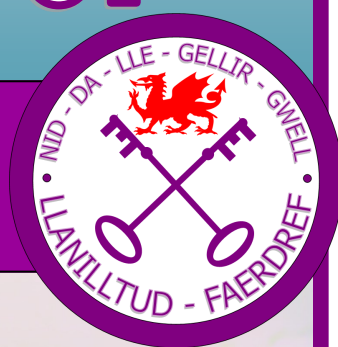


Llanilltud Faerdref Primary School

Prospectus 2024-2025



Care, Share, Believe, Achieve.

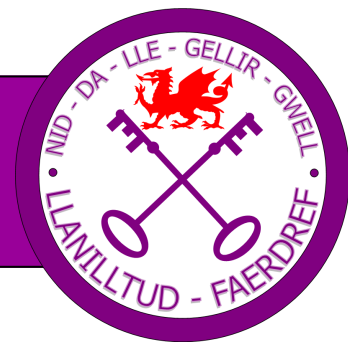
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School Details



School Details

Llanilltud Faerdref Primary School,
St. Illtyd's Road,
Church Village,
Pontypridd,
Rhondda Cynon Taf.
CF38 1DB
Telephone: **01443 204626**
E-mail: admin@llanilltudfaerdrefprimary.rctcbc.cymru
Website: www.llanilltudprimaryschool.co.uk

RCT Local Education Authority

Director of Education:
Mrs. Gaynor Davies
Ty Trevithick,
Abercynon,
Mountain Ash.
CF45 4UQ
Telephone: **01443 744000**



The Governing Body

HEADTEACHER:

Mr. Thomas Lewis

LEA GOVERNORS:

Mrs. Ashlie Holland (Chairperson), Mr. David Williams,
Mrs Rhian Poacher

MINOR AUTHORITY GOVERNOR:

Cllr. Graham Stacey

COMMUNITY GOVERNORS:

Mrs. Anne Davies, Mr. Darren Bool (Vice-Chair), ,

PARENT GOVERNORS:

Mr. David Pitchforth, Mrs. Linh Bowen, Mrs. Cathryn
Anwyl Williams

STAFF GOVERNOR:

Mrs. Amanda Wilton

TEACHER GOVERNOR:

Mrs. Ruth Price

CLERK TO THE GOVERNING BODY:

Mrs. Janet Jenkins

Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

unicef 
for every child



Let's help every child
thrive 



Letter from the Head teacher



Dear Parents/Carers,

On behalf of the governors, staff, pupils, and myself, it is my pleasure to warmly welcome you to Llanilltud Faerdref Primary School.

Our motto, "Care, Share, Believe, Achieve," reflects our dedication to excellence in every aspect of school life. This prospectus has been designed to give you a clear insight into our vibrant community, offering helpful information to familiarize you with our routines and structures. I trust you will find it both informative and reassuring.



Choosing the right school for your child is one of the most important decisions you will make. At Llanilltud Faerdref, we strive to provide not only the highest quality of education but also a safe, nurturing, and happy environment where children can thrive. We are immensely proud of our academic achievements, yet equally value the warm, caring ethos that defines our school.

We place great importance on fostering a strong partnership between home and school. By working together, in an atmosphere of mutual respect and trust, we can provide the very best for your child—ensuring they are happy, enriched, and able to reach their full potential.

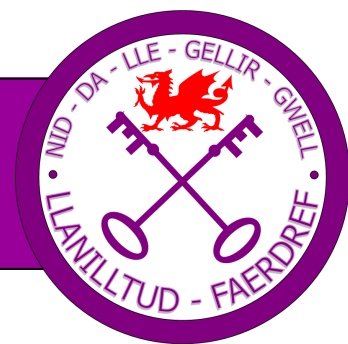
I am deeply proud to lead such an innovative, forward-thinking, and high-performing school. Our dedicated staff are committed to preparing your child for a lifelong journey of discovery and learning. If you have any questions about any aspect of school life, please don't hesitate to get in touch.

Warm regards,

Mr Thomas Lewis

Head teacher

School Information



History and information

Llanilltud Faerdref Primary School is a newly built, state-of-the-art, single-storey facility, completed in 2024. It is a co-educational school serving children aged 3 to 11, located in the heart of Church Village, Pontypridd. As part of Rhondda Cynon Taff County Borough Council, the school operates under the Local Authority.

With a history dating back to the early 1860s, there has been a school on this site for over a century, continuing its tradition of providing quality education to the community



Information

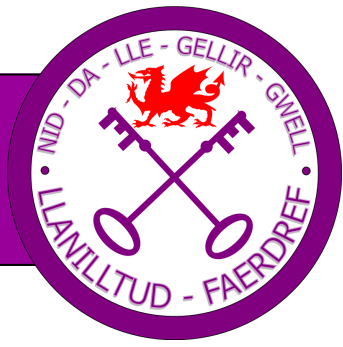
We are fortunate to have an active and highly supportive Governing Body, which holds overall responsibility for the school. The Local Education Authority (LEA) provides valuable advice and guidance to the school's leadership. Under the Local Management of Schools (LMS) scheme, the Governing Body delegates the day-to-day management of the school to the Head Teacher. This includes overseeing teaching and learning, school policies, personnel, and resources.

The Governing Body meets at least once per term, with sub-committees, such as Finance and Curriculum, convening as needed.

We also maintain strong ties with our feeder school, Bryncelynog Comprehensive School in Beddau, ensuring a smooth transition for our pupils as they move on to secondary education



School Vision and Mission Statement



The mission statement and aims were agreed following consultation with all members of staff and stakeholders during 2023/2024

Our Vision Statement

At Llanilltud Faerdref Primary School, our goal is to nurture, inspire, support, and challenge every pupil through engaging, meaningful, and diverse learning experiences. We aim to cultivate lifelong learners who are equipped to reach their full potential and thrive in an ever-evolving world.

Our Mission Statement

Our mission statement outlines how we will work towards achieving our vision and reflects our dedication to the curriculum reform agenda for Wales. It highlights our unwavering commitment to embedding the Four Purposes at the heart of everything we do.

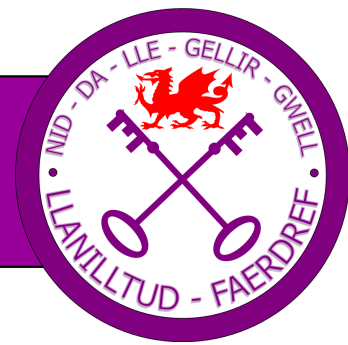
- **To nurture and promote the health and wellbeing** of all pupils and staff in a safe, supportive, and stimulating environment.
- **To foster active and respectful citizenship**, encouraging full and responsible participation in local, national, and global communities.
- **To cultivate creativity, critical thinking, and collaboration**, embracing challenges and celebrating the achievements of both pupils and staff.
- **To build a vibrant learning community** where pupils and staff feel confident to express ideas, take risks, and reflect, while continually acquiring new knowledge and skills to achieve the highest standards

Our Strapline

Our strapline distills our mission into four simple, memorable values that have been a cornerstone of our school for many years. These values align seamlessly with the Four Purposes and continue to guide our school's ethos and approach.

Care, Share, Believe, Achieve

The School Staff



			Core Responsibilities
Headteacher	Mr. T. Lewis		Senior Safeguarding Officer, Health & Safety Officer, CLA (Children Looked After) Co-ordinator, CPD (Continuous Professional Development) Co-ordinator,
Deputy Headteacher	Mrs. S. Rudall	Dosbarth Gwyrdd Year 2	Curriculum Coordinator, Deputy Safeguarding Officer, PS 3 Leader, Assessment Co-ordinator, More Able & Talented Co-ordinator, Expressive arts Co-ordinator, LNF Leader
ALNCo (Additional Learning Needs Coordinator)	Mr. L. Wyatt	Dosbarth Oren Year 4/5	Deputy Safeguarding Officer, Health & Well-Being Co-ordinator (inc RRS Co-ordinator) PE Leader, Outdoor Learning Co-ordinator,
Foundation Phase Leader	Mrs. R. Price	Dosbarth Glas Reception / Year 1	Foundation Phase Leader (PS1 & 2), Deputy Safeguarding Officer, Maths & Numeracy Co-ordinator, Student Mentor
	Miss. E. Boast	Dosbarth Melyn Year 3	Language, Literacy & Communication Co-ordinator, Student Mentor
	Miss. H. Davies	Dosbarth Pinc Reception	Humanities Co-ordinator, Welsh Co-ordinator, Healthy Schools Co-ordinator,
	Mr. S. Logan	Dosbarth Coch Year 5/6	DCF Leader, Science & Technology Co-ordinator, Eco Schools Co-ordinator, Healthy Schools Co-ordinator, School Council Co-ordinator
	Miss. E. Phillips	Dosbarth Porffor Nursery	Expressive arts Co-ordinator,

Learning Support Assistants

Mrs S. Cox
Mrs L. Griffiths
Mrs S. Hawkins
Mrs V. Morris
Mrs R. Pettigrew
Mrs M. Wright
Mrs S. Williams
Miss L. Ramsay
Mrs E. Morris

Lunchtime Staff

Mrs J. Powell
Mrs. D Yeoman
Mrs. J Ellwood
Mrs S. Hippard
Mrs L. Nurse
Mrs A. Lewis
Miss A. Kemp

Breakfast Club Staff

Mrs L. Nurse
Mrs J Powell
Mrs G Altomari
Mrs A. Lewis
Mrs C. Davies
Mrs L. Griffiths
Mrs R. Pettigrew

School Clerk

Mrs A. Wilton

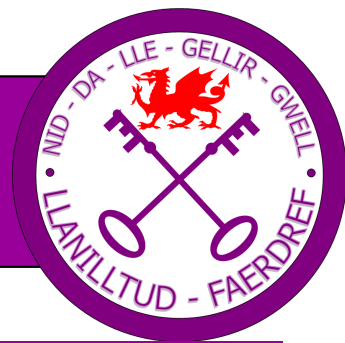
Caretaker

Mr M. Coles

School Cook

Mrs J. Powell

Admission Information



Admission Arrangements

School admissions for Llanilltud Faerdref Primary School are managed by RCT Council. While we do not allocate places directly, we are happy to provide advice and guidance. Applications for school places are required at various stages of a child's education—Pre-Nursery, Nursery, Reception, and for year 7 in Secondary School. You can apply online for Nursery, Reception, and Year 7 placements by visiting:

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/SchoolAdmissions/Applyingforaschoolplace.aspx>



Children can join our Nursery Department on a fulltime basis from the September following their third birthday. Starting in September 2025, we will be offering full-time Nursery places for families who wish for their child to attend all day.

We will arrange a visit to the nursery prior to admission to help your child feel comfortable with their new environment. We also encourage nursery children to stay for school lunches, as lunchtimes provide important opportunities for personal and social development. We hope these arrangements help your child settle smoothly into this exciting new chapter of their life.

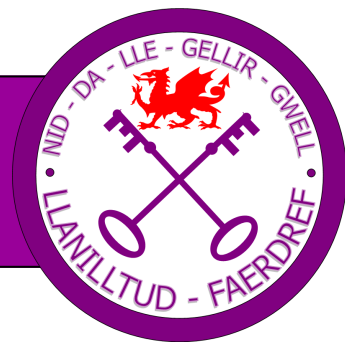
For children joining our school at a later stage, we aim to place them in the appropriate class for their age. To help with their transition, we will assign them a 'buddy' to support them as they adjust, and we will maintain regular communication with both the child and parents to ensure a smooth integration from their previous school

Transition

Before children start Nursery, we invite parents and their children to an "open afternoon" session. During this visit, parents and carers receive important information about the school, while the children have the chance to explore the Nursery environment, meet the staff, and enjoy a positive first experience at our school. If a parent or carer is unable to attend the scheduled session, we are happy to arrange a more convenient time for them.

We are fortunate to have strong links with local comprehensive schools, and we work closely to ensure a smooth transition from Primary to Secondary Education. Most of our pupils move on to Bryncelynog Comprehensive School. As part of an ongoing induction programme, our Year 6 pupils visit Bryncelynog several times throughout the year to help ease their transition into secondary school life

School Dinners and School Uniform



School Dinners

School dinners are freshly prepared and cooked on-site, with menus provided by the Local Authority's Catering Service. These menus are available upon request from the School Clerk.

Currently, all pupils are entitled to free school meals. You can view the current menu [[here](#)]

School Uniform

At our school, we believe wearing a uniform gives children a sense of belonging, promotes a smart appearance, and is durable for everyday use. While wearing the uniform is not compulsory, we would appreciate your support in dressing your child in our school colours.

The uniform consists of:

- **Purple jumper/cardigan** – Available for purchase from the school office
- **White shirt/blouse**
- **White or purple polo shirt**
- **Grey trousers/grey skirt**
- **Purple & white summer dress**
- **Appropriate school footwear** should also be worn.

For P.E. and Games, the required attire includes:

- **White t-shirt or top**
- **Black or white shorts**
- **Suitable footwear** for indoor and outdoor activities.

You may be eligible for a grant to help with uniform expenses. For more information, please follow the [link](#).

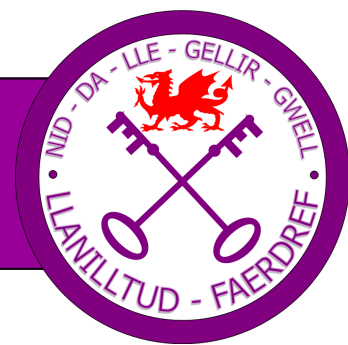


Milk and Snacks

Pupils in Nursery through Year 2 receive a small bottle of milk daily at no cost, courtesy of the Welsh Government initiative. They are also provided with a daily snack. A contribution from parents is appreciated, and further details will be shared by the Class Teacher.

For junior-aged pupils, we encourage them to bring their own **healthy snacks** from home.

Travelling to School and Timings



Travelling to School

Our school is proud to hold the Platinum Eco Flag. We encourage all families to walk, scoot, or cycle to school whenever possible, as these choices offer significant health benefits for both you and your child while also positively impacting the environment.

If driving is necessary, we kindly ask all parents and carers to use the public car parks near the school. Please avoid entering the staff car park or stopping on the yellow lines between the public and staff car parks, as doing so is vital to ensuring the safety of all our pupils.

School Times

Pupils are supervised on the playground starting at 8:50 a.m. We kindly request that children do not arrive before this time unless they are attending Breakfast Club, as staff may not be available for supervision. The school day begins promptly at 9:00 a.m., at which time the school doors and gates will close. The side gate will remain locked except during designated drop-off and pick-up times.

If parents arrive late, they will need to sign the late book at the main entrance. To ensure safety and minimize congestion at the end of the school day, we ask parents to wait outside the main building in the designated areas when collecting their children.

In the event that parents are unavoidably delayed, please contact the school office to make the necessary arrangements.

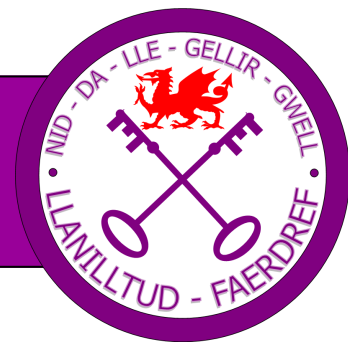
Please remember that no infant-aged pupil should be brought to or from school by anyone under the age of 16.

Teaching Time

The National Assembly Circular 43/90 recommends a minimum of 21 hours of teaching time per week for 5-7-year-olds and 23.5 hours for 7-11-year-olds. It is important to note that this teaching time does not include periods allocated for registration, daily collective worship, or breaks and lunch.

	Dosbarth Porffor & Pinc		Dosbarth Glas & Gwyrdd		Dosbarth Melyn, Oren & Coch	
Registration AM	9.00—9.10	10mins	9.00—9.05	5 mins	9.00—9.05	5 mins
Session 1	9:10 – 10:30	1 hour 10 mins	9:05 – 11:30	2 hours 25 mins	9:05 – 10:30	1 hour 25 mins
Break	10:30 - 10.45	15 mins			10:30-11.00	30 mins
Session 2	10.30—11.30	1 hour			11.00—12.15	1 hour 15 mins
Lunch	11.30—12.30	1 hour	11.30—12.30	1 Hour	12.15—1.15	1 Hour
Registration PM	12.30 -12.40	10mins	12.30-12.35	5 mins	1.15-1.20	5 mins
Session 3	12.40 – 2.00	1 hour 20 mins	12.35—2.00	1 hour 25 mins	1.20-3.30	2 hours 10 mins
Break	2.00 - 2.15	15 mins	2:00-2.30	30 mins		
Session 4	2:15 – 3:10	55 mins	2:30 – 3:30	1 hour		
Total teaching time per day	4 hours 25 mins		4 hours 50 mins		4 hours 50 mins	
Total collective worship per week	40 mins		40 mins		40 mins	
Total teaching time per week	21 hours 25 mins		23 hours 30 mins		23 hours 30 mins	

Clubs and Activities



Extra Curricular Clubs

A variety of After School and Lunchtime Clubs are offered throughout the year, including Sports Clubs, Craft Clubs, Choirs, Coding, Chess, and more. Consent forms will be distributed to the relevant year groups as these opportunities arise.

Sporting Activities

At our school, we strive to provide our pupils with a wide range of opportunities to engage in various sports and physical activities, both indoors and outdoors. The sporting activities offered—whether part of the curriculum or extra-curricular—may vary throughout the year, depending on events, tournaments, and seasonal factors. Our offerings include gymnastics and team sports such as football, netball, cricket, and rugby.

All Key Stage 2 pupils participate in 9 swimming lessons during the year organised by the Local Education Authority (LEA). Parents and carers will be notified in advance to ensure that the appropriate swimming kit is brought to school.

Our school actively participates in relevant sporting events and tournaments, competing against other schools in our cluster, the local authority, and beyond. Additionally, cycling proficiency courses are offered for older pupils.

Every pupil also has the opportunity to take part in our Annual Sports Day event.



Breakfast Club

Our free Breakfast Club is available to all pupils, with the first admission at 8:10 a.m. and the last admission at 8:30 a.m. at the main door. Supervisors will register each child upon arrival, providing them the opportunity to enjoy breakfast and engage in table games or watch television until 8:50 a.m.

At that time, older children will be sent out to the yard, while younger children will be supervised in the hall until classes begin. Please note that registration online is required to use this service.

After-School Childcare

Clwb y Ddraig currently offers an after-school childcare club, operating from one of our spare classrooms Monday to Friday, from 3:30 p.m. to 5:10 p.m. Click [here](#) for more information

Clwb y Ddraig:

- Accepts Childcare Vouchers
 - Accommodates work schedules and emergencies
 - Provides snacks and drinks each evening
 - Caters to individual dietary needs at no additional cost
 - Supports children with special needs
- Offers discounts for siblings



Curriculum for Wales



The Four Purposes

At the core of our school's philosophy are the **Four Purposes**, which serve as the foundation for our ongoing transformation and significantly influenced our updated vision and mission statements. These purposes are now woven into every aspect of our school culture and practices.

We actively communicate the Four Purposes to all stakeholders and have made them accessible to our pupils through engaging characters and simplified explanations.

Like all schools in Wales, we are dedicated to helping our children become:

- **Ambitious, capable learners**, prepared to embrace lifelong learning.
- **Enterprising, creative contributors**, ready to engage fully in life and work.
- **Ethical, informed citizens**, equipped to participate in both Wales and the wider world.
- **Healthy, confident individuals**, prepared to lead fulfilling lives as active members of society



AOLE's

Our curriculum cover the 6 Areas of Learning Experiences :

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

Our curriculum will also give pupils the opportunity to learn about human rights, diversity, local, national & international contexts and relationships & sexual education.

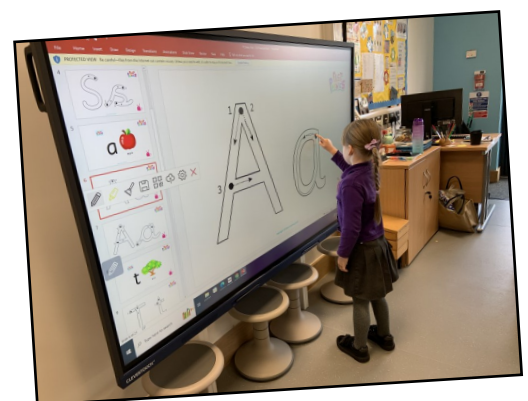
What Matters

Each area of learning and experience includes **Statements of What Matters** that shape the educational journey for all children. These statements encourage our pupils to reflect on their learning and recognise the connections between various topics. They also support our students' annual progression, allowing them to build on their understanding and skills over time.

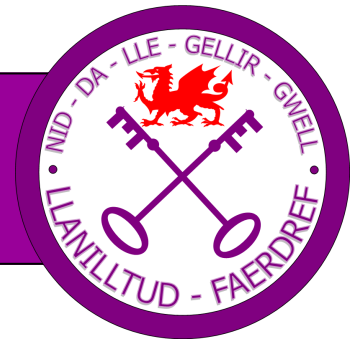


Bespoke

Our curriculum is crafted to be creative, purposeful, contextualized, and interconnected. It provides pupils with the opportunity to acquire the essential skills, knowledge, and experiences needed to thrive in a rapidly changing world. We are committed to continually reviewing and adapting our curriculum, drawing on pupil voice to ensure it remains responsive and relevant.



Curriculum



Collective Worship and R.E

The school adheres to the **SACRE** guidelines for Collective Worship and Religious Education (RE). Each day, we conduct an act of collective worship that reflects a broadly Christian nature. Whole school assemblies are held on Mondays and Fridays, while Key Stage 2 children gather in the hall on Tuesdays and Thursdays. Foundation Phase assemblies take place in the hall on Wednesdays. When not in the hall, class assemblies are conducted. Parents have the right to withdraw their children from these assemblies and are encouraged to inform the school in writing if they wish to do so. Occasionally, we invite local community members, such as Mr. Alun Davies, to lead assemblies.

Religious Education is taught throughout the school, following **SACRE** guidelines. While we promote a Christian ethos, we also cover aspects of all major world religions. Guided by our school mission statement, we encourage all children and adult stakeholders to be open-minded and to acknowledge and accept differences among individuals



Sex and Relationship Education (SRE)

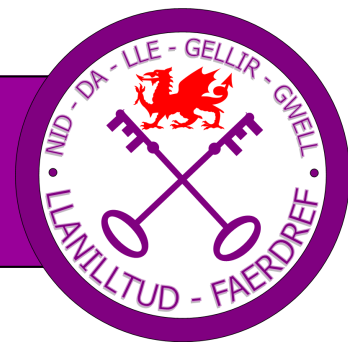
The traditional primary school structure, where class teachers develop strong relationships with their pupils, is particularly well-suited for teaching Sex and Relationship Education (SRE). This approach ensures that the instruction is appropriate for the age and maturity of the students. The primary school curriculum effectively delivers SRE through components of science, designated pastoral time, and formal visits from external agencies, such as the School Nurse Department of Cwm Taf Health Board.

In Year 6, puberty education for both boys and girls is provided by the school nurse. Parents and carers will be notified in advance of these lessons and will have the opportunity to review the content and materials used.

Our Sex and Relationship Education Policy is available on the school website, and hard copies can be requested from the school office.



Curriculum



The Welsh Dimension—Y Cwricwlwm Cymreig

Welsh is taught as a second language throughout the school and is seamlessly integrated into our daily activities. Pupils are encouraged to support one another in speaking Welsh as part of our “Helpwr Heddiw” program, which fosters a collaborative language-learning environment. We promote the use of the Welsh language as extensively as possible whenever appropriate.

At Llanilltud Faerdref, we not only focus on teaching the Welsh language but also emphasize our rich Welsh heritage and culture. This is achieved through the exploration of local history, geography, music, art, and literature, enhanced by a variety of visits and guest speakers that enrich the curriculum. The term “Cwricwlwm Cymreig” identifies those aspects of our curriculum that are unique to Wales.

By nurturing a strong Welsh ethos in our school, we aim to enable our pupils to:

- Gain insight into the Welsh experience through trips, visitors, and curriculum activities.
- Develop a sense of place and an understanding of the factors that have shaped their local and national communities.
- Access the unique histories and cultural heritage of Wales.
- Explore their Welsh identity.
- Understand the significance of language and literature in the history and culture of Wales.

Participate in Welsh events, such as our annual school eisteddfod

Community Links

Members of the community frequently visit our school to enhance and enrich our pupils’ learning experiences. Professionals such as the Police Liaison Officer, PCSO, Fire Officers, School Nurse, and the CwmTaf Schools’ Dental Team reinforce key curriculum elements, helping students understand the importance of staying safe and healthy. Additionally, visitors like Rev. Rosa Hunt and Mr. Alan Davies contribute to our moral and religious education by leading assemblies and participating in our festivals and lessons.

As a school, we actively engage with the community to provide insights into the world of work, fostering real-world connections that enrich our curriculum and broaden our students’ perspectives.

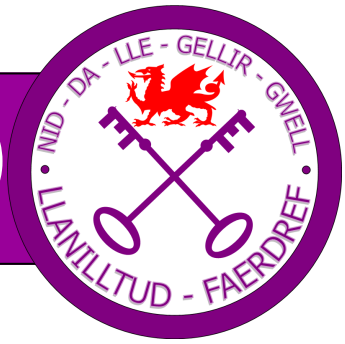


Homework

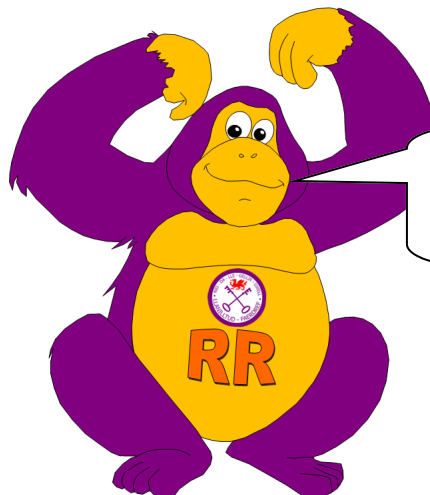
All homework assignments are aligned with the school’s Homework Policy, which can be accessed on our school website or requested in paper format. In the Foundation Phase, pupils are encouraged to take home their Reading Books and return them regularly, with a Home-School Reading Book provided for this purpose. Additionally, class teachers may assign supplementary tasks to support topic work.

At the Junior level, homework is assigned by the class teacher, and parents are kept informed about the tasks set. We also utilise See Saw as a platform for communication and assignment management.

Additional Learning Needs (ALN)

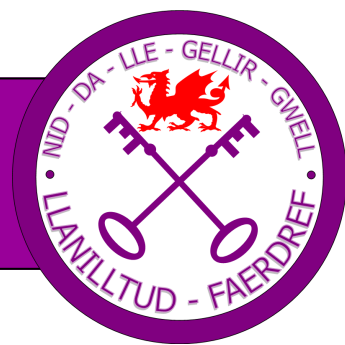


- All children in the school with ALN have full access to Curriculum for Wales. Within every class there will be children with a wide range of abilities and staff prepare work to cater for the varying needs.
- The school works within the guidelines of the Code of Practice and children who have ALN are placed on our ALN register.
- If a child does not make sufficient progress and staff and parents are concerned the school will refer the child to the Access and Inclusion Department of the Local Authority who may carry out a formal assessment to find out if the child has specific learning difficulties needing additional support. Should it be necessary an Independent Development Plan (IDP) will be written for the child. Parental permission is always obtained before a referral is made.
- At Llanilltud Faerdref Primary School we are committed to working in partnership with parents in providing the best possible education for all children. Every effort is made to support all children requiring support. This includes very talented and able children as well, who also require additional support.
- The school is all on one level and is fully accessible for wheelchair use.



We are a Rights Respecting School.
I am Rufus the Gorilla. I'm the
Schools Rights Respecting Mascot.

Assessment, Reporting and Recording



Assessment means gathering information about your child and evaluating it. This is carried out in a number of different ways

Assessment

Assessment will be part of our children's learning every day. They will work with their teachers to understand how well they're doing. This is important to help them see where they are in their learning, plan their next learning steps, spot extra support they need which will help their teacher, find ways to challenge them and see how well pupils are doing

Literacy and Numeracy Tests

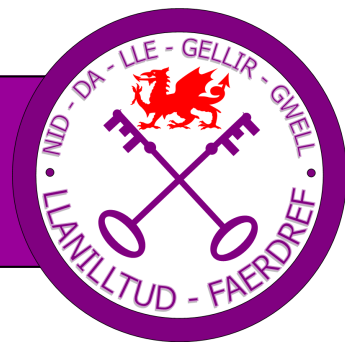
All pupils across Wales from years 2-6 complete literacy and numeracy (procedural and reasoning) tests each year. The results of these are reported to parents.

Continuous Assessment

Continuous assessments are carried out by the class teacher and learning support staff on a day to day basis, when she/he records interesting developments concerning your child's learning and progress. This enables the teacher to decide how to move forward and how to give both you and your child clear feedback about achievements. The assessments take many different forms such the marking of pupils' work, observations of pupils, the use of standardised tests and involving pupils in simple assessments of themselves and of their peers and the subsequent setting of their own targets. The school has a range of processes which encourage and involve children in their own learning. Collectively, these procedures help teachers to identify the learning and teaching required to ensure a process of continuous development. Teacher assessments are carefully recorded and analysed.



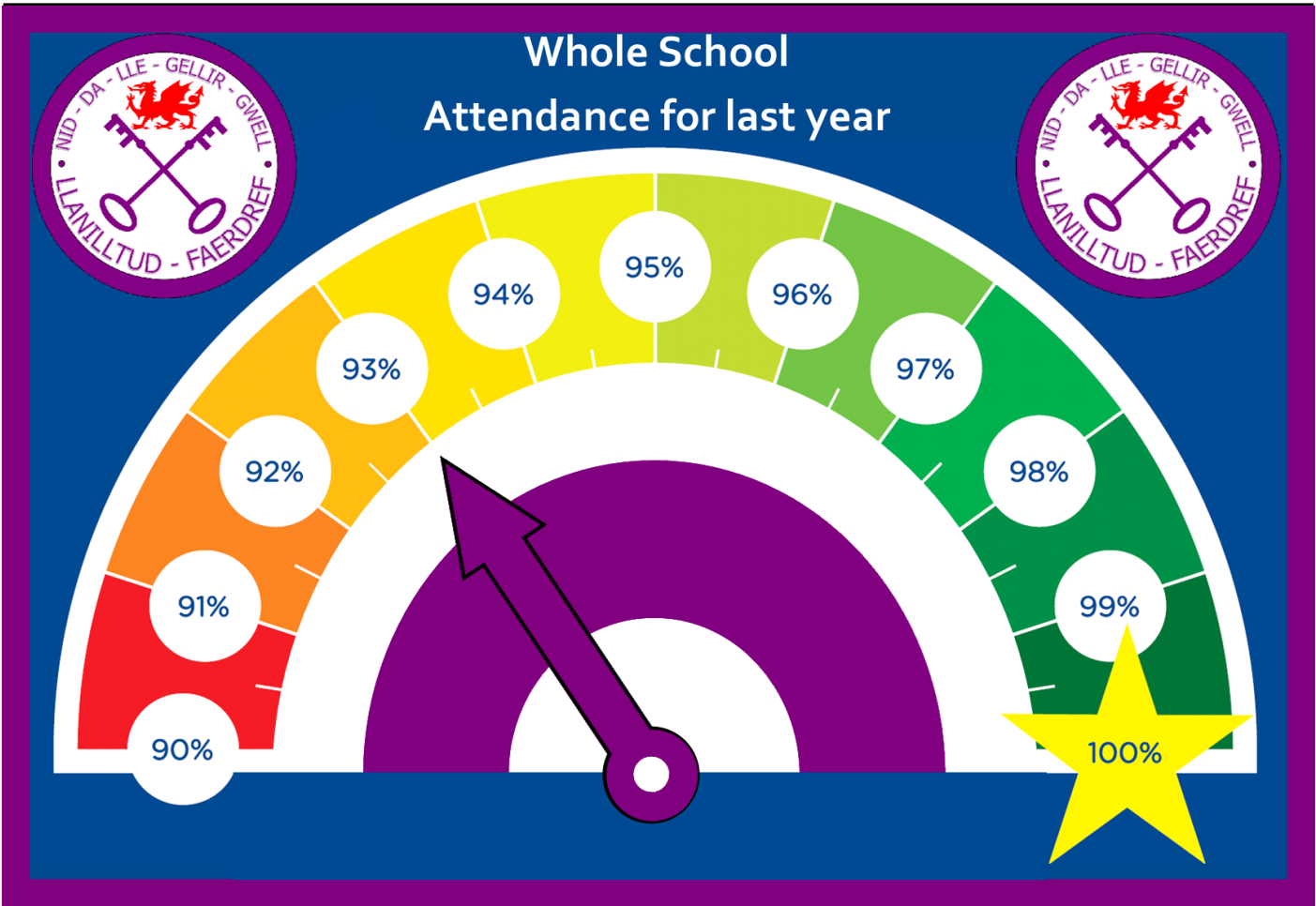
Attendance Data



Attendance

Year	Whole School Attendance
2022—2023	92%
2023-2024	93%

Our target for 2024-2025 = 93.5%



Health and Safety Information



Health And Safety

We strive to maintain a safe and healthy environment for all children, staff, and visitors at our school. Regular fire drills are conducted, and thorough checks of classroom and playground equipment are carried out to ensure safety standards are met. Risk assessments are created and updated consistently to identify and mitigate potential hazards.

The Headteacher and Governing Body oversee health and safety matters, implementing a rolling programme of basic first aid training for staff, with at least two individuals receiving more extensive training. We encourage children to walk inside the building at all times and to engage in safe and sensible play outdoors.

Our school adheres to the health and safety guidelines established by Rhondda Cynon Taff to ensure the well-being of our school community.

Security

The main entrance to the school is securely locked at all times and can only be accessed through a buzzer system. CCTV cameras are strategically placed around the school, including at the main entrance, allowing office staff to clearly see visitors before granting entry. A signing in iPad is maintained in the main foyer.

On the Admissions Consent Forms, parents and carers are encouraged to provide photographs of individuals authorised to pick up their child.

The school is equipped with an intruder alarm system, lock down alarm system and security lighting to enhance safety. Access to the staff car park is restricted to staff vehicles and emergency vehicles only.

Health

If your child has any medical conditions, such as hearing or speech difficulties, asthma, or epilepsy, it is essential to inform us. Occasionally, your child may be selected for routine medical examinations—such as hearing tests, eye tests, and assessments of height, weight, and dental health—conducted by the school nurses and dental team from CwmTaf Health Board. You will receive prior notice of these examinations, along with any necessary consent forms.

Our school maintains a close partnership with the school nurse and health visitor, who are always available to discuss any health concerns confidentially.

Medication

We are able to administer prescribed medication; however, parents or carers must complete consent forms specifying the dosage and timing for administration. The school adheres to Welsh Government guidelines, and further details can be found in our Healthcare Policy available on the school website. Medications will be securely stored in a locked cupboard in the main office or in the refrigerator. Please note that the school cannot take responsibility for any medication not administered during the school day.



Illness in School

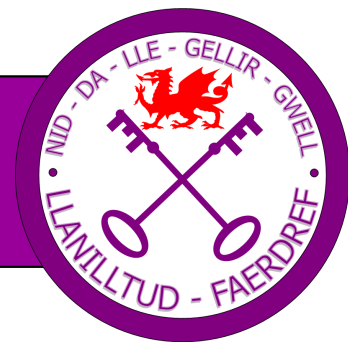
If a child becomes ill and is unable to remain in school, we will promptly contact the parents or guardians. We kindly ask that parents keep the school informed of any changes in contact information (such as address or phone numbers) to ensure that we can reach someone quickly in the event of an emergency. If we are unable to contact the parent or designated emergency contact, the school will seek medical assistance immediately, if necessary.

Safeguarding/Child Protection

At our school, the safeguarding of all pupils is of utmost importance, and all staff members receive training at the relevant level. We adhere to the All Wales Child Protection Procedures 2008 and the Social Services and Well-Being Act 2014, which mandates that any concerns regarding child safeguarding be reported to the Multi-Agency Safeguarding Hub (MASH) and the Children's Services Department for thorough investigation.

The Headteacher, Mr. T. Lewis, serves as the Senior Designated Safeguarding Officer, supported by Deputy Safeguarding Officers: Mrs. Rudall, Mr. Wyatt, and Mrs. Price. Information about the Safeguarding Officers is prominently displayed throughout the school to ensure that all members of our community are aware of whom to contact for safeguarding concerns.

Administrative Information



Attendance, Absences and Punctuality

Regular attendance is essential for all pupils at Llanilltud Faerdref Primary School. We actively promote high attendance rates through various rewards and initiatives. Timely arrival is crucial, as it helps children prepare for the day ahead and engage in important social interactions during registration. Late arrivals not only disrupt the learning environment but also require parents to sign in on the iPad.

We collaborate closely with the Attendance and Wellbeing Service (AWS) of the Local Authority, adhering to their procedures regarding attendance and punctuality. As parents and carers, you will receive updates on your child's attendance every half term, including any concerns we may have. Additionally, attendance data for the past three terms will be shared with all parents in the Governing Body's Annual Report to Parents, which is distributed each Autumn Term.

To ensure an absence is authorised, parents are kindly requested to call the school on the day of their child's absence to provide an explanation. If we do not receive this information, we will contact you to ascertain the reason, which may result in an unauthorised absence being recorded.

Please be aware that parents or carers wishing to take their child out of school during term time may be subject to a Fixed Penalty Notice (FPN) of £60 per child issued by the Local Authority. The decision to issue a FPN lies with the Headteacher and Governing Body and is based on several factors, all of which are outlined in our Attendance Policy. This policy is reviewed annually, and any changes will be communicated to parents and carers

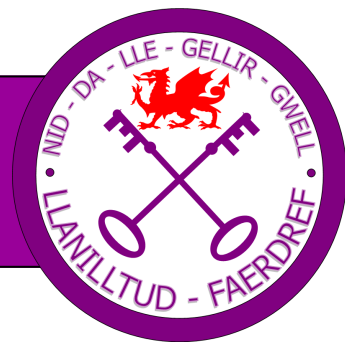
Charging and Remission

Throughout the academic year, we will organise educational trips and visits to provide students with enriching experiences that complement their classroom learning. Parents will typically be asked to contribute towards the costs of these excursions; however, no child will be excluded from participating in an educational trip during school hours due to a lack of contribution. If you have any concerns regarding the cost of these visits, please feel free to speak with the Clerk or Head teacher. We believe these trips offer excellent value for money, and your contributions are greatly appreciated. Additionally, the school does not charge for transportation to swimming lessons.

The Governing Body reserves the right to charge parents or carers in specific circumstances, such as for damage to windows, doors, or fittings caused by a pupil's behaviour. In such cases, a nominal charge will be applied to the responsible child's parents or carers, or a proportional cost if multiple students are involved. Our charging policy is available for all parents and carers at the school and can also be accessed on our website.



Administrative Information



Equal Opportunities

The Governing Body and Head teacher are committed to promoting equal opportunities and fostering positive relationships within our school community. We have established an Equal Opportunities Plan, alongside an Accessibility Policy and Plan, to ensure that all individuals are treated fairly and with respect. Our school firmly opposes all forms of discrimination based on ethnic origin, race, religion, gender, or disability.

We strive to promote justice and equality of opportunity for everyone, enabling each child and stakeholder to attain the success and self-respect they deserve. Our mission is to eliminate discrimination by cultivating understanding and acceptance of diverse cultures and individuals. Through education and awareness, we aim to create a harmonious and inclusive environment for all.



Behaviour and Discipline

We expect all children to maintain a sensible and responsible standard of behavior, grounded in the principles of courtesy and consideration for others. Our school implements a positive behavior program that embodies our motto: "Care, Share, Believe, Achieve." It is essential for children to recognize their responsibilities to both the school and the wider community, guided by the examples set by parents, caregivers, and staff.

We effectively utilize Pupil Voice to gauge students' feelings and understanding of good behavior and discipline. A variety of rewards and sanctions are in place to promote positive conduct. For further details, a copy of our Behavior Policy is available upon request.

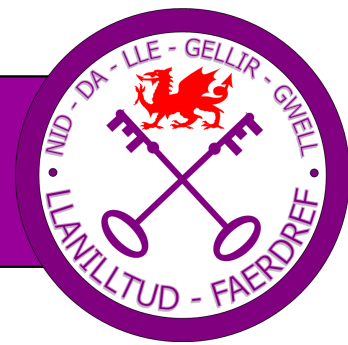
Anti-Bullying

At Llanilltud Faerdref Primary, we have a zero-tolerance policy toward bullying in any form. Our fundamental aim is to ensure that every child feels safe, secure, and happy within our school community. We adhere to an anti-bullying policy that aligns with local authority guidelines, which is readily available on our school website and upon request.

This policy should be considered alongside our other school policies, including those on Behaviour, Equal Opportunities, and Positive Handling & Physical Restraint. As a Rights Respecting School, our pupils have actively contributed to the development of a Code of Conduct, prominently displayed throughout the school.

We take all incidents of bullying seriously and address them immediately, keeping parents informed throughout the process. Serious cases of bullying may result in school exclusion, and we provide termly reports to the local authority to ensure accountability.

Administrative Information



Freedom of Information Act

One of the aims of the Freedom of Information Act 2000 is that all public authorities including maintained schools should be clear and proactive about the information they will make available to the public. Parents/carers have the right of access to information on their child on request to the Head teacher. To do this we have produced a publication scheme setting out:

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

Should you require any further information please write to:

The head teacher or e-mail to:

admin@llanilltudfaerdrefprimary.rctcbc.cymru

Further information about the school can be found on our website at:

www.llanilltudprimaryschool.co.uk

Accessing Documents

All school documents can be accessed from the Head teacher. Prospectus and Annual Report to Parents are free but there may be photocopying charges for individual copies of policy documents. Majority of policies can be accessed on the School Website.

Alternative forms (i.e. large print) can be provided if needed.

Confidential Information

Parents/carers are requested to complete a confidential contact form annually and return it to school. It provides us with information which is important, especially if we need to contact you in an emergency.

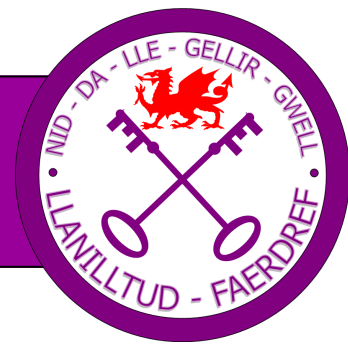
Should you change your address or telephone number, please inform the school. Any other changes which are likely to affect your child should be communicated to the school. All information will be treated as CONFIDENTIAL.

Social Media

Parents/carers sign a Home School Agreement or consent booklet, providing school, parents and pupils with very clear expectations of the roles & responsibilities of all parties. Included in the agreement is the statement that pupils, or parents/carers WILL NOT bring the school into disrepute on social media sites such as Facebook or X. NO school issue, child or member of staff should be discussed. There is a complaints procedure and the Head teacher will see any parent/carer to sort out any issue, no matter how small.



Administrative Information



Term Dates

	<i>Term Begins</i>	<i>Half Term Holiday Begins</i>	<i>Half Term Holiday Ends</i>	<i>Term Ends</i>
<i>Autumn Term 2024</i>	Monday, 2nd September	Monday, 28th October	Friday, 1st November	Friday, 20th December
<i>Spring Term 2025</i>	Monday, 6th January	Monday, 24th February	Friday, 28th February	Friday, 11th April
<i>Summer Term 2025</i>	Monday, 28th April	Monday, 26 th May	Friday, 30th May	Monday, 21st July



Complaints Procedure

The Governing Body has approved the document setting out the arrangements for the Local Authority in respect of the above. The complaints procedure is summarised as follows:

1. Informal complaint made to staff and/or Head teacher of the school.
2. If not satisfied by the response from the school a formal complaint can be made in writing to the Chair of the Governing Body, which will be shared with other Governors on the Complaints Sub-Committee.
3. If not satisfied with the outcome of the Governing Body a further formal complaint can be made in writing to the Director of Education for the LA through the Clerk of the Governing Body.
4. Formal complaint via the director of Education to the Count Members' panel.
5. If any parent/carer is still not content that the complaint has been dealt with properly, then he/she is entitled to appeal to the Minister of Education and Lifelong Learning.

The school has a Complaints Policy that is available to any parent/carer on request.



**NO SMOKING
NO VAPING**

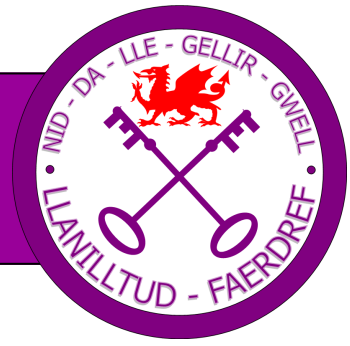
Please Remember

In order to ensure the safety of all our pupils, **dogs** are not allowed on the school premises. The school is a No Smoking/vaping area – including the Playground.



No dogs

Information



Parental Visits

The school warmly welcomes visits from parents, and the Head Teacher is usually available to meet with them during the school day, provided he is not otherwise engaged. To ensure a productive meeting, we kindly request that parents schedule an appointment in advance.

Throughout the year, parents are invited to visit the school to view their child's work, discuss their progress with class teachers, and participate in special events and concerts. Communication with parents is maintained through various channels, including newsletters, a text messaging service, the SeeSaw app, and in-person or telephone conversations.

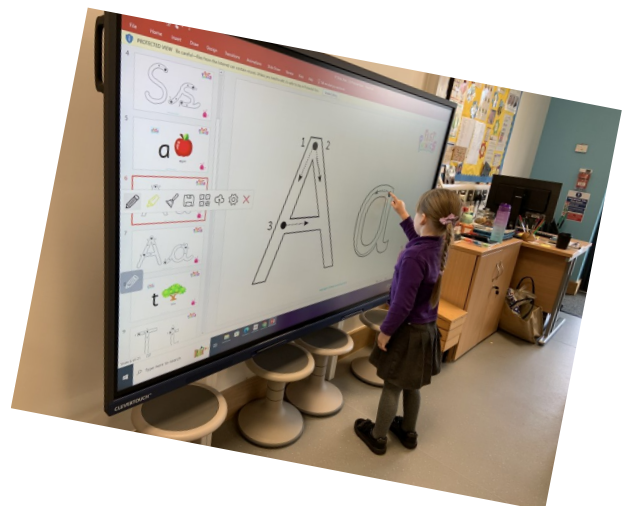
Parents will receive an annual report from the Governing Body, highlighting the school's performance throughout the academic year. Additionally, every July, parents will receive a comprehensive written report detailing their child's progress and achievements over the year.

School Awards

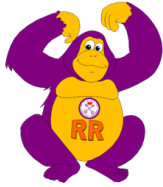
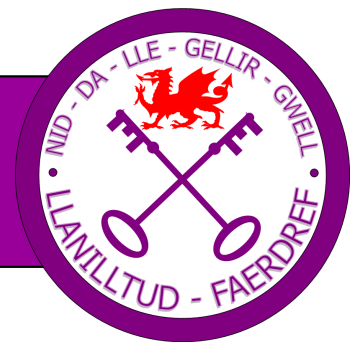
Llanilltud Faerdref Primary is proud to have achieved numerous prestigious awards, highlighting our commitment to excellence. We were the first primary school in Rhondda Cynon Taf to be awarded the Green Eco Flag and have recently retained the Platinum Eco Flag, the highest accolade for our efforts in environmental initiatives, including energy conservation, recycling, and sustainability.

In addition to our eco achievements, we have earned the Investors in People award and the Healthy School Phase 5 Award, reflecting our dedication to fostering a positive and supportive environment for both staff and students.

Our commitment to educational excellence is further demonstrated by our attainment of the Basic Skills Quality Standard, which recognizes our high standards in teaching and learning fundamental skills. Recently, we have also become a Rights Respecting School, underscoring our dedication to promoting respect and understanding among our pupils.



Code of Conduct



Llanilltud Faerdref Primary School Code of Conduct



Article 28: You have the right to a good quality education

You have a responsibility not to disrupt anybody else's education.

Golden Rules

1. Be Respectful

2. Be the best you that you can be.

In Llanilltud Faerdref Primary School we try to:	Consequence for not following these rules:
Speak to each other in a respectful way using kind words, both adults and children.	Miss a break time and if you continue to do it get sent to Mr Lewis. (Or other senior teacher)
Walk sensibly and quietly around the school, only being in the areas that we are meant to be in.	You will be asked to stop, but if you continue miss 5 minutes of your break to practice. If you are somewhere you shouldn't be after being warned, miss a whole break.
Listen to our teachers respectfully in class and assembly, stay in our seats and put our hands up if we need something.	One warning, but if you continue you will be sent to another class to do your work and miss half your break.
Focus on our work and avoid getting distracted.	Stay in at break time until you finish your work
Play together in a friendly way without being rough, over competitive or arguing.	One warning, if you continue you will be stopped from playing and have to stand with the teacher.
Follow instructions straight away when told something by <u>ANY</u> adult in the school.	One warning then you will miss half a break.
Keep our hands and feet to ourselves and use them in a kind way.	Miss a full break, if you continue get sent to Mr Lewis (Or other senior teacher)
Respect the school and it's equipment. Only use things as and when they should be used.	You will be stopped from using that equipment
Only use laptops, Chromebooks and iPads in the way you are instructed to do.	One warning then receive a one week ban— Mr Logan to lock your account.
Be honest.	If you lie about your actions then a senior teacher will speak to you and decide appropriate consequences.

