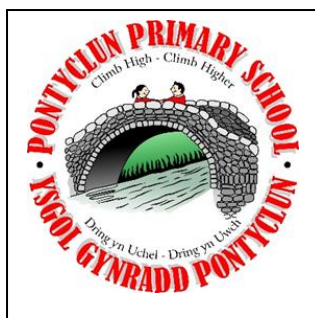


Pontyclun Primary School Prospectus



**“Dring yn uchel, Dring yn uwch”
“Climb high, Climb higher”**



Pontyclun Primary School

Ysgol Gynradd Pontyclun

Palalwyf Avenue

PONTYCLUN

CF72 9EG

Tel/Ffon: 01443 237833

Headteacher/Pennaeth: Mr H Roberts B.Ed. Hons

E-mail/Ebost: admin@pontyclunprimary.rctcbc.cymru

Website: www.pontyclunprimary.org.uk

Dear Parents,

Welcome to Pontyclun Primary School. I hope and trust that you will come to feel part of our school, working together as partners, helping your child to become an achiever in the many and varied aspects of school life.

This is a village school, having the advantages of a semi-rural setting. The community is very supportive towards the school and we, likewise, encourage the pupils to become involved in community matters.

It is the intention of all the staff at this school, both the teaching and support staff, to create a happy and caring environment, which will stimulate and motivate your child to develop to the best of his/her ability. It is our aim to foster a positive attitude towards learning and participation in the extra-curricular activities offered, in order to meet the challenges of a rapidly changing society.

I trust that this handbook will give you guidance on the general organisation of the school. However, I must emphasise that the brochure is only an introduction and cannot replace the "human touch", that is, a visit to the school, which is open for your inspection upon request.

Please remember that we can reach our goals with your support and assistance.

Yours faithfully

Mr H Roberts
Headteacher



The School logo, shown above, was designed by a former pupil. It illustrates a boy and girl greeting each other on a bridge crossing a river. Pont, the Welsh translation of bridge, not only refers to the village in which the school is located, but signifies that it forms a strong link between home and school, where children learn in a friendly, harmonious environment. The boy and girl denote an equality of opportunity for all.

Our school motto, which dates back to 1924, is:

*“Dring yn uchel, dring yn uwch”
“Climb high, climb higher”*

Our vision

When our pupils leave, we want them to be SMARTIES

- Secure
- Motivated
- Ambitious
- Resilient
- Team players
- Independent
- Engaged
- Social

Our Mission

“Climb high, climb higher”

Our pupils enter our school with bright inquisitive minds, ready to learn, develop and grow.

- While with us we will build a community in Pontyclun Primary School where children all feel safe and **secure**.
- They will be **motivated** to expand their own lives and the lives of those around them.
- They will continually strive to be determined and **ambitious** in their learning, without the fear of failure.
- They will be **resilient** learners accepting of challenge and ready to ‘give their all,’ in all they do.
- They will be good role models, who inspire each other, through a love of learning and by being motivated to be positive **team players** supporting each other in their endeavours.
- They will take pride in becoming self-sufficient, **independent** individuals - both educationally and for life.
- They will understand and **engage** in their community, making a difference to theirs and the lives of others.
- They will experience a culture of mutual respect and acceptance with children moving onto their next venture with the **social** skills and values to set them on the path to achieve their dreams.



Pontyclun Primary School

Pontyclun Primary School is an English medium school and provides education for children between 3 and 11 years of age. The school is located within the village of Pontyclun and serves the communities of Pontyclun, Brynsadler, Miskin and Tylagarw. Although the area has many new housing developments it has retained its village atmosphere and is within easy access to woodland and riverside walks and close to the M4 Motorway. We strive to maintain close links with the community and local industry.

The school is run under the auspices of the Rhondda Cynon Taff Local Education Authority and is controlled by the Board of Governors.

The school's is currently undergoing a complete new build and as a result we have needed to move most of our children into temporary demountable accommodation. The building work is expected to be completed by March 2025 and we are all looking forward to moving into our purpose built 21st century school.

The administration area is placed in the central building. A very spacious hall is contained in the new building along with changing rooms for boys and girls. The head teacher's office and staffroom are also found within this building.



Admission to School

As you are aware the Local Authority have decided that they will fund nursery provision based on the statutory requirements of 15 hours per week for three year olds, with full time provision being made available for children in the term following their fourth birthday.

Therefore, the nursery provision from September 2024 is as follows.

2nd September 2024 – 20th December 2024

Part time provision, mornings only 9.00am – 1.10pm (pupils are eligible to stay for lunch)

06th January 2025 – 21st July 2025

All pupils will be offered full time provision whether they have turned four or not.

At present the school is not able to offer alternative child care facilities to pupils not aged four in the afternoon for the autumn term.

Priority will be given to children living in the defined catchment area. Places will be allocated by the Admissions Team in RCT. At present 64 places is the maximum number for intake into the nursery classes. Parents of registered children will be invited to the school for an evening in June to discuss the arrangements for September. A Nursery handbook is distributed at this meeting.

If you have any questions regarding the above arrangements please do not hesitate to contact the school on 01443 237833 or e-mail at admin@pontyclunprimary.rctcbc.cymru.



Communication

On entry to the school we will ask you to fill in a variety of forms. These include an agreement on the partnership both parent and school are entering into, permission for photos to be taken, named adults that can pick up your child, contact numbers, data, and medical needs.

We use ParentMail as a form of communication. Please could you make sure that this slip is filled in and returned to school.



How the School is Organised

At present there are 14 teaching groups within the school.

These classes are arranged P1 - Nursery and Reception, P2 - Year 1 to Year 3 and P3 - Year 4 to Year 6. At present there are a number of mixed aged classes.

All pupils are registered into mixed ability classes.

P3 classes are organised into ability groups for Mathematic lessons. All other subjects are taught in their mixed ability groups.

In addition to the class teaching areas we have rooms for providing additional learning needs as well as emotional support and nurture.



The School Day

The School Day is organised as follows:

Nursery to Year 2

Morning	9 am to 12.00 pm
Lunch break	12.00 pm to 1 pm
Afternoon	1.00 pm to 3.20 pm

Year 3 to Year 6

Morning	9 am to 12.30 pm
Lunch break	12.30 pm to 1.30 pm
Afternoon	1.30 pm - 3.30 pm

Pupils should not arrive in school before 8.50 a.m. Pupils will be admitted into their classes at 8.50 a.m. in Nursery to Year 2, and at 9.00 a.m. Year 3 to 6 when they are under the supervision of teaching staff.

In the Juniors, the teaching staff are responsible for the children on the yard at 8.50 a.m.

For Health & Safety reasons pupils are **not** permitted to play ball games, or use school equipment, before and after school hours. Any parent who allows this does so at their own risk.

Unfortunately, parents/carers are not permitted into the school buildings and we would like to ask that parents leave their children to enter the building on their own. From as early as Nursery, staff encourage the children to come in to school on their own and we have found that they love beginning to have that early independence.

End of day safeguarding

All parents are required to fill in the form within the starter pack, to ensure teachers are aware of the adults that have permission to pick up the pupils.

At the end of the day, all pupils in Nursery to Year 2 must be collected by a parent or named person. All children are instructed to remain in the building until they are collected.

All pupils in year 3 - 6 are to be collected by a parent or named person, unless a note has been signed by the parent stating they can walk home. Class teacher will bring the pupils out to the yard for collection.

Attendance

We always strive to achieve high attendance figures. Our current target is 95.2%. Last year's attendance was 94.3% (including nursery). The school follows the LA guidance on attendance and holiday permission cannot be given if your child's attendance is below the schools' target.

It is inevitable that your child will sometimes be absent from school. It is compulsory for parents to report that absence. If your child is ill, please inform the school on the first morning of absence, with brief details for the absence. You may do this by telephone, making use of the recorded message system available. You may also do so by letter, email or in person. If no message is received, the school will operate its same day response, where we will contact you directly to enquire why your child is not in school. Absence due to family holiday must be requested, in writing.

All absences are recorded on the class register. Unreported absences will be recorded as **unauthorised** and may be followed up by the Attendance and Welfare Officer. **Please ensure that your child arrives in school in time for morning registration, i.e. 9 a.m.**

Improving attendance figures across the authority is a main focus for RCT and research has shown that attendance is a major contributing factor to pupil attainment.

If the percentage for attendance of a pupil drops below 90%, then a reminder letter will be sent to the parents of the child concerned. We realise that there are a variety of reasons for this happening and we will do everything we can to help. The Attendance and Wellbeing Service will be informed if three letters have to be sent, or if the school feels that there is an urgent need.

Tackling lateness is also part of the Attendance Policy. We monitor this closely. Therefore, if your child is late for whatever reason, please register your child at the main school office. A member of staff will take your child to the class. We have introduced badges/certificates as a reward for those pupils with very good attendance.

We also monitor any pupils that are picked up before the end of the school day on a **regular** basis. Taking pupils out of school is an Attendance and Wellbeing Service issue and we are required to keep records. If there are any problems, please let us know and we will do what we can to help.

Moral, Spiritual and Cultural Welfare of Pupils

It is our intention to create a secure, supportive and happy community for the pupils, where each individual is valued and where every child has a clear understanding of the difference between what is right and wrong.

At Pontyclun Primary School children and adults are working together to recognise and act upon the rights of the child and become a Rights Respecting School. They will learn about the rights of the child by studying the United Nations Conventions on the right of the child (UNCRC). This is a comprehensive human rights treaty that enshrines specific children's rights in international law. It consists of 42 articles.

When children are taught to understand their own rights we believe that they will then appreciate and respect the rights of others. All staff and pupils have agreed to uphold the following principles as part of our developing school ethos.

Pupils are encouraged to take pride in their school and taught to show respect for themselves, others, property and the school environment.

Pupils are also encouraged to learn about the culture and customs of Wales and other countries and to understand the complex issues relating to equal opportunities and tolerance of other people's beliefs and values.

Pupils are encouraged to participate in the many aspects of extra-curricular activities offered to them.



Collective Worship/ RE

The school assembly, which is conducted on a daily basis, helps foster spiritual development and learn how issues can affect them in their future lives.

Our daily collective worship takes place at different times of the day depending on what class your child is in. It is mainly of a Christian nature with a religious or moral theme, linked where appropriate, to the Rights Respecting School ethos.

Visiting clergy or ministers are encouraged to support our assemblies and will often lead the worship.

On Monday and Friday mornings, a whole school assembly will be held in the main Hall. Friday is also a "Celebration Assembly" when pupils are presented with Merit Awards. These are awarded for improvement in behaviour, work, demonstrating rights of the child etc. Wednesday assemblies celebrate what pupils achieve outside school.

Parents have the right to withdraw their child from attending the school assembly. They must do so by notifying the Headteacher in writing.



The School Curriculum

A primary school is divided into three phases called P1, P2 and P3.

P1 covers Nursery and Reception pupils.

P2 covers Year 1, Year 2 and Year 3 pupils

P3 covers Year 4, Year 5 and Year 6 pupils.

P1

On entry to the school, your child will have an initial baseline assessment to assess where they are and to determine the next stages of their development.

This baseline will be repeated at the start of the Reception year to track the progress and achievement of your child and ensure they are making the best possible progress.

P2

An increasing number of systems will be used to monitor your child's achievement and progress in these school years from school based monitoring to undertaking on-line personalised Welsh government testing in literacy and numeracy. The on line testing starts in Year 2 and is completed twice a year.

P3

On line testing continues twice a year in this phase as well as basic maths skills testing, reading and comprehension analysis.

All pupils progress and achievements are discussed at length by senior leaders with class teachers three times a year to ensure the best possible outcomes for your child.

Whilst in school all pupils are taught through six areas of learning.
These are:

Numeracy
Language literacy and communication
Science and technology
Humanities
Health and well-being
Expressive arts

Each area has equal weighting with no single area being deemed to be more important than another.

Religious Education is taught in line with LEA guidelines. The curriculum has a Christian based ethos but we also celebrate other religions.

Welsh as a second language, is taught in focused lessons – 15 minute sessions per day and is used incidentally in all activities. Basic Spanish is also taught throughout the school.



How You Can Help Your Child

The success of a good education involves a positive partnership between home and school. It is vital that you take an interest in your child's work. Please feel free to ask the teachers how you can support your child.

Consultation evenings take place in Autumn and Spring terms, and there is an opportunity to speak to the class teacher in Summer term. If you have any concerns at any time, please contact the class teacher to make an appointment to discuss any issues.

If you have any spare time we would be pleased to receive your support as a parent helper. Parents already offer support in different classrooms in a variety of contexts.
(Any volunteers to the school must have a valid DBS).



Homework

Across the school we encourage parents to read regularly with their children. Between Year 1 to Year 6 pupils will be expected to learn a group of words for a spelling challenge and times tables etc. There may be worksheets in other curriculum areas which need to be completed at home. Generally, each year group will set homework weekly, and this will alternate in content from literacy to numeracy. In Year 5 and Year 6, literacy and numeracy homework is given. Any queries, please speak to the class teacher.

Homework will increase in quantity as pupils move throughout the school.

Occasionally a home-task may involve completing a model or designing a structure and the older pupils will need to refer to information found in books or the internet to complete a project.

It is important that you, as a parent, encourage your child to share their learning experiences with you and for you to support them in completing their home task but not necessarily do it for them.

House System

The school operates a positive behavioural reward system called a HOUSE SYSTEM

When the pupils arrive they are placed in individual HOUSES.

- Tŷ Clun [Blue]
- Tŷ Elai [Green]
- Tŷ Taf [Red]

During the term House Points are awarded to pupils to encourage a positive attitude towards their work, for good effort, good manners, and for exceptional attainment within the curriculum or on the field of play.

Other House activities are:

- Sports' Day
- Swimming Gala
- Cross Country
- St. David's Day Eisteddfod

House Captains: One Boy and One Girl from Year 6 in each house
 One Boy and One Girl from Year 2 in each house

Vice Captains: One Boy and One Girl from Year 5 in each house.

School Council

One pupil from each class from Year 2 to Year 6 is elected annually to sit on the School Council.

The School Council is an elected body that has a voice in the operation of school life. A meeting is convened at least every two weeks, to discuss school issues. The council reports back to pupils in whole school assemblies on issues raised and also report to the school governors every term.

Healthy School

We are a 'Healthy School' and have achieved our 5th 'Healthy Schools leaf'. We encourage the children to be as healthy as possible. Children are only allowed to bring in healthy snacks from home consisting of fruit, vegetable or cheese. No crisps or chocolate etc are allowed for morning snack in school.

Please note we are a NUT FREE school and have several children with severe allergies.

Children are encouraged to drink water in school and have access to drinking water whenever they want. Drinks bottles should be brought from home and can be refilled in school, but we encourage that only water is provided.

Assessment

Pupils are frequently assessed by their teachers in order to determine whether they have attained the standards expected of them.

Pupils will be assessed using school guidelines and other national or standardised tests.

The curriculum in Wales has changed and whereas previously pupils were assessed against the end of phase levels these have now been removed.

The school now has a robust system for monitoring your child's progress and achievement-please see appendix A at the end of the prospectus.

Parents will be formally invited to discuss their child's progress with the teachers in October and March of each academic year. A written report will be sent to parents in July.

Special Needs

It is the school's responsibility to identify pupils with special needs, i.e. any pupil requiring additional educational provision and support.

When the class teacher has concerns regarding a pupil's progress or behaviour he/she refers the child to the Additional Learning Needs Co-ordinator (ALNCO) who will administer the process of devising support for the pupil.

Every child that is identified is placed on the School's Special Needs Register.

Pupils needing additional support in reading and numeracy, will access extra sessions. Support is offered by a Language Support Teacher and teaching assistants.

An individual development plan [IDP] will be designed to meet specific needs of identified pupils with their own bespoke agreed targets. Parents will be consulted and ultimately involved in the child's individual programme of work.

Pupils with specific learning or behavioural difficulties will be referred to specialists within the LEA. A Behaviour Support teacher or an Educational Psychologist will visit the school at our request. Parents will be involved and consulted at each stage of this process.

The nominated person for pupils with Additional Learning Needs and Looked After Children is Miss S Harwood.

More Able and Talented

Our more able pupils are identified via our assessment procedures. These pupils are offered challenging learning activities in line with their needs. These include withdrawal from some classes for guided learning and the use of ICT for differentiation within class and homework activities.

School Discipline

The school operates with two simple rules. These are:

1. Be the best you can be
2. Show respect

We refer to the following of these rules as the 'Pontyclun Way'.

The School has a Behaviour Policy and it outlines procedures to be taken when a pupil has not acted within the bounds of the acceptable behaviour laid out in the policy.

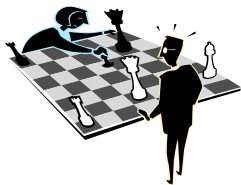
Good discipline is an essential element in an effective school.

Procedures following ill-discipline:

- Warning
- Move to another area of the room
- 3 minutes off playtime
- 5 minutes off playtime
- Miss a playtime, Teacher discusses the problem with the pupil
- Time out in a different class
- Go to Mrs Carter/Mrs Downes
- Severe behaviour – Go straight to Miss Harwood
- Go to Mr Roberts
- Unresolved problems will involve the Headteacher and/or parents
- Continuous problems may involve specialist help i.e. Behaviour Support Teacher or Educational Psychologist
- Temporary Exclusions
- Permanent Exclusions

It is the school's intention to work with the pupils to improve behaviour patterns and only in extreme circumstances resort to exclusions.

When a child is excluded the parents will be informed by letter the reasons for the exclusion. Parents have the right to appeal to the Governing Body on any exclusion order.



Sport and Extra Curricular Activities

The school provides the pupils with a variety of sporting activities outside the curriculum area of Physical Education. We have a strong tradition of playing organised games and enter competitive games against other schools in Rugby; Boys and Girls Football; Netball; Swimming; Mixed Cricket; Cross Country; Squash, Tennis and Athletics. We work closely with as many different sporting agencies as possible.

All pupils are invited to participate in these activities.

The school is also proud of its extra-curricular activities during lunchtimes and after school.

The following clubs are offered to pupils in the Junior Department:

- Football
- Rugby
- Netball
- Cricket (Summer)
- Athletics

- Tennis (Summer)
- Dance
- Sewing
- Art
- Hockey
- Choir



Students

Students from Bridgend College, Coleg Morgannwg and Coleg Y Gymoedd are also received at the school. They follow Child Development or Nursery Nurse Courses and will work under the close supervision of the class teachers. All students are DBS checked.



School Visits

During the course of a term your child may visit a place of interest linked to a topic studied in the classroom in order to enhance the learning process. Research has shown that children learn best when involved in practical and first hand experience:

I hear and I forget

I see and I remember

I do and I understand

Parental permission will always be required for each visit by coach. If this is not provided we will be unable to allow your child to go on the trip. In order that pupils are suitably supervised we often request the assistance of parents to accompany the class teacher.

It may be necessary to ask for voluntary contributions towards the cost of a visit if it takes place during school time. Pupils attending weekend courses will have to pay the requested amount.

However, the school reserves the right to cancel any activity if the contributions cannot cover the cost of the visit.

Teaching staff may, on certain occasions, visit the local community, looking at housing etc. We will ask you to sign a parental consent form covering these local visits. The pupils will always be well supervised on all occasions.

Finance

The children must be responsible for their personal property especially monies carried to school. Money should not be left in their trays, coats or bags. It is advised that they hand over money to their teachers. Please ensure that any money sent to school, as payment for any reason, be placed in a sealed envelope with:

- Your child's name
- The amount sent
- Reason for payment.

If you are purchasing uniform from school, you are able to pay using cash or cheque, making it payable to:

"Pontyclun Primary School Fund"

All school trips and dinner monies are payable online via a link on the local authority's website www.rctcbc.gov.uk/payments. This can also be found on the front of our school website <https://www.pontyclunprimary.org.uk/> You will be given a unique pupil reference number which you will need to enter when you are making a payment for school dinners, in the second week of starting school. If you should lose this number please contact the school office on 01443 237833.

If you do not have access to the internet at home you may like to consider using your local library, internet café or Smartphone. You are also welcome to come in to school and we will help you in the main office.



School Meals

School meals are cooked on the premises; at present, the staff cater for over 300 meals per day. The meals' service is under the control of "Catering Direct". Currently meals cost: £2.85 per day. Packed lunches are also acceptable. Please do not send drinks in GLASS BOTTLES OR CANS. We are an accredited "Healthy School" Level 5. Please keep this in mind when preparing the packed lunch; please avoid chocolates and sweets.

If your child is entitled to free school meals please ask for the appropriate forms from the school office.

A free carton of milk is available to all pupils under the age of 7.

We also encourage children to drink water during the day. Please support us by not including fizzy or sugar based drinks in their bottles.



Disability

A child will not be refused a place at the school for reason of disability unless the LEA advise otherwise.

Disabled access to the buildings is in place and a toilet for the disabled has been located in the Junior building and several in the New Building.

The school has in place an Access Ability Plan, as required by law. Our school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be a reality for all our children, and this of course includes pupils with disabilities.

We will ensure that pupils with disabilities have the same opportunities as non-disabled pupils to benefit from the education our school provides.

We will not treat a pupil with a disability less favourably than others because of the nature of his/her disability.

We will make all reasonable adjustments to ensure that a pupil or member of staff with disabilities is not placed at a disadvantage.

We will do our best to anticipate the needs of a pupil or staff member with disabilities before he/she joins the school.

Toilet facilities

Our school has the appropriate number of toilets for children, staff and visitors which are easily accessible from all parts of the school. Any operational or cleanliness issues are promptly dealt with by staff. All toilets are cleaned at the end of the day. There are disabled toilets within the school



The School operates a NO-Smoking Policy within the School Boundary.



Accidents and Illness

If a pupil sustains an injury at school, emergency aid will be administered by the staff. All staff have received Basic First Aid Training. In the event of a head injury the parent will be informed and a head bump letter provided to the adult collecting the child.

Please ensure that you inform the school if you change your telephone numbers.

The school staff will not be permitted to administer medicines to children. The Headteacher will, under exceptional circumstances, agree to administer medicines on condition that parents sign a permission form and provide clear instructions regarding times and dosage.

Pupils who use inhalers to alleviate asthma attacks must ensure that their medication is clearly marked with their names. Please can you ensure that you fill in a medical form if the needs of your child changes.

It is strictly forbidden for pupils to carry medicines into school and to take medication without supervision.

Head Lice

We advise parents if we have been informed of the presence of head lice. Please check your child's hair regularly. Your GP, Health Visitor or local pharmacist may offer additional advice.

Safeguarding procedures

If a child makes a disclosure to any member of staff, it will be investigated and Welsh government guidelines followed. The nominated Safeguarding/Child Protection officer is Mr H Roberts. The Deputy officer is Miss S Harwood and the nominated governor is Mrs Kathryn Liddiard.



Music Tuition

In addition to the Music curriculum, taught by the teachers to every child, pupils in Year 2 to 6 have the opportunity to receive tuition for violin, woodwind and brass instruments. These lessons are given by visiting peripatetic teachers during school hours. There is a parental fee payable for these lessons however if circumstances result in this being a cause for concern then please don't hesitate to contact the school for a confidential discussion.

To enrol please use the following link - <http://www.rctcbc.gov.uk/musicenrolment>



School Uniform

The preferred mode of dress is a School Uniform consisting of:

All children (Nursery to Year 6) need:

- red crew neck sweatshirt / hoodie / sweatshirt / cardigan (*logo optional*)
- white polo t-shirt (*logo optional*)
- grey school trousers / skirt / pinafore dress
- white socks with flat, black sensible school shoes. Plain black trainers are acceptable.
- during summer months, pupils may wear a red gingham dress or grey shorts
- during winter months, children may wear wellington boots to school but these **MUST** be stored in a bag and indoor shoes worn whilst inside the building

For PE all children (Nursery – Year 6) need:

- house t-shirt
- black PE shorts or track-suit bottoms
- plimsolls/ trainers
-

PE Kit should be worn for after school sporting clubs. All PE kits should be free from any logo or brand name, apart from the school logo.

School uniform can be ordered and purchased at the school office.

Please ensure that your child's name is clearly marked on all items of clothing.

Jewellery

We strongly advise that pupils do not wear jewellery of any kind in school. The school will not be responsible for breakages or loss of jewellery items. Earrings should be studs and these must be removed for PE/games. If this is not possible then we would ask that parents provide pupils with sticking plasters to cover the studs.



Security

In the interest of safety, we have made changes to the access to the school grounds. This has been discussed with Governors and the aim is to increase the security of the school. The main gates will be locked from 9.10 am to 3.15 pm. Access to the school during the day can only be gained via the pedestrian gate at Palalwyf Ave. Please buzz at the gate to connect to the main school office. All visitors are requested to report to the main reception area.

All external doors are fitted with security locks.

Children cannot leave the school during the day for an appointment unless accompanied by an adult. Parents must inform the school in advance, where possible and sign out their child at reception.

As pupils move on to the older classes please allow your child to enter on his/her own to foster independence and to improve security and health & safety standards.

At the end of the day parents are welcome to wait for their child outside the classroom area.

Would parents please be aware that the staff at Pontyclun Primary School, have the right to work in an environment that is free from verbal and physical abuse. Parents who threaten, attack, abuse or intimidate staff will be asked to leave the site immediately and could be subject to legal proceedings.



Parking/Health and Safety

Parents are asked to be considerate by parking away from the school's main gates. A car park is available at the Community Centre.

Please be considerate, as the school wishes to have a positive relationship with our neighbours who are often inconvenienced due to parking problems.



Access to Information

The following documents are available in the school for your inspection:

- The School Prospectus
- Governors' Annual Report to Parents
- H.M.I. Reports
- Complaints Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Safeguarding Policy
- Charging Policy
- National Curriculum Guidelines
- Special Needs Code of Practice



Equality of Opportunity

As part of the learning process it is our aim to increase the children's awareness of the increasing diversity of the society in which we live. This will be delivered through the Personal and Social Education programme in a sensitive and discreet manner.

We hope to encourage children to develop positive attitudes towards a multi-cultural society and believe that children of all backgrounds should be part of our school community.

- Discrimination on the basis of colour, culture, origin, gender or ability is unacceptable in our school
- Every person will contribute towards creating a caring and welcoming ethos by respecting one another as individuals.
- All staff will practise the Equal Opportunities philosophy in line with the new Strategic Equality Plan.

Complaints Procedure

The school's procedure for dealing with complaints is as follows:

- Contact your child's teacher in the first instance
- Contact the Headteacher for more serious complaints
- If you are unsatisfied with the way your complaint has been dealt with then you may contact the Chair of Governors or the Director of Education at the Education Office. [Details towards the back of the Brochure]

P.T.A.

Facebook: @Pontyclun Primary PTA

The school has a very active and productive PTA and all parents are welcome to attend meetings. Further information can be found on the PTA section of the website.

The Annual General Meeting is held in late September of each year when a committee is elected.

Events organised are both social and fund raising and encourages a closer link between school and parents.

In recent years the PTA has been responsible for supplying the school with:
Yard equipment, sound equipment, books, projectors, rugby kits, musical instruments as well as funding the games on the playground, the school garden, books for the classroom.

This excellent support is valued by the school community and has an influential impact on the learning process throughout the school.

Please make a special effort to support your PTA



Governing Body

Local Authority Representatives

Cllr W Owen
Mrs M Rix
Rev D Jones
CBC M Ashford

Community Council Representative

Mrs K Liddiard (Chairperson)
Mrs J Lewis
Mr S Burrell (Vice Chairperson)
Cllr J Daniel

Minor Authority

Cllr A Jackson

Parent Representatives

Mrs K Dean
Mrs G Payne
Mrs G Gifford
Mrs L Carpanini
Mrs C Wright

Staff Representatives

Mrs B Price-Thomas
Mrs S Jenkins
Mrs S Hancock

Headteacher

Mr H Roberts

School Staff

Teaching Staff

Headteacher	Mr H Roberts
Deputy Headteacher	Miss S Harwood
Nursery	Mrs Beth John
Reception	Mrs R Maidment / Mrs R Bishop Mrs S Watkin-Carter
Year 1	Mrs R Davies
Year 1/2	Mrs S Hancock
Year 2	Mrs C Pope
Year 3	Miss L Davies Mrs L Thomas
Year 4	Mrs K Bray
Year 4/5	Miss L Studley
Year 5	Mrs S Jenkins Mrs L Phillips
Year 6	Mrs R Downes Mrs R Vaughan
PPA	Mrs A Edwards

Support Staff

ALN	Mrs C Rees
Classroom Assistants	Mrs L Bartlett Mrs E Jones Mrs L Thomas Mrs A Caldwell Mrs L Williams Miss K Eveson Miss H Owen Mrs D Roberts Mrs A Meek Miss S Williams Mrs B Price-Thomas

Administration Officers

Mrs C Keeler
Mrs A Williams

Caretaker / Handyman

Mr M Williams

Cleaners

Mr G.Williams
Mrs.H.Williams

Supervisory Assistants

Mrs G Summers

School Accreditations

These accreditations have been presented to the school in recent years:

- ✓ **Unicef UK Rights Respecting Schools Award – Bronze**
- ✓ **Eco Schools Green Flag Award**
- ✓ **Cymraeg Campus – Bronze Award**
- ✓ **PECS Level 1 – Pyramid Education Consultants Workshop Completed**
- ✓ **Healthy Schools Award**



L.E.A. Rhondda Cynon Taff C.B.C.

Education and Children's Services
Tŷ Trevithick
Abercynon
MOUNTAIN ASH
CF45 4UQ

Tel : 01443 744000
Fax: 01443 744023

Director of Education and Lifelong Learning:

Mrs G Davies

School Support Officer:

Mrs A Hunt

Headteacher

Mr H Roberts

Deputy Headteacher

Miss S Harwood

Chair of Governors

Mrs K Liddiard

Vice Chair of Governors

Mr S Burrell

School dates and Holidays 2023 – 2024

Autumn 2023	Monday, September 4 2023	Friday, October 27 2023
Half Term	Monday, October 30 2023	Friday, November 3 2023
Autumn 2023	Monday, November 6 2023	Friday, December 22 2023
Christmas Holidays	Monday, December 25 2023	Friday, January 5 2024
Spring 2024	Monday, January 8 2024	Friday, February 9 2024
Half Term	Monday, February 12 2024	Friday, February 16 2024
Spring 2024	Monday, February 19 2024	Friday, March 22 2024
Easter Holidays	Monday, March 25 2024	Friday, April 5 2024
Summer 2024	Monday, April 8 2024	Friday, May 24 2024
Half Term	Monday, May 27 2024	Friday, May 31 2024
Summer 2024	Monday, June 3 2024	Monday, July 22 2024

School dates and Holidays 2024 – 2025

Autumn 2024	Monday, September 2 2024	Friday, October 25 2024
Half Term	Monday, October 28 2024	Friday, November 1 2024
Autumn 2024	Monday, November 4 2024	Friday, December 20 2024
Christmas Holidays	Monday, December 23 2024	Friday, January 3 2025
Spring 2025	Monday, January 6 2025	Friday, February 21 2025
Half Term	Monday, February 24 2025	Friday, February 28 2025
Spring 2025	Monday, March 3 2025	Friday, April 11 2025
Easter Holidays	Monday, April 14 2025	Friday, April 25 2025
Summer 2025	Monday, April 28 2025	Friday, May 23 2025
Half term	Monday, May 26 2025	Friday, May 30 2025
Summer 2025	Monday, June 2 2025	Monday, July 21 2025

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schooltermdatesinsetdaysandemergencies/Schooltermdates.aspx>