



Prospectus 2023-24

CATWG PRIMARY SCHOOL

Catwg Primary School
NPTCBC | MAIN ROAD, CADOXTON, SA10 8BL



SCHOOL PROSPECTUS

Welcome to Catwg Primary School

Dear Parent/Carer,

I would like to extend a warm welcome to new pupils and their parents to Catwg School and look forward to a happy and successful association over the coming years. If you already have a child in the school, we are pleased to continue the liaison with you. This booklet provides information on the school, its aims, curriculum and activities.

Confidence in the school comes from knowing and understanding what is happening within it. We hope you will extend your knowledge through contact and discussion with myself and members of staff and take advantage of the occasions for consultation. It is important that mutual understanding and trust should be the basis of our shared responsibility for the education of your children.

Regards,

Mr. Gareth Phillips

Headteacher
September 2023

***Details contained in this document are correct at the time of printing**

School Description - Catwg Primary School

Catwg School is situated in the village of Cadoxton, approximately two miles from the town of Neath. The area is predominantly rural, and the catchment area mainly comprises of privately owned houses. There are many places of interest to visit in the surrounding area which offer the school a range of opportunities for enhancing its curriculum through first hand experiences.

The school was built in 1960 and is situated in its own very attractive and extensive grounds. The main building is single storey, with seven teaching areas, two small resource areas, and a good-sized hall. In addition, there is a single and a double demountable building. There is ample yard space, and a generous natural area which provides many opportunities for our environmental work.

The school provides a warm, safe and caring environment for pupils and staff. Through the curriculum we aim to promote the spiritual, moral, cultural and social development of our pupils. The curriculum is planned to be broad, balanced and relevant, providing for continuity and progression, and appropriately differentiated to meet the individual needs of all pupils. All staff members are firmly committed to providing equality of opportunity for all and to ensuring that the potential of each child is fulfilled. Both social and functional inclusion is available for the children with additional learning difficulties.

There are c.200 pupils on roll. This number includes nursery pupils, and pupils with sensory impairment who access the Learning Support Centre. Staffing comprises of a Headteacher, 8 mainstream teachers and 2 teachers of deaf children. Teaching assistants are employed to support learning and undertake administrative duties, and there is an extensive student training and support programme in operation.

All the staff are experienced and well qualified, and deeply committed to improving standards. The school prides itself on the close links it has developed with the parents and the community, and the liaison that has been established with its partner schools.

General Information

Catwg Primary School
Main Road
Cadoxton
NEATH
SA10 8BL

Telephone 01639 642731
e-mail catwg@npt.school

Headteacher Mr Gareth Phillips

Deputy Headteacher Mr S Parvin

Age Range of Pupils 3 - 11 years

Number on Roll c.200

Chair of Governors Mrs R Lee

School Hours Morning Session 8.50am – 12 noon
Afternoon Session 1.00pm – 3.20pm

School Aims

- To help each child realise their maximum potential.
- To create a happy school atmosphere in caring but disciplined surroundings.
- To help children to learn that courtesy, good manners and consideration for others are very important qualities.
- To encourage high standards of work and presentation.
- To develop understanding of the Areas of Learning Experience - Expressive Arts, Health and Well-being, Humanities, Languages, Literacy & Communication, Mathematics & Numeracy and Science & Technology.
- To ensure a basic command of language and to be able to speak correctly.
- To encourage children to enjoy reading.
- To help children to understand and develop a sound basis in mathematics and science.
- To encourage the child's curiosity by organising observational studies, particularly of the local environment.
- To establish an environment within which staff, parents and the community, can work together for the successful achievement of these aims.
- To promote the spiritual, moral and cultural development of pupils.
- To prepare pupils for adult life.

School Organisation

Through careful organisation the school attempts to give to the children what is best in education. In all our activities, we try to work as a community where members have a sense of purpose and belonging, and a feeling of responsibility to the school, and there is equality of opportunity for all.

The pupils are organised into eight mainstream classes, which includes nursery provision. In addition, there are a number of sensory impaired pupils, and every opportunity is sought to include these children in mainstream activities.

The basic skills and the majority of the associated curriculum areas are the responsibility of the class teacher, but certain areas of experience are taught by teachers with a particular expertise, e.g. dance and music. Teaching assistants play an important role working with groups of children in a range of activities.

All pupils are taught a minimum of twenty-three and a half hours each week. This excludes the time allocated for registration, assemblies and playtimes.

Admission Procedures

Children are generally admitted into our early years provision in the term after their third birthday if there is room to do so.

In the period prior to admission, parents and children will be invited along to see our early years provision and meet the staff. Parents will also be notified at this time of the exact date for their child to start attending school.

Transfer to full-time provision takes place in the school year that the child reaches his/her fifth birthday, the Governing Body has adopted the admissions policy of the Local Authority.

Admission to other classes can be arranged during any part of the school year, subject to the conditions of the Local Authority admissions policy.

Admission to the Learning Support Centre is determined by the Local Authority ALN Panel.

Child Protection and Safeguarding

All staff recognise their legal duty to protect and safeguard the wellbeing of all children.

Designated person for safeguarding	-	Gareth Phillips (HT)
Deputy designated person	-	Steve Parvin (DHT)
Deputy designated person	-	Kerensa Stephens (FL Lead)
Nominated governor for safeguarding	-	Reanne Lee

A copy of the Child Protection/Safeguarding policy is available on the website.

Looked After Children / Child who is Looked After

Mr Gareth Phillips (HT) is the person designated as having responsibility for promoting the welfare and educational achievement of looked after children.

Equal Opportunities

Our philosophy is to give all children equal opportunities to develop their talents and to take advantage of all that the school has to offer. We aim, within Catwg Primary School, to provide equality of opportunity for all children whatever their age, ability, gender, race, religion or background. The school gives full consideration to the requirements of pupils with a range of disabilities. The equal opportunities policy is available at the school.

Health and Safety

The Governing Body and Headteacher together with all employees are committed to ensuring that the highest standards of health and safety are maintained throughout the school. Our Health and Safety policy is regularly monitored to ensure it is up to date in terms of practice and statutory responsibilities. We take matters of security very seriously and therefore ask parents' co-operation in using the main entrance and by reporting to the school office when they enter the school site. Parents are not permitted to drive vehicles onto school premises.

Toilet Facilities

Toilet facilities are suitable for the age range of the pupils in the school and sufficient toilets are available for the number of pupils on roll. The toilets are cleaned on a daily basis and pupils are encouraged to maintain high standards of hygiene at all times.

Pastoral Care Arrangements

All members of staff are involved in the care and welfare of pupils with the Headteacher having overall responsibility.

Parents will be informed if a pupil is taken ill or has a minor accident which means he/she cannot remain in school. In the case of a major accident emergency services will be called and parents contacted.

Medical and dental services attend school on a regular basis, parents are informed of the checks being carried out at those times.

The Education Welfare Officer will be involved where a pupil's attendance is giving cause for concern.

Appropriate numbers of staff are on duty in each yard to supervise the children at all break times.

Termly Fire Drills are carried out.

Children may only leave school early if collected by a responsible adult.

General School Rules

Good behaviour must be maintained; rules are few, but those that must be followed are for the good of everyone in the school. Children are encouraged to learn self-discipline and to respect other children and adults. They must also learn respect for their own property and that of others. Pupils are punished usually through the loss of privilege, but parents are consulted if a child fails to respond.

Our Golden Rules are:

- We always try our best to work and behave well.
- We stay safe by walking in school.
- We care about ourselves and others.
- We care for our school.
- We respect our own and other people's property.

School Day

The school day begins at 8.50am. Children should not be on school premises before 8.40am, unless they are attending Breakfast Club. No adult supervision is provided before 8.40am for children who do not attend Breakfast Club.

Children should be encouraged to attend regularly and to be punctual. The school should always be informed of the reason for a pupil's absence by a parental letter or a phone call to the school office. Parents should notify the school office prior to a child attending a medical or dental appointment. Where an absence has not been reported by 10am a text will be sent asking parents to contact the school.

The colour of the school uniform is red and grey/black. Red sweatshirts, hoodies, fleeces, polo shirts and t-shirts with the school badge are available from *Macron, Abbey Road Industrial Estate, Neath SA10 7BR*. It is perfectly acceptable to purchase those items without the school badge - Grey/black skirts/trousers have to be purchased elsewhere. Of course, uniformity of dress necessitates **marking or labelling all items of clothing**.

Appropriate clothing, i.e. T-shirt and shorts, must be worn for P.E. lessons. Shoes and trainers must not be worn. Jewellery, particularly earrings, cannot not be worn in PE lessons.

Valuables are brought to school at pupils' own risk.

Breakfast Club and Free School Meals

The Welsh Assembly Government provides funding, therefore the breakfast club is **free of charge for all children**.

Equally, school meals are provided free of charge to pupils from Reception age up to Year 6.

- Children can arrive at the breakfast club between 8.10am and 8.25am (no entry after 8.25am as the room has to be ready for the start of the school day). There is no need to book a place.
- **PARENTS WILL NOT BE PERMITTED TO DRIVE ONTO THE SCHOOL YARD OR TO USE THE LAYBY** – this is to ensure the safety of the children.
- As staff will be driving into school, please do not walk on the driveway at any time.
- Children using the breakfast club should use the path behind the demountable buildings. This means that children do not have to cross the yard whilst traffic is moving.

New Curriculum Wales

From 2022, there are 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 Catwg 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

Non-denominational Religious Education is provided for all children. Assembly is an important part of the school day when we meet 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 Catwg 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)

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 Catwg 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 Catwg 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.

Additional Learning Needs

A child with additional learning needs deserves every possible help in education. The school has a comprehensive ALN policy which details the steps taken to identify those pupils with additional needs.

Referrals are made termly with the process being managed by the ALN co-ordinator. Our procedures deliver the requirements of the Welsh Government ALN Reform.

Pupils who are experiencing difficulty in language and/or mathematics may receive tuition from support staff should that provision be available. Children with other learning difficulties may benefit from the full range of special educational provision provided by the Local Authority. Children of exceptional abilities are also provided for. There also exists as part of the school, a Learning Support Centre (LSC) for children with hearing impairment. The LSC assists pupils to integrate where appropriate, into mainstream education, whilst catering for their specific needs.

Pupils with Disabilities

Disabled pupils are given opportunities to access the full range of activities on offer at the school. The school building has facilities for disabled pupils and visitors such as ramps, double doors and toilets. Admission for disabled pupils will generally be organised through the local authority ALN panel.

Physical Education/Sporting Aims

All pupils must participate in physical education and the school seeks to promote sporting activities by expanding the range and support on offer. Respectful of equal opportunities, every junior child, in particular, is enabled to play netball, rugby, soccer, cricket, rounders and hockey, as well as numerous other games skills. Community support and expertise contributes to this process, the school has links with local cricket and rugby clubs.

Extra-Curricular Activities

A range of extra-curricular activities can be provided. These will vary from year to year, but can include British Sign Language, a gardening club, organised games, environmental activities, educational visits and concerts. A swimming programme is arranged for junior children, and cycling proficiency and first aid lessons are usually provided for Y6 pupils. Parental consent for local educational visits is sought at the start of every year, or on entry.

Charging and Remissions Policy

The school charging and remissions policy is based upon the one provided by the Local Authority which was accepted by the Governing Body. The policy has determined that parents be invited to make voluntary contributions towards the cost of educational visits or school activities. A copy of the policy is available on the school website. Please contact the Headteacher if you have any concerns regarding costs. Your concerns will be treated in the strictest confidence.

Parental Involvement

We aim to keep parents fully informed about the work of the school and their children. Parents are invited to contact the Headteacher at any time if they are concerned about the progress of their children or require further information. Formal visits to discuss children's progress are arranged during the year, and written reports are sent home at the end of the Summer Term. A Home/School agreement form is given to parents of new pupils, and occasionally all parents are asked to re-affirm their partnership with the school. A copy of the agreement is included at the end of the prospectus for your information.

There is an active Parent Teacher Association which arranges social, educational and fundraising events. All parents of pupils in the school are automatically members and are encouraged to get involved with the Association's efforts. We always need willing helpers and particularly new members to serve on the Committee. In recent years, the Association has enabled theatre visits and materials for the refurbishment of the resource areas. The Association also subsidises the costs of educational visits. These additional resources benefit all the children and continued efforts need to be made on their behalf.

Parents are also invited to come into the school and help teachers in a variety of ways, e.g. preparing materials, helping with the school library and working with children in certain activities.

Newsletters are sent home regularly to keep parents fully informed about school life. We also have a texting service which helps us to keep in touch with parents.

Complaints Procedure

If you have a complaint about the curriculum or any other related matter, a copy of the complaints policy is available on the school website or from the school. In the event of any complaint, you should first try to resolve the situation by making an appointment to discuss the matter with the Headteacher.

Appendices

School Staff

Headteacher

Mr Gareth Phillips

Teachers

Mr S Parvin (Deputy Headteacher)

Mrs E Broom

Mrs G Brown

Mrs K Chapple

Mrs S Herdman

Mrs H James

Mrs B Maunder

Mrs L Mellor

Ms M O'Leary

Miss K Roderick

Mrs K Stephens

Mrs R Thomas

Teaching Assistants

Mrs R Broad

Mrs R Dowding

Mrs G Hopkins

Miss J Jenkins

Mrs S Jones

Mrs L Kethro

Mrs N Lewis

Mrs L Warlow

Mrs L Woodward

Administrative Officer

Mrs V Uzzell

Site Manager

Mr H Rees

Lunchtime Supervisors

Mrs C Ryan

Miss F Ryan

Mrs D Tucker

School Governors (To be updated for 2023/24)

LEA Appointed

Termination of Office

Mrs R Lee (Chair)	31.08.2024
Mrs S Davies	31.12.2023
Mrs G Murphy	31.12.2022

Community Minor Authority Gov

CLlr T Lewis	20.10.2023
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Elected Parent Governors

Mrs J Battle (Vice Chair)	18.06.2022
Mrs L Broom	09.07.2023
Mrs C McKay	12.06.2022
Dr D Smith	09.07.2023

Community Governors

Mr B John	31.10.2024
Mr P Hunter	31.08.2024
Mr R Mort	30.06.2023

Teacher Governor

Mrs K Stephens	10.11.2025
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Staff Governor

Mrs G Hopkins	31.10.2024
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Headteacher

Mr G Phillips	(ex officio)
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*** The next election for parent governor will take place in summer 2022**

The Chairperson of the Governing Body is Mrs R Lee and the Clerk to the Governors is Mrs S. Horrell. If necessary, they may be contacted via the school.

Attendance 2023/24

The chart below shows the percentage of attendance in the reporting year expressed as a. Unauthorised absences are those which have not been explained, or those which cannot be approved.

Year group	Attendance (%)
Year 1	93.1
Year 2	93.1
Year 3	92.2
Year 4	93.3
Year 5	91.2
Year 6	92.8
Overall	92.6

Attendance target for 2022/23 95%
Actual attendance for 2022/23 92.6%

Home-School Agreement

We believe that our mission is to develop each child's individual potential both educationally and socially, and to provide a stable and caring environment which makes the learning process as stimulating and enjoyable as possible. The success of this aim is reliant upon the partnership which exists between the home and the school.

Our Home-School Agreement is consistent with the policies agreed by the Governing Body, and identifies the responsibilities of pupils, parents and school which contribute towards effective learning and achievement.

We are confident that the consistent use of the Agreement will raise standards of achievement and reduce the number of occasions when difficulties can occur.

The school's commitment

To provide:

- A broad and balanced education satisfying the demands of the Curriculum for Wales.
- An education based on high expectations.
- Work which is appropriate to the age and ability of the pupil with consideration given to the needs of the most gifted and those with learning difficulties.
- A high standard of teaching, academic support and personal guidance.
- Regular homework, as appropriate, for the respective year groups.
- Regular marking of work.
- A Record of Achievement and parental consultation evenings.
- Access to extra-curricular and enhanced learning opportunities.
- A caring, well-disciplined working environment.

The pupil's commitment

To:

- Attend school regularly.
- Be punctual at all times.
- Remain on the school site at all times.
- Work to the best of your ability.
- Complete homework on time.
- Wear the appropriate school uniform and bring the correct P.E. kit to lessons.
- Not wear jewellery for physical activities.
- Share the responsibility for and respect the school environment.
- Recognise the importance of good behaviour and follow the classroom expectations.
- Recognise that when you are wearing the school uniform outside school, your behaviour reflects on yourself, your parents, the school and the community.
- Treat all people involved in the school, both adults and children, with respect.
- Become involved in school activities.
- Try to meet your learning goals.

Signed,

Parent/Carer:

The parent's commitment

To:

- Ensure attendance and inform the school promptly about any reason for absence.
- Ensure punctuality.
- Encourage and support the child's learning and extra –curricular activities.
- Ensure that any homework is completed on time and to monitor and sign the termly target sheet.
- Provide a suitable environment for the pupil to complete their homework.
- Attend parents' consultation evenings, support school functions and attend any special appointments if requested.
- Provide the correct uniform and P.E. kit and ensure that the pupil wears it.
- Ensure that the pupil takes responsibility for bringing the correct equipment, etc., to school on the appropriate day.
- Pay for the replacement of damaged or lost books and equipment.
- Support the policies of the school.
- Consult the school regarding any queries, concerns or change of circumstances.

Signed,

Parent/Carer:

School Terms and Holiday Dates 2023/2024 Academic Year

The Education Committee has approved the following school terms and holiday dates for the 2023/2024 academic year.

Period Dates

<u>Autumn Term 1</u>	<u>Friday, 1 September to Friday, 27 October</u>
<u>Autumn Half Term</u>	<u>Monday, 30 October to Friday, 3 November</u>
<u>Autumn Term 2</u>	<u>Monday, 6 November to Friday, 22 December</u>
<u>Christmas Holiday</u>	<u>Monday, 25 December to Friday, 5 January</u>
<u>Spring Term 1</u>	<u>Monday, 8 January to Friday, 9 February</u>
<u>Spring Half Term</u>	<u>Monday, 12 February to Friday, 16 February</u>
<u>Spring Term 2</u>	<u>Monday, 19 February to Friday, 22 March</u>
<u>Easter Holiday</u>	<u>Monday, 25 March to Friday, 5 April</u>
<u>Summer Term 1</u>	<u>Monday, 8 April to Friday, 24 May</u>
<u>Summer Half Term</u>	<u>Monday, 27 May to Friday, 31 May</u>
<u>Summer Term 2</u>	<u>Monday, 3 June to Friday, 19 July</u>

INSET Days 2023/24

- Friday, 1st September 2023
- Friday, 29th September 2023
- Friday, 22nd December 2023
- Monday, 19th February 2024
- Friday, 22nd March 2024
- Friday, 24th May 2024

Bank Holidays

Good Friday	29 th March 2024
Easter Monday	1 st April 2024
May Day	Monday 6th May 2024 – school is closed on this day.
Spring Bank Holiday	27 th May 2024