



*Be kind; be ambitious; be the best you can be.*

# Derwendeg Primary School



## 2024-25 School Prospectus



**Be kind; be ambitious; be the best you can be.**





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## WELCOME TO OUR SCHOOL



Dear Parents and Carers,

On behalf of everyone at Derwendeg Primary School, I would like to welcome you to our school and look forward to building a successful partnership with you over the coming years.

At Derwendeg, we are passionate about being a community focused learning organisation that works in partnership with the whole school community to provide the best possible education for our children. We pride ourselves in building strong, effective relationships with all stakeholders and we fully value your contribution as key educators in your children's lives.

Your child's wellbeing is of utmost importance to all staff here at Derwendeg. We value every child, and not only want them to receive an excellent education but also to feel happy and safe. We endeavour to ensure there is a high level of care, consideration and respect from and towards everyone involved in the life of the school.

Through our vibrant ASPIRE curriculum, we engage children in purposeful and exciting learning experiences, providing them with the knowledge and skills they need for the future. We have high expectations of each and every child and are committed to ensuring each child achieves their full potential and has high aspirations.

We thank you for choosing Derwendeg Primary School and can assure you that we will strive to create the best education for your child/children whilst they are members of our school family.

I look forward to meeting you and if you have any questions or concerns, please don't hesitate to contact me in school.

Yours sincerely

Mrs L Wangiel  
Headteacher



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## **SCHOOL PHILOSOPHY AND ETHOS**

### **MISSION STATEMENT**

*'Be kind; be ambitious; be the best you can be.'*

We would like our children, parents and staff to look back on their days at Derwendeg Primary School, with warmth, affection and pride. It is our aim to ensure that every child is a happy, confident, secure individual, realising their potential. This can only be achieved by working together and knowing each other well.

At Derwendeg, we strive to create a welcoming atmosphere in order to create a feeling of security and warmth for the children in our care and all those associated with the school.

It is important that all staff and pupils feel valued and experience success. We respect and value parents as active partners in their children's education and utilise their skills and assistance wherever possible. Strong community spirit exists within the locality and in order to capitalise on this, we try to involve parents and members of the local community as fully as possible in our activities, thus ensuring our school remains at the heart of village life.

High expectations are set for both pupils and staff. Derwendeg benefits from a caring, hardworking staff, committed to the development and wellbeing of the school and pupils. High standards are set for teaching staff, who constantly strive to improve the quality of teaching and learning throughout the school.

At Derwendeg Primary School we ensure equality of opportunity irrespective of sex, race, religion, social class or disability. We respect each and every child in our care as a unique individual. We endeavour to make adequate provision for the all-round development of each child in accordance with their age and ability. A keen awareness and acceptance of standards of behaviour and a sense of responsibility also feature prominently in the "hidden curriculum" of the school. Thus, the education provided is aimed not only at intellectual development but at social development too, thereby aiming to make each pupil a constructive member of the community - spiritually, morally, socially and intellectually.

Above all, Derwendeg Primary School should remain a happy, friendly school, where people are happy to spend time, work co-operatively and attain their individual and collective potential. It should be a school with a clearly understood and shared vision, where members work collaboratively to attain that vision in their pursuit of excellence.

### **OUR VISION**

Our vision is for this school to be a happy family, growing together and supporting each other to reach our full potential as citizens of Wales and the world.

### **OUR AIMS:**

- To ensure our children leave Derwendeg Primary School with many happy memories.
- To enable our learners to develop towards the four purposes of the curriculum.
- To engage our children in an authentic curriculum fulfilling their interests, fuelling their curiosity and meeting the needs of every learner.
- To develop our children as independent, resilient learners with an appreciation of the value of hard work and challenge.
- To create a safe and stimulating environment which reflects and promotes our school values.
- To promote positive behaviour through developing our children's emotional intelligence and independence in making the right choices.



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- To give our pupils a voice in their learning and across the school; promoting a sense of self-worth and community.
- To develop our children as responsible citizens who value diversity and understand how they can make a difference in the school, community and across the world.
- To ensure our staff and pupils believe in their own ability and have high aspirations for themselves and each other.
- To work collaboratively within and out of school as a learning organisation.
- To work in partnership with our whole school community, outside agencies and higher education institutions to provide a holistic education experience for all of our children.

Our children will be...





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## **STAFFING**

<b>Head Teacher</b>	Mrs L Wangiel
<b>Deputy Head</b>	Mrs L Lloyd
<b>Nursery</b>	Mrs S Rees
<b>Reception</b>	Miss M Williams
<b>Year 1/2</b>	Ms A Traylor
<b>Year 2/3</b>	Mr P Phillips / Mrs L Lloyd
<b>Year 3/4</b>	Mrs L Jones
<b>Year 4/5</b>	Mrs AM O'Connor
<b>Year 5/6</b>	Mr O Cooper
<b>Wellbeing and attendance officer</b>	Mrs C Wilson
<b>Teaching Assistants / HLTAs</b>	Mrs A Walsh Miss Y Hinton Mrs A Smith Mrs K Paull Miss R Rees Mrs D Fowler Mrs E Rigler Miss V Sanders Miss E Gemmell Miss K Morgan  HLTAs: Miss B Adams Mrs S Rees Mrs C Davies
<b>Clerical/Admin Support Staff</b>	Mrs J Jones Ms R Hayward
<b>School Caretaker</b>	Mr A Bourne
<b>School Cook</b>	Mrs A Baker



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Other valuable members of staff include cleaners, breakfast/ dinner supervisors, canteen staff and our "lollipop" lady Ms Hegarty.

## GOVERNING BODY

<b>Chair of Governors (Co-opted Governor)</b>	Mrs C Rogers
<b>Vice Chair of Governors (Community Governor)</b>	Mr D Scullin
<b>Community Representative</b>	Reverend S Darby
<b>Local Authority Representation</b>	Cllr D Cushing Mrs J Pritchard Mrs L Bourne Mrs G Bruford
<b>Head Teacher Governor</b>	Mrs L Wangiel
<b>Teacher Governor</b>	Miss S Thomas
<b>Staff Governor</b>	Mrs A Walsh
<b>Parent Governors</b>	Mrs E Arnold Ms. E. Vivian Miss R Vivian Mrs K Stacey
<b>Associate Governor</b>	Mrs L Lloyd

## GENERAL INFORMATION

### **SCHOOL ADDRESS**

Derwendeg Primary School (LEA Community Maintained)  
Hengoed Road,  
Cefn Hengoed  
CF82 7HP  
Tel : 01443 813138  
Fax : 01443 813274

### **SCHOOL SESSION TIMES**

*Gates open at 8:50am.*

<b>Morning</b>	09:00am - 12:00pm
<b>Afternoon</b>	12:55pm - 15:15pm
<b>Nursery</b>	09:00am - 11:30am

### **BREAK TIMES**

<b>Morning</b>	10.40 - 10.55am
<b>Lunch</b>	12:00 - 12:55pm
<b>Afternoon</b>	Varied

### **TAUGHT TIME:**

Infants: 21 hours 35 minutes per week  
Juniors: 23 hours 30 minutes per week  
(excluding playtime and assembly time).



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Children are taught through the English Language and Welsh second language lessons are conducted daily.

### CAERPHELLY SCHOOL TERMS AND HOLIDAYS 2024/25

TERM	BEGINS	HALF-TERM BEGINS	HALF-TERM ENDS	ENDS
<b>AUTUMN</b>	Monday 02/09/24	Monday 28/10/2024	Friday 01/11/2024	Friday 20/12/2024
<b>SPRING</b>	Monday 06/01/2025	Monday 24/02/2025	Friday 28/02/2025	Friday 11/04/2025
<b>SUMMER</b>	Monday 28/04/2025	Monday 26/05/2025	Friday 30/05/2025	Friday 18/07/2025
<b>INSET Days (School closed to pupils)</b>	INSET Days: <b>2024:</b> Monday, 2 <sup>nd</sup> September Friday, 27 <sup>th</sup> September <b>2025:</b> Friday, 24 <sup>th</sup> January Friday, 21 <sup>st</sup> February Friday, 4 <sup>th</sup> July Monday, 21 <sup>st</sup> July			

### **SCHOOL CLOSURES**

Closure days for INSET staff training are taken each year. These dates can be found above and are posted on the school website, on Class Dojo and the school newsletter.

School closures for any other reason e.g. bad weather, are posted on the County website and Class Dojo along with Twitter and our school Facebook page.





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## **SCHOOL PERFORMANCE**

Derwendeg School was last inspected by Her Majesty's Inspectorate for Wales (Estyn) in February 2024. The full report can be read here.

<https://estyn.gov.wales/education-providers/derwendeg-primary-school/#inspection-reports>

## **SCHOOL ADMISSIONS**

Any prospective parents who wish to visit the school before submitting an admission form should contact the school to arrange an appointment with the Headteacher.

### **NURSERY**

Children are normally admitted to Nursery in the September after their third birthday. However, since April 2003 the school has been involved in the Rising 3's initiative whereby children may be admitted to nursery the term following their third birthday.

Rising 3 numbers are limited by the number of places available. All places are allocated on the criteria determined by the LEA and are part time. In the first instance, places are offered to those children who live in the school's traditional local area. Should the number of applications for places exceed the number of places available, children are selected according to the LEA admissions policy. Parents will be contacted the term before admission and invited to visit the school and view the learning environment, a home visit will also be arranged. Since the development of the Little Acorns Playgroup, most free part time Early Years education places for rising 3s have been provided by the playgroup which is a registered Early Years provider. It has also been awarded Flying Start status and now takes children from Flying Start areas.

### **RECEPTION AGE (Statutory Admission)**

Formal application for Reception places are made during the Autumn Term prior to entry.

Children are admitted to Reception classes in the September after their fourth birthday, i.e. in the year of their fifth birthday. Children are allocated places on the basis of LEA defined area and criteria.

All places are full-time. The standard number for admission by the LEA is twenty nine.

A great deal of preparation takes place prior to admission in the form of letters of invitation to parents, parent meetings and pre-school visits for children. **NB.** Children outside the defined (catchment) area are accepted provided there is room and formal application has been made. In such cases selection is made according to the LEA admissions criteria.

## **TRANSITION**

### **HOME/SCHOOL**

This is a vital stage in a young child's life and is handled with great care and understanding. Before children start nursery, our nursery staff will arrange a home visit. This provides staff with an opportunity to start to build a relationship with each child and their family on familiar territory before starting school.

### **TRANSITION BETWEEN YEAR GROUPS**

We are aware that some children and their parents get anxious about moving to their new class and so introduction to the new teacher and classroom are made well in advance of any change. Children are taken to see their new class and meet the staff during the preceding term. Records are carefully compiled and a thorough pen picture of each child is handed on to the new teacher. There is also much discussion between staff and exchanges of classes so that the children are familiar with their new teacher and he/she with them. Parents are given the opportunity to



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attend a Meet the Teacher meeting at the start of each new year, outlining classroom routines and planned activities.

## **SECONDARY SCHOOL TRANSITION**

This is the next major change and although our pupils become excited at the prospect of the high school many have misgivings - the usual fear of the unknown! It is with this in mind that we make every effort to familiarise children with their new school and its staff.

The majority of our pupils transfer to Lewis High Schools. The teachers with responsibility for Year 7 at Lewis Boys and Lewis Girls Schools plus a member of the Additional Learning Needs Department visit the school for a morning or afternoon in June. They provide the children with information about starting at their new school as well as opportunities to ask questions and settle queries. Later, during the summer term the children make visits to their new schools where they have a chance to meet all other new entrants and see for themselves the school and staff. Several social and musical events are also organised in July in which our Year six children become involved.

## **CURRICULUM**

From September 2022, we implemented the Curriculum for Wales. The four purposes are at the heart of Curriculum for Wales. The four purposes are that all children and young people will be and should be the starting point and aspiration for every child and young person in Wales:

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

The Curriculum encompasses the 6 AoLEs (Areas of Learning and Experience):

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology.

Each area of learning and experience contains statements of what matters which shape learning for children of all ages. These help your child think about what they're learning and how topics link to each other, to work and to life. They also support your child to progress each year as they build their understanding and skills.

Progression is further supported by guidance on how learners should progress within each statement of what matters as they journey through the continuum of learning. These are arranged in five progression steps which provide reference points for the pace of that progression. These expectations are expressed from the learner's perspective and are framed broadly so that they can sustain learning over a series of years. While the learning continuum is the same for each learner, the pace of progress through it will differ. As a result, the progression steps can only broadly correspond to expectations at ages 5, 8, 11, 14 and 16.

Our Curriculum embeds the mandatory cross-curricular skills and the integral skills that underpin the four purposes of the Curriculum. Our Curriculum also incorporates opportunities and consideration of cross-cutting themes, where and when appropriate.

Specialist teaching is provided in music, including tuition in instruments such as guitar.



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## **RELIGION, VALUES AND ETHICS (RVE)**

Religion, Values and Ethics (RVE) is a statutory requirement of the Curriculum for Wales and from September 2022 is mandatory for all learners in Wales from ages 3 to 16. We pride ourselves at Derwendeg that this is taught in a meaningful and unbiased manner. Our Assembly gatherings are of a broadly Christian nature where we come together to share our thoughts and feelings as one big family. Please see further information below.

## **RELATIONSHIPS AND SEXUALITY EDUCATION (RSE)**

Welsh Government believes that we need to help all of our young people to excel in all aspects of life, so they grow into adults who are healthy, confident individuals. Education should encourage and support young people to respect themselves and others, to value diversity, and give them the ability to build healthy, respectful relationships. RSE is designed to safeguard all our children and young people, supporting them to develop knowledge, skills and behaviours that will assist in protecting them throughout their lives.

The new curriculum, introduced in September 2022, will include developmentally appropriate Relationships and Sexuality Education (RSE). The Welsh Government has provided an 'RSE Code' that sets out clearly what children should be taught at different stages, ensuring that learning is developmentally appropriate.

All schools are required to provide RSE as a statutory requirement from September 2022. As of September 2022, there is no longer a parental right to withdraw from RSE.

## **BILINGUALISM**

The first language of the school is English. Welsh is taught as a 2<sup>nd</sup> language for the statutory 90 minutes a week. Welsh vocabulary is used in a bilingual context starting with single words in the Nursery, developing into phrases and sentences as the children move through the school and transition to Comprehensive. Vocabulary is selected for everyday use, and some are curriculum linked. The language and culture of Wales is commonplace in day-to-day activities in and around the school site. All children have the opportunity to use Welsh in all aspects of their education.

## **CURRICULUM VISION**

The Curriculum for Wales guidance states "A school's curriculum is everything a learner experiences in pursuit of the four purposes. It is not simply what we teach, but how we teach and crucially, why we teach it."

It is this statement that underpins our curriculum vision and our understanding that our curriculum is more than a selection of themes and lessons. Our curriculum provides our children with the knowledge, skills and experiences to develop holistically and to progress towards their realisation of the four purposes.

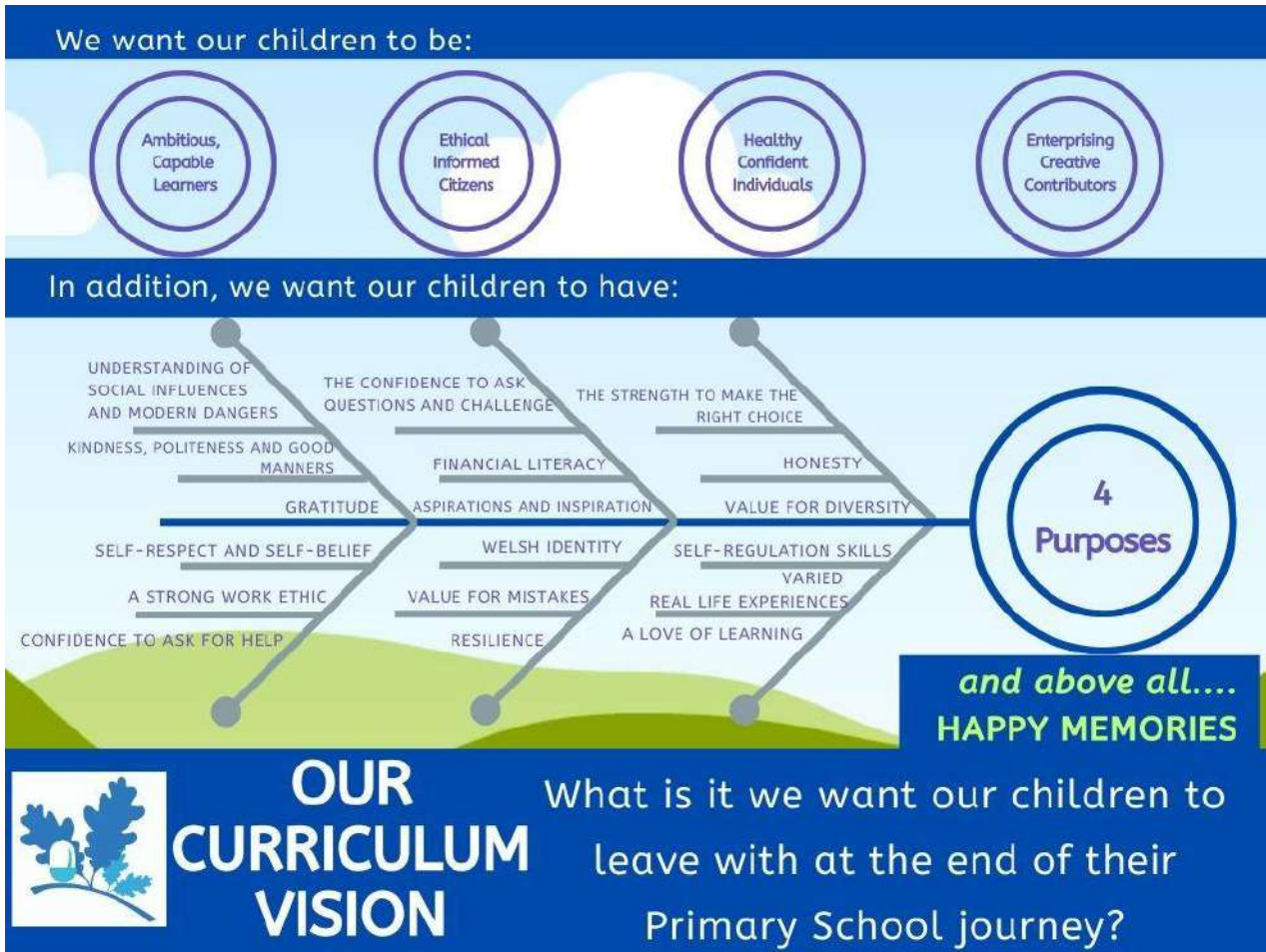
When considering our vision for our school curriculum, all stakeholders came together and considered the question:

*What is it we want our children to leave with at the end of their Primary School journey?*



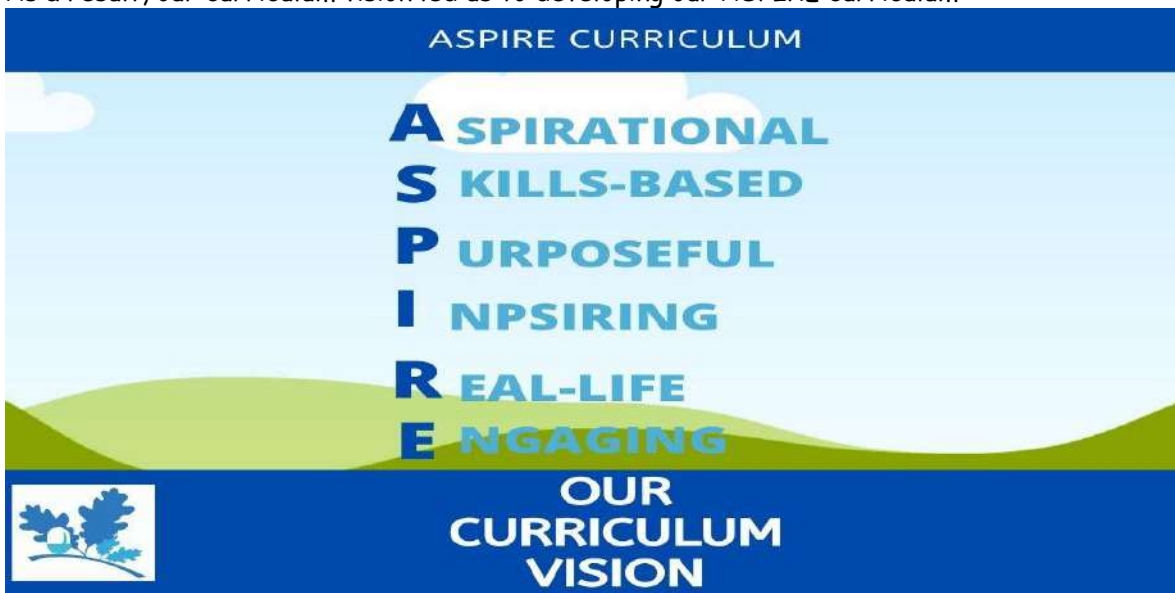


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We agreed at Derwendeg that we want to give our children the best possible start in education so that they have a sound foundation for future learning and they develop a lifelong passion for learning. We want our children to be prepared for the world they are to live in. It is our hope that our zest for learning and positive citizenship will suffuse the wider community and that our children will continue to enjoy learning throughout their lives. We are passionate about developing strong personal and social skills in pupils so they can get along with each other and recognise the feelings of others.

As a result, our curriculum vision led us to developing our ASPIRE curriculum:





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Our Aspire curriculum aims to fulfil our curriculum vision and provide our children with authentic and engaging learning opportunities and experiences throughout their school journey.

## **OUR SCHOOL VALUES**

As a school we worked with all stakeholders to agree our 7 school values shown below. We focus on 1/2 values per half term through class activities and assemblies. Our values are a fundamental part of our school curriculum and our daily conversations; they are attributes we aim to instil in all of our children.



## **CLASS ORGANISATION AND TEACHING METHODS**

### **CLASS ORGANISATION**

The school caters for children from 3 to 11 years of age. Our classes are generally arranged on a chronological basis i.e. by age, however some classes are mixed due to pupil numbers. Thorough organisation and planning within each class ensures that children's learning needs are catered for. Indeed, children in all year groups differ in their needs and abilities and all teachers have to plan and use techniques, which give all of the children opportunities to show what they can do, know and understand. All classes have timetabled support from teaching assistants. Additional support is provided for pupils with identified additional learning needs.



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Our current class organisation is as follows:

Class Name	Year Groups	Teacher
Coch (Red) - AM only	Nursery	Mrs Rees
Oren (Orange)	Reception	Miss Williams
Melyn (Yellow)	Year 1/2	Ms Traylor
Gwyrdd (Green)	Year 2/3	Mr Phillips/Mrs Lloyd
Glas (Blue)	Year 3/4	Mrs Jones
Porffor (Purple)	Year 4/5	Mrs O'Connor
Enfys (Rainbow)	Year 5/6	Mr Cooper
Seren (Star) - PM only	Mixed	Mrs Rees

The design of our school allows easy access to outside teaching areas, the library, the sensory room, hall and resource area. Our yard, gardens and school field adjacent to the school also provide an invaluable amenity and outside classroom.

## **ADDITIONAL LEARNING NEEDS**

We aim to identify a child's additional learning need at the earliest opportunity i.e. on entry into Nursery. This process is supported by our on-entry assessment procedures. However, other difficulties may arise later in the school life of some children. We are alerted to these by the on-going careful assessment within our school and regular screening procedures.

An open and honest relationship between parents and school is paramount for the future success of such children. We recognise how sensitive the issues surrounding additional learning needs are and we assure you of the utmost confidentiality.

Once an additional learning need is identified the following strategies are employed:-

- ❖ Differentiated work is given to the child focusing on specific targets.
- ❖ If satisfactory progress is still not made, the child may be put forward for assessment/screening by specialist county personnel, to further identify their additional need.
- ❖ If learning difficulties are found to be moderate, the school provides in-house support in the form of small teaching groups or individual programmes facilitated by a teaching assistant.
- ❖ Children who give rise to particular concerns or have specific learning difficulties may be referred to an Educational Psychologist and/or an Advisory teacher for Additional Needs.

Further ALN information is available at the school from the ALNCO Ms Traylor.

## **EQUAL OPPORTUNITIES**

Derwendeg Primary School seeks to be an inclusive school, ensuring equality of opportunity for all irrespective of sex, race, religion, social class or disability. We respect each and every child in our care as a unique individual.





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Reasonable access to the school is provided for parents and pupils with a disability. The school has an accessibility action plan. Should additional adaptations be needed the school will make every effort to ensure needs are met. All staff and governors are fully aware and committed to the ethos underlying the policy of 'inclusion' and 'equal opportunity.'

## **ASSESSMENT**

Assessment is continual throughout the child's life at school. It takes several forms and covers all curriculum areas with a key focus on Literacy, Maths and wellbeing.

The school uses assessment to measure pupil attainment and achievement. The school carefully tracks progress of all children from their baseline assessment.

Not only is an assessment made of the child's academic progress, but also their developing personality; how they conduct themselves, their behaviour and attitude towards others in general. All this is monitored and included in the annual written report given to parents in the Summer term, a copy of which is retained at school.

## **REPORTING TO PARENTS**

Parents evenings are held in the Autumn and Spring term providing teachers and parents with an opportunity to discuss children's progress and future learning needs. In the summer term there are open classrooms where pupils share work with their parents. Parental attendance at these meetings is very important in ensuring good home/school partnership.

Meet the teacher meetings are held every September to provide teachers with an opportunity to share information about the routines and organisation of their class and also for parents and carers to ask any questions they may have.

Parents are of course welcome to arrange to meet with the class teacher or Headteacher to discuss matters of concern or to pass on important information at any time. However, in the best interests of everyone, please make an appointment, so that adequate time may be given.

## **HOMWORK**

In the main, homework is set to help support children's learning in the key skills of Literacy and Numeracy. Topic related tasks may also be set. Homework is sent out as a termly menu with most activities completed online through Purple Mash and Google Classroom.

All children are expected to take a reading book home at least once a week and every night for the younger children. Reading books must be returned to school daily and library books on the appropriate class library day once a week. Spellings are sent home fortnightly.

## **SCHOOL ASSEMBLIES**

**(School assemblies are a statutory requirement)**

Our Assembly gatherings are of a broadly Christian nature where we come together to share our thoughts and feelings as one big family. They are indeed services of joy and celebration. If, however, parents wish their child to be excluded from either Religious Education or Acts of worship parental views will be respected. Should this be the case the school would require parents to write to the headteacher indicating your wish to withdraw their child.

School assemblies are structured as follows:-



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Monday	Values assembly
Tuesday	Singing assembly
Wednesday	Welsh assembly
Thursday	RVE assembly
Friday	Celebration Assembly

Ministers of various denominations are invited to lead collective worship throughout the year.

### **OUR SCHOOL PRAYER**

Dear Heavenly Father  
Friend of all children  
Bless our school at Derwendeg  
And all the pupils and teachers and parents  
Who work in it  
Help us to do our best  
To be kind to one another  
And to be cheerful all through the day          Amen

### **SPORT AND EXTRA CURRICULAR ACTIVITIES**

At Derwendeg, we aim to offer a wide range of sporting activities both during and outside the school day. Coaches for a variety of sports are sometimes drafted in through the Sports Development Officer for CCBC and outside agencies. School play times have the accent on healthy and active play and many resources are provided for this purpose such as netball rings, basketball stations, skipping ropes, footballs etc. Non-teaching staff such as dinner supervisors are trained to play effectively with children making sure they have a fun packed, physically active, trouble-free play time. An outside coaching company also support lunchtimes twice per week, engaging the children in fun, physical activities.

Activities offered at our school include: a range of sports, ICT, Welsh & Lego League

Sporting activities form much of the above. Below is a list of kit your children need for such an activity. To benefit fully, it is important that children are equipped properly.

- ❖ Shorts, socks and a top for football, rugby & other sports, skirt/ shorts, sport top and warm jumper for netball.
- ❖ A tracksuit is useful though not essential.
- ❖ Football boots and trainers.

School kit is provided for actual matches, but not during training.

The children benefit from an active series of sporting fixtures with the local schools. It is essential that the children attend training sessions regularly for their respective sports. At the end of appropriate seasons teams enter area tournaments. Parents are very welcome to support home or away matches. We have Annual Sports Days usually held in June, the dates for these events will be shared through Class Dojo and the school newsletter.



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The school offers lessons in guitar. For the instrumental activities, children must have a commitment to practice daily and it is an advantage if they have their own instrument. Their instruments and books **MUST** be in school on the day of their lessons.

## **EVENTS**

Events throughout the year include theatre visits, Christmas parties, live music demonstrations, concerts, educational visits, residential courses, sports days, St. David's day, Eisteddfod, Easter celebrations, Harvest Festival, swimming, cross country, netball, rugby/soccer tournaments, local church services and visits to Higher Educational Institutions. We constantly strive to forge links with the local community, businesses and related industries.

## **BREAKFAST CLUB**

The school hosts a breakfast club run by the Local Authority Catering team. Breakfast club operates from 8:15am each day. Breakfast club is free but requires a written permission form to be signed.

## **POLICY FOR BEHAVIOUR**

We believe staff should:

- Use positive language (verbal and non-verbal);
- Ensure praise outweighs negatives;
- Create a positive, calm environment - be good models of emotional control;
- Demonstrate respect and build positive relationships;
- Follow up every time.
- Engage in reflective dialogue with children;

We believe children should:

- Be considerate towards others in every aspect of school life;
- Respect the view of others;
- Be polite and courteous to everyone they meet;
- Be friendly and welcoming;
- Be honest, reliable and responsible for their actions;
- Be aware of the Step Up Programme and to know that their actions have consequences for others and themselves.

### **Whole School Rules**

School rules create expectations and provide boundaries for children. Rules need to be clear, concise and in language that all children understand.

At Derwendeg we are expected to:

1. Respect our school community and respect school property.
2. Be ready for quality learning in and around the school.
3. Never settle for less than your best

(In addition, we insist on manners and etiquette at all times)

### **Rewards**

The emphasis must always be to encourage positive behaviour rather than to criticise inappropriate behaviour and rewards have a major role to play in this. The most immediate method is verbal praise; it is motivational and helps children to realise that good behaviour is valued.

Rewards include (used at the discretion of the teacher):





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- Verbal praise
- Dojo points
- Positive phone calls or messages home
- Hero of the week/ Headteacher certificate

### **The 5 Step Behaviour Programme**

The 5 Steps of the programme are:

- STEP 1: De-escalation
- STEP 2: Reminder
- STEP 3: Warning
- STEP 4: Reflection Time (in class)
- STEP 5: Step Up Programme (Social skills/ emotional intelligence intervention held at playtime and lunchtime)

*Whilst a child is on the Step- Up programme, there is no participation in non-curriculum activities, no after school clubs or no representing the school until the Step-Up Programme is completed.*

### **Fast Track Behaviours (Leads straight to Step 5 following a discussion with the BMT, Behaviour Management Team):**

If a child's behaviour is deemed serious then it is 'fast tracked' to Step 5 following a discussion with the Behaviour Management Team. The following behaviours are the agreed Fast Track' behaviours for our school:

- Deliberate acts of physical violence (e.g. Hitting, pushing or kicking.)
- Spitting.
- Biting.
- Swearing (deliberately or at someone) including swearing gestures.
- Threatening or abusive language towards other children and adults (including negative comments and goading)
- Chewing gum in school
- Bullying.
- Stealing.
- Inappropriate use of ICT equipment.
- A serious incident.
- Deliberate damage to school property or to the property of others.
- Leaving the classroom, school building or school grounds without permission.
- Refusing a member of staff after 3 requests or blatant disrespect towards a member of staff.
- Acts which are racist and/or sexist which causes upset to others.
- Use of homophobic language.

### **Behaviour Management Team (BMT)**

In order for any programme to be implemented successfully there needs to be a Behaviour Management Team who are responsible for the leading and monitoring of the system at Derwendeg.

Our school team consists of:-

- Headteacher - Mrs L Wangiel
- Deputy Headteacher - Mrs L Lloyd
- SLT Representative/ Additional Learning Needs Co-ordinator - Ms A Traylor
- Teacher Representative - Mrs AM O'Connor
- Teaching Assistant Representatives - Mrs C Wilson, Mrs A Walsh and Mrs K Paull

The role of the parents in developing positive behaviour is hugely important. School uses Class Dojo to let parents know of any excellent achievement their child has made. A number of outside agencies are available to work with families to help support the development of positive pupil behaviour. Further information about these agencies is available from the Family Information Service. (leaflets available at school)



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The school adheres to circular 37/98 concerning physical restraint. If it is necessary to use physical force to protect a child from injury, to prevent a child from harming others, or school property, parents will be informed and the incident will be logged in with school policy.

The school will work with families and outside agencies to help manage challenging behaviour. However, serious and persistent unacceptable behaviour may result in exclusion.

## **BULLYING**

### ***BULLYING IS NOT ACCEPTABLE IN OUR SCHOOL***

- A bully is defined as a person who repeatedly hurts, persecutes or intimidates another person or persons.
- Retaliation is not acceptable.
- Children are encouraged to discuss bullying types of behaviour in class and to tell an adult if bullying occurs.
- Staff will ensure that all complaints regarding bullying are dealt with promptly, in a fair manner and recorded appropriately.
- Staff shall support the victim and counsel the bully on the causes and consequences. Where necessary the School Council and Headteacher may be involved.
- On repeat of such behaviour, parents are requested to see the Headteacher to discuss the way forward.
- The school's full behaviour policy & anti bullying policy is available from the school website and office on request.
- The school curriculum encompasses anti-bullying activities to teach the children how to identify and deal with bullying and the impacts of bullying behaviour.

## **SCHOOL UNIFORM**

**All pupils are requested to wear uniform in line with the agreed code of dress policy.**

Pale blue shirt or school polo shirt, royal blue sweatshirt or cardigan, grey trousers, grey pinafore dress or grey skirt, grey/ white socks or tights, and black shoes.

**Summer** - dark plain cotton shorts and school polo shirt and black shoes or blue and white gingham dress.

(Children in Nursery and Reception are permitted to wear royal blue jogging bottoms)

All items of uniform and child's coat and wellie's **MUST** be labelled with the child's name.

### **PE Kit**

- Black/dark shorts, joggers or leggings.
- House colour t-shirt (Your child's teacher can inform you of their house colour). Plain t-shirt only - no branding.
- If wearing a jumper, this will need to be a school jumper (royal blue)
- Footwear:
  - **Indoor** - No footwear is necessary unless child has a verruca or athletes foot. A note from parents explaining this is **essential**.



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- Outdoor - Black trainers
- No school logo is expected on any PE kit item.
- Please ensure all items are labelled with your child's name.
- Children are allowed to wear their PE kit to school on their PE days.

### **Swimming Lessons**

Compulsory for Y6 - Kit required.

**Boys** swimming trunks

**Girls** swimsuit (one piece swimsuit only.)

### **Enrichment/ Outdoor Learning Activities**

Waterproofs and wellington boots. Warm, old clothing, hat, gloves during cold weather.

### **Jewellery**

Other than an unobtrusive wristwatch children should not wear jewellery to school. Smart watches are not allowed to be worn to school.

**(refer to Code of Dress & Jewellery Policy in the appendix)**

## **DINNER MONEY AND SNACKS**

### **MILK**

One third of a pint is served each morning for the children in Nursery - Year 2.

### **FRUIT**

All children may bring fruit or a healthy cereal bar for consumption at playtime. This supports our healthy eating policy. Fruit may be bought several times through the week and this is run by the Eco Committee.

### **DINNER MONEY**

We are now a cashless catering school with all dinner money being paid online. For further information, please contact the school office.

### **HEALTHY LIFESTYLE**

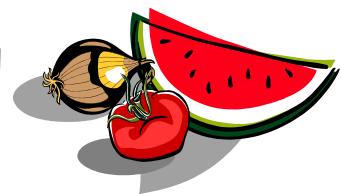
No crisps, sweets or fizzy drinks rule. This helps towards a healthier attitude to diet. Children really enjoy the fruit they bring for a playtime snack. Children are only allowed to drink water during the school day. No added sugar squash is allowed at lunchtime.

All children have access to four water fountains spread throughout the school.

Our stimulating and interesting playground and field helps children to really enjoy physical activity.

Numerous sporting activities promote a healthy body as well as being a lot of fun!

All the above has earned us an excellent reputation as a school which not only educates children academically but one which takes an active interest in the whole child and the health of the community in which she/he lives.



## **NO FIZZY DRINKS, CRISPS, CHOCOLATE, CHEWING GUM OR SWEETS**





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## **PTA - PARENT TEACHER ASSOCIATION AND PARENT COUNCIL**

The PTA affiliated to the National Association of (PTA's) is a very active group of parents, working for our school. We are always pleased to see new members. Funds raised are for the benefit of **ALL** the children. We are indebted to all parents who have contributed and helped to organise so many functions with great success.

If a parent would like to join the PTA committee or can offer help, please contact the school or PTA officers. We would love to hear from you!

Past events have included; very successful Christmas & Summer Fayres, discos, raffles, field fun events, cinema nights, firework night displays etc.

Some items of equipment, which have been bought from fundraising activities include; staging, computers, computer software, interactive white boards, plants and bulbs, carpeting, books for library, PE equipment, notice board, sports kit, outdoor play equipment for the children to use at playtimes and lunchtimes.

The PTA also fund many of the extra-curricular activities such as visits of Theatre Groups, music sessions, subsidised transport. The PTA help at Parents Evenings, Sports Days and concerts.

## **EDUCATIONAL VISITS & CHARGING & REMISSIONS POLICY**

Each year there are planned educational visits made by each class, usually based on the topics or projects being studied at that particular period. The normal frequency of educational visits is approximately one visit per term. The school regards these visits as essential links to consolidate work done in the classroom to the actual experiencing of aspects of the projects in the outside world. Parental permission will be requested for these visits as well as a voluntary donation towards costs. Unfortunately, the school is unable to fund these visits and viability is reliant upon PTA and parental contributions. Under Welsh Government guidance all children must be included in educational visits and activities, whether they have contributed to the full cost or not. The school reserves the right, therefore, to cancel any activity or visit if not enough contributions are received to make the event viable.

The School/Local Education Authority will make charges for board and lodgings for residential visits. Charge for pupils attending County Centers may be remitted in the case of parents on Free School Meals.

A nominal charge may be made to parents for breakages of school property and loss or damage to school books or equipment.

## **SAFEGUARDING**

Parent/carers should be aware that schools have a responsibility to ensure the well-being of all pupils. On 1 September 2006, section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Government.

The school has a safeguarding and child protection policy and procedures in place. This policy clearly indicates that the school has a duty to share concerns it may have regarding a child's wellbeing with statutory welfare agencies. The Safeguarding and CLA Officer is Mrs Wangiel and in her absence the Deputy Head, Mrs Lloyd. Should the concern be about the Headteacher, report directly to the Chair of Governors, Mrs Christine Rogers. School staff know that it is better to share a concern rather than to later discover that a concern that was not acted upon was warranted. Parents need to understand that any referral to an outside agency is made in the best interests of the child. The school may clarify an issue with parents prior to making a referral. The statutory agencies will advise when, how and by whom, the parents or carers will be told about any referral.



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We are an operation encompass school. Operation Encompass is the reporting to schools, prior to 8am on the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. Operation Encompass will ensure that a member of the school staff, known as a Key Adult, will use the information that has been shared, in confidence, in order to support any children who have been involved in, or exposed to, a domestic abuse incident.

## **MEDICAL**

### **GIVING OF MEDICINES - EG. ASTHMA PUMPS**

Pupils suffering from asthma, who require inhalers, should always have a spare inhaler at school. Forms to register a child's need for long term medication of this kind are available from school.

Please do not send your child to school if they are too unwell. The school discourages the distribution of medicine by teachers during the school day because of the serious danger of giving the wrong medication to children. Arrangements can, however, be made for the parents or designated contacts, to distribute medication to a child requiring short term medication while at school. The needs of pupils requiring long term medication will be met by a care plan drawn up in consultation with the school nurse.

### **VISITS TO THE HOSPITAL (FOLLOWING ANY ACCIDENT IN SCHOOL)**

Regulations state that parents **MUST** be in attendance with a child if a hospital visit is necessary. It is imperative therefore that we have a **CONTACT PHONE NUMBER**, so please fill in information sheets and return them to school when requested. Please ensure that there is an alternative number in case you are not at home. **PLEASE LET US KNOW OF ANY CHANGES IMMEDIATELY.**

### **MEDICALS**

Complete medicals take place in the child's first year of compulsory schooling.

### **EXISTING INJURIES**

It is important that any injury to a child which occurred outside of school is brought to the attention of the school. Please inform a member of staff about any existing injuries your child may have. You will be asked to complete a form detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell as a result of the injury.

### **FIRST AID**

Minor cuts and bruises are treated in school, but any bumps to the head or serious injury is immediately reported to parents.

### **RISK ASSESSMENTS**

Children returning to school following hospital treatment, with fractures etc. will require a risk assessment to be completed. Parents need to contact the school to make an appointment for this to be done before the child returns to school.

### **SCHOOL NURSE**

The School Nurse attends school when requested. They will be responsible for advice on such issues as head lice and impetigo and general health matters. They will liaise closely with parents at home and assist with any health problems.



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## **SAFETY**

**IN ORDER TO KEEP OUR SCHOOL CLEAN AND SAFE, WE WOULD RESPECTFULLY ASK ALL USERS TO KEEP TO THESE SIMPLE RULES:-**

- ❖ No smoking in and around school premises - **SCHOOL HAS A NO-SMOKING POLICY**
- ❖ No dogs allowed **AT ANY TIME IN OR AROUND SCHOOL PREMISES.**
- ❖ No access to school through perimeter fence.
- ❖ Unless permission has been given there is **NO** access to the school grounds after hours, this is trespassing. We would ask you to help in keeping a watchful eye open for us. Do not hesitate to ring the police if you are at all suspicious.
- ❖ **NO PEDESTRIAN ACCESS THROUGH THE CAR PARK AT ANY TIME** and park **WELL AWAY FROM THE CHILDREN'S CROSSING** on Hengoed Road. Please do not park, "set down" or "drop off" children on zigzag lines.
- ❖ All school doors are locked during the day, however fire doors are able to be opened from the inside. Any visitors including parents must gain access to the school via the front office door.
- ❖ Visitors to school can gain access using the buzzer system at the main door.
- ❖ All visitors must report to the *General Office* on arrival and sign in & out.
- ❖ School evacuation procedure is practiced termly and is listed in all rooms.
- ❖ **SCHOOL OPERATES CLOSE CIRCUIT TV SYSTEM.**
- ❖ The school operates the county procedures on Road Safety.

The County Road Safety Department employs a "lollipop" lady to help ensure your child's safety when crossing the road. Children & parents are encouraged to make use of this provision.

The school has a duty to ensure that pupils leaving school during the school day are collected by a known person. Until the end of Year 3, children should be collected by a known adult. Older brothers & sisters sent to collect children should be over 16. In an emergency, when children are to be collected by an unknown person, parents are asked to inform the school. Pupils in Years 4-6 may walk home alone but the school will require a signed permission slip.

## **ATTENDANCE AND PUNCTUALITY**

Our school motto is 'Be kind; be ambitious; be the best you can be.' We want our children to have the best possible education to give them the best chance in life. If your children aren't in school, we can't give them this opportunity and can't give them the opportunity to 'be the best they can be.'

There is a clear link between good attendance and good results, and we want to work together with you to achieve this. The school is proactive in encouraging full attendance and carefully monitors attendance of all pupils. Should your child be absent, please inform the school on the **FIRST DAY** of absence by telephone to explain the absence. If a child is absent for three days, and the school has not been informed of a reason, we have a duty to inform the



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Education Welfare Officer who will then make a home visit to ascertain the reason for absence. The EWO will also visit those homes of pupils whose attendance is a concern.

It is important our children are in school every day unless there is a genuine reason. All routine appointments e.g. dentist, optician etc. should be made out of school hours.

Taking holidays during term time is discouraged. Absences for holidays of more than 10 days in any one academic year will be recorded as unauthorised. If pupils have less than 95% attendance, holidays will not be authorised and this will need to be discussed with the Headteacher. All Reception -Y6 parents are informed of their child's termly attendance via a colour coded letter.

Punctuality is as important as attendance. Lateness can affect a child's mental health. Children often dislike entering the classroom late and they also miss key learning time. Please ensure your child arrives in school on time.

In line with school policy, we also have the ability to issue Fixed Penalty Notices (FPN). Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence within a rolling 12 week period. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays taken in term time or delayed return from extended holidays;
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

*(You will be issued a warning letter if your child reaches any of the above criteria.)*

## **COMMUNITY AND BUSINESS LINKS**

### **SCHOOL HOSTS:**

The Little Acorns Pre-School

Cefn Hengoed Ladies Choir

Many of our parents and children take advantage of our Family Learning Workshops.

The school has strong links with Cardiff Metropolitan University, liaising together on a range of projects.

The school provides work experience placements for students from Ystrad Mynach College, local high schools and Cardiff University.





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## APPENDICIES

(Some appendices are only available as paper copies, please contact the school if you would like to view these)

Code of Conduct for Parents

Dress Code & Jewellery Policy

Complaints Procedure



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### Code of Conduct for Parents

All parents/guardians enter school grounds as valued guests. We are pleased to see you and enjoy talking about your child's progress. The majority of parents conduct themselves in a very positive manner, however entry into school grounds is not an automatic right. We expect parents/guardians to adhere to a code of conduct in order to ensure the safety and well-being of our pupils and staff; this is outlined as follows:

1. Do not reprimand a child who is not your own. Any problems between children should be reported to staff. All children are entitled to feel safe in school.
2. Do not discuss other children on the yard. Any problems between your child and another child should be reported to staff. All children are entitled to respect from pupils and adults alike. Undermining the character of a child will not be accepted.
3. Arguments with other parents are not to take place in school grounds. School is a place where we endeavour to model appropriate behaviour at all times.
4. Foul language used in front of children in school grounds is unacceptable and will result in the offending adult being asked to leave the premises.
5. All our staff work hard and care deeply about the children. Under no circumstance will we tolerate staff being sworn at. This will result in a review considering banning the offender from school premises.
6. Social media is a fantastic place for sharing information, however it should be positive information and about your own child.

If a member of the public, be it a parent, guardian or other relative, is banned from the premises, this means they will not be allowed to view Christmas concerts, Sports Days or class assemblies, and will have to wait by the school gate at the end of the day until their child is brought to them.

We have never had to resort to such steps in Derwendeg and we hope we never will. We ask for all your cooperation in endeavouring to make school a happy and conflict-free environment for our children.

Thank you



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DERWENDEG PRIMARY SCHOOL  
UNIFORM AND CODE OF DRESS POLICY



### School Uniform

All pupils are requested to wear school uniform. The School Council feel that our uniform is smart, gives children a sense of belonging and enhances school ethos. It also allows children to be equal and not be elevated above each other by fashion or money.

Pupils may wear blue school jumpers, hoodies or cardigans. We would ask parents not to have printed names on the back, however if you already have a printed hoodie your child may continue to wear it. In the future names should be embroidered under the school badge.

For their own safety children are required to wear sensible footwear at all times. This footwear should be black; brightly coloured trainers are not permitted.

### PE Kit

Pupils are permitted to wear their PE kit to school on their allocated day only. Trainers or daps should be worn for PE and for reasons of health and safety children will not be permitted to wear any type of jewellery whilst doing PE. Earrings must be removed or covered with plasters (provided by home) during PE.

#### PE Kit

- Black/dark shorts, joggers or leggings.
- House colour t-shirt (Your child's teacher can inform you of their house colour). Plain t-shirt only - no branding.
- If wearing a jumper, this will need to be a school jumper (royal blue)
- Footwear:
  - Indoor - No footwear is necessary unless child has a verruca or athletes foot. A note from parents explaining this is essential.
  - Outdoor - Black trainers
- No school logo is expected on any PE kit item.
- Please ensure all items are labelled with your child's name.
- Children are allowed to wear their PE kit to school on their PE days.

### Hair

Children are expected to adopt reasonable hair styles during the school day. Children will not adopt extreme styles which include a shaved in pattern, lines or insignia. Dyed hair of any colour is not acceptable apart from non-uniform/ charity days where hair dye should be able to be washed out in one wash. In the interest of health and safety, long hair should be tied back. Hair clips, slides and bands should be unobtrusive and free of sharp edges. Children who wear accessories that are considered to be inappropriate will be asked to remove them.

### Jewellery

The Governing Body has given careful consideration to its policy on the wearing of jewellery. It is felt that the wearing of jewellery can present problems of both safety and of security. Children wearing items of jewellery during school activities may unwittingly cause injury to themselves or their fellow pupils. Items that are removed or swapped often become lost. Because of the boisterous nature of playtime games, other than an unobtrusive wristwatch and one pair of stud earrings children should not wear items of jewellery during the school day. Smart watches are not permitted.

Children who wear jewellery to school will be asked to remove the jewellery. Staff will not be expected to remove jewellery from pupils, nor will they be expected to take responsibility for the safe keeping of such items.



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It is recommended that parents, who are considering having their child's ears pierced, should arrange to do so at the beginning of the summer holiday to allow the ear to heal.

**Other**

Finger nails should be kept to a reasonable length to avoid accidental scrams/ torn nails whilst the children are playing or doing PE. Finger nails should be free from nail varnish and false nails should not be attached due to health and safety implications.

Makeup and face paint should not be worn during the school day unless agreed by teachers and parents for school performances or charity days.

**Our school thanks you for your cooperation.**





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## Derwendeg Primary School Complaints Procedure

### **School Complaints**

The Governing Body take all complaints very seriously as we are committed to providing high quality education. We aim to make the schools complaints procedure easy to follow with three easy steps.

*The full version of the complaints policy is available from the school.*

Step A - Informal Stage - You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage.

Step B - Formal Stage - All complaints will need to be addressed to the Chair of Governors at the school in writing where they will be thoroughly investigated and a response made in writing.

Step C - School Complaints Committee - if you are unhappy with the investigation you must write to the school and request the Clerk to the Governing Body convenes the Complaints Committee of the Governing Body to review your complaint.

There are other statutory processes for complaints and appeals relating to the curriculum, Additional Learning Needs (ALN), religious worship, admissions, exclusions, staff grievance, teacher capability and staff disciplinary.