

YSGOL GYNRADD TONNAU TONNAU PRIMARY SCHOOL

Prospectws yr Ysgol
School Prospectus

PRIFATHRAWES / HEADTEACHER:

MRS N RICHARDS

School Road

Tonna

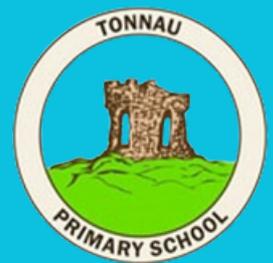
Neath

SA11 3EJ



Tel: 01639 637062

Email: office@tonnau.npt.school



Tonnau Primary School

**SCHOOL ROAD, TONNA, NEATH SA11 3EJ
TEL 01639 637062**

HEADTEACHER: MRS. N RICHARDS

DEPUTY HEADTEACHER: MR. A KEEGAN

AGE RANGE OF PUPILS: 3 – 11 YEARS

NUMBER ON ROLL: 201

DFE NO: 671

CHAIR OF GOVERNORS: MRS STEPH REES





DEAR PARENTS AND CARERS,

AT TONNAU PRIMARY SCHOOL WE VIEW EDUCATION AS A CO-OPERATIVE PARTNERSHIP BETWEEN THE PUPILS, THEIR PARENTS AND THE STAFF. WE ENDEAVOUR TO PROVIDE A CARING AND SECURE ENVIRONMENT WHERE THE CHILDREN FEEL SAFE, VALUED AND READY TO LEARN.

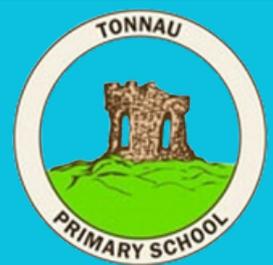
THIS PROSPECTUS HAS BEEN DESIGNED WITH YOU IN MIND. IT GIVES GENERAL INFORMATION ABOUT THE SCHOOL, AND I HOPE IT WILL ENSURE YOUR CHILD HAS A HAPPY AND SUCCESSFUL START TO THEIR PRIMARY EDUCATION.

YOURS SINCERELY,

**MRS N RICHARDS
HEADTEACHER**

Tel: 01639 637062

Email: office@tonnau.npt.school





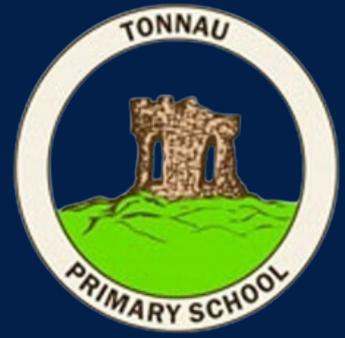
Tonnau Primary Community School is housed in two separate buildings connected by a link path. The older building has the pupils from Nursery to Year 2 known as the Infant building, whilst the newer building has two semi-open plan teaching areas for the Years 3, 4, 5 and 6 pupils (the Junior building). This building also contains the main school hall, used by all pupils for assemblies, P.E., drama and indoor games as well as for school lunch which is cooked on the premises. The hall in the older building has been adapted to provide a range of teaching and learning activities. The Nursery has its own enclosed outdoor playing area with a range of play equipment.

The school buildings are set in extensive, open grounds which give the pupils access to quality outdoor provision. The playgrounds, field and Multi Use Games Area (MUGA) are used for sports and outdoor learning particularly by the Infant classes.

The school prides itself on being at the heart of the community and the village of Tonna and works closely with the Community Council to access funding in order to continue to develop the school and its grounds. Members of the community are regularly invited to work alongside our pupils. Over the years, our PTA has carried out many fundraising activities to allow us to spend more money on the children and enhance our buildings and environment.

The school has strong links within the community. We often support and participate in activities with Tonna Hospital, Tonna Rugby Club, St. Anne's Church as well as Noddfa Newydd Chapel. Our school hall is used in the evenings by Tonna Male Voice Choir with whom we have enjoyed performing with on many occasions.

Our Junior building is home to 'Once Upon A Time' an independently run wrap around care facility which all our children can benefit from if needed.



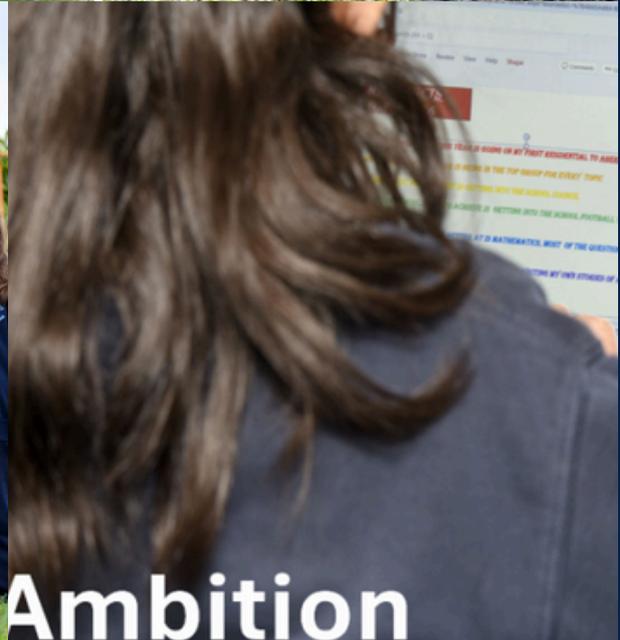
Our Vision

Our Vision has been created by all the stakeholders of the school including Staff, Pupils, Governors, Parents and the Wider Community.

Our children will develop a positive attitude to learning by taking part in an experience-based curriculum, with the community of Tonna at the heart of it. We nurture self-discipline and resilience so that our children can work independently as well as in co-operation with others in an inclusive environment. We aim to create a happy, safe and challenging environment where our children can grow in caring surroundings, learning respect and compassion for other people and their community and the wider world. We pride ourselves on being part of 'Team Tonnau', never forgetting our core values.



Our Values



School Staff and Class Structure

The school is organised into single age classes. In general, pupils receive the greater part of their tuition from their own class teacher and a PPA teacher. The school also has a Nursery. Attendance is on a part-time basis, initially in a morning session. An afternoon session is organised after Easter if the morning session has reached capacity. Admission to the nursery is achieved after the child's 3rd birthday providing that a Nursery space is available. Children are admitted to full-time education the September after their 4th birthday.

Mrs N Richards – Headteacher

Teaching Staff

Mr A Keegan – Deputy Headteacher / Year 3

Mrs R Begum – Year 4

Mr J Hopkins – ALNCo / Year 5

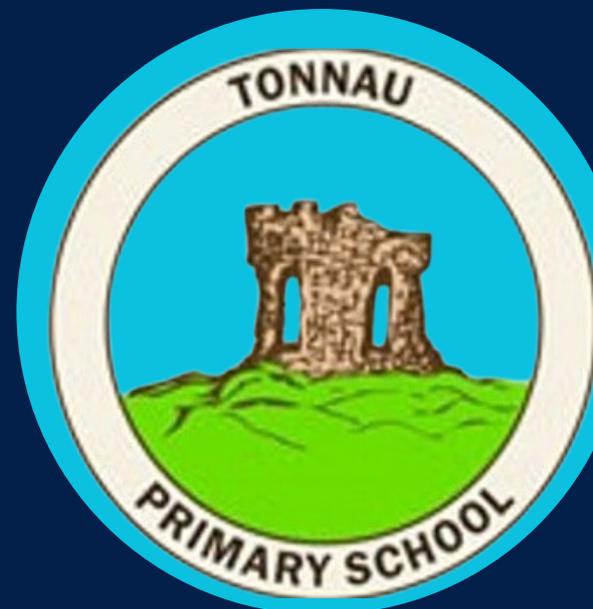
Mrs K Wonnacott – Year 6

Mrs N Slee – Nursery

Mrs J Harris – Reception

Mrs E Griffiths – Year 1

Mrs R Elias – Year 2



Non-Teaching Staff

Mrs B Gwynne – School Clerk
Mrs R Kethro – HLTA Infant Department
Mrs L Dutton – HLTA Infant Department
Mrs R Snow – Nursery / Infant Department
Mrs P Afroz – Infant Department
Miss K Shelley Ranson – 1:1 Infant Department
Miss J Williams – 1:1 Infant Department
Mrs J McKibben – Infant Department
Mrs S. Caulfield – 1:1 Junior Department
Mrs M Strang – 1:1 Junior Department
Mrs L Llewellyn – Junior Department
Mrs E Evans – 1:1 Junior Department
Mrs K Fakher – HLTA / 1:1 Junior Department

School Caretaker / Lunchtime Supervisors / Cleaning Staff / Kitchen Staff

– Caretaker
Mrs H Loaring – Lunchtime Supervisor
Miss S Griffiths – Lunchtime Supervisor
Mrs L Lewis – Lunchtime Supervisor
Mrs P Donaghue – Lunchtime Supervisor
Miss R Davies – Lunchtime Supervisor
Mrs H Beynon – Cleaning Staff
Mr D – Cleaning Staff
Mrs H Harry – Cook
Miss R Morrell – Kitchen Staff
Mr P Kirwan – Kitchen Staff

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Governors / Llywodraethwyr

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.

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 & Personnel Committee
 - Premises Committee
 - Curriculum & ALN Committee
- * Statutory committees



School Governing Body

Corff Llywodraethu

Mrs S Rees – Chair / Safeguarding

Mrs S Owen – Vice Chair

Mrs N Richards – Headteacher

Mrs K Wonnacott – Teaching Governor

Mrs E Evans – Non-teaching Governor

Ms V Beaumont – LA Governor

Mr S Roberts – Community Council Governor / Health & Safety

Mrs C Francis – Community Governor

Mrs L Sweeney – Community Governor

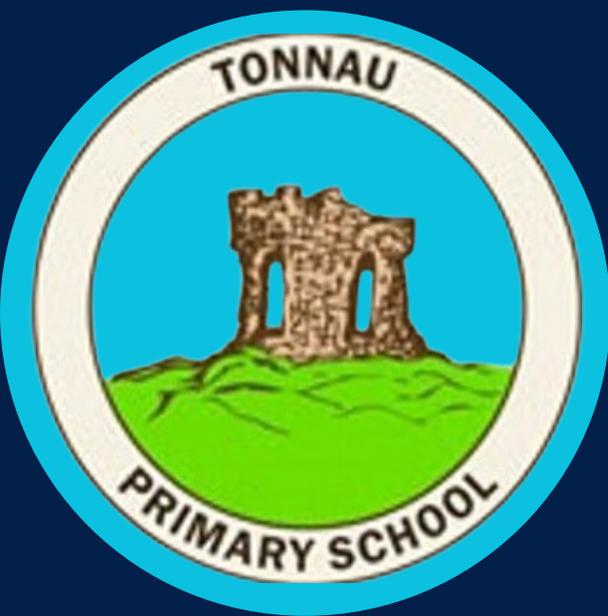
– Parent Governor

Mr S Anthony – Parent Governor

Miss C Batson – Parent Governor / ALN

Mr A Keegan – Deputy Headteacher (non-voting)

Mrs S Horrell – Clerk to Governors





Our School Community

Everyone has their part to play and this brings with it certain responsibilities. All parents and potential parents / carers can visit the school with prior arrangement.

Children

- Come to school with their parents and friends.
 - Always try their best in everything they do.
- Be independent in managing their own possessions.
 - Understand and follow the school rules.
 - Follow the class routines.

Parents

- Bring their children to school and collect them on time.
 - Ensure that their children attend school.
- Support their child by hearing them read and encouraging them to complete any tasks that their teachers ask them to do at home.
- Keep the school informed of any concerns they may have about their child's welfare.



Teachers

- Take responsibility for the children between 8.40am and 3.20pm
 - Work closely with parents
- Provide the highest quality of education and care at all times.

Governors

- Support and assist the Headteacher in the strategic direction of the school.

Welfare

The health, welfare and care of your child is our first priority. We will always contact you if we have any concerns.



Medical Care

Once your child reaches five, his or her weight, height, hearing and sight are checked by the school nurse and their general health is discussed with you. Any child who becomes ill in school will be cared for and comforted by a qualified first aider until you can be contacted. We will need your telephone numbers and numbers of other emergency contacts in school. You will need to ensure that these are kept up to date.

Food and Drink

We have a kitchen on site which is run by the Local Authority and where all children can have a free freshly cooked meal each day. Menus can be found on the 'Broccoli Bob' website. Alternatively, children can bring a packed lunch. A healthy snack consisting of fruit or vegetables may be brought for morning breaktime. A small bottle of milk is provided for all Infant children. Children are encouraged to bring a plastic bottle of water to school. It has been proven that if children have regular access to water during the day they are more able to concentrate. The water bottles are kept in the classroom. Water is available throughout the day.





Equal Opportunities

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 school has a dedicated Children who are Looked After (CLA) person, Mrs. Nicola Richards, who oversees the education, care and well-being of children in care.

The school has in place a Strategic Equality Plan, Access Plans and Race Relations policy. These are reviewed annually and have been adopted by the governing body. If any parents / guardians would like to discuss any disability issues then please contact the school for an appointment. The Strategic Equality Plan, The Accessibility Plan, Race Relations Policy have all been adopted by the governing body. All policies are reviewed regularly.

Equality

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.

Your child's Learning Curriculum for Wales



The world is continuously changing, and we need new ideas and creative use of technology. To address these challenges, the Welsh Government wants to make sure your child has the knowledge, skills and educational experiences they'll need to make the most of life.

In Tonnau Primary, the curriculum is being designed by teachers. They are using guidance that other teachers have written to help them plan what children learn. The curriculum is designed for all children. It will support your child with creative lessons with real-life meaning. It will suit their needs and help them reach their full potential. The world is more connected nowadays, so what they learn is more connected too. Knowledge is really important, and they will also be given the skills and experiences they need for a fast-changing world.

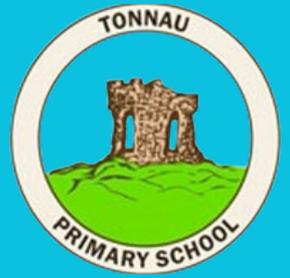
As well as literacy, numeracy and digital skills, there are six areas of learning and experience. Everything your child learns will be connected to these areas. The curriculum also includes human rights; diversity and respecting differences; experiences and skills for careers and the workplace; learning about local, national and international contexts; developmentally appropriate relationships and sexuality education.

We are supporting your child to be:

- an ambitious, capable learner, ready to learn throughout their life
- an enterprising, creative contributor, ready to play a full part in life and work
- an ethical, informed citizen, ready to take part in Wales and the world
- a healthy, confident individual, ready to lead a fulfilling life as a valued member of society.

These are called the 'four purposes' of the curriculum.

The six areas of learning are:



Expressive Arts

In Expressive Arts, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.

Humanities

In Humanities they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.



Health and Wellbeing

Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to keep safe both online and offline, dealing with influences and developing healthy relationships.





Science and Technology

In Science and Technology your child will learn about biology, chemistry, physics and computer science. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.

Mathematics & Numeracy

In Mathematics and Numeracy, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.

Languages, Literacy & Communication

In Languages, Literacy and Communication, your child will learn about different languages. They'll understand and use Welsh, English and at least one other language from primary school. As well as developing their communication skills, they'll learn about literature, including creating their own stories, poetry and performances.



Opportunities for the pupils to use and apply the cross-cutting skills of literacy, numeracy and digital competence are planned for across all areas of learning and experience. We also aim for our pupils to develop the integral skills of personal effectiveness, creativity and innovation, planning and organising and critical thinking and problem solving throughout their learning journey. If you would like to see any of our policy documents, please ask at the Office.

Planning and Teaching

Teachers continually strive to create stimulating learning environments in school. They also spend time building excellent relationships with the children and making learning fun! The curriculum is taught in a variety of ways. It is usually taught through a concept. A variety of teaching styles will also be used. These include individual, group and class-based work, depending on what is most appropriate at the time. Teachers also strive to deliver the curriculum in a way that takes account of children's learning styles. At Tonnau, all pupils from Reception onwards are taught to read and write using the Read, Write Inc. programme. The teaching of mathematics is supported by using White Rose Maths which has a 'concrete, pictorial, abstract' approach to embedding mathematical vocabulary and skills.

The essential skills of literacy, numeracy and Digital Competence will be taught across the curriculum and pupils are encouraged to become creative thinkers and independent learners.

Play is a valuable means of learning for children. Play based and activity-based learning will be evident. Pupils across the school are also taught through the use of the outdoors so that they are able to take full advantage of our outdoor environment.

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 each Phase. Short term planning shows what is going to be taught over a weekly period. Where it is not possible to integrate a particular subject then these are taught as discreet lessons.





Assessment

Assessment will be part of your child's learning every day. They will work with their teachers to understand how well they're doing. This is important to help them:

- see where they are in their learning
- plan their next learning steps
- spot any issues or extra support they need.

It will also help their teacher find ways to challenge them and see how well pupils are doing. The school will also work with you to make sure that your child has the help they need to move forward.

Pupils are assessed regularly throughout the year as they work through the curriculum. Parents are informed of their child's progress through our curriculum during Parents' Evenings and in an annual school report.

Homework Policy

We would encourage parents to read with their children at home on a daily basis. Parents can also support their children by practising sounds, spellings and times tables. Class teachers may give pupils pieces of work to complete at home if it is appropriate and compliments work covered in class. We endeavour to make homework a positive experience for your child by encouraging and praising success.



Use Of The Welsh Language

At Tonnau Primary the main language for teaching is English. However, Welsh is taught as a second language as required by Welsh Government. Pupils respond to Welsh commands, answer the register through Welsh and sing Welsh hymns and prayers. All classes participate in daily 'Drillio' sessions. The Curriculum Cymreig (Welsh traditions and culture) is addressed through cross curricular themes and is strengthened by use of incidental Welsh throughout the school day. St. David's Day is celebrated with a various of Welsh activities, e.g. Eisteddfod, cooking Welsh recipes, listening to Welsh folk tales, music and art competitions, concerts and enjoying Welsh visitors to the school.

A Welsh Teacher Development Officer visits the school regularly where guidance and training is given to the staff and the subject is monitored.



Religion, Values and Ethics (RVE)

Religion Values and Ethics (RVE) Education is a compulsory element within the curriculum through the Humanities Area of Learning and Experience and is based on the Agreed Syllabus for Wales. The main emphasis is on Christianity however, we are committed to the principles of respect and understanding of all religions and a range of cultural and religious beliefs may be studied as part of topic work. Every day the children take part in assembly, based on moral, historical or spiritual themes. This assembly has an act of collective worship. We often have visitors from the community in to speak to the children during assembly and their achievements are celebrated. Assemblies are usually non-denominational, but broadly Christian in character. Due to Welsh Government legislation, parents do not have the right to withdraw their child from RE but should you wish to withdraw your child from any assembly then please contact the Headteacher.

Relationships and Sexuality Education (RSE)

Relationships and Sexuality Education (RSE) has been mandatory since 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. RSE at Tonnau 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.



Curriculum arrangements for Additional Learning Needs

The school believes that every pupil has an entitlement to the full range of curricular opportunities. A whole school approach has been adopted in providing for all the children who experience special educational needs at any time during the Primary Years. Any child identified by the class teacher as needing extra help will have class work differentiated at a level appropriate to the need.

Where a child should continue to experience difficulty, the advice of the ALNco will be sought in the first instance and if necessary outside agencies will be brought in. Individual programmes of work are then devised, implemented and monitored on a termly basis. Parents will be consulted and kept informed at each stage. The ALNco plus other members of staff have received training in a range of special needs. Every attempt will be made to support all children with problems in order to help them make progress.





Listening to Learners

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

The School Council

The Eco Club

Criw Cymraeg

Pupil Voice

Bronze Ambassadors





Extra -Curricular Activities

All staff offer extra – curricular activities alongside planning activities with outside agencies. At present, the following clubs are provided at some point during the year:

Choir Rugby cricket

Forest School /Eco Club Football dodgeball

Lego Club

Netball rounders

Board Games tennis

In Year 5, pupils have the opportunity to attend a residential at Llangrannog and in Year 6 a residential weekend in Manor Adventure at Abernant. This provides the children with the opportunity to study a variety of activities in a totally different environment and promotes team building.



Provision for Sport

The school's sporting aim is to develop in our children a lifelong habit of sports participation and enjoyment. We encourage all children to lead an active and healthy lifestyle and introduce our pupils to a wide range of activities that they can hopefully pursue in the free time. We believe in a sport-for-all mentality and will encourage to children to participate in activities that they enjoy. Our pupils have the opportunity to experience gymnastics, dance, rugby, netball, rounders, football, cricket and swimming. Through participation in athletics tournaments, short tennis competitions, and rugby, netball, football and cricket matches we wish to instil in the pupils a sense of achievement in participation as much as a pride in individual or team success.

The school is a member of all the major sporting groups (Urdd Netball Association, Welsh Rugby Union, Ospreys, Football Assoc. of Wales, Swansea City) as well as all the local associations linked to a variety of sports and schools.



Parental Involvement

The school is eager to foster good relationships with the home. Parents and carers are welcome at the school to discuss any matter concerning their children's education and well-being. Please ring to make an appointment with Mrs. Richards.

Parent Evenings are organised throughout the year along with parental workshops and information sessions.

Parents and other members of the community are encouraged to take an active role in the life of the school. However, you will need a DBS check and 2 references to help out in class. If you have any skills to offer and would like to help us here in school, please let us know.

Currently, fundraising is led mainly by school staff. We would welcome any parent involvement to help with fundraising and / or be part of a PTA.



School Hours

Morning session begins at 8.50 a.m. and ends at 12.00 p.m. (Infants) and 12.10pm (Juniors).

Afternoon session begins at 1.00 p.m. (Infants) and 1.10 p.m. (Juniors) and ends at 3.20 p.m.

Morning Nursery begins at 9.00 a.m. and finishes at 11.30 a.m.

Afternoon Nursery begins at 1.00 p.m. and finishes at 3.15 p.m.

Pupils must not be on the premises before 8.40 a.m. and the register will be taken at the beginning of each session providing a permanent record of lateness. Whilst occasional lateness can be unavoidable the Education Welfare Officer may become involved where the computer printouts show a pattern of lateness occurring.

All school gates will be closed and locked at 8.50am to secure the school site and keep our children safe. Once locked, entrance will only be through the main school gate where you will then need to report to the school office.



Admissions

The NPT County Borough Council is the Admissions Authority for all maintained Nursery Classes, Infant, Junior, Primary and Secondary Community Schools.

Admission to Nursery Classes

Children can access a part-time nursery place following their third birthday. Admissions Application Forms are available from, and should be returned to, The Admissions Officer, School and Family Support, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Applications can also be completed online. Admission to a nursery following the child's third birthday can only be agreed in consultation with the admissions officer.

Admissions to schools including Infant, Junior, Primary and Secondary Schools

All admissions to mainstream schools are approved by the Admissions Officer, School and Family Support. Children are admitted to reception classes in the September following their fourth birthday. Children transfer to the comprehensive school in the September following their eleventh birthday. Parents are notified by Admissions of the need to complete the online admissions form for reception class and secondary schools. This will be done in the autumn term.

Admission arrangements will be advised in writing / by email towards the end of the Spring Term. Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school, neither does attendance at a primary school automatically entitle a child to a place at the partner comprehensive school.

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered, but the priorities set by the authority will be applied.

A full copy of the Authority Admission Policy is available on request.

School Uniform

Uniform is worn at Tonnau Primary School to develop a sense of pride in being a member of the Tonnau Primary School community. School Uniform Policy is available on request.

Uniform

Navy skirt, dress, trousers or joggers

Sky blue polo shirt

Navy hoodie, sweatshirt or cardigan

Black shoes / trainers

Navy tights

White socks

PE Kit

On their designated PE day, children are to wear appropriate PE kit to school. Shorts and t-shirt or joggers with trainers are acceptable.



Tops with the school logo on are available from the school office or from Sport tec, Neath. School logo book bags are also available from the school office.

Nursery pupils may wear navy joggers, sky blue polo shirt and jumper / cardigan to make toileting easier.

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.

Valuables are brought to school at the child's own risk but are discouraged. Mobile phones are not allowed unless prior permission has been sought from the Headteacher and then will be stored in a secure place in the school office.

No jewellery must be worn in school. If your child has pierced ears, **ONLY** small studs are permitted.

However these **MUST** be removed by the child for PE. Nail varnish and make up are not appropriate for school.

School Discipline

Children are encouraged to develop self-discipline. The calm, supportive atmosphere within our school is one of our main strengths and means that in 99% of cases a discussion resolves any issues we may have.

However more serious punishment is usually through the loss of privilege. Parents would be informed where a child fails to respond to the school's own measures and would be invited to work with the school for a positive resolution. Further information can be found in the school's behaviour policy which can be found on the school's website or a copy can be requested from the school office.

Personal Property

We do all we can to safeguard children's possessions although we cannot take responsibility. Children bring equipment on to the premises at their own risk. Jewellery: Children are not allowed to bring valuables or jewellery to school; watches are permitted conditionally and only at the child's own risk. In line with other schools, earrings are not permitted except for stud types. For health and safety reasons no jewellery can be worn during PE.

Money: As far as possible, we are a cash free school. On the occasions where your child may need to bring money into school, please ensure the money is brought in a sealed envelope labelled with your child's name.

Clothing and equipment: Please mark all items clearly. Unclaimed belongings are kept in a 'lost property' collection. High heel shoes are unacceptable footwear for school and clothing and hairstyles must be suitable for a classroom environment. Chewing gum or sweets are not allowed on the premises, nor are children to bring aerosol deodorants or Tippex fluids.

Mobile telephones: Older pupils may bring a mobile phone to school if they are walking home at the end of school on their own however these phones should be handed into the school office where they will be kept safe throughout the school day.





Pastoral Care Arrangements

We strive to create an atmosphere at Tonnau where children feel safe and cared for. Each class teacher has responsibility, under the headteacher, for the pastoral care of the children in their respective classes. Comprehensive records of any injuries and administration of medication are kept in the school office. Whenever necessary, the school liaises with other caring agencies, e.g. School Nurse, Education Welfare Service, School Psychological Service, Social Services, Dentist, and Speech Therapist.

Minor accidents will be dealt with in school by qualified first aiders. If your child is more seriously hurt or ill, you will be contacted to collect him/her from school. It is the responsibility of parents/carers to keep the school up to date with contact names, addresses and telephone numbers to which reference can be made in case of accident or illness or other emergencies.

In a medical emergency, if parents cannot be reached, your child will be accompanied by a member of staff and will be taken to hospital. If your child has a long-term medical condition you will need to draw up a healthcare plan with the Headteacher. The school must be informed if your child is diagnosed with asthma.

Where children are presented to school with infections or contagious diseases, they will be excluded according to the written procedures for the length of time indicated in the relevant document – copies available on request from the school. Children who are sick or have diarrhoea at home must not be presented to school until they have been free of such symptoms for 48 hours.

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.

Medicines Policy

The school operates a strict administration of medicines policy. This policy is based on Welsh/LA guidelines and is available to view at the school or on the school website. If a pupil requires medication during the school day, parents are requested to complete a permission form before medication can be administered. A record is kept of any medication administered.

Attendance

Attendance at school is compulsory. Parents are asked to notify the school as soon as possible with the reason for an absence. Absences due to illness, medical appointments or other unavoidable reasons will be authorised on receipt of a phone call or email explaining the situation. Any pupils with an attendance below an acceptable value are investigated by our Education Welfare Officer and parents will receive letters informing parents about their child's attendance and parents may be asked to attend a meeting with the EWO. In some circumstances, a home visit maybe undertaken by the EWO. Occasionally Parents may request holidays during term time, however the school is not able to authorise any holidays taken in term time under any circumstances.

Charging and Remissions Policy

Under Section 10 of the 1988 Education Act, the Governing Body has determined that parents be invited to make voluntary contributions towards the benefit of the school or to support particular activities, e.g. educational visits in order to offset transport costs and entrance fees. The school is firmly committed to the belief that children learn best from form first hand experiences and these visits are planned to enhance and enrich children's education.





Health and Safety Policy

The school has a Health and Safety Policy, which is available for inspection upon request.

Home School Agreement

Parents are asked to enter into a Home school Agreement when their child starts school which outlines the expectations from school, parents and pupils.

Inspection of Documents

Documents required to be available by Regulation may be inspected, and, where appropriate copied at the school during school hours by arrangement with the Headteacher.

Difficulties, Problems and Complaints

At Tonnau Primary School, we operate an open-door policy and welcome any discussions with parents.

If you have any complaint regarding your child's schooling, we encourage you to arrange an appointment in the first instance with your child's class teacher and then with the headteacher if you are not happy with the initial outcome. If you are still not satisfied, then please ask about the complaints procedure which the headteacher can explain to you. A copy of our Complaints Policy is available on request or via our website.

Term dates and Holidays 2025 – 2026

Autumn term 2025

- Monday, 1 September – Friday, 24 October
- Half-term holiday: Monday, 27 – Friday, 31 October
- Monday, 3 November – Friday, 19 December
- Christmas holiday: Monday, 22 December – Friday, 2 January

Spring term 2026

- Monday, 5 January – Friday, 13 February
- Half-term holiday: Monday, 16 – Friday, 20 February
- Monday, 23 February – Friday, 27 March
- Easter holiday: Monday, 30 March – Friday, 10 April

Summer term 2026

- Monday, 13 April – Friday, 22 May
- Half-term holiday: Monday, 25 – Friday, 29 May
- Monday, 1 June – Monday, 20 July
- Summer holiday: Tuesday, 21 July – Monday, 31 August

Schools will be closed to pupils for INSET/staff preparation(2025) on up to six days between Monday, 1 September 2025 and Monday, 20 July 2026.

