy and Communication:** this will include Welsh and English, literature and international languages. Welsh language teaching will still be compulsory (as an additional language for children who don't use Welsh as their first language).





Our school curriculum encompasses the mandatory requirements of teaching Welsh, English, Religion, Values and Ethics (RVE), Careers and Work-Related Experiences (CWRE) and Relationship and Sexuality Education (RSE).

Our curriculum will allow all children to develop the cross-curricular skills of literacy, numeracy, and digital competence. This encompasses the statutory Literacy and Numeracy Framework (LNF) and the Digital Competency Framework (DCF).

Our school curriculum will also consider our learners' mental health and emotional well-being.

Our school curriculum will also promote the knowledge and understanding of the United Nations Convention on the Rights of the child (UNCRC) and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

SCHOOL CURRICULUM VISION

Our school vision has developed and evolved over several years, following the involvement of all stakeholders - parents, pupils, G.B. and staff.

Our school vision underpins all areas of school life, and our curriculum enables us to realise our vision of enabling our learners to realise the four purposes.

The four purposes will be at the heart of our new curriculum. They will be the starting point for all experiences, supporting our young people to be:

- ***Ambitious, capable learners ready to learn throughout their lives.***
- ***Enterprising, creative contributors, ready to play a full part in life and work.***
- ***Ethical, informed citizens of Wales and the world.***
- ***Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.***





SCHOOL CURRICULUM DESIGN

As part of the curriculum design process at Caerau Primary, our school has engaged with all stakeholders, and we have participated in a variety of activities to develop a curriculum that is unique and relevant to all our learners:

- Our school staff and Governors have attended professional learning on the curriculum.
- Our school leaders and staff have undertaken reading and research linked to curriculum areas, health, and well-being.
- Our school staff team have reviewed and agreed on the key features of our school context, pupils, and community to inform the approaches and experiences to be adopted to deliver the four purposes.
- Our staff have worked to identify any required changes to our current provision and practices in preparation for the new curriculum.
- Our consultation process has asked stakeholders to consider what pupils should know and be able to do and which values they should develop at our school.
- Our learners have been engaged in discussions at the beginning and the end of learning themes, giving learners a voice in what they learn and how they learn it.
- Our teachers have worked with staff from the Maesteg cluster of schools to support one another in planning our curriculum, ensuring progression along the 3-16 continuum.
- Our school regularly shares information with our parents/carers on the curriculum and how they can support their child within and outside the school environment.
- Our learners have enriching activities across all the Areas of Learning and Experience (AoLE), including Careers and Work-Related Experiences (CWRE), RSE (Relationships and Sex Education) and RVE (Religion, Values and Ethics).





CURRICULUM PROGRESSION

Our curriculum offers appropriate progression for all our learners. It enables our learners to build connections across the six Areas of Learning and combines different experiences, knowledge, and skills. Each Area of Learning includes "What Matters Statements"; these are the curriculum's 'big ideas' and key concepts. Our curriculum provides appropriate progression in accordance with the "Principles of Progression" from 3 to 16 years.

CURRICULUM ASSESSMENT

Our school's assessment arrangements are informed by the "Principles of Progression". Assessments will be completed on entry to our school, and then ongoing assessments will be embedded into daily practice and at certain points during the school year. We will use a variety of assessment evidence to enable each learner to make progress at an appropriate pace. Assessment processes will be used to identify learners who require further support or challenge. The outcome of assessments will help inform the next steps in learning for individuals and groups of learners.

Our assessment arrangements will ensure active engagement between learners and teachers and will be based on ongoing reflection of:

- Where are learners in their learning?
- Where do they need to go next?
- What do they need to get them there?

Effective progression and assessment arrangements are fundamental to achieving our school vision.

REVIEW OF CURRICULUM

The school's curriculum will be reviewed to ensure that it meets the needs of learners and maintains the school's vision.

Throughout the year, various self-evaluation activities will inform our understanding of our curriculum's effectiveness. This monitoring and review





process will feed into any future modifications or developments of our curriculum.

The school will continue to work across the cluster and in partnership with governors, the regional consortia, the Local Authority, and our ITE partnership to further develop a shared understanding of the progression and ensure a high-quality 3-16 continuum of learning for all.

SUBJECT-SPECIFIC INFORMATION

WELSH

Welsh is taught as a second language to all pupils throughout the school, and opportunities are afforded to promote the Welsh ethos and culture. A Welsh assembly is held weekly, and Welsh hymns, prayers and songs are learnt. The school is a member of the Urdd.

Teachers use Welsh as part of their everyday teaching, and through this approach, pupils begin to develop skills in bilingualism. Children are encouraged to practise using the language incidentally in school, for example, to greet one another, staff, and visitors.

The Curriculum Cymraeg is developing within the school curriculum to help instil the sense of Welsh identity within our pupils.

There is a school Eisteddfod each year on St. David's Day when children can wear traditional Welsh costumes and compete in a wide range of events.

P.E.

Pupils from an early age participate in a wide range of physical activities. These include sports, dance, gymnastics, and adventure activities. Activities take place both inside and outside the school. The large hall is used for gymnastics and dance; outside in our yard and on the astroturf, team games are played. These include tag, rugby, football, rounders, netball, and basketball.





All pupils should wear appropriate kit to school on their P.E. days. Pupils generally work in bare feet in the hall. For outdoor activities, children need to wear appropriate trainers. For Progression Step 3 children swimming lessons are also provided at Maesteg swimming pool.

The school has started the journey of becoming a Real PE School. Real PE helps support every child to develop the physical literacy, emotional and thinking skills to achieve in PE, Sport and life. This unique, child centred approach will transform how we teach PE to include, challenge and support every child. The Real PE approach fully aligned to the Curriculum for Wales and Estyn requirements. It focuses on the development of agility, balance and coordination, healthy competition, and cooperative learning through a unique approach to teaching and learning in PE.

NATIONAL READING, NUMERACY AND PROCEDURAL TESTS

Every year, all children in Wales from Year 2 to Year 6 will take a reading, procedural and numeracy test as part of the new National Literacy and Numeracy Framework (LNF). These usually take place in May each year. Your child must attend school during the assessment period. The school will notify parents of the assessment dates.

The main aims of these tests are to:

- Give schools an accurate gauge of individual children's skills and abilities
- Help drive up literacy and numeracy standards in children throughout Wales
- Paint a clearer picture of how children are performing nationally

Some of these tests are taken online through the Hwb website. Every child will have an individual login and password to access this website.

COLLECTIVE WORSHIP

In terms of religious worship, the guidelines of the 1988 Education Reform Act are delivered.





The 1988 Education Reform Act states, ' All children must participate in collective worship unless their parents have exercised their right of withdrawal.'

Collective worship is held daily. The children take an active part in class and school assemblies. The SLT and teaching staff deliver assemblies.

AWARDS ASSEMBLIES

The school holds a "Star of the Week" awards assembly each Friday. This particularly develops the children's sense of community and individual worth. All positive attributes are supported, and all the children's hard work through the week is recognised and applauded through 'dojo points' and 'Head Teacher's Awards'. Children's birthdays are celebrated, as are the achievements made by children outside the school, who are allowed to talk about their achievements and show any awards they may have gained.

PUPIL HEALTH AND WELL BEING

Children who show symptoms of being unwell mustn't be sent to school. They will not be capable of achieving good work and could pass on their illness to others. In cases of infectious diseases such as Chicken Pox, Measles, German Measles, Whooping Cough and Mumps, etc., the school must be informed immediately.

GUIDANCE FOR INFECTIONS

When the cause of an illness is unknown, any child with a rash or diarrhoea or who is generally unwell should be excluded until medical advice has been obtained or until the child has recovered. Siblings or family contacts will not be excluded as a routine.

In cases of confirmed chicken pox and rubella, the Headteacher must be made aware so that women of childbearing age can be informed.

We follow the guidance supplied by Public Health Wales regarding infection prevention and control. More information can be found on the link below.





<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/exclusion-period-for-common-infections-january-2022-english/>

ACCIDENTS AND EMERGENCIES

The school will administer a simple cold-water press if your child has an accident during the school day, such as a scratch or graze. In the event of a more serious cut or blow (especially to the head), the school will record these details in the accident log and attempt to contact parents so that the child has the opportunity to be seen by a medical professional.

Our designated First Aiders are Level 3 First Aid in the Workplace and Level 3 Paediatric First Aid trained. Our designated First Aiders are Mrs J Roche, Mrs J Thomas, Miss S Akerman, Mrs N John, Miss R Williams, Mr A James, Mrs J and Miss S Llewellyn.

For the reasons given above, the school must maintain accurate contact details for parents at home, work or mobile. Please ensure that you keep us updated on how best to contact you during the school week.

MEDICINES

As a general rule, children suffering from illnesses which require regular doses of drugs or medicines will not be well enough to attend school. For children who need to use inhalers or pumps, the school has a medical storage area in the school office where pupils can easily access their medicine. In such cases, pupils are expected to administer doses by themselves. Only prescribed medicine or drugs will be administered by staff and only when appropriate consent forms have been completed. These are available from the school office.

Teaching staff cannot accept responsibility for administering drugs/medicines to pupils where the timing is crucial, technical, or medical knowledge is required, or intimate contact with pupils is necessary. Wherever possible, parents should make arrangements to come to school or for children





to go home at lunchtime. If this is not possible, the following procedure should be followed: -

- a) All medicines/drugs should be taken to the school office by the child's parent/guardian at the start of the school day.
- b) Medicines/drugs must be in their original bottle/container.
- c) Parents must complete a form as written consent for medicines to be administered by school staff.
- d) All medicines must be collected by the parent/guardian at the end of each day.

Due to the busy nature of the school day, we cannot guarantee that we will give medication as requested.

Completing the medical section on your child's admission form is important. If your child's long-term health changes occur, please do not hesitate to inform us.

HEALTH CHECKS

Several medicals take place during the primary phase for all children. These involve checks on children's hearing, sight, and teeth. All medicals are arranged by the local area health authority, who will request parental permission for each child's admission into full-time education. Your child will not be examined by any school doctor/nurse without your permission, except in a medical emergency.

Parents' attendance at school medicals is not required, and you will receive written notification in advance.

All medicals are strictly confidential, and your consent will be sought before discussing any issue with the school teaching staff. It would be in your child's best interest for the teaching staff to be aware of any medical condition that may affect their progress in the class.





SCHOOL POLICY ON ADDITIONAL LEARNING NEEDS (ALN)

At Caerau Primary School, we believe every child should be valued for their talents. We aim to provide every child with happy memories within a fully inclusive educational environment to meet their individual needs.

As a school, we ensure the needs of all children are met through high-quality teaching and learning provision. Our Universal School Provision will meet the needs of most of our children. All our children can access the following interventions as part of our universal provision, which is designed to support them when they need extra help, catch up or maintain the progress they have been making with their learning. The universal provision includes:

- whole class teaching
- effective differentiation
- collaborative group work
- individual and small group intervention
- appropriate and reasonable adjustments to enable access to the school environment, curriculum, and facilities

The definition of a child with an Additional Learning Need (ALN) is defined below:

- 1 A child has additional learning needs if they have a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise), which calls for additional learning provision beyond the Universal Provision provided for all learners.
- 2 A child of compulsory school age that has a learning difficulty or disability if they -
 - (a) has significantly greater difficulty in learning than the majority of others of the same age, or
 - (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream-maintained schools.
- 3 A child under compulsory school age has a learning difficulty or disability if he or she is or would be if no additional learning provisions





were made, likely to be within subsection (2) when of compulsory school age.

- 4 A person does not have a learning difficulty or disability solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been used at home.

Should you have any queries regarding any aspects of ALN, please get in touch with Mrs G Lovett, our Additional Learning Needs Co-ordinator (ALNCo), via the school office.

Governor responsible for Additional Educational Needs: Mrs N Shearan
ALN Co-ordinator: Mrs G Lovett

EQUAL OPPORTUNITIES

As a school, we do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, religion, nationality, or ethnic or national origins. This is in line with the 1976 Race Relations Act and the Equality Act 2010 and covers both direct and indirect discrimination. We promote the principles of fairness and justice for all through the education we provide in our school. The school ensures that all pupils have equal access to the full range of educational opportunities. We constantly strive to remove any forms of indirect discrimination that may form barriers to learning.

Recruitment, employment, promotion, and training systems are fair to all and provide opportunities for everyone to achieve. We are aware that low self-image and ignorance cause prejudice and stereotyping. We aim to promote positive social attitudes and respect for all through positive educational experiences and support for the individual's point of view. We celebrate the cultural diversity of our community and show respect for all minority groups. Stereotyping and prejudice are challenged whenever they occur.

A full copy of the School's Equal Opportunities Policy and Equality Plan is available.





SAFEGUARDING/CHILD PROTECTION

Caerau Primary prioritises the protection and well-being of all pupils in our school. The Headteacher is responsible for child protection and safeguarding matters and provides advice and support to other school staff. We also have a nominated child protection governor, who has to ensure that the school has a Child Protection Policy in place, which is consistent with the All Wales Child Protection Procedures (2008) 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 they have been abused or at risk from abuse, we must 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 concerns, these will be raised with you, and we would want to work with you to remedy the situation.

There are clear procedures laid down by the Department of Education, Welsh Assembly and Bridgend County Borough Council for all staff to follow where a child is thought to need protection against abuse.

We at Caerau Primary School have a legal duty to refer any concerns about the well-being of pupils to the Social Services Department and the School's Child Protection Officer.

Designated Safeguarding Person - Mrs J Roche (H.T.)

Deputy Designated Safeguarding Person - Mrs J Matthews (DHT)

DSP Trained - Mr R Garfield, Miss R Kehoe, Miss R Cousins and Miss L Sambell.

Child Protection Governor - Mr P John and Mrs R Goodall (COG)

The School's Safeguarding policy can be viewed on our school website or via the school office.





COMPLAINTS PROCEDURE

If you are worried or concerned about something, please do not hesitate to contact the Headteacher. The Headteacher may be able to sort out a problem directly or provide further guidance and assistance depending on the nature of the problem.

The school has a copy of the procedures and arrangements for dealing with formal complaints to the Governing Body and/or the Local Education Authority about the curriculum or any related matter. Any person wishing to make a complaint under these arrangements should contact the Education, Leisure and Community Services Department when a copy of the procedures will be issued together with a copy of the Welsh Office circular of guidance 011/2012.

BEHAVIOUR AND DISCIPLINE

The school aims to produce a positive learning environment in all classrooms. We want to build on the school identity as a unit of which children can be proud to be a part and where they are stimulated and encouraged to do their very best through the praise and support of positive behaviour.

We expect our pupils to develop respect for themselves, others, property and the environment.

We aim to teach pupils to choose responsible behaviour and raise their self-esteem.

We encourage our pupils to develop a positive approach to learning.

Basic rules have been established to guide pupils. They are displayed in each classroom and are handled uniformly by all teaching and supervisory staff.

We believe in working closely with parents to ensure good behaviour from all children. In particular, the most important aspect is that we reward children for their good behaviour, polite manners, and attitude towards their work.





Parents are involved in disciplinary procedures at every stage. Teachers are responsible for the welfare of the children in their class. If a pupil becomes a problem to the school and the safety of others is at risk, then the following procedures will occur.

REWARDING POSITIVE BEHAVIOUR IN SCHOOL

A system of rewards for positive behaviour has been set up and displayed in each class. An awards assembly is run once a week. To counter negative behaviour, a system of sanctions has been drawn up. Pupils are aware of these, which are uniform and are managed by teaching staff.

A class "Dojo" system has been set up to encourage positive behaviour. Children can gain points for themselves and their class for appropriate positive responses.

Rewards for children could be:

- Verbal praise - Well done, Ardderchog! (Excellent!) etc.
- Smile stickers and merit points
- Notes sent home for good behaviour and work
- Favourite tasks at the end of the day
- Rewards from the Headteacher

The School's Behaviour policy is available from our school office.

PUPIL PARTICIPATION - SCHOOL COUNCIL

Children in year groups from Year 2 to Year 6 are selected as representatives for the following committees and school council.

Children have selected representatives from their year groups to represent them on the school council. The council meets with the school council lead regularly and aims to make the learning experience as good as possible.





HEALTH AND SAFETY ARRANGEMENTS

FIRE SAFETY

A fire drill with the full evacuation of the building of all pupils and personnel is held at least once every term. Firefighting appliances, exits and bells are checked annually by a professional contractor.

All staff have received fire safety training.

MAINTAINING A SAFE SITE

Staff and parents are requested to report any concerns regarding site safety to the Headteacher, the school's Health and Safety Officer. The school follows Bridgend LEA's guidance on health and safety procedures, and site risk assessments are undertaken regularly.

SMOKING

The school operates a no-smoking policy in line with that operated by Bridgend County Borough Council. Smoking is prohibited within the school building or on the grounds at any time. Anyone found smoking on site will be asked to leave.

DOGS

No dogs are allowed on site except guide dogs and the school wellbeing dogs.

