

RHYDYFRO PRIMARY SCHOOL

SCHOOL PROSPECTUS

26/27



**HEADTEACHER
MRS L. GARLAND**

**CHAIR OF GOVERNORS
MR J. DAVIES**

CROESO I / WELCOME TO

YSGOL GYNARDD RHYDYFRO PRIMARY SCHOOL



WAUN PENLAN
RHYDYFRO
PONTARDawe
SWANSEA
SA8 3BB

TELEPHONE NUMBER: 01792 862200
E-MAIL ADDRESS: RHYDYFRO@NPT.SCHOOL
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TWITTER: @RHYDYFROPRIMARY

HEADTEACHER/DESIGNATED CHILD PROTECTION OFFICER: MRS LOUISE GARLAND

DEPUTY HEADTEACHER/DEPUTY DESIGNATED CHILD PROTECTION OFFICER: MR RICHARD WILLIAMS

CHAIR OF GOVERNORS: MR JOHN DAVIES

DESIGNATED CHILD PROTECTION GOVERNOR: MRS PHILIPPA BOLTON

SCHOOL CLASSIFICATION: CO-EDUCATIONAL PRIMARY

AGE RANGE: 3-11

LANGUAGE CATEGORY: ENGLISH

ESTABLISHMENT NUMBER: 6712203

MESSAGE FROM THE HEADTEACHER

Croeso i Ysgol Gynradd Rhydyfro,

Our school mission statement is 'learning while growing together'. As a school, we place significant value on learning and individuals achieving their full potential. We encourage not only the pupils to learn, but the staff to continue their own professional learning at every opportunity to ensure that we are working towards our mission statement.

Choosing a school for your child is an extremely important decision and we understand this. We want to offer them access to the best possible education and provide an environment that they feel happy and secure in. Rhydyfro prides itself on the positive relationships that we have with pupils, families and the community, the high-quality education offered to its pupils and I am confident that your child will feel welcomed, safe and will enjoy attending school.

All of our pupils are exposed to a nurturing, inclusive learning environment, where their needs as individuals are met through putting the pupil at the centre of their learning. We understand that every pupil has unique potential, and will celebrate their own personal learning journey.

I am incredibly proud to be the Headteacher of Rhydyfro Primary School and to work in collaboration with a team of talented, dedicated and caring staff members. All of the staff strive to ensure that our pupils are actively involved in their learning and that they access wide-ranging learning experiences which enable them to become capable and ambitious learners. Throughout their time at Rhydyfro, we hope the pupils will become equipped with the knowledge, skills, values and attitudes to become intrinsically motivated, independent learners.

Yours sincerely,
Mrs L. Garland
Headteacher



OUR SCHOOL VISION

Our school is a safe and happy place, where every child has the opportunity to thrive and become resilient, ambitious, capable learners, who are valued members of society. All children are exposed to a nurturing, inclusive learning environment, where their needs as individuals are met through putting the child at the centre of their learning. We understand that every child has unique potential, and will celebrate their personal learning journey.

We aim to inspire children to take measured risks, using their imagination and creativity in their enquiry and application of knowledge and skills. Throughout their time at Rhydyfro, we hope the children will become equipped with the skills and values to become intrinsically motivated, independent learners.

OUR SCHOOL AIMS

We aim to:

- Create an environment where children feel secure and valued and are able to make informed choices and form positive relationships.
- Ensure learners are equipped with the necessary skills, knowledge and learning experiences to become independent, creative learners, to empower them throughout their lives in a rapidly changing world.
- Help children to become well-mannered, ethical individuals who respect the needs and rights of others, as members of a diverse society.
- Encourage children to become independent, ambitious, capable learners who set themselves high standards and seek and enjoy challenge.
- Support each individual within the school to have high expectations and to show and receive respect, developing trust through all their relationships.
- Entrust pupils to be proud citizens of their school, community and Wales as a whole, recognising their place as a global citizen.

OUR SCHOOL RULES

- Be respectful and treat other people how you would like to be treated.
- Always be the best you can be and work hard at all times.
- We all need to have kind hands, kind feet and kind words.
- Always be fair and honest; an active listener and a responsible citizen.





THE GOVERNING BODY

What is their role?

The Governors have a responsibility for the effective management of the school acting within the framework set by Government legislation and the policies of the Local Education Authority. They determine the aims for the curriculum and have increasing responsibility for the financial management of the school.

The Governors produce an annual report to parents, which can be discussed along with other matters at an annual parents' meeting. You will be sent a copy of the report upon request and given good notice of the meeting. Minutes of the Governors' meetings are available to any parent once they have been signed. The agenda of any meeting is also available. The meetings themselves are confidential.

The school governors do their work voluntarily and put in a great deal of time to ensure the school is managed efficiently and to the benefit of the children.

There are thirteen Governors appointed, they consist of four parents, three LEA (Local Education Authority) appointees, three Community Members, a Minor Authority Community Governor, a Teacher Governor, and Non-Teaching Staff Governor and the Headteacher.

School Governors Contact Information

Chairperson

Mr J. Davies, c/o Rhydyfro Primary School, Waun Penlan, Rhydyfro, Pontardawe. SA8 3BB.

Clerk to the Governors

Mrs M Thomas, c/o Rhydyfro Primary School, Waun Penlan, Rhydyfro, Pontardawe. SA8 3BB.

Governor with Responsibility for Safeguarding

Mrs P. Bolton , c/o Rhydyfro Primary School, Waun Penlan, Rhydyfro, Pontardawe. SA8 3BB.

OUR GOVERNING BODY

2025/26



Local Authority:

Mr J. Davies (Chair)
Vacancy

Community:

Mrs P. Bolton
Mrs G. Morgan

Headteacher:

Mrs L. Garland

Minor Authority:

ClIrr S. Todd

Parent Governors:

Mrs P. Bending
Mrs N. Richards
Mr D. Jones-Isaac (Vice Chair)
Mrs C. Hanney

Teaching:

Mr R. Williams

Non-teaching:

Mrs J. Davies

Clerk to G.B.

Mrs M. Thomas

OUR STAFF

2025/26



Senior Leadership Team					
Headteacher	Deputy Headteacher	ALNCO	SLT Volunteer		
Mrs L. Garland	Mr R. Williams	Mrs K. Taylor	Mrs L. Thomas		
Administration Team					
School clerk	Bursar				
Mrs M. Thomas	Mrs K Coulman				
Premises					
Caretaker	Cleaners				
Mr M. Langford	Ms S. Sanders	Gemma			
First Aiders					
Mrs J. Barry, Mrs M. Thomas, Mr R. Williams, Mr M. Langford and Mrs S. Cole					

Teachers	Teaching Assistant(s)	
Mrs A Popham	Mrs V Williams	Mrs C Howells
Mrs K. Taylor	Mrs K Logan	Mrs J Gardner
Mrs J Barry	Mrs R Davies	Mrs S Cole
Mr R Williams	Mrs K Weekes	Mrs. S. Edwards
Mrs L Thomas	Mrs R Francis	Mrs T Clutterbuck
Miss C Kiernan	Mrs J Davies	Miss E Jones
	Mrs R Griffiths	Mr M Langford

Catering Team			
Cook in Charge	Kitchen assistants		
Mrs A. Gibbons	Mrs S. Davies		
Lunchtime supervisors			
Hall 12:00 -12:30	Playground 12:30 – 1:00		
Mrs K Logan	Mrs K Logan		
Mr M. Langford (First Aider)	Mr M. Langford (First Aider)		
Mrs R. Francis	Mrs R. Francis		
Additional Learning Needs Lunchtime Supervisors			
Mrs C. Howells	Mrs. S. Edwards	Miss E. Jones	Miss R. Howells
Miss R. Griffiths	Mrs J. Gardner	Mrs S. Cole	Mrs. S. Edwards
Breakfast Club			
Cook in Charge	Supervisors		
Mrs A. Gibbons	Mrs J. Davies, Mrs S. Davies and Mrs S. Cole		

GENERAL INFORMATION

General Welfare of Pupils

The welfare of our pupils is of utmost importance. Class teachers are responsible in the first instance for their pupils and oversee general progress and welfare. Should any significant problems or changes occur at home that might affect progress or behaviour in school, you are asked to inform the class teacher or Headteacher.

Likewise, if a child appears to be unhappy in school, or is having difficulties of any kind, it is important that we know so that appropriate steps are taken to support them.

When a pupil is taken ill during the day, every effort is made to contact the parent. Where this fails, the responsible adult whose name, address and telephone number is recorded at school by the parent is contacted. It is essential therefore, that these numbers are kept up to date. Please inform the school if your landline or mobile telephone number changes. It is the responsibility of the parent to inform the school immediately if this happens.

In the case of a minor accident, first aid is administered in school. Should further medical attention be needed then the procedure for parental contact will be followed. Should an accident occur of a more serious nature then the following procedure will apply:

1. Immediate First Aid by the school.
2. Parent contacted and recommended that the pupil is either taken to their own G.P. or the nearest hospital as appropriate.
3. If parents or other named adults are not available, then the ambulance will be called.
4. Where a child needs immediate transportation, a member of staff will accompany the child to the hospital to minimise distress and will remain with the pupil until the parent arrives.

The school medical and dental officers visit the school annually and make their own clinical notes. Eye/hearing/speech tests are administered by medical staff if requested by the Headteacher after parental consultation. Parents are requested to complete a "Request for the Administration of Medicine in School" form from the office before any medication can be administered. The school has close links with both the Education Welfare Service and the LA's Psychological Service. A Fire Drill is held once a term during different times of the day and a 'Lockdown' drill is held once a year.

Child Protection and Safeguarding

Rhydyfro Primary School recognises its responsibility for child protection and takes care to protect and support all of our children. The designated teacher for child protection is Mrs. L. Garland. The designated Governor for child protection is Cllr. L Purcell. Full details are available from the [Safeguarding Policy](#), which can be viewed on the school's website.



Attendance

The school bases its Attendance Policy on the guidelines as set out by the local authority. Whilst the legal responsibility for regular school attendance rests with parents, the school shares with them, and the local authority (LA), responsibility for encouraging good attendance and improving poor attendance. The school is required by law to maintain specific records and to produce specified information on the attendance of pupils (exempt for 2020-21 & 2021-22 due to Covid-19). Statutory obligation apart, the school is committed to improvement in attendance standards as a direct stimulus to raising pupil achievement. Poor attendance is destructive of educational achievement, undermines the well-being of each pupil and demoralises staff.

The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and, if a registered pupil at school, this means attending school regularly and on time. All schools are required to distinguish in their Attendance Registers between Authorised and Unauthorised absences of pupils of compulsory school age. Authorised absences cover: Medical/dental appointments, educational visits, attendance at an alternative Educational Unit, religious holidays and sickness. The class teacher or headteacher will need to be informed in person, writing or by telephone of the reason for absence. If this is not done, then the absence becomes unauthorised. Absence from school will not be authorised for:

- shopping or haircuts;
- missed bus;
- overslept;
- no uniform;
- looking after brothers, sisters or unwell parents;
- birthdays;
- holidays/day trips taken in term time.

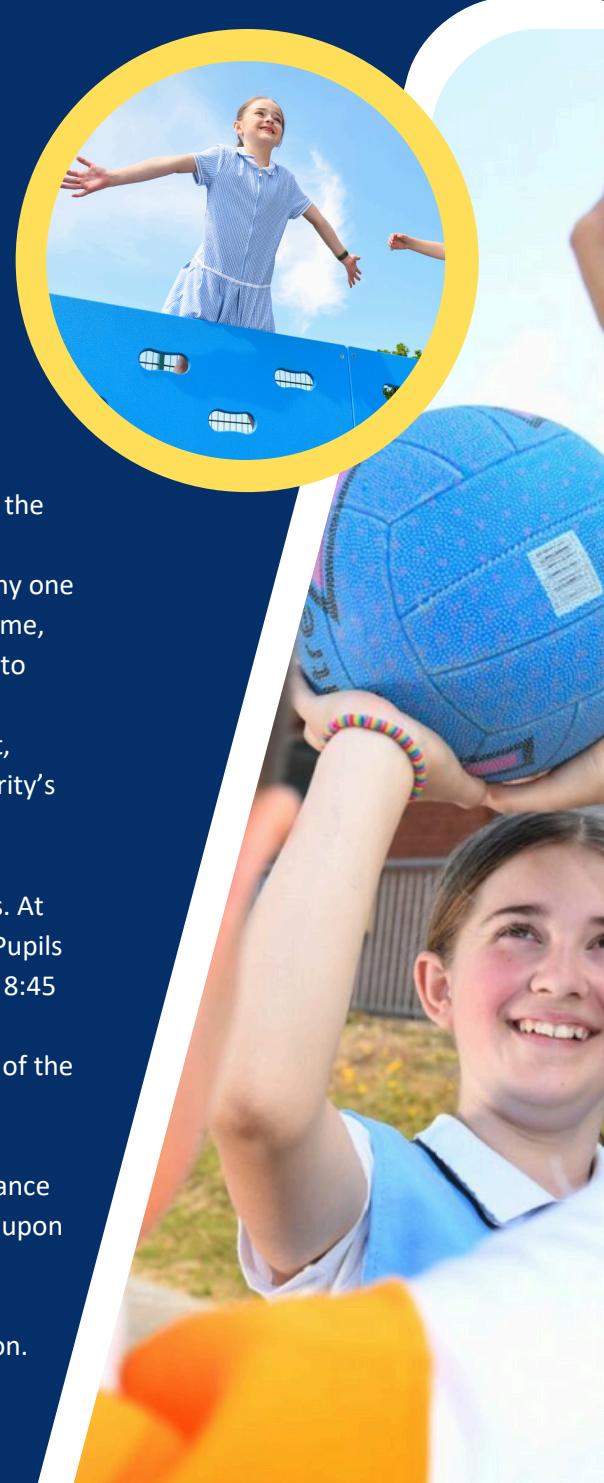
Parents are asked to make all medical and dental appointments outside of school hours, wherever possible.

Unauthorised absences are recorded and the school percentage is indicated in the Annual Governors' Report. The unauthorised absence of an individual pupil of compulsory school age, which brings the pupil's attendance to below 90% in any one term, or when unauthorised absence is due to a family holiday taken in term time, the Education (Penalty Notice) (Wales) Regulations gives the school the ability to request that the Local Authority (Education Welfare Service) consider issuing a Penalty Notice to a parent(s)/day to day carer of the named pupil. This request, when made, will be in accordance with conditions laid down in the local authority's and school's attendance policies.

At Primary level, good attendance depends upon a positive attitude by parents. At this age, children depend on you to get them to school regularly and on time. Pupils must therefore be in the playground no later than 8:55 am and no earlier than 8:45 am. We are not legally required to let children into school any earlier than ten minutes before school starts. Children should also be met promptly at the end of the school day, which is 3:20pm.

Further information regarding attendance can be found in the school's Attendance Policy on the school's website. Copies are also available from the school office upon request.

The Education Welfare Officer for Rhydyfro Primary School is Mrs. Helen Gibbon.



Admissions

Rhydyfro Primary follows the County Guidelines for admissions. Children are admitted into the Nursery class following their third birthday. Children are admitted into the Reception class in the September following their fourth birthday. Please contact the local authority for Admissions Forms.



School Uniform

We believe that the wearing of school uniform contributes to a sense of belonging to the school community and helps to develop a sense of pride in the school.

Pupils wear the designated sweatshirt (Royal blue) and polo shirt (white) of Rhydyfro Primary School. Pupils also wear black or grey school trousers or skirt/dress. These are very smart and considerably cheaper than the type of clothes that children would otherwise want to wear. You can purchase the uniform from [MyClothing](#), Order Uniform UK, J&S Clydach or Swansea Valley Customised Wear. Please ensure all clothing is labelled with your child's name.

Clothes for Physical Education

All children are required to wear their P.E. kit to school on their class' timetabled day. This will consist of shorts and a t-shirt for indoor P.E. (no shoes). For outdoor games, trainers are required, with a sweatshirt and joggers during the winter months. No jewellery is to be worn during P.E. lessons. Again, please label these clothes in case they get misplaced.

Children with Additional Learning Needs

At Rhydyfro Primary School we are proud of the support that we offer our pupils with Additional Learning Needs. We recognise that all pupils come to school at different stages of development and with different needs. Whilst many factors contribute to the range of difficulties experienced by some children, we believe that much can be done to overcome through collaboration between parents, teachers and pupils working together. Rhydyfro Primary school values the abilities and achievements of all its pupils. All children are valued, respected and nurtured. We endeavour to provide the best educational opportunities for each child and strive to maximise their potential.

Additional Learning Needs guidance in Wales is changing, and this is known as the Additional Learning Needs and Education Tribunal (Wales) Reform. At Rhydyfro, we are working hard to prepare for these changes, and are looking forward to the additional support that this will bring for our pupils with additional learning needs. The law is changing for several reasons:

- The child or young person's needs are found too late.
- The support is provided to the young person too late.
- The young person and their parents/carers are not involved enough.
- The current system is complicated.
- The law only currently covers children and young people up to the age of 19.

The new law for ALN will bring about several main changes for ALN:

- Brings together all current systems into a new, single system for ALN
- Pupil centred practice, where young people and their parents are completely involved in decision making
- All learners will have the same type of statutory plan (Individual Development Plan or IDP) irrespective of age or setting
- Improved transition between settings
- Welsh language provision
- A fair and transparent system

For the purposes of the Act, the use of the term ALN relates to individual children and young persons who have “Additional Learning Needs” i.e. they have a learning difficulty or disability which calls for Additional Learning Provision (whether the learning difficulty or disability arises from a medical condition or otherwise). Pupils who meet our criteria for having ALN will be supported by class teachers, teaching assistants other adults.

Many children and young people are likely at some point to experience short term issues with their learning, for example because of a period of absence from an education setting caused by a temporary illness, or because they have suffered a bereavement or some other trauma. In these circumstances, schools may need to take action to help the child or young person catch up and / or to prevent the issue from escalating. These situations would not ordinarily amount to ALN on their own; but it is possible that in some cases, this could result in a difficulty in learning which calls for ALP. We feel that all pupils within the school are supported well, and that we have positive working relationships with pupils and their families, as well as other individuals and organisations that work with the pupil. We feel that the support, guidance and inclusive learning provision that we offer for our pupils is tailored to meet the needs of each pupil individually, and that this support is monitored and adapted in a pupil-centred way.

Below you will find links to help sheets and further information about how the changes will affect pupils and their families, however if you require any further information about the changes, please do not hesitate to contact us. You can contact us at the school and ask to speak to the Additional Learning Needs Coordinator, Mrs K.Taylor.

Children Looked After

Children Looked After (CLA) are pupils whose care is facilitated by the Local Authority. Our main priority is to ensure the pupils' emotional and educational welfare is supported and developed through all aspects of school life. This can sometimes involve accessing where appropriate the Additional Learning Needs provision as described previously.

The Headteacher is responsible for Children Looked After within the school. This includes working closely with the pupil, carers, social services and other agencies involved with the care of the child.



Pupils with Disabilities

As part of our inclusion policy children with disabilities (see definition below) are given opportunities and included into school life as fully as possible. As part of the Health and Wellbeing curriculum all children at Rhydyfro are made fully aware of what disability means, also the consideration that should be shown towards children with disabilities. At Rhydyfro, all reasonable means will be taken to accommodate pupils with a disability, subject to the physical constraints of the building. Pupils with special educational needs (physical) but not in a wheelchair can be catered for by special arrangements with additional adult support. Parents of pupils with a disability should arrange a meeting with the Headteacher and Additional Learning Needs Co-ordinator.

The Disability Discrimination Act (DDA) 1995 defines a disabled person as one who has “A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.” This would include, for example sensory impairments affecting sight and hearing, learning disabilities, severe disfigurements and progressive conditions where impairments are likely to become substantial”.



Breakfast Club



A free Breakfast Club which is funded by the Welsh Assembly is provided for all children. The club starts at 8:15a.m. daily during term time and offers each child attending a free breakfast of a choice of cereal, toast and fruit juice. The pupils will be supervised from 8:15a.m. to 8:45a.m. and there will be a selection of activities for them to do whilst they are waiting for school to start. Children must arrive for breakfast club between the times of 8:15a.m. and 8.30a.m. There will be NO admittance after 8:30am.

Lunchtime Arrangements

School lunches are cooked on the premises and the wide variety of meals provided reflects a balanced, healthy diet and are good value for money. Squash or water is provided as a drink with the school lunch. The children are supervised by Lunchtime Supervisors.

Children who wish to bring their own packed lunch are welcome to and we encourage lunches to be healthy and balanced, with no sweets or fizzy drinks. Lunchboxes are monitored by lunchtime supervisors. We do not allow any glass bottles or containers for safety reasons. Parents will be informed of any issues regarding food choices detrimental the healthy living of the child.

Toast money is to be paid for the term via the [Parent Pay website](#) and changes upon the length of a term. Please speak to the school office for more details.

If any children are entitled to free school meals, the relevant forms are issued by Rhydyfro Primary School. All pupils are entitled to a free school meal as part of the new Universal Free School Meals rollout by Welsh Government. Children who remain in school at lunch time must not leave the school at any time or under any circumstances. Permission will only be given upon a written or verbal request from the parent.



The Curiosity Garden

The school works in partnership with the childcare provider The Curiosity Garden who use the Nursery classroom to provide the following childcare:

11:30am – 3:15pm: Children aged 3+
12:45pm – 3:15 pm: Children aged 2+
3:20pm – 5:30pm: Children aged 4-11 (Mon., Wed. and Thurs.)



Full Time Pupils

Morning Session

Start: 8:55am

Morning Break: 10.15am – 10.30am

Lunch: 12.00pm – 1.00 pm

Afternoon Session

Start 1:00pm

School Day ends 3.20pm

Part-time Pupils

Morning Session

Start 8:55am

Morning Break 10.30am – 10.45am

Morning Session ends: 11.30am



The total amount of time spent on teaching during the week including Religious Education, but excluding Daily Worship, Registration and breaks is 24 hours 10 minutes.

INSET Days and Term Dates 2026/27

The school will be closed to pupils for Six INSET/Staff Preparation days. The dates will be confirmed in due course.

Autumn term 2026

- Tuesday, 1 September - Friday, 23 October
- Half-term holiday: Monday, 26 - Friday, 30 October
- Monday, 2 November - Friday, 18 December
- Christmas holiday: Monday, 21 December - Friday, 1 January

Spring term 2027

- Monday, 4 January - Friday, 5 February
- Half-term holiday: Monday, 8 - Friday, 12 February
- Monday, 15 February - Friday, 19 March
- Easter holiday: Monday, 22 March - Friday, 2 April

Summer term 2027

- Monday, 5 April - Friday, 28 May
- Half-term holiday: Monday, 31 May - Friday, 4 June
- Monday, 7 June - Tuesday, 20 July
- Summer holiday: Wednesday, 21 July



RULES AND REWARDS

School Rules

Every community needs clear, enforceable rules in order to protect people and property and to ensure an efficient organisation. Our school rules are kept to a minimum and are based upon a 'Rules, Rewards and Consequences' system. The school operates an Assertive and Positive Discipline Policy, whereby children are encouraged to behave in a responsible way and are rewarded accordingly.

Our School Rules

- Be respectful and treat other people how you would like to be treated.
- Always be the best you can be and work hard at all times.
- We all need to have kind hands, kind feet and kind words.
- Always be fair and honest; an active listener and a responsible citizen.

Our School Rewards

Positive behaviour will be praised. Each class has uses Class Dojos as a reward system. Children who display very good standards of work, behaviour, effort, achievement, manners and helpfulness may receive points on the chart. Every Friday a Merit Assembly will be held where one child from each class will be recognised as pupil of the week for various endeavours, and one child is chosen by the Headteacher for a Head Teacher's Award. The children receive a certificate and sticker as a reward. Their photograph will be taken and published on Twitter ([@RhydyfroPrimary](https://twitter.com/RhydyfroPrimary)) to celebrate their successes. Children will also receive certificates for Bronze (25 points), Silver (50 points), Gold (75 points) and Platinum (100 points).

The children of Rhydyfro Primary School show a caring, responsible attitude in all they do and understand that, for example, behaviour such as bullying and racism are never tolerated. However, where such behaviour occurs, staff will issue consequences to pupils.

In more serious cases, the parents of the pupil will be informed in order to work together to maintain an acceptable standard of behaviour. The ultimate sanction is a period of exclusion of the pupil by the Headteacher, which is recorded and reported to the Governors and the Local Authority.

The partnership between school and home is of paramount importance, and parents are always welcome to visit the school by telephoning for an appointment. Should any parent wish to see a class teacher, we always ask you to contact the school office in order to make an appointment. Every effort is made to inform you of what is going on in school through regular Class Dojo messages, letters, newsletters, Twitter feed and Parent Consultation Evenings. Many parents have been able to help out in school in a variety of ways, ranging from listening to children read to Art and Craft Activities. If you feel that you would like to help in any way, please contact the school.

General Rules

Valuables are brought to school at the child's own risk. The wearing of jewellery and earrings is not allowed (with the exception of stud earrings and watches). Glass bottles are strictly forbidden on school premises, as is chewing gum. If mobile phones are issued for safety purposes, for example, walking to and from school, they are to be handed to the class teacher at the beginning of the day and collected by the pupil at the end of the day. Sweets and chocolates are also actively discouraged. Drinking water is readily available in classrooms and children can fill their own bottles. Fruit and toast is available to purchase each morning at break time or pupils may bring their own. No other snacks are permitted, as we are part of the Healthy Schools Network.

Home-School Agreement/E-Safety

The school's aims, ethos, rules and discipline are reflected in the Home-School Agreement and E-Safety Consent Form. This is sent out to families during the autumn term and given to new pupils as they start school.

OUR CURRICULUM

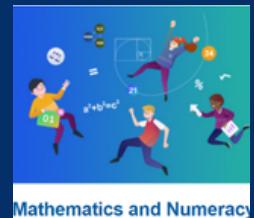
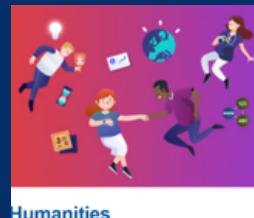


Curriculum Summary

Our school provides an accessible and engaging curriculum based on pupil voice that capitalises on our outdoor learning environment. We inspire pupils to take measured risks and use creativity in their enquiry and application of their knowledge, skills and conceptual understanding. Our pupils experience a broad and balanced curriculum that promotes intra-disciplinary and inter-disciplinary working both within and between the Areas of Learning and Experiences (AoLEs); this is explored through termly concepts. Our curriculum provides a platform for pupils to be ethically informed citizens of Wales and the wider world by offering pupils opportunities to understand their geographical heritage, both locally and nationally, which then spirals out to the wider world as the maturity of their learning increases. Ultimately, through the realisation of the Four Purposes, we want our pupils to be mentally, emotionally and physically prepared to be life-long learners and valued members of society.

Curriculum for Wales

Every school in Wales now has a responsibility to develop their own curriculum; however, there are both statutory and mandatory suggestions and requirements a school could or should adopt from Curriculum for Wales. [Curriculum for Wales 2022](#) organises learning around six Areas of Learning and Experience (AoLE). Each of the AoLEs has been designed to support learners to realise the four purposes of the curriculum. They are intended to promote collaboration and cross-disciplinary school-level curriculum development and design. Within the AoLEs, subject-specific disciplines are still recognised and pupils at our school are given opportunities to explore these to ensure their subject-specific skills and knowledge progress in order to promote intra-disciplinary and inter-disciplinary working both within and between the AoLEs. All teachers plan for the cross-curricular responsibilities of literacy, numeracy and digital competence to support almost all learning. These are essential for learners to be able to participate successfully and confidently in the modern world. For further information on the AoLEs, please click on the images below.





50 EXPERIENCES I'LL HAVE BEFORE I LEAVE RHYDYFRO



I will...

Learn basic first aid skills and/or learn CPR	Visit the capital of Wales	Play a boardgame with my friends	Enjoy an outdoor picnic	Learn my address and telephone number
Run or walk a mile	Grow plants and vegetables	Build a den/shelter	Go to the theatre	Take part in pond dipping
Attend a disco	Learn to tie my own shoelaces	Learn to ride a bike	Use a rope swing	Visit Pontardawe Library
Learn to swim	Get muddy!	Attend a party	Spend time in the forest	Visit a waterfall
Light/cook over a fire	Fly/make a kite	Participate in an after-school club	Visit a place of worship	Cold water paddle
Visit the beach and build a sandcastle	Experience a different culture / language / BSL	Participate in a sponsored event	Visit a museum	Complete an outdoor art activity
Care for a living thing	Have a water fight!	Visit a farm	Plan, make and sell something	Visit a zoo
Raise money for charity / community	Sleep away from home on a residential.	Donate to a food bank	Taste foods from different cultures	Perform a random act of kindness
Learn to make my own packed lunch	Meet Santa	Play a musical instrument	Visit a Welsh castle	Take on a role of responsibility
Read a story to a younger child	Learn about the world of work	Learn the National Anthem	Take part in a celebration activity	Play in the snow



Inspection of Documents

Documents required to be made available by regulations, may be inspected and where appropriate, copied at the school during school hours, by arrangement with the headteacher. Appendix 4 contains information regarding inspection of documents.

Visiting the School

Parents are always welcome to visit the school, but we ask you to contact the School Clerk in the Office and sign in via our visitor log on the iPad in the main reception. Further information about the school can be obtained by contacting the school office or visiting the [school's website](#). We will always be happy to help.



Listening to our Learners (Pupil Voice)

There are a number of pupil committees set up at the school. We work closely with the children to provide the education that they feel part of developing. These include:

- The School Council, including Head Boy/Girl and Deputy Head Boy/Girl Prefects.
- The Eco-School Committee, Criw Cymraeg, Rights Respecting Ambassadors, Digital Champions and Bronze Ambassadors (Sport).

Pupils' opinions are also obtained through pupil questionnaires. AoLE leaders also talk to learners when monitoring teaching and learning within a specific learning area. Pupils' opinions and ideas are closely listened to and acted upon where appropriate to improve the quality of the learning, teaching and the school environment.

Why is Outdoor Learning Important?

At Rhydyfro, we place great importance on staff using the outdoors as another classroom where children can work on a daily basis. We have a wonderful 'Muddy Boots Forest' area which staff and pupils use regularly to develop their knowledge, skills and experiences. There are many reasons for encouraging children to use the outdoors such as:

- children's health and fitness benefit from running, jumping and skipping outside and using toys and equipment that cannot be used inside;
- children can experience nature at first hand - how the weather changes and how plants and animals react to the different seasons;
- problem solving can relate to real experiences such as, how to move logs from one area to another;
- children can experience aspects such as conservation and sustainability at first hand;
- they can develop a love of nature and undertaking activities out of doors.





Organisation

At present, the class areas are structured in the following way:

Infants	Juniors
Nursery/ Reception/ Year 1	Year 3/4
Year 1/2	Year 4/5
Year 6	



These arrangements are subject to change as pupil numbers fluctuate. It is necessary to organise classes into mixed year groups to keep class sizes to reasonable levels. Each teacher is responsible for a class, as well as one curricular area. The classes are organised primarily into mixed-ability, mixed-age groups, but organisation is flexible, to reflect the wide range of activities that might be undertaken. There will be opportunities for children to work as individuals, as a member of a group or as a whole class.

Arrangements for Religious Education & Collective Worship

Moral and Religious Education is a compulsory element within the curriculum and is taught in accordance with the Authority's agreed syllabus. The school assembly is an important aspect of school life, which provides for a creative and imaginative experience shared by the school community. Parents have the right to withdraw their children from R.E. provision in the school as well as Assemblies. Daily Assemblies and classroom quiet times offer pupils experience of contemplation and prayer mainly based on the Christian Faith. Biblical and moral readings, poetry, prayer and hymns are typical aspects of our school worship. Parents may exercise their rights to withdraw their children from religious worship, or religious education if they so wish. This request however must be in writing to the headteacher.



Sex and Relationships Education

The school's programme of Sex and Relationships Education is part of our broad based personal and social education curriculum. It is based on the Local Authority's Policy and is taught in a sympathetic and sensitive manner. Older pupils will receive information from our link nurse regarding the implications of changes at puberty and 'growing up'. Parents may view our policy statement if they should they wish to do so.

Transfer to Secondary Education

Children transfer to the Secondary stage of their education in the September following their eleventh birthday. The Secondary school to which children at Rhydyfro Primary School transfer now depends on where they live, or any specific needs each child may have.

Parents can apply for a place for their child to attend Cwmtawe Community School. Applications are dealt with by the Neath Port Talbot CBC Admissions Officer, Mrs. Helen Lewis.

Pastoral Care Arrangements

The school aims to create a friendly, caring and safe atmosphere. Every member of staff accepts this aim, with the overriding responsibility being that of the Headteacher.

Records of children's medical records are kept in the Administrative Office. Whenever necessary, the school liaises with other agencies, e.g. School Health Visitor, Education Welfare Service, Social Services and the School Psychological Service.

Minor accidents are dealt with in the school, but accidents of a more serious nature, needing medical attention are notified to the parents/carers. Occasionally, an accident occurs when it becomes necessary to take a child to hospital. If parents cannot be contacted, a member of staff will accompany the child to hospital or call for an ambulance.

School Security and Health and Safety

Every effort is made to ensure the school environment is a safe and healthy environment for our pupils. Regular fire and 'lockdown' drills are carried out and regular checks on school equipment in the classrooms and on the yards, are undertaken. We have a member of staff responsible for health and safety and designated members of staff are trained in first aid. The school follows the Neath Port Talbot Health and Safety Guidelines. The school has both indoor and outdoor CCTV installed in order to safeguard all individuals.



Medication

If a child has to take prescribed medicines, we require you to complete a form "Request for the administration of prescribed medicines" form. We will not administer any medicines without this authorisation form. This is for safety reasons and is in your child's best interest. If medicines need to be sent to school and sent home at the end of the day, then it is the responsibility of the parent/carer to ensure it is collected.

Strategic Equality Plan

At Rhydyfro Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Rhydyfro Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. *Copies of the Strategic Equality Plan are available from the School Office.*

Toilet Facilities

At Rhydyfro Primary School, all pupils have access to toilets close to their teaching and learning areas:

- Nursery/Reception: Pupil toilets located within the classroom
- Years 1/2: Pupil toilets located adjacent to the classroom.
- Years 3, 4, 5 and 6: A designated boys'/girls' toilet is opposite the three classrooms downstairs.

A disabled toilet is situated on the first floor. All toilets are cleaned by the Local Authority contracted school cleaners on a daily basis. Any problems with the toilets are immediately reported to the school caretaker/Headteacher. This is dealt with immediately.

Homework

Parents/guardians are encouraged to read at home regularly with their child and ensure their reading book and reading diary come to and from school on a daily basis. Throughout the year, there is also seasonal activities and projects relating to important events in the yearly calendar.



Extra-Curricular Activities

At Rhydyfro Primary School, we run several extra-curricular activities for our pupils. We run clubs such as: Football, Netball, Construction, Choir, ICT, Bingo, Rugby, Gardening and Creative Clubs. These clubs are for boys and girls from all ages. See specific consent forms for exact details. These clubs are subject to change throughout the year and may be cancelled due to extenuating circumstances. We participate in as many sporting tournaments as possible and always give our best.

Sporting Aims at School

All pupils are expected to make the effort to change into appropriate kit for the purpose of doing physical exercise as well as games. Parents will be informed at the beginning of term via a termly newsletter from the class teacher as to when these activities take place so that pupils will be able to bring kit to school on the correct day. Children in Years 3-6 have the opportunity to go swimming at Pontardawe Swimming Pool. We participate in cluster sporting events against other local primary schools. During the year, the children will develop their P.E. skills with a focus a variety of activities and sports.

Charging and Remissions

Many educational visits and residential trips will be arranged to give pupils a wider range of experiences. The charging and remissions policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. Every Local Authority and all Governing Bodies are required to agree policies for charges and to indicate the instances in which these charges may be repaid.

The basic principle underpinning the Act is that all education that takes place within school hours should be provided free of charge. However, it is recognised that some optional activities may require charges or voluntary contributions from parents/carers. For further information, please ask for a copy of the Charging and Remissions Policy.

Parents and School

The partnership between school and home is of paramount importance, and parents are always welcome to visit the school. With an understanding of each other's role, and co-operation between parents and teachers, the children have a tremendous advantage. We like to have parents, grandparents, aunts, uncles and community helpers for art, craft, library assistance, listening to reading amongst other ancillary tasks. If there is any other way in which you feel that you are able to help, please see your child's teacher or the Headteacher.

When children see their parents taking an interest in their schooling, there is benefit to their attitude, effort and attainment. The importance of parental interest cannot be under-estimated. It does pay dividends. The development of a close relationship between school and home demands commitment and time. It also needs the right balance of space and trust. An appreciation of, and confidence in each other's role, makes a purposeful and happy place where children feel at ease, can work to reach their full potential and can gain maximum benefit from their schooling. Parents are represented on the Governing Body by: Mr J. Davies (Chair), Mrs J. Davies, Ms P. Bolton, Mrs N. Richards and Mr D. Jones-Isaac. and...

Parental Liaison / Reporting to Parents

Parents are encouraged to keep a close relationship with school. Formal Parent / Teacher consultations will take place twice a year, usually in October/November and again during the spring term, normally in March. These are done remotely using School Cloud. A summative school report will also be provided by the pupils' class teacher at the end of the school year.

Parent's Teacher's Association (P.T.A.)

There is an active P.T.A, which organises a regular programme of fund-raising activities. The school is extremely grateful for the financial contribution the Association makes but also its contribution to the community life of the school. New members are always welcome, the growth of the Association helps in what is a very satisfying contribution to school life.

Complaints Procedure (Section 23 Education Reform Act 1988)

The Local Education Authority has made arrangements under the above Act to receive complaints about all its maintained schools. For further information regarding the Complaints Procedure and to receive a copy of the school's Complaints Procedure Policy, please contact the school.



Publication Scheme / Freedom of Information Act Appendix 1



Publication Scheme / Freedom of Information Act

1. **Introduction:** what a publication scheme is and why it has been developed. One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes', which are contained in section 5 of the scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you are looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: rhydyfro@npt.school Tel: 01792 862200

Contact Address: Rhydyfro Primary School, Waun Penlan. Rhydyfro, Pontardawe SA8 3BB

To help us process your request quickly, please clearly mark any correspondence:

"PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS)

Learning while growing together
Dysgu wrth dyfu gyda'n gilydd

@rhydyfroprimary
www.rhydyfroprimary.co.uk



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