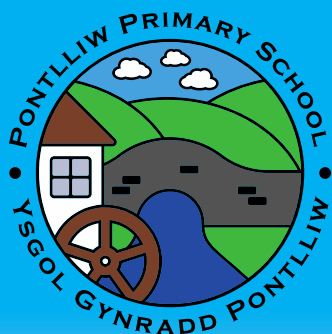


‘Plannu hadau i  
dyfu am oes’



‘Planting the seeds for  
a lifetime of growth’



Ysgol Gynradd  
Pontlliw Primary School

Respect, Care, Community  
Gofal, Parch, Gymuned

Prospectus / Prosbectws 2022 - 2023

# Contents / Cynnwys

	Page
School Details	<a href="#"><u>3</u></a>
Welcome / Croeso	<a href="#"><u>4</u></a>
Our Aims	<a href="#"><u>5</u></a>
Our Values	<a href="#"><u>7</u></a>
Home School Partnership	<a href="#"><u>8</u></a>
Teaching Staff	<a href="#"><u>9</u></a>
Non Teaching Staff	<a href="#"><u>10</u></a>
The School Day	<a href="#"><u>11</u></a>
Admission Arrangements	<a href="#"><u>13</u></a>
Class Organisation	<a href="#"><u>14</u></a>
The Curriculum including ALN Provision	<a href="#"><u>15</u></a>
Extra Curricular Activities	<a href="#"><u>17</u></a>
Health and well-being	<a href="#"><u>18</u></a>
Arrangements for Religion, Values and Ethics	<a href="#"><u>19</u></a>
Safeguarding	<a href="#"><u>19</u></a>
Nursery	<a href="#"><u>20</u></a>
Pastoral Care	<a href="#"><u>21</u></a>
Promoting Positive Behaviour and Rewards	<a href="#"><u>22</u></a>
School Uniform	<a href="#"><u>23</u></a>
Pupil Voice	<a href="#"><u>24</u></a>
Access to Information	<a href="#"><u>25</u></a>
School Governors	<a href="#"><u>25</u></a>
Security	<a href="#"><u>25</u></a>
Accessibility & Equal Opportunities	<a href="#"><u>26</u></a>
Homework	<a href="#"><u>26</u></a>
Complaints Procedure	<a href="#"><u>26</u></a>
Appendix I School Terms and Holiday Dates	<a href="#"><u>A1</u></a>

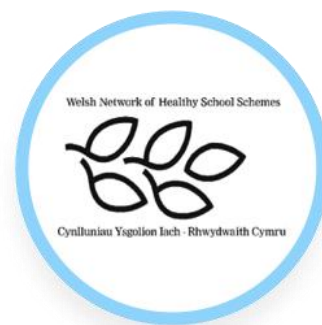
# School Details

Pontlliw Primary School  
Ysgol Gynradd Pontlliw  
Clordir Road, Pontlliw, Swansea SA4 9FA.  
Tel: 01792 882553

Website: [www.pontlliwprimary.co.uk](http://www.pontlliwprimary.co.uk)  
Email: [pontlliw.primary.school@swansea-edunet.gov.uk](mailto:pontlliw.primary.school@swansea-edunet.gov.uk)

Headteacher:- Mrs. Alison Norman  
Deputy Headteacher:- Mrs. Kirsty Cusack  
Chair of Governors:- Mr Ian Humphreys

Number on Roll: 203 Age Range 3-11



[Return to Contents](#)

# Welcome / Croeso

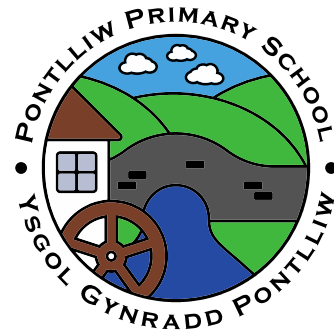
*Dear Parents and Carers.  
Annwyl Rhieni a Gofalwyr,*

Welcome to Pontlliw Primary School. We are very proud of our school, which has served the local community for many years. Selecting a school that will provide the best education for a child is one of the most important decisions that we as parents and carers have to make for our children. The intention of this prospectus is to provide you with information to assist you in making that choice. Obviously, it cannot provide all the answers to questions you may have which is why parents and carers interested in their children attending Pontlliw Primary School are always encouraged to visit the school prior to making a decision. By making your selection in this way you can be sure that you have taken an important step in ensuring that your child will receive an education that is suited to his/her needs.

We are committed to forming a partnership between home and school after reading this booklet, you are more than welcome to visit us when the school is in session, in order, to discuss further issues and to meet staff and children.

I look forward to meeting you and taking you around the school. With best wishes,

**Mrs. Alison Norman**  
(Headteacher / Prifathrawes)







## *Our Aims / Ein Nodau*

Our goal at Pontlliw Primary School is to provide an environment where the children, parents and carers, staff, governors and other members of the community work in partnership to offer a happy, caring, stimulating, safe and enjoyable school experience. We endeavour to celebrate our achievements together, as a school community, with each person being valued and respected.

All decisions made at Pontlliw Primary School are made with our pupils' education and welfare in mind.

**Mrs. A Norman**  
B.Sc(Hons), PGCE, NPQH

Our vision is to provide a broad, interesting and well-resourced curriculum, based on real experiences which will foster our pupils' enjoyment of learning. We aim to stimulate the mind of every child, irrespective of culture, identification and needs, in order that s/he can reach their full potential.

It is our aim that, as our pupils leave us, they do so equipped with the enthusiasm and skills needed to enter the next phase of their education and the challenges beyond that.

**Mr Ian Humphreys**  
Chair of Governors

[Return to Contents](#)

# Have we achieved our school vision statement ?

## Estyn 2014 judgements awarded in last Inspection:

### The school's current performance – Good

The school's current performance is good because:

- nearly all pupils make appropriate progress in their learning during their time in the school;
- school performance at the expected levels compares favourably with similar schools;
- the quality of teaching is good overall;
- pupils behave well and show good attitudes towards learning;
- the staff provide a range of interesting learning experiences which motivate and engage most pupils well;
- there is effective support for pupils with additional learning needs and the school is an inclusive community with a caring staff.

### The school's prospects for improvement – Good

The school's prospects for improvement are good because:

- the headteacher has high expectations and offers strong leadership;
- there is a committed team of teaching and support staff;
- evaluation procedures identify appropriate areas for improvement;
- the effective implementation of the school development plan is leading to improvements in provision;
- the efficient management of staff and resources extends the learning opportunities for pupils; and close co-operation with the governing body, parents and other partners contributes well to the school's work.



[Return to Contents](#)



*Our Values /  
Ein  
Gwerthoedd*



**Care / Gofal**

**Respect / Parch**

**Community / Gymuned**

At Pontlliw Primary School, we aim to support all learners in their journey to achieving the four purposes of being:

- Ambitious, capable learners
- Enterprising, creative contributors
- Ethical, informed citizens
- Healthy, confident individuals

Pontlliw Primary School provides a happy, stimulating and secure environment where :

- All individuals are valued;
- Individual needs are met;
- Everyone achieves their full potential;
- Co-operation and friendliness are encouraged;
- Effort and achievement are recognised and celebrated;

- Similarities and differences are tolerated and respected;
- Moral and spiritual issues are explored;
- Learning is challenging and enjoyable;
- Relationships between staff and pupils are developed fully;
- Partnerships with parents and carers, and the wider community are welcomed.

We provide a pupil-led, cross-curricular, experiential, broad and differentiated curriculum, relevant to the needs of our children, so that each child is able to learn:

- How to make mistakes in an atmosphere of trust and support, and learn from them;
- How to make informed choices;
- To plan and evaluate their own work;
- To respect and care for themselves, for others and for the immediate and wider environment.

[Return to Contents](#)

We believe that a child experiences a successful education through a strong partnership between home and school.

It is our aim at Pontlliw to continue to develop the Home-School partnership. This will involve parents and carers as effective partners in the education of their children and also, by consultation and support, become instrumental in every child achieving his or her full potential.

We aim to provide all members of the school community with a stimulating and caring environment, which promotes meaningful lifelong learning, respects all places the child at the heart of everything we do.

#### **The School Will...**

Provide an open and welcoming environment for children and their families.

Provide a broad, balanced, exciting curriculum which provides opportunities for every child to reach their potential in all aspects of school life.

Maintain good home/school links via the website, blog, prospectus, policies, meetings and brochures. Recognise and build upon each child's individual strengths and encourage every child to achieve high standards of work and behaviour.

Ensure that learning is progressive and continuous. Make every effort to provide support for children with learning difficulties.

Ensure that every child is a valued member of the community irrespective of ability, gender, race or religion.

Ensure parents and carers are provided with opportunities to discuss the progress of their child during the course of the school year and are provided with a written annual report on pupil progress.

#### **The Family Will...**

Work in partnership with the school to encourage a good attitude towards learning and achievement.

Ensure your child attends school regularly, punctually, wearing the correct uniform and are properly equipped to participate in all activities.

Be mindful of the effect of term time holidays which are unauthorised absences and affect continuity and consistency of education.

Inform the school as soon as absence begins and in writing when your child returns to school.

Support the school's policies on behaviour and encourage their child to follow the Pontlliw School behaviour policy.

Notify the school of any change of contact details or circumstances that may affect the child.

Work in partnership with the school ensuring that any concerns or problems which might affect their child's work or behaviour are communicated immediately. Attend meetings to discuss their child's development and progress.

Provide support for the school's Home learning policy.

Show respect for the systems and organisational rules of the school in recognition of the order they bring to the school.

Work in partnership with the school should there be a need to address any child's additional need .

#### **Children Will...**

Attend school regularly and on time.

Always be friendly, polite and helpful to others.

Wear the correct school uniform and bring all the equipment they need for each day.

Share responsibility and respect for our school environment and other peoples belongings.

Complete all class work and homework to the best of their ability and hand it in on time.

#### **Together We Will...**

Ensure that our children achieve their maximum potential.

Provide a welcoming, safe and caring environment where children can grow and develop.

Agree common goals and expectations for the children. Develop consistent approaches towards behavioural and other school issues.

Encourage our children to value and respect people from all cultures and communities.

Serve the community of which the school is a part.



*Home School  
Partnership /  
Partneriaeth  
Cartref Ysgol*





Teaching  
Staff /  
Staff  
Addysgu

<b>Name</b>	<b>Main Responsibilities</b>	<b>Class</b>
Mrs Alison Norman	Headteacher Assessment lead / Premises Manager / CPD Leader / Designated Safeguarding Person / Performance Management Leader	
Mrs Kirsty Cusack	Deputy Headteacher Languages, Literacy and Communication Area of Learning Team / Deputy Premises Manager / Performance Management Team Leader / Senior Leadership Team / ALNCO / LAC co-ordinator / Deputy DSP / EAL Coordinator	Year 2
Mrs Leanne Evans	Language, Literacy and Communication Area of Learning Team / Health and Well-being Area of Learning Team / NQT / EPD / Work Experience Mentor / Performance Management Team Leader / Teacher Governor / TA Line Manager	Year 6
Mr Callum Hanford	Mathematics and Numeracy Area of Learning Team / Science and Technology Team / School Ambassadors Team Lead	Year 5
Mr Andrew Keegan	Mathematics and Numeracy Area of Learning Team / Expressive Arts Team / TLR Curriculum Development & Assessment / Performance Management Team Leader	Year 4
Miss Catrin Jones	Science and Technology Area of Learning Team / Minecraft Lead / Website Manager	Year 3
Mrs Amy Bennett / Mrs Louise Davis	Health and Well-being Area of Learning Team / Progression Step 2 Lead (LD)	Year 1
Mrs Vicky Colasanto	Humanities Area of Learning Team / EDGSC Lead / Line Manager / Nursery Lead Mentor / Erasmus Lead	Reception
Mrs Denise Richardson	Breakfast Club Leader / Krafty Kids Study Club Leader / Nursery Leader	Nursery
Mrs Rhian Stonham	Humanities Area of Learning Team	PPA
Miss Bethan Frost	ALN admin Team	PPA

[Return to Contents](#)

*Non-  
Teaching  
Staff /  
Staff nad  
ydynt yn  
Addysgu*

**Teaching Assistants**

Mrs. Michele Commander, Mrs. Sian Batchelor, Mrs Rebecca Rees, Miss Amy Guerrero, Mrs. Denise Richardson, Mrs. Sharon Jones, Mrs. Debbie Lewis, Miss Chelsea Chappell, Mrs. Rhian Stonham, Miss Bethan Frost, Mrs Robyn Jones, Mrs. Cherie Besley, Ms. Amy Price, Miss Laura Miles , Miss Aimee Herbert, Mrs Hilary Price, Miss Lisa Davies, Miss Hannah Everest, Mrs. Emily Hills and Miss Lois Humphries.

**Administration Staff**

Mrs. Emma Bawden - Office Manager  
Mrs. Janette Moore - Admin Support

**Site Manager**

Mrs. Alison Norman

**Caretaker**

Mr Keith Miles

**Catering Staff**

Mrs. Janette Moore - Cook  
Mrs. Julie Davies - Assistant Cook

**Cleaning Staff**

Tracey Tiderickx  
Brenda Figgins





*The School Day  
/  
Y Diwrnod  
Ysgol*

<b>Time</b>	<b>Progress Steps 1 &amp; 2</b>	<b>Time</b>	<b>Upper Progress Step 2 &amp; 3</b>
08:50 – 09:00	Registration	08:50 – 09:00	Registration
09:00 – 09:20	Raise and Recover	09:00 – 09:20	Guided Reading
09:20 – 10:20	Session 1	09:20 – 10:20	Session 1
10:20 – 10:40	Assembly	10:20 – 10:40	Assembly
10:40 – 11:00	Break	10:40 – 11:00	Break
11:00 – 12:00	Session 2	11:00 – 12:00	Session 2
12:00 – 13:00	Lunch	12:00 – 13:00	Lunch
13:00 – 14:00	Session 3	13:00 – 14:10	Session 3
14:00 – 14:10	Break	14:10 – 14:20	”Daily Mile”
14:10 – 15:20	Session 4	14:20 – 15:20	Session 4

[Return to Contents](#)

## **Early Arrivals**

Apart from those attending Breakfast Club (see below), children should not arrive before 8.40am, as no teachers are officially present until then. In fine weather, pupils should line up ready to go to class at 8.50am. If the weather is inclement, children may come into school and go to their classrooms from 8.40am.

## **Breakfast Club**

The Welsh Assembly Government made a commitment to provide for all children of primary school age registered in maintained primary schools in Wales to have a free, healthy breakfast at school each day. Pontlliw School is part of this initiative, and this free Breakfast Club operates from 8.20am each day with 8.30am being the latest time for breakfast to be served. The children are then supervised in quiet activities until the beginning of the school day at 8.50am when they join their classmates. Parents and carers are asked to book their children in via the school website.

## **Child care**

The school provides a pre-school club from 8.00am to 8.20am at a cost of £1 per day. Parents and carers are asked to book a place via the school website a month in advance and the booking form is closed on the last Wednesday in the month. Children can then go straight into the free breakfast club. There is also an Krafty, Kidz study club which runs daily from 15:30 to 17:00 at a cost of £5.00 per session. Parents and carers are asked to book their children in via the school website. Payments should be made via Squid.

## **Late Arrivals**

We like our children to be on time, but if a child is late, please report to the main reception. Anyone arriving late must enter the school via the main door and use the security intercom. Pupils arriving late must sign the 'Late Book' as it is essential that we are aware of everyone present in the event of an emergency. If your child has a school dinner please make sure the school is informed so that the daily order can be revised. Punctuality is extremely important as, if late, children are not only missing registration but the explanation and beginning of the morning's lessons as well as guided reading.





*Admission  
Arrangements /  
Trefniadau  
Mynediad*

The Local Authority is the admitting authority for all county schools. Each child about to commence full-time education or transfer between an infant and junior school will be offered a place at a school maintained by the LA.

All children in Nursery must apply formally to the LA to enter full time education in a Reception class. This form can be completed online during the period January to March. Some children have a statement of Special Educational Needs. In these circumstances, although parental choice will be taken into account, the Local Authority will decide which school would be appropriate for the child. Preferred Placement requests will be granted when there are places available, the following priorities will apply:

- Children who have a brother or sister attending the school at the date of their admission.
- Other children for whom a place has been requested.

Currently, parents and carers can either apply in writing for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a preferred placement will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

All schools must admit up to their Admission Number in the year of entry, a child will be refused a place once the Admission Number has been reached.

Parents and carers who are refused a place at the school must be given right of appeal. The Admission Number applies to all year groups.

The current Admission Number for Pontlliw School is 26.

Parents and carers considering applying to the school for a place for their child may visit the school at any time by arranging an appointment with the Headteacher.

Pupils are admitted to the Nursery after their third birthday and will attend for a morning session. Full time education begins the year children have their fifth birthday.

Most children leave us after Year 6 to go to Pontarddulais Comprehensive School which is our partner secondary school. There is a close liaison between the two schools to ensure that transition is as smooth as possible.

[Return to Contents](#)



*Class  
Organisation/  
Trefniadaeth  
Dosbarth*

For the academic year 2022/2023, we have eight classes from nursery to Year 6. This year's organisation is:

<b>Class</b>	<b>Teacher / Leader</b>	<b>Number on Roll</b>
Nursery	Mrs Denise Richardson	26 (Projected)
Reception	Mrs Victoria Colasanto	29
Year 1	Mrs Amy Bennett / Mrs Louis Davis	25
Year 2	Mrs Kirsty Cusack	31
Year 3	Miss Catrin Jones	30
Year 4	Mr Andrew Keegan	22
Year 5	Mr Callum Hanford	28
Year 6	Mrs Leanne Evans	29

[Return to Contents](#)





# Curriculum Vision

Planting the seeds for a life time of growth

Our curriculum is:

- Pupil centered
- Cross-curricular
- Experience rich

Canopy - where all children can be individual, exploring the possibilities of their learning

## Literacy

Oracy Reading  
Phonics Writing  
Spelling Grammar

Trunk - supports the canopy by building strong knowledge and skills

Roots - need to be strong to establish conditions for great learning

Respect Care Community



## Numeracy

Cross-curricular

Concrete Pictorial Abstract  
 $0 \times 3 =$   
 $2 + 3 =$   
 $\pi \div 7 =$   

 Real life

Our curriculum uses Big Questions to explore learning through topics and themes, which are broken down into mini-questions by pupils and teachers.

## Health & Well-being

- relationships - physical
- cynefin - mental/emotional

Since the announcement by Welsh Government of a 'new' Curriculum for Wales, statutory as of September 2022, Pontlliw staff have been working hard to refine their planned curriculum to bring it up to date and in line with curriculum guidance.

The updated curriculum in Pontlliw is formed around 'Big Questions' which allow for an incredibly broad range of experiences, focusing on smaller themes or 'mini-questions'.

We also use Everyone Plans In Class (EPIC) which gives the pupils the opportunity to guide where they would like some of their learning to go, making every year different to the previous based on the interests of the children in the class.

All of these ideas are carefully mapped out onto Topic Webs, sequenced and delivered in a way which allows for the best possible learning of skills and knowledge.

Throughout the week, pupils are given the opportunity to work independently on a range of tasks. To develop independent learning, pupils contribute to their 'mission' activities which they would like to work on. Mission activities take place across the whole school, through which pupils further develop and build on their growing independence.

As you can see from the Curriculum Vision at the top of the page, the entire curriculum puts pupils at the heart of everything we do, aiming to develop them into independent, confident individuals.



[Return to Contents](#)

The school is firmly committed to a cross-curricular approach, ensuring that learning opportunities are carefully mapped and planned to ensure the best possible learning outcomes. Each term begins and ends with relevant entry and exit points to spark imaginations and give opportunities to share learning with a wider audience. Pupils are encouraged to use their skills learnt in all Areas of Learning across all pieces of work.

However, in order to ensure coverage of all skills required, aspects of some subjects may be taught discretely. Each class teacher plans themes, ideas and concepts within their 'Big Question' during the year and teachers and support staff closely liaise during the planning stage to ensure all statutory aspects of Curriculum for Wales are covered. Where possible and suitable, first hand experiences are incorporated into school activities to enrich children's education. Educational visits, field studies, use of the local environment and special visitors are all seen as experiences to complement and enrich our school curriculum and are regularly incorporated into our classroom activities.

To support our stated policy and implement our principal school aims, we seek to provide a broad and balanced curriculum which ensures that the four purposes are fully met.

We will endeavour to encourage strengths within each child whilst giving real support and help in weaker areas. The school also aims to develop a range of integral skills across the curriculum to promote life long learning in pupils, including digital competencies.

The school also ensures the provision of Cwricwlwm Cymraeg and regular and relevant activities to help develop pupils' knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

Welsh is taught as a second language, as well as incidental French which is being developed as a cluster school initiative in line with Curriculum for Wales expectations of trans-linguaging.

The incidental use of Welsh and other languages by pupils and staff is actively encouraged throughout the school day in every aspect of school life.

### **Organisation and Teaching Approaches**

The school is organised in straight classes across Progression Steps 1 – 3. These are our 'Starting Seeds' (Ages 3 – 5) 'Tremendous Trunks' (Ages 6 – 8) & 'Brilliant Branches' (Ages 9 – 11). A wide variety of teaching approaches are employed by staff.

Smart-boards, PCs, Chromebooks and iPads are available in every classroom and libraries are available to enhance learning.

All children are expected to work to the best of their ability in each area of the curriculum. We wish to foster the joy of learning within a wide and balanced framework and to help us to achieve this goal, we use an ever widening and diverse range of resources which are available both within the school and the wider environment. We utilise the particular interests and talents of individual members of staff in order to enhance the work throughout the school.

### **Sport Provision**

Pontlliw Primary aims to provide opportunities for all pupils to participate in sport, both in competitive and non- competitive situations appropriate to their ability and experience. The school understands the effect that sport has on self esteem and carefully chooses the right opportunities for children to participate, enjoy and develop.

The school provides opportunities for all junior pupils (both boys and girls) to take part in inter school festivals and tournaments in the following sports: football, rugby, tennis, cricket, athletics, beach volleyball, basketball, triathlon and netball.

Pontlliw has been recognised locally for its commitment in encouraging its pupils to participate in sport and the recent school sports survey by Sport Wales also recognised the high rate of pupil participation in sporting activities. The school has trialled and will continue with 'the daily mile' which helps improve pupils' concentration and fitness.

The school is committed to an inclusive provision of sport and organises many friendlies to ensure that as many pupils as possible have the opportunity to represent the school and experience competitive sport at an appropriate level.





*Extra –  
Curricular  
Activities /  
Gwybodaeth  
Allgysiol*

At Pontlliw Primary School we try and motivate our pupils in a number of different ways. One of these ways is to offer a wide range of extra-curricular enrichment activities. The school is extremely fortunate in having a number of staff who are prepared to give of their time and expertise to take these clubs and during the academic year 2022/23 the following clubs will be available:

- **Junior Choir (Years 3 – 6)**
- **Coding Club**
- **Film Club**
- **Board Games Club**
- **Sports Clubs (such as Netball, Rugby & Football)**
- **Mindfulness**

Pupils take part in whole class instrumental lessons, led by specialists from the Local Authority Music Service. Additional Peripatetic Music lessons can be paid for by parents and offered to pupils from Year 3 upwards when spaces are available. We are very proud of our musical achievements and the opportunities that our pupils are given to enhance their musical talents.





*Health and  
Well-being /  
Iechyd a Lles*

## Health and Well-Being

Health and Well-Being is at the heart of everything we do in Pontlliw Primary School. Our pupils are encouraged to take part in physical activity and learn about the benefits of good diet and exercise, encouraging positive choices in order to become healthy, confident individuals. We equip our pupils with strategies in order to help regulate their emotions and maintain good physical, mental and emotional well-being. Pupils develop the skills of resilience, perseverance and personal effectiveness to inspire them to be motivated, ambitious and able to overcome any challenges that they may face. Positive behaviour and empathy is modelled and encouraged and our school values of care and respect are embedded, helping learners to make connections with and develop positive relationships with others. Our Relationships and Sexuality provision aims to gradually empower our pupils to build the knowledge, skills and ethical values for understanding how relationships, sex, gender and sexuality shape their own and other people's lives.

It seeks to support our pupils' rights to enjoy equitable, safe, healthy and fulfilling relationships throughout their lives.

In Pontlliw Primary School, we pride ourselves on having strong links with our community. Our pupil's knowledge and understanding of their own and other's culture is nurtured, therefore enabling our pupils to make positive contributions and become ethical members of society.

## RSE – Relationships and Sexuality Education

As part of the new Curriculum for Wales, RSE (formerly Sex and Relationships Education) has been updated with a renewed focus on Relationships. RSE is a mandatory element of Curriculum for Wales, with an RSE Code available for parents and carers which provides clarity and transparency about what children will learn and when.

Up until the end of primary school children will learn about the following as set out in the RSE Code:

- Developing empathy and kindness through positive interactions.
- Promoting awareness that there are different types of families and relationships – and everyone is unique.
- Learning how human beings change as they grow.
- Recognising the importance of looking after yourself and personal hygiene.
- Learning the right words for all body parts.
- Knowing the benefits of asking for help and who to ask for help.
- Realising that everyone has a right to privacy and to understand the general idea of consent in everyday dealings with others.
- Being able to interact with others in a way that is fair and respectful to all.

[Return to Contents](#)





*RVE and  
Safeguarding  
/ RVE a  
Diogelu*

### **Religion, Values and Ethics Education (RVE)**

Our school follows the Swansea Syllabus for RVE. The school's scheme of work reflects the fact that religious traditions in Wales are, in the main Christian, whilst taking account of the teaching and practices of other principal religions represented in the country. Pupils are encouraged to develop their knowledge and understanding of different faiths and to have mutual respect for one another's beliefs. RVE is compulsory for all pupils and parents cannot opt them out of these lessons.

Our pupils are all involved in a daily act of worship. Pupils are excluded from this aspect of school life only at a parent's request when alternative arrangements are made for them to ensure profitable use of school time and for their safety.

### **Safeguarding**

As a school we seek, at all times, to provide your child with a safe and secure environment where he or she has a real sense of belonging. With parents' and carers' help, individual teachers will know the children in their classes very well and provide the main line of care. Beyond this there are the wider resources both within the school and the authority to help individual problems if and when they occur. Parents and carers are encouraged to discuss with teaching staff

any problems that arise that affect their child's life and work in school or at home. If necessary the school may refer to external agencies.

There are a number of ways in which your child is looked after in school. Please remember that rules and arrangements which may seem a nuisance are made with your child's safety and well being in mind.

### **Emergencies**

When your child joins the school, you will be asked to complete a form providing us with details of where to contact you in case of illness at school. It is important that we know of any changes in the address / telephone number and we request that any changes to addresses/telephone numbers are given to the school office.

### **Accidents**

All members of staff have been trained as emergency first-aiders but there are also two fully qualified first aiders on site. They will take care of your child in the event of a minor accident. In an emergency we will try to contact you, but if necessary the Headteacher or appointed Deputy will accompany a child to hospital.

**Parents and carers must inform us of any medical details which may be critical on entry to school e.g. continuous medications, drug allergies, nut allergies, rare blood groups etc. The School will provide a form for this.**

[Return to Contents](#)



## *Nursery / Meithrinfa*

Nursery at Pontlliw Primary School is built upon the key principles of love, communication and challenge. We believe that children do best within a caring environment, where they feel appreciated and valued. Opportunities are given daily for the children to celebrate, enjoy and receive praise.

We have high expectations of behaviour and achievement. Classroom rules and rewards are shared with children to meet these expectations. Parents and carers are regularly informed of their child's progress, both formally and informally, and are encouraged to talk to members of staff about any aspects of their child's education that concerns them. We firmly believe that children develop best when the school and home work together.

Learning opportunities are carefully planned to provide exciting and stimulating learning opportunities, all pupils are challenged to achieve as best as they can in the areas of learning. At Pontlliw, we place an emphasis on Numeracy and Literacy in a fun and interactive way for the Nursery pupils.

Nursery is a child's first experience of school and we wish to create a love of learning through making it a place to play and learn. One of the key aims is to promote independence to prepare children for full time education. Every little task or skill that the child can do on their own is another step closer to them becoming an independent learner.

[Return to Contents](#)





### Absences

The school has an obligation to maintain as high an attendance rate as possible and the Welsh Government's target is for pupils to achieve at least 95% attendance during the school year.

We ask parents and carers to make every effort to ring the school on the first day of absence rather than just writing a note when your child returns to school after a period of absence. If we do not receive an explanation of your child's absence then that absence becomes unauthorised. For the academic year 2020 - 2021, the school's attendance is unavailable due to Covid-19.

### Holidays during Term Time

The guidance from ERW is that pupil holidays during term time will be assessed on a case-by-case basis. When your child is absent please let us know why either by phone or letter. This ensures that both parents and carers and school know where the child is. Holiday notification forms are available on the school website.

If your child is absent for a period of time without a letter or is repeatedly absent or late we shall ask the Education Welfare Officer to call and check that there is a reason for the absence.

### Penalty Notices

Penalty notices for unauthorised absences from school were introduced in January 2015. The local authority believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime. A penalty notice is an alternative to prosecution with the aim of seeking to secure an improvement in the pupil's attendance. It has not been necessary for the school to issue any penalty notices for the academic year 2022/2023.

### Medicines

Should your child require to take medicine during the school day then a medical administration form is available and must be completed. If there is an ongoing problem where medication is required you should contact the Headteacher. All medicines will be stored safely and should be clearly labelled with the name and class of the child. **Medicines will only be administered once the appropriate forms have been completed by a parent or carer, available from the school office.** Alternatively you are welcome to come in during the day and do this yourself. (Ventolin inhalers will be kept in the classroom with the child concerned – please ensure that the inhaler is clearly labelled with the child's name.) It is the parent's responsibility to ensure the medication is in date.

### School Nurse

The School Health Nurse Service provides education, support, advice and assistance in all issues related to health and public health for school aged children and the wider school community. They will work closely with school to provide evidence based sessions in the classroom in line with the Health and well-being curriculum. School Nurses are also available to discuss and advise on a 1:1 basis if appropriate. If you wish to contact the School Nurse, speak to the school office or Vicky Bailey, Operational Team Leader, Swansea: 01792 516588 [victoria.bailey@wales.nhs.uk](mailto:victoria.bailey@wales.nhs.uk)

### Release from School

In line with our child protection policy and safeguarding procedures your child will need to be picked up when school finishes at 3.20pm unless you have notified us that they are participating in an after school club. If you are going to be late please inform the school with an estimate of the time you will be arriving. If the school hasn't received a late phone call and the child hasn't been picked up by 3.40pm every reasonable attempt will be made to contact the family using the emergency details provided by the parents and carers. Please ensure you inform the school of any changes to these details e.g. new telephone numbers. If no-one is contactable the school will inform social services who will log the call. If the child has still not been collected, in emergency cases, the school will contact the police.

Children will only be released from school during the day if they are collected by you or if we receive written/verbal instructions from you. Please ensure you report to the School office and sign your son or daughter in or out when you take your child from school or return him or her.

## Security Arrangements

Sadly, security is now an issue for schools. The key is a balance between keeping safe and not creating a restricted learning environment. All visitors must report to the School office and sign the visitors book. All entrance doors are kept closed during the school day. All external gates with the exception of the main gate, are locked after the morning session has started and unlocked each day just before pupils are released to go home.

## LAC (Looked After Children)

The school will ensure that Looked After Pupils are supported and their educational achievement is closely monitored. Designated member of staff with responsibility for Looked After Children – Mrs. K Cusack.



## Discipline and Rewards

At Pontlliw Primary School we are proud of the high standards of behaviour displayed by our children and we often receive unsolicited positive comments about their manners and attitude both in and outside of school. We encourage children to develop a sense of responsibility and respect for those around them and for both their own and the school's property. We are a 'Rights Respecting School' and all classes have class charters. Children draw up their own rules as a class and a school and are expected to abide by them. Our mascot is called 'Buster' and has the power to listen to children.

[Return to Contents](#)





## *School Uniform / Gwisg Ysgol*

We believe that our school uniform has many advantages and we are proud of the fact that so many of our pupils wear it. It generates a feeling of belonging and it reduces competition in fashion. Our uniform consists of:-

### **Girls**

Grey skirt / Trousers / Black leggings  
Blue sweatshirt / cardigan  
Sky blue polo shirt

### **Boys**

Grey Trousers  
Blue jumper  
Sky blue polo shirt

### **PE Kit**

White polo shirt  
Navy / Black Joggers / Shorts / Leggings  
School jumper / School hoodie

Shoes should be of sensible design allowing children to walk, run and play comfortably and safely. Shoes with high heels should not be worn and long hair should be tied back.

Parents and carers may find it advantageous to purchase more than one sweatshirt and polo shirt. These are available from a variety of suppliers. As a school we actively discourage the wearing of jewellery during school hours with the exception of stud ear-rings for health and safety reasons. A wristwatch may be worn. We would appreciate your support in this.

Items of school uniform with the school badge can be purchased from 3 local suppliers:-

- UK Leisure, Unit A4, Mardy Industrial Estate, Kingsbridge, Gorseinon, SA4 4HJ Tel: 01792 89785

- Bergoni Sportswear, 8 Tower Court, Swansea Enterprise Park, St David's Road, Llansamlet, Swansea, SA6 8RU Tel: 01792 796880.

- Sew and Sew Gorseinon, 104 D High Street, Gorseinon, Swansea, SA4 4BP

**All clothing must be clearly labelled with your child's name.**

[Return to Contents](#)



*Pupil  
Voice /  
Llais y  
Disgybl*

The school is very proud of its pupil committees including our Eco-warriors, Criw Cymraeg, Digital Dragons, Safety Soldiers, Healthy Heroes and Curriculum Council. The pupil voice committees meet regularly and consists of pupil representatives from every year group in the school from Reception to Year 6. All pupils take part in enterprise and entrepreneurial activities as part of Curriculum for Wales.

The aim of the pupil committees is to ensure that pupils 'have a voice' in school improvement. The class representatives discuss any concerns, issues and any initiatives suggested by pupils within their class and then take these to the relevant meeting.

Pupil Voice groups also meet to discuss any issues, policies and ideas throughout the school year that will help to improve school life for all the staff and children within Pontlliw Primary School. They look to work in partnership with other pupil groups to discuss initiatives. It is important to us that all pupils have a voice to share their opinions and guide how the school develops.

The school also promotes a 'Playground Buddy' system, where pupils from Year 6 support across both playgrounds to ensure that all children are involved in games and activities. These children are easily recognisable by their bright red caps which they wear when on duty.

[Return to Contents](#)





*Further  
Information /  
Gwybodaeth  
Bellach*

### **Access to Information**

If you wish to read documents relating to the school's curriculum, they are available to you via the school website. However, it is important to note that these are working documents and are regularly reviewed and updated in line with the ever changing nature of Curriculum for Wales.

1. Curriculum Documents.
2. The LEA's agreed syllabus for Religion, Values and Ethics Education.
3. The school's policies on the various subjects and aspects of the curriculum and schemes of work.
4. Behaviour Management and Additional Learning Needs Policy.

### **Disclaimer**

The information contained in the prospectus is intended for parents and carers of children who will be entering school between September 2022 and July 2023. It was correct at the time of going to press but Government legislation, Welsh Assembly and Local Education Authority policy and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.

Date of publication: September 2022  
Reviewed January 2023

### **School Governors**

Below is a list of Pontlliw Primary School's governors:-

Chair :- Mr Ian Humphreys

Vice-Chair :- Mr. D Mathias

Headteacher :- Mrs. A. Norman

Teacher Representatives :- Mrs. L. Evans

Non-Teaching Staff Representative :- Mrs. R. Stonham

Parent Governors :- Mrs C Greenslade  
Mrs S. Brown, Mr G Jones, Mrs L Wells, Mrs J Edwards

Community Governors :- Mr D Philips

LEA Governors :- Mrs. M. Taylor

Clerk to Governors :- Mrs. E. Bawden

### **Security Arrangements**

Security arrangements for pupils and staff at the school are such that any visitors or pupils arriving late during the school day must use the buzzer and intercom system to gain admission to the school. This is also true of any visitors to the school. Parents and carers are therefore asked to use the main entrance at all times to gain entry into school at any time of the day. All visitors are required to sign into school and wear a visitor's badge for the duration of their stay.

### **ALN Provision**

We are proud to be an inclusive school, where all the needs of all learners and staff are at the heart of what we do. We are passionate about providing appropriate support, guidance and care for our learners, families and staff, and aim to include and guide them through the process of monitoring, identifying and supporting any Additional Learning Needs (ALN) in a Person Centred Approach. The ALN code of practice and Additional Learning Needs and Educational Tribunal (Wales) Act are fully implemented for pupils. Close liaison is maintained with outside agencies who help us to support pupils with ALN. Support may be provided in a variety of ways e.g. provision of teaching time within a small group, TA support, differentiated work, setting, intervention groups etc. Work is differentiated to allow pupils to achieve their full potential whether they have learning difficulties or are gifted pupils who may need extension activities.

[Return to Contents](#)

## **Accessibility**

The needs of disabled pupils are catered for and the school is equipped accordingly with disabled toilets. Parents and carers of disabled pupils seeking admission should contact the Headteacher at the school. A Strategic Equality Plan has been drawn up to aid the school in achieving its aim of actively promoting equality for pupils, employees and all associated with the school.

## **Equal Opportunities**

At Pontlliw Primary School we believe the following:

- We will offer our pupils equal opportunities regardless of culture, identification, needs or class.
- Provide an environment free from social, sexual or cultural prejudice for all members of our school community.
- Achieve an environment in which members of the school community can be respected as individuals and in which the varied experiences of the community can enrich the life of the school.

## **Children with English as an Additional Language – EAL**

Pontlliw is proud of its multicultural community and we believe that having children and families from all over the world adds to the richness of the learning experiences in the school. Our every day teaching is delivered through the medium of English, but the school works in partnership with the LA's EMLA service and can access, when necessary, teachers who are expert in teaching children who have English as an additional language, to support equal opportunity for pupils and assist pupils to reach their full potential.

## **Careers Education and Work Experience**

Wherever possible and appropriate, personnel from industry, commerce and the services will be invited to contribute to pupils' learning experiences. Pontlliw Primary School also works in partnership with Pontarddulais Secondary School and Further Education colleges by offering work experience placements to students. The school also works alongside Higher Education settings, supporting student teachers in their training. Parents and carers are also regularly invited in to share their expertise and experiences, supporting our curriculum through community links.

## **Homework**

Homework should not be seen as an onerous task, nor should it take up an inordinate amount of a child's family time.

The school recognises the value of the variety of outside interests available to children including Brownies, Cubs and sports clubs of all kinds. We wish to encourage the children's participation in such activities and are always delighted to see our children bringing in their trophies and certificates from such activities to show the school during Friday morning assemblies, which we use to celebrate the achievements of our children both in school and in the wider community.

We do feel however that homework does have value. Your child therefore should be encouraged to complete any homework set throughout the school. All children are expected to read a little each evening, learn multiplication tables or other work which needs to be committed to memory each week. Please see the School Website for the Home Learning Policy and Blended learning policy.

## **Complaints Procedure**

We welcome suggestions for improving our work in school and from time to time parents and carers and pupils will be asked to complete questionnaires to help the school move forward. Be assured that, no matter what you want to tell us, our support and respect for your child will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate an incident or problem properly if it took place some time ago. We do appreciate the assistance we receive from parents and carers in addressing any problems that arise.

The class teacher is the first point of contact for any complaint and hopefully any problems can be overcome at this early stage. After this you are encouraged to contact the Headteacher. However, there is a separate Complaints Policy available within school if you wish to access it. Please inform the Headteacher or Chair of Governors if this is the case.

## **Charging and Remissions Policy**

No child will be excluded from a school activity such as an educational visit on financial grounds. However, parents and carers will be asked to make voluntary contributions towards such activities, and without sufficient contributions to cover costs, the activity might not take place. Parents and carers with any problems or concerns regarding such activities should contact the Headteacher.

# School term and holiday dates 2022 / 2023

## Holiday dates and bank holidays.

### School term and holiday dates 2022 / 2023

Term	Term begins		Mid-term holiday begins	Mid-term holiday ends		Terms ends	Total days
<b>Autumn 2022</b>	Monday 5 September	Friday 28 October	Monday 31 October	Friday 4 November	Monday 7 November	Friday 23 December	75
<b>Spring 2023</b>	Monday 9 January	Friday 17 February	Monday 20 February	Friday 24 February	Monday 27 February	Friday 31 March	55
<b>Summer 2023</b>	Monday 17 April	Friday 26 May	Monday 29 May	Friday 2 June	Monday 5 June	Monday 24 July	65
<b>Total</b>							195

### Bank holidays

Good Friday - Friday 7 April 2023

Easter Monday - Monday 10 April 2023

May Bank Holiday - Monday 1 May 2023

Spring Bank Holiday - Monday 29 May 2023

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a direction on term dates.

The City and County of Swansea does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government.

