

Ysgol Gynradd Baglan
Baglan Primary School



Prospectws yr Ysgol
School Prospectus

PRIFATHRAWES/HEADTEACHER: MRS N E MORGAN
Elmwood Road
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SA12 8TF

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'Live Well, Laugh Together, Learn Forever'

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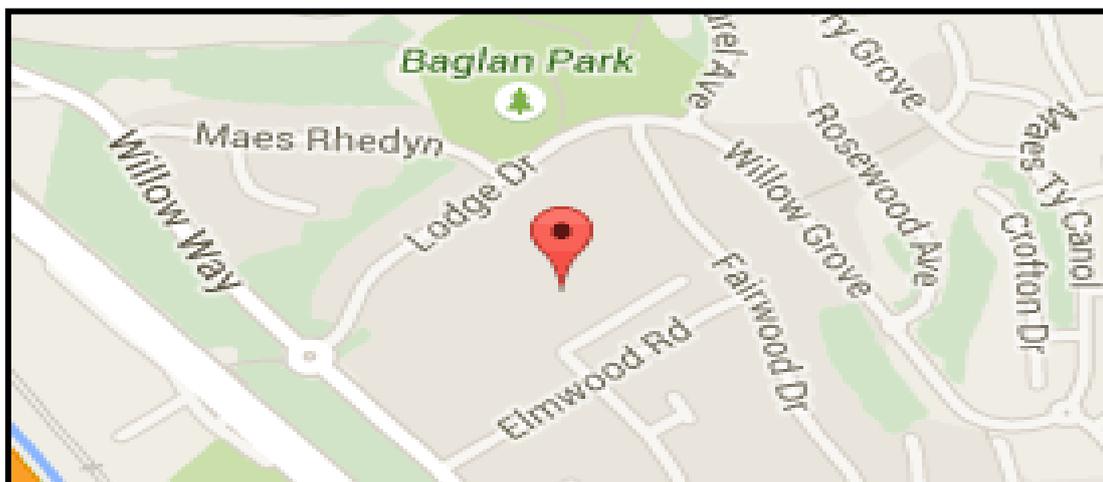
Headteacher - Mrs N E Morgan

Deputy Headteacher - Mrs A Smart

ALNCo - Mrs D Roosmalen



Map



Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd A Port Talbot

BAGLAN PRIMARY SCHOOL – YSGOL GYNRADD BAGLAN

Headteacher
Mrs Nicola E Morgan



Elmwood Road
Baglan
Port Talbot, SA12 8TF

Telephone No: 01639 813112

Fax No: 01639 813112

'Live Well, Laugh Together, Learn Forever'

Dear Parents and Carers,

On behalf of the Governing Body, Staff and Pupils of Baglan Primary School we would like to extend a very warm welcome to you and your child/children and hope that your years spent with us will be both happy and successful. The purpose of this prospectus is to help you know more about life and learning at Baglan Primary School.

At Baglan Primary School we have a clear understanding of how children learn and continually strive to provide the best possible conditions to facilitate this. We acknowledge that we live in a changing world and that we need to prepare our children for tomorrow's needs. Consequently, we not only place fundamental value on the traditional 3Rs, but also on the 3Rs of the 21st century:

Resourcefulness (the ability to organise one's own learning); **Reflectiveness** (the ability to think about and evaluate one's own learning); **Resilience** (the ability to try several strategies and skills in order to succeed).

We acknowledge the importance of developing a caring and stimulating environment, where children's high self-esteem enables them to take risks in learning and to learn confidently through their mistakes. We teach children that getting 'stuck' is not a sign of failure, but it develops strategies for independence. We encourage children to ask questions and for them to learn how to solve challenges and problems.

We make it our business to strive for excellence, empowering children to be happy and responsive. Children are challenged within the delivery of an enriched, creative and linked curriculum. We are an inclusive school that develops independence, responsibility, kindness and good manners through a detailed and extensive personal, social and health education programme.

The best way to understand our school aims and values is to make an appointment and visit the school 'in action'. This would give first hand knowledge and understanding of what we are aiming for and achieving and of the many facilities on offer.

Please make an appointment to come and experience the environment in which our children learn, so that we can answer any questions you may have.

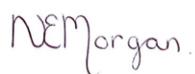
We hope that this will be the beginning of a long and successful home school partnership between us. Working closely with parents is an important element of our work for the success of each child.

We look forward to welcoming you to Baglan Primary School.

Tell me and I forget, teach me and I learn, involve me and I remember

– Ancient Chinese proverb

Mrs Nicola E Morgan - Headteacher



Mr Les Rees – Chair of Governors

Article 3: Everyone who works with children should always do what is best for each child

Article 12: All children have the right to say what they think should happen and be listened to

Article 28: All children have the right to learn and go to school

Article 29: All children have the right to become the best that they can be



The information in this prospectus is correct and up to date at the time of printing. Some adjustments/ re- arrangements of provision may be necessary during the school year

Baglan Primary School

Ysgol Gynradd Baglan

Baglan Primary School is a co-educational school situated in the village of Baglan. Our pupils are drawn from a wide catchment area and their backgrounds cover the socio-economic spectrum. Our pupils also represent a full range of ability.

The school has served the community for more than 70 years and it is very proud of its heritage and the community it serves.

Pupils are educated through the medium of English, working in partnership with teachers, governors, councillors and the Local Authority Support Services. In addition to this, we have access to the extensive resources available through the Educational Development and Inclusion Service (EDIS), which includes support from the Authority's Advisory Teachers and extensive programmes of In-service courses. The governors have full control of the delegated budget under Neath Port Talbot's Local Management.

School Aims / Nodau yr Ysgol

At Baglan we believe every child has the right to equality of opportunity and access to the whole curriculum. We aim to provide a learning environment for every child which enables learners to progress in the acquisition of, the experiences, knowledge and skills that our pupils need for employment, lifelong learning and active citizenship.

School Aims:

- To create a safe, secure and welcoming school environment that respects the UNCRC's Rights of the Child
- To deliver a 'four purpose' driven curriculum
- To develop each individual to their potential through offering a wide range of high quality skills and knowledge based experiences
- To promote equality of opportunity and respect for everyone, irrespective of belief, race and gender
- To encourage a love of learning, with high levels of confidence
- To develop effective thinking, independent learning and the ability to solve problems creatively
- To use every opportunity to develop the skills of Numeracy, Literacy and Digital Competency
- To enable pupils to be given progressive responsibility for organising their learning and management of time

- To enhance self-worth and the ability to value each person's own worth through a caring, secure environment. This will develop sensibility to others, self-discipline, high self-esteem and acceptable behaviour
- To develop imagination and creativity by offering wide range of authentic experiences
- To develop the natural curiosity that children exhibit about themselves and their world, and use their curiosity to foster positive attitudes to learning
- To develop an appreciation of the heritage and history of Wales as well as learning the Welsh language
- To provides care, help and guidance for each child

The purpose of our curriculum is to enable our learners to develop as:

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

The **four purposes** are the shared vision and aspiration for every child and young person. In fulfilling these, we set high expectations for all, promote individual and national well-being, tackle ignorance and misinformation, and encourage critical and civic engagement.

A Child's Needs - Anghen y Plentyn

For learning to occur a child needs to:

- Develop emotionally, intellectually, socially and physically
- Be encouraged; be valued for their own uniqueness
- Feel secure in a caring atmosphere
- To have freedom to fail as well as experience success
- Know there are high expectations of behaviour, endeavour, and quality
- Be presented with challenging tasks in which he/she is an active participant acting upon his/her decisions
- Discuss work with others (peers, teachers, parents, visitors)
- Share the pride in completed work via displays and active presentations
- Have a broad, balanced, coherent and differentiated curriculum
- Have first-hand experiences
- Evaluate their own work

*O*ur Vision / Ein Gweledigaeth

Our aim is the creation of an experiential based curriculum unique to our school and accessible to all. It will allow all children to learn and achieve through exploration and discovery, excitement and fun. Access to this curriculum, combined with the talent, commitment and enthusiasm of the staff,

underpinned by rigorous planning, will enable all children to achieve academically, also to learn about the world, their locality and people around them and become responsible and caring citizens.

Staffing Structure - Strwythur Staffio

| Teaching Staff | |
|--|----------------------------|
| Mrs N E Morgan | Headteacher |
| Mrs A Smart | Deputy Headteacher/ Year 6 |
| Mrs A Myatt | Year 5 & 6 |
| Miss H Griffiths | Year 4 & 5 |
| Mrs D Roosmalen | Year 3 & 4 |
| Miss N Randall | Year 2 & 3 |
| Miss M Roberts/ Mrs N Giles | Year 1 & 2 |
| Mr C Atkins | Reception/ Year 1 |
| Mrs E Challenger | Reception |
| Miss E Wilson | Nursery |
| Mrs E White | PPA Cover |
| Non-Teaching Staff | |
| Miss E Holding | Nursery |
| Mrs R Aston | Nursery |
| Miss S Jones | Reception |
| Mrs B Jenkins | Reception |
| Miss C Colwill | Reception/ Year 1 |
| Mrs S Webb | Reception/ Year 1 |
| Mrs J Jackson | Year 1 & 2 |
| Miss Z Willment | Year 1 & 2 |
| Mrs S Cumpstone | Year 2 & 3 |
| Mrs R Thorne | Year 2 & 3 |
| Mrs J Roberts | Year 3 & 4 and Year 4 & 5 |
| Mrs C Johnson | Year 4 & 5 |
| Miss C Parsons | Year 5 & 6 and Year 6 |
| Mrs L Newton Webb | Year 6 |
| Administration Manager | |
| Mrs S Carey | School Clerk |
| Mrs N Foley | School Clerk (part time) |
| Mrs S Adams | School Bursar |
| School Caretaker/Cleaning Staff/Lunchtime Supervisors | |
| Mr H Jenkins | Caretaker |
| Mrs J Roberts | Lunchtime supervisor |
| Mrs C Johnson | Lunchtime supervisor |
| Mrs E Flynn | Lunchtime supervisor |
| Mrs R Thorne | Lunchtime supervisor |
| TBC | Lunchtime supervisor |
| TBC | Cleaning staff |

| | |
|---------------|----------------|
| Mrs J Gregory | Cleaning staff |
| Mrs J Davies | Cleaning staff |

Governors / Llywodraethwyr

Chair of Governors: Mr L Rees c/o Baglan Primary School

Headteacher: Mrs N E Morgan ~ Headteacher

Governors Appointed by the LEA: Councillor P Richards
 Vacancy
 Councillor S Renkes

Parent Governors: Mrs E Challenger
 Miss K Florance
 Mrs L Phelps
 Dr H Seage-Williams

Teacher Governor: Miss E Wilson

Staff Governor: Mrs E Colwill

Community Governors: Mr L Rees
 Mrs J Florance
 Vacancy

LA Link Governor: Mr C Glover

Clerk to Governors: Mrs N Foley

Deputy Headteacher: Mrs A Smart (Non-voting)

School governors are like a board of directors and make decisions about how the school is run. Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually.

Children's Rights are important in Baglan Primary School. The United Nations Convention on the Rights of the Child (UNCRC) informs how we work and the decisions we make. Our school vision is to 'allow all children to learn and achieve through exploration and discovery, excitement and fun.'

To succeed in our vision and mission, governors need to make sure our school is always improving and developing.

Governors are appointed to help:

- decide what is taught
- set standards of behaviour
- interview and select staff
- agree how the school budget is spent

School Governors are chosen from:

- parents
- school staff
- local council representatives
- community representatives
- people with special skills

Parent governors are elected by parents and are your representatives on the governing body. Some of our governors are also parents of children at the school but are appointed in a different capacity. The governors meet once a term as a full governing body. Each governor sits on one or more of the current committees listed below:

- Staff Disciplinary & Dismissal Committee*
- Staff Disciplinary & Dismissal Appeals Committee*
- Pupil Discipline & Exclusions Committee*
- Complaints Committee
- Headteacher Performance Management Appraisers
- Headteacher Performance Management Appeal Appraisers
- Headteacher & Deputy Headteacher Selection Panel
- Pay Review Committee
- Pay Review Appeals Committee
- Grievance Committee
- Grievance Appeals Committee
- Finance Committee
- Personnel Committee
- Premises Committee
- Curriculum
- Teacher Performance Management Appeal Appraiser

* Statutory committee

Estyn Inspection

During the autumn term 2016, the school was inspected by ESTYN.
The following judgements were awarded:

| | |
|--|------|
| The school's current performance | Good |
| The school's prospects for improvement | Good |

Equal Opportunities / Cyfle Cyfartal

At Baglan Primary School, we are committed to ensuring equity 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 & 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.

We build equality of opportunity into all that we do, with pupils and with staff

- We have developed our school as a place where all are valued and respected
- We provide equality of opportunity in our employment practice
- We provide learning and development opportunities for all our staff to enable us to fulfil our commitment to equality
- We take any complaints about inequality seriously

The Strategic Equality Plan, The Accessibility Plan, and Race Relations Policy have all been adopted by the governing body. All policies are reviewed regularly.

Equality / Cydraddoldeb

We 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 or her disability. All reasonable adjustments will be made to ensure that a pupil or member of staff with disabilities is not placed at a disadvantage.

High Expectations, High Achievements/ Disgwyliadau Uchel, Cyflawniadau Uchel

The broad and balanced curriculum will stimulate your child to acquire knowledge and develop individual skills.

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

The children are taught by their own class teacher in straight and/or mixed ability classes with children of approximately the same age. The staffing complement for each class in Foundation Phase is a fully qualified teacher and a trained teaching assistant/Nursery Nurse. Every classroom is fully furnished and equipped with the highest quality learning resources which include computers.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses.

The curriculum is broad and balanced and provides for the academic, moral, physical, creative and personal and social development of every child. In our school, we place a strong emphasis on the acquisition and application of skills and knowledge through experiential and active learning.

In order for this to take place the children must:

- Become involved with things that interest them
- Be active in their learning
- Be encouraged to work with each other
- Make progress and be challenged in each area of learning
- Be encouraged to think and act for themselves and become independent

*T*eaching Methods / Dulliau Addysgu

We use a wide variety of teaching methods according to the needs of the children and the nature of the activity. They include whole class, small group and individual teaching. Children will usually be grouped according to ability and experience. The groups may be different according to the task and will be flexible to reflect individual strengths.

A variety of teaching styles are used in the school, and the staff are always seeking to innovate where appropriate, to maintain and enhance standards. We believe that children learn best when they are involved in assessing their own learning. They are always given the objective for each lesson and how they will know if they have achieved it (Success Criteria). Your child will be taught to self-evaluate their success, and identify what they need to learn next. Our marking system links directly to the learning for the lesson, and children are given opportunities to self and peer mark frequently.

Teaching Assistants work throughout the school to support and enhance the delivery of the curriculum and intervention programmes. Volunteer helpers are always welcome in school as their experience is invaluable.

The Foundation Phase / Y Cyfnod Sylfaenol

The Foundation Phase makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Phase is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The outdoor environment is also a very special part of the Foundation Phase curriculum. As such it is carefully planned for and available each day. The Early Years Department has its own specially equipped outdoor area which is used regularly.

The teaching to achieve these early learning goals will be through first hand experience and structured play.

The teacher and teaching assistant will keep records on children's experiences and attainments. Assessments of development and learning needs will be ongoing throughout the school year.

Assessments take the form of observations and formative assessment. It allows the school to support the early identification of possible developmental delays, special educational needs and additional learning needs.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught through a variety of different structured reading schemes supplemented with a wide range of other books. Books are organised in a structured, graded way to allow children many opportunities for consolidation of key vocabulary.

We encourage parents to work with their child at home by hearing them read on a daily basis.

We are always pleased to discuss ways in which they can help their child at each stage of their reading development with parents.

New Curriculum Wales/Cwricwlwm i Gymru

From 2022, there will be new curriculum requirements for all learners aged 3 to 16 in maintained or funded non-maintained nursery education. It will replace the current national curriculum and basic curriculum. During this academic year, the school will be planning and preparing for the transition to the New Curriculum.

The curriculum will focus on **The Four Purposes:**

The purpose of a curriculum is to enable learners to develop as:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The New Curriculum will have 6 areas of learning and experience:

The following six areas of learning and experience (Area/Areas) must be reflected in the adopted curriculum.

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

Literacy, numeracy and digital competence will be mandatory cross-curricular skills and must be embedded in the curriculum.

New Curriculum for Wales ~ Curriculum Statement

Senior leaders, staff, pupils, parents and carers have worked collaboratively to develop a shared vision for the curriculum that we have developed at Baglan Primary School.

The school's curriculum meets the required elements as set out in the national framework. It is focused on ensuring that pupils develop the four purposes of being Ambitious Capable Learners; Enterprising Creative Contributors; Ethical and Informed Citizens and Healthy Confident Individuals.

The curriculum at our school is progressive and will ensure pupils develop control and independence in their development of their literacy, numeracy, digital and integral skills in addition to ensuring pupils engage with increasingly complex and sophisticated content to progress their knowledge and understanding. Learners will develop an understanding of all What Matters statements as part of the school's curriculum. The process of exploring and revisiting these statements will enable our learners to develop ever deeper knowledge over their learning continuum and to progress to a more sophisticated understanding of the key knowledge, ideas and principles in each Area of Learning and Experience.

Assessment at our school enables learner progression as it is focused on supporting learners to move forward with their learning on a day to day basis and identifying, capturing and reflecting on learners' progress over time. The school's curriculum is broad and balanced, ensuring that pupils develop an integrated, cross-disciplinary approach to learning and ensures learners make

meaningful links across the six Areas of Learning and Experience. This enables learners to build connections across their learning and combine different experiences, knowledge and skills.

Our curriculum is designed to develop in our pupils a sense of belonging, not just in a physical or geographical sense but also the historic, cultural and social place which has shaped and continues to shape the community which our school inhabits. We aim to help our pupils make sense of their own identities and those of others, in our community, Wales and the across the world.

The school will monitor the impact of its curriculum on pupils' progression and their development of the four purposes on a continuous basis throughout the academic year and complete a formal review on an annual basis.

Our curriculum and the four purposes are also underpinned by integral skills which will be developed within a wide range of learning and teaching. These include:

- Creativity and innovation
- Critical thinking and problem-solving
- Personal effectiveness
- Planning and organising

Religion, Values and Ethics / Crefydd, Gwerthoedd a Maeseg

Non-denominational Religious Education is provided for all children. Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are nondenominational and although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live. Religion, values and ethics (RVE) education enables children to experience and understanding their rights.

At Baglan Primary School, we teach RVE through:

- Explicit teaching of world beliefs
- Encouraging all pupils to see links with real world event
- Reflection on our world and how we can make a difference
- Opportunities to study local and global context
- Developing critical thinking skills
- Age appropriate daily worship time and reflection
- Stories, school events and visitors

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Relationships and Sexuality Education (RSE) / Addysg Cydberthynas a

Rhywioldeb

Relationships and Sexuality Education (RSE) is mandatory from 2022 and is considered as part of the Health and Well-being area of learning. RSE is a positive and protective part of the Curriculum for Wales. It plays a central role in supporting learners' rights to enjoy fulfilling, healthy and safe relationships throughout their lives.

Central to the Curriculum for Wales is an aspiration for every child and young person to achieve the four purposes of the curriculum. A rights and equity based RSE curriculum helps ensure that all learners can develop an understanding of how people's faith, beliefs, human rights and cultures are related to all aspects of RSE and how these rights can contribute to the freedom, dignity, well-being and safety of all people. Therefore, within Baglan Primary, we will discuss RSE in the context of the Rights protected by the United Nations Convention on the Rights of the Child.

RSE at Baglan Primary will support learners to develop the knowledge, skills and values to understand how relationships and sexuality shape the lives of their own lives and the lives of others. Learners will be equipped and empowered to seek support on issues relating to RSE and to advocate for self and others.

RSE is a mandatory requirement in the Curriculum for Wales for all learners from age 3 to 16 ("the Act"). This means that all learners must receive this education. There is no right to withdraw from RSE in the new curriculum

[Llyfryn Gwybodath Rhieni - Parents Information Leaflet 2018.pdf](#)

Relationships and Sexuality Education

Growing Up



information leaflet for Parents/carers

Cyflwyno Ysgolion I'ach ddyfodol



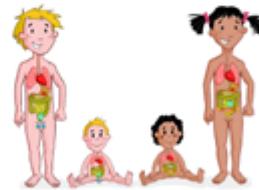
Gwynedd Healthy Schools Scheme

Our school is participating in the Gwynedd Healthy Schools Scheme and as part of the work we will be teaching Relationships and Sexuality Education.

The purpose of this booklet is to provide you with information on what will be introduced to the children.

Relationships and Sexuality Education will be introduced to pupils through:

- Circle time activities.
- Gwynedd Healthy Schools 'Growing Up' resources.
- Story books.
- Curriculum subjects e.g. Science, Religious Education.
- Personal and Social Education programmes.
- Informally as opportunities arise in the classroom.



Learning Outcomes for the Foundation Phase

By the end of the Foundation Phase 2 pupils will be able to:

- Differentiate between appropriate and inappropriate touching.
- Use the correct words to name parts of the body in order to differentiate between male and female. The terms we will be using are penis (pidyn), testicles (ceilliau), breasts (bronnau) and vagina (fagina/gwain).

Learning Outcomes Years 3/4

Following a series of lessons pupils will:

- Understand the importance of their personal safety.
- Understand what to do or to whom to go when feeling unsafe.
- Take increasing responsibility for keeping the mind and body safe and healthy.
- Value families and friends as a source of mutual support.
- Develop respect for themselves and others.
- Understand how cultural and religious beliefs can affect the way people think.
- Respect differences and acknowledge the importance of equal opportunities.



Learning Outcomes Years 5/6

Following a series of lessons pupils will:

- Understand the reasons for the physical and emotional changes which take place during puberty, including conception, pregnancy and birth.
- Understand the range of their own and others' feelings and emotions.
- Know what to do or who to turn to when they are not feeling safe.

If you wish to see a copy of the school's policy or any of the resources or for more information you are welcome to contact the school.

At the heart of Baglan Primary School is a vision of education founded on Article 29 of the Convention which says that education must develop every child's personality, talents and abilities to the full.

We encourage a child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Equality, inclusion and the voice of children and young people are fundamental to a rights based approach to education.

We endeavour to create an environment where pupils have an effective say in the life of their school and a meaningful part to play in decision making. Our pupil voice groups include; School Council, Eco Committee, Healthy Schools group, Baglan Troopers, Pupil Leadership Team and a Siarter Iaith/ Urdd group.

Sports / Chwaraeon

The school aims to develop pupils' physical skills to the full with the emphasis firmly on taking part and enjoyment. There are opportunities to participate in a wide range of activities e.g. rugby, football, netball, swimming and tennis. Junior pupils attend swimming lessons during the year. Year 5 & 6 participate in the Inter Schools netball and rugby league, supported by Aberavon RFC.

Use of Welsh Language / Defnydd o'r Iaith Gymraeg

Welsh is taught as a second language and is also used daily throughout the school. A peripatetic teacher visits the school throughout the academic year to support the Welsh coordinator in the delivery of the Welsh curriculum.

In Baglan Primary School we teach and develop Welsh as a second language through:

- Explicit teaching of sentence patterns
- Daily use of incidental Welsh
- Daily 'Slot Drillio'
- School events that promote 'cynefin'
- Tric a Clic reading scheme
- Neath Port Talbot scheme of work
- Participating in Urdd activities
- Promoting Siarter Iaith ~ the Welsh Language Charter
- Bilingual assemblies
- Pupil voice groups – Criw Cymraeg

An annual Eisteddfod is held to celebrate St David's Day, giving pupils the opportunity to use the Welsh language and share their Welsh cultural experiences.

Cynefin

The community of Baglan has hundreds of years of history, all of which is underpinned by an outstanding community ethos. This is **Cynefin**, a Welsh word that cannot be directly translated into English, but means a place of multiple belongings or habitat. It is key that children from the youngest age understanding their own locality and building up from that.

We have all heard the African proverb "it takes a village to raise a child". As the adult community that surrounds our children we all have the responsibility to ensure that we build aspirations, ambition, and positivity in our learners. It is vital that our pupils' experiences are grounded in an understanding of their identities and their world to form their cynefin. This will not only allow them to develop a strong sense of their own identity and well-being, but to develop an understanding of the diversity of others' and make connections with people, places and histories elsewhere in Wales and across the world.

We are fortunate to have an outstanding community of pupils, parents, staff, governors and beyond. We work together, striving to give our children cynefin, so that they feel that they really do belong.

School Times / Amserau Ysgol

| | <i>Full time pupils</i> | <i>Part time pupils</i> |
|--------------------------|-------------------------|-------------------------|
| <i>Morning Session</i> | | |
| <i>Registration</i> | 8:50 am | 9:00 am |
| <i>Morning break</i> | 10:30 am | |
| <i>End</i> | 12.00 pm | 11.45 am |
| <i>Afternoon Session</i> | | |
| <i>Registration</i> | 13.00 pm | 13.00 pm |
| <i>Afternoon break</i> | 14.15 pm | |
| <i>End</i> | 15.20 pm | 15.15 pm |

Please make every effort to ensure that your child arrives at school on time and is collected promptly at the end of the day. Pupils should not arrive before 8.40 am and infant pupils are the responsibility of their parents until they are given into the care of the teachers at 8.50 am.

Lunch Times / Amser Cinio

Lunchtime for all the pupils is between 12.00 – 1 pm. We like to encourage all our children to have a school dinner. These are cooked on site, in our school kitchen, and from carefully planned nutritionally balanced menus which always include choice. The menus are published at the beginning of each term. Prices of lunches are published termly in the school's newsletter. Dinner money is paid through Parent Pay.

From the autumn term, September 2022, onwards **all Reception children** will be offered free school meals. This is an important step in reaching the shared ambition of ensuring no child goes hungry while in school.

Children may bring a packed lunch instead of having a school lunch.

Parents are asked to ensure that packed lunches are also nutritious and do not contain sweets. If you would like your child to go home for lunch we will ask you to put your permission for this in writing.

*T*eaching Policies and Planning / *Polisiau Addysgu a Chynllunio*

The school has a separate policy for each area of the curriculum/ area of learning. These documents have been agreed by the governing body and staff and relate to how each area will be delivered.

The staff have agreed long, medium and short term plans to ensure that all areas of learning are adequately represented both in terms of content and time during the course of the school year and across the Key Stage. Short term planning shows what is going to be taught over a fortnightly period. Within the medium term plans, certain areas are given much more time than others, this balance is readdressed however, in the following half terms. Where it is not possible to integrate a particular subject then these are taught as discreet lessons.

*E*xtended Care / *Gofal Estynedig*

We have a Breakfast club, which starts at 8.15 a.m. Further details can be found on our website or by asking at the office.

*H*ealthy Schools/ *Ysgol Iach*

Here at Baglan Primary School we are committed to helping all our children to become healthy, confident individuals who are able to make their own healthy choices, now and throughout their whole lives. Our school has received its Healthy Schools National Quality Award.

During break times we have a 'fruit only' policy. Children are encouraged to bring their own fruit in from home.

We ask parents of children who bring a packed lunch to school to make every effort to ensure that the packed lunch contains a healthy eating and drinking selection. This is consistent with our Food and Fitness Policy.

Drinking plenty of cold, fresh water helps to develop concentration skills and the well-being of the individual. Children are encouraged to bring a water bottle into school and children have access to cold fresh drinking water throughout the school day. They will not have access to squash throughout the day, however you may wish to pack a non-fizzy drink with their packed lunch.

We ask parents not to send in birthday cake or sweets to share with the class to help us promote a consistent message of healthy eating to the children.

*M*eeting With Your Child's Teacher /Cyfarfod a Athro Eich Plentyn

A good partnership with parents is vital to the school's success as a learning organisation. When parents and school work successfully together, the results have a positive impact on the child's development and learning. This can be seen as two-way communication of information, knowledge and expertise. We ask our parents to ensure that their children attend school regularly and behave well when they are there.

Parents often volunteer to come into school to help out but if this is not possible there are other ways to be part of the partnership: by taking an interest, supporting children with homework, talking about learning, reading at home, and attending events and assemblies.

We are very committed to ensuring that parents are kept fully informed of school events, key issues and your child's progress. This takes place in the following ways:

- Autumn and Spring parental afternoons where parents and carers have an opportunity to meet with class teachers. These are arranged to discuss progress and set targets for future development.
- An annual written school report which comments on the progress made in every area of learning and experience.
- Class teachers make themselves available to parents whenever possible at the beginning and the end of the school day.
- Nursery visits
- A weekly newsletter to inform parents of key events and the learning of the week
- A website calendar of events
- Schoop
- Twitter

If you have any worries or concerns about your child's education ask their teacher for an appointment to discuss the matter. Brief messages can be given to the teacher at the start of the day, but teachers cannot hold discussions during teaching time. It is always best to make an appointment for after school. The Headteacher is also available to meet with parents.

The 'Friends of Baglan' is another way to help school and get to know other parents. This is a fund raising association with lots of social and community events run on behalf of school. Parents also have representation on the governing body.

We hope that all parents will enjoy our working relationship and, indeed, parents frequently tell us how much *they* will miss our school when their children move on.

At the end of this prospectus you will find the home school agreement. By signing this agreement, along with the Headteacher, you become a real partner in your child's education and share with us a commitment to achieving the best for the school and its pupils.

*A*dmmissions / Derbyniadau

As a rule children are usually admitted to the Nursery class on their third birthday. This depends entirely on the places available; parents are encouraged to visit the school before their child is registered. In the first instance, parents should contact the school to make an appointment during the school day, in order to have the opportunity to see the school in action and truly appreciate what we have to offer.

The County Borough Council is the Admissions Authority for all Primary Schools within Neath Port Talbot.

Applications for admissions to Baglan Primary School can be completed online or alternatively, parents will be sent an application form from the Local Authority. Completed Admissions Application Forms should be completed and returned to the Admissions Officer, Pupil Parent and Support Section, Port Talbot Civic Centre, Port Talbot SA13 1PJ.

If you have any queries please contact the School Admissions team on 01639 763580/763730 or email admissions@npt.gov.uk

*S*chool Uniform / Gwisg Ysgol

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 our school. The agreed uniform is any combination of the following:

Boys

White polo shirt with logo
Grey/ Black/ Navy trousers

Navy round necked sweatshirt
Sensible shoes

Girls

White polo shirt with logo
Navy/ Grey/ Black skirts, pinafore
dresses or trousers

Navy round necked sweatshirt
Sensible shoes

Please note: no jeans, no jewellery, no tattoos, no braids, no nail polish.

Although we have no dress code for coats, we would like to point out that light coloured coats or those with reflective bands or stripes are safer in the winter when it is dark by home time.

All children will need to bring a coat to school for outside work and play.

School Uniform can be purchased from:

<https://www.sportec.co.uk/>

Contact number: 01639 632250

Occasionally, children lose or misplace articles of clothing. Please help us by marking all garments, P.E. kits, shoes etc. with your child's name.

***A* Additional Learning Needs / Anghenion Dysgu Ychwanegol**

At Baglan Primary School 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 them by parents, teachers and pupils working together.

Pupils who meet our criteria for having ALN will be supported by class teachers, teaching assistants other adults and their learning environment.

The ALN aims of the school

- To meet the needs of all pupils through excellent teaching strategies, classroom organisation and differentiation.
- To have a whole school Universal Provision that addresses the needs of all pupils.
- To ensure that all pupils have access to a broad and balanced curriculum
- To ensure that early identification of a pupil's needs is made
- To ensure that ALN pupils take as full a part as possible in all school activities
- To use a Person Centred practice where the pupil, parents, school staff and outside support agencies are involved from the beginning in planning actions and ways forward to support pupils with ALN.
- To ensure that parents are kept regularly informed of their child's progress
- To ensure that ALN pupils are involved, where practical, in decisions affecting their future ALN provision
- To work in partnership with parents, pupils and other agencies e.g. educational psychologist, Speech and Language team, Children's service, school Nurse etc.

Children who have been identified as having learning or behavioural difficulties are placed on the Special Educational Needs or Additional Learning Needs register in line with the Code of Practice. Children who have a statement of Additional Learning Needs will receive individual or small group help for part of the school day, within their classroom, or a quieter area within the school building.

***S*afeguarding /Diogelu**

The welfare of all pupils in this school is a priority. We believe that our school provides a caring, supportive and safe environment which promotes the social, physical and moral development of each child by the provision of a curriculum and ethos which promotes self-worth, confidence and independence. No child can learn effectively and reach their potential unless they feel secure. Staff are kept fully updated with safeguarding procedures, and mandatory training is fully adhered to.

The designated safeguarding officers for the school are Mrs N Morgan, Mrs A Smart and Mrs E Challenger.

Any concerns regarding child protection will be dealt with in accordance with the All Wales Child Protection Procedures. Mr L Rees and Cllr P Richards are our designated governors for child protection.

All policies are reviewed regularly and are available on the school website.

Positive Relationships/ Cydberthynas Positif

Baglan Primary School has a very positive behaviour culture. We are very proud of the excellent behaviour of our pupils who are frequently praised by visitors and when visiting other places for their beautiful manners and general behaviour. Good behaviour is a necessary condition for effective teaching and learning to take place. We firmly believe that any rules of discipline should be for the general well-being, happiness and safety of the children.

The most meaningful and positive form of discipline is self-discipline. We work hard at Baglan Primary School to instil this in our pupils. The response to misbehaviour is always positive and will depend on the nature of the misdemeanour, and the age and maturity of the pupil.

We deal with any misbehaviour using a restorative practice approach. This enables the pupil to explain their thoughts and reasons for their behaviour choice through 3 questions.

- What happened?
- How were you feeling?
- What could we do next time?

This enables pupils to be listened to and also makes them aware of the effect that their actions have on others.

Serious or persistent misbehaviour is always brought to the attention of parents who will be involved in the establishment of achievable targets in order to improve specific areas of misbehaviour. Seriously unacceptable behaviour e.g. where a child is a danger to others results in an Exclusion as and when merited by the Headteacher and Deputy Headteacher (in the absence of the Headteacher).

Pastoral Care Arrangements / Trefniadau Gofal Bugeiliol

The school strives to create an atmosphere that will allow pupils a feeling of care, friendship, warmth and security. Every member of staff accepts this aim, with the over-riding responsibility being that of the Headteacher. Records of the children's medical records are kept comprehensively

in the School Office. Whenever necessary, the school liaises with other caring agencies, e.g. School health visitor, Education welfare service, School psychological service, Children's services, dentist, School nurse, and Speech and language team.

Minor accidents are dealt with in the school by qualified First Aiders but accidents of a more serious nature and needing medical attention are notified to the parents/guardians/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.

Parents will be contacted if a child receives a bump to the head however small, and will be wearing a sticker or bracelet when they come home.

Extensive supervisory arrangements are made during break and lunch times. Fire Drills are carried out regularly. The outdoor and indoor PE equipment is checked regularly along with all electrical equipment.

Clothes for Physical Education / Dillad Addysg Gorfforol

Children will require a change of clothing, consisting of a T-shirt and tracksuit/ shorts for all PE and Games lessons. No vest tops. All children will require a change of soft-soled shoes; for indoor PE or trainers for outdoor games. Children are also encouraged to bring a sweatshirt for PE during the winter months. Please mark all clothing items with your child's name.

Medication / Meddyginiaeth

If a child has to take prescribed medicines, we require you to complete a written request form. No medicine will be administered to a child in this school without written authorisation from the parent/guardian/carer. This is due to reasons of safety and is in the best interest of your child. If medicines need to be sent to school and returned home at the end of the day, then it is the responsibility of the parent/guardian/carer to ensure it is collected. All medicines will be kept in the designated first aid room in the School Office.

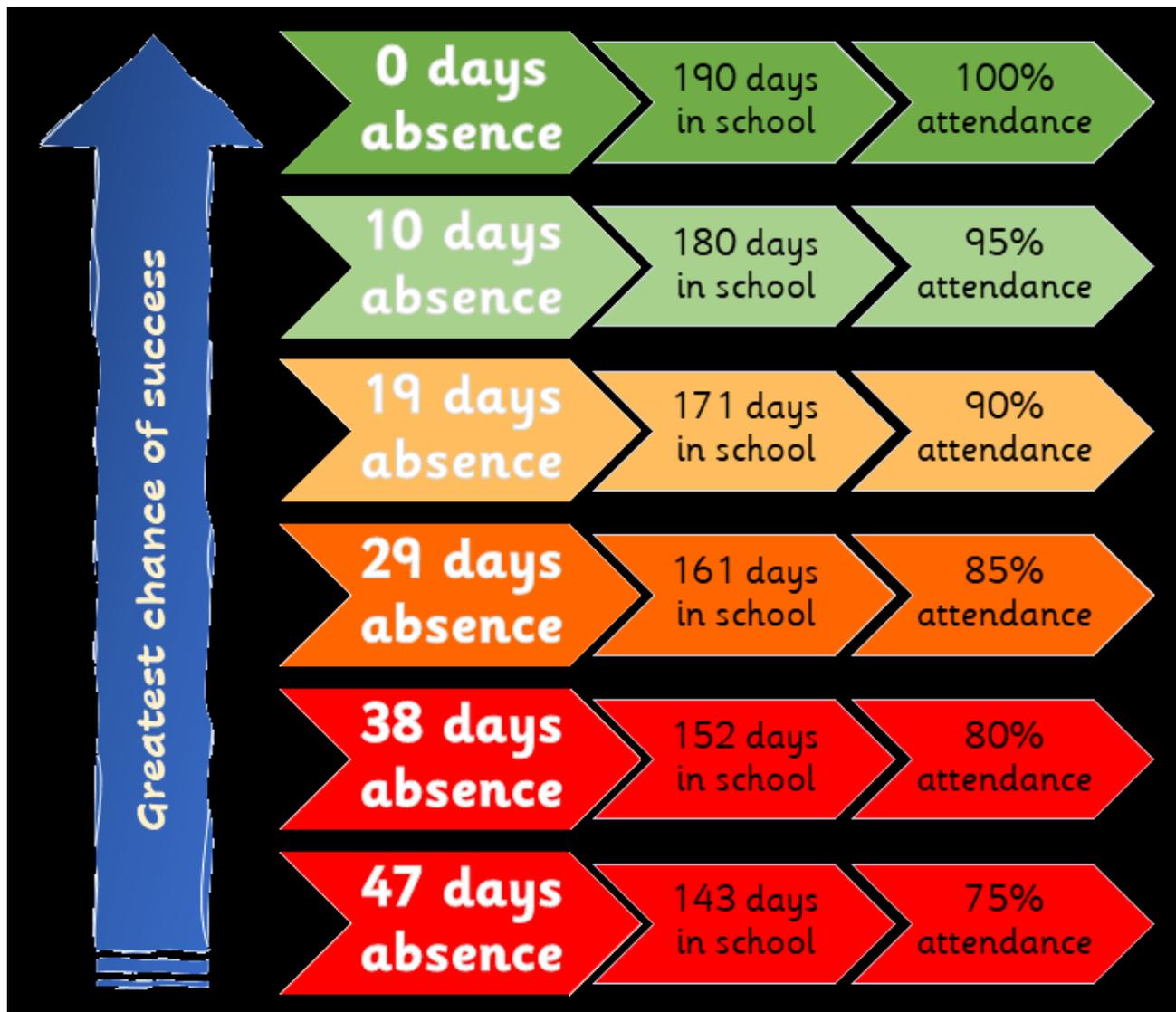
Attendance / Presenoldeb

Parents are asked to notify the school beforehand, if the children are required to leave the school during the day. The school has a first day response policy and will text or phone parent or carers if the absence is not communicated to the school. Children's attendance is monitored daily by the school and home visits are made by the Education Welfare Officer in the event of long term unexplained absences.

All pupils are expected to arrive punctually at school and leave promptly at the end of the school day. Absences should be explained to the school through personal contact, a note or a telephone call.

Please understand that children cannot reach their potential academically and socially if attendance is low.

Our school target is 95 %



Charging and Remission Policy/ Polisi Codi Tal

Wherever possible, we try to arrange visits for our pupils, relevant to the learning taking place in school. In principle, all educational visits should be freely available to all children. However, parents may be asked to make voluntary contributions to cover the cost of the bus or entrance fee for educational visits. Without such contributions, some events will be unable to take place. The school will at all times try to keep financial requests to a minimum, without restricting the range of educational experiences offered.

Security / Diogelwch

The Governors are committed to ensure high standards of health, safety and welfare for all staff, pupils and visitors. Security arrangements for pupils, staff, visitors and school premises are continually reviewed and improvements sought. The Local Authority is consulted on any changes made and all work is carried out by contractors recommended by the LA.

Entry to the school grounds is possible through the main gate in the infant yard and a side gate in the junior yard at the start and end of the school day. Admission to the school grounds during the day is possible through the main gate only. Admission to the building by the main door is only possible for those in possession of the security code. Other visitors are asked to ring to gain access. Parents of pupils arriving late or wishing to depart early need to ring at the main entrance to obtain entry. Due to security issues and health and safety considerations, parents are not permitted to access individual classrooms through other doorways at any time of the school day.

Parents and carers are not permitted to park in the school car park.

Home School Agreement / Cytundeb Cartref

The school has formulated a Home School Pupil Agreement which pupils and parents are invited to sign upon accepting a place within the school. A copy of the agreement is included with the prospectus for your information.

Difficulties, Problems and Complaints / Anawsterau, Problemau a Cwynion

Any concerns you have about your child's education should first be addressed through an appointment with the class teacher; this almost always solves the problem. If you are not happy with the outcome you should then make an appointment to see the Headteacher. In the event of the failure to come to an agreement you should write to the Chairperson of the Governors and the Local Education Authority c/o 'School and Family Support Team', Port Talbot Civic Centre, Port Talbot, SA13 1PJ. Telephone Number **01639 763598**

Finally / Yn Olaf

We would be delighted to welcome you on a visit to our fantastic school. All schools are very different and choosing the right one for your child is not an easy task. We wish you every success in finding the school that best suits your child's unique personality, interests and learning needs.

***Please note that due to Covid-19 and the enforced closure of all schools from the 23rd March, National Curriculum Assessments were not undertaken during the last academic year 2021/ 2022.**

**School Terms and Holiday Dates Academic Year 2022 - 2023/ Dyddiadau Tymor
ar gyfer y Flwyddyn Academaidd 2022-2023**

2022 - 2023 Academic Year

| Period | Dates |
|-------------------|--|
| Autumn Term 1 | Monday, 5 September to Friday, 28 October |
| Autumn Half Term | Monday, 31 October to Friday, 4 November |
| Autumn Term 2 | Monday, 7 November to Friday, 23 December |
| Christmas Holiday | Monday, 26 December to Friday, 6 January |
| Spring Term 1 | Monday, 9 January to Friday, 17 February |
| Spring Half Term | Monday, 20 February to Friday, 24 February |
| Spring Term 2 | Monday, 27 February to Friday, 31 March |
| Easter Holiday | Monday, 3 April to Friday, 14 April |
| Summer Term 1 | Monday, 17 April to Friday, 26 May |
| Summer Half Term | Monday, 29 May to Friday, 2 June |
| Summer Term 2 | Monday, 5 June to Monday, 24 July |

Schools will be closed to pupils for [INSET/Staff Preparation](#) (2021) on up to six days between Monday, 5 September 2022 and Monday, 24 July 2023.



Name of pupil:

Year:

| Parents | School | Pupil |
|--|---|--|
| <p>I/We will try to:</p> <ul style="list-style-type: none"> - See that my child goes to school regularly, on time and properly dressed and equipped - Provide an explanation if my child is absent - Avoid taking holidays in term time - Make the school aware of any concerns or problems that might affect my child's work or behaviour - Support the school's policies and guidelines. - Support my child in homework and other opportunities for home learning - Attend parents' evenings and discussions on my child's progress - Get to know about my child's life in school <p>Signed: [parent/guardian]</p>  | <p>The school will:</p> <ul style="list-style-type: none"> - Strive to promote each child's health, safety and happiness - Encourage each child to do their best at all times - Encourage each child to take care of the school and grounds and others around her/him - Provide a broad and balanced curriculum including extra curricular opportunities and strive to meet the individual needs of each child - Let parents know about any concerns or problems that affect their child's work, behaviour, attendance and punctuality - Keep parents informed about general school matters and about their child's progress in particular - Arrange parents' and open evenings during which progress will be discussed - Be open, welcoming and responsive at all times and offer opportunities for parents to become involved in the life of the school. <p>Signed: [Headteacher]</p> | <p>I will try to:</p> <ul style="list-style-type: none"> - Treat others as I would like to be treated - Attend school regularly and on time - Do all my class work and homework as well as I can - Be polite, helpful and considerate to others - Wear the school uniform and be tidy in appearance - Remember that I represent my school both inside and outside of it - Keep the school free from litter and graffiti and take care of school property <p>Signed: [pupil(s)]</p> <p>Date agreed: __ / __ / __</p>  |

