



Crymlyn Primary School

Prospectus 2023-2024



Dear Parents and Carers

On behalf of the Governing Body, Staff and Pupils of Crymlyn 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 Crymlyn Primary School.

At Crymlyn Primary School we strive to provide a caring and secure learning environment. We endeavour to create happy, stimulating and creative surroundings.

Yours sincerely

G. Clement

Mr Gary Clement
Headteacher

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SCHOOL INFORMATION 2023-2024

SCHOOL ADDRESS: School Road, Jersey Marine, Neath, SA10 6JJ

TELEPHONE: (01792) 812285

E-MAIL: office@crymlynprimary.npt.school

WEBSITE: <https://crymlyn-primary-school.j2bloggy.com/>

TYPE OF SCHOOL: Community co-educational

LANGUAGE: English

AGE RANGE: 3 - 11

NUMBER ON ROLL: (105 full time, 22 part time)

HEADTEACHER: Mr Gary Clement

LOCAL AUTHORITY: Neath Port Talbot CBC

CHILD PROTECTION OFFICER: Mr Gary Clement

LOOKED AFTER CHILDREN OFFICER: Mrs Karen Hughes (ALNCo)

STAFF STRUCTURE

HEADTEACHER:	Mr Gary Clement
TEACHING STAFF:	Mrs Karen Hughes Mrs Donna May Mr Sam Owen Mrs Colette Henwood Miss Kirsty Harris
NON-TEACHING STAFF:	Mrs Claire Whitefoot Administration Officer Miss Tracey Roberts, Teaching Assistant Mrs Rhiannon Woodard, Teaching Assistant Mrs Sharon Sargeant, Teaching Assistant Mrs Louise Lewis, Teaching Assistant Miss Donna Greenway, Teaching Assistant Miss Holly Carter, Teaching Assistant Mrs Yvonne Walker, HLTA Miss Stacey Evans, Teaching Assistant Mrs Claire Rowlands, Caretaker, Cleaner Mrs Christine Tollick, Lunchtime Supervisor Mrs Julie Harding, Lunchtime Supervisor Mrs Angela Harris, School Cook

GOVERNING BODY

CHAIRPERSON:	Ms Natalie Lambourne	Community Governor
VICE CHAIRPERSON:	Ms Leah Hayes	Community Governor
GOVERNORS:	Mr Howard Davies	LA governor
	Mrs Alyson Jones	LA governor
	Cllr Tyrone Bevan	Community governor
	Mrs Laura Jones	Parent governor
	Mrs Donna May	Teacher governor
	Mrs Angela Harris	Staff governor
	Mr Gary Clement	Head teacher
	Miss Emma Baker	Parent Governor
CLERK TO GOVERNORS:	Mrs Claire Whitefoot	

CLASS STRUCTURE

Class Teacher	Year Group
Mr S Owen	Nursery & Reception
Mrs C Henwood	Year 1
Miss K Harris	Year 2
Mrs K Hughes	Year 3
Mrs D May (Sickness) Covered by Mrs W Clement	Year 4,5,6



LOCATION/CONTEXT OF OUR SCHOOL

Crymlyn Primary School is located in a small village on the border between Neath Port Talbot and Swansea and is a Neath Port Talbot Authority maintained school.



The school comprises of three buildings: The Key Stage 2 building dating back to 1907 and a pre-fabricated Foundation Phase building which was constructed in the 1930s. In summer 2020 a new demountable classroom was added to the school grounds, due to an increase in pupil numbers. The school has a small hall

which is situated in the Foundation Phase building. This is used for school assemblies, school canteen and class activities.

In February 2024, the school will further develop its capacity due to increasing numbers. There will be a double demountable classroom built on the school field (completing in April 2024).

All school meals are cooked on the premises. All buildings are single storey and include five classrooms, cloakroom areas and toilets. The Key Stage 2 building accommodates the main school office and staffroom. The Foundation Phase building accommodates the Headteacher's office and a small room for emotional support and intervention activities.

Outside there is a large tarmac playground with climbing frames, a quiet area, Foundation Phase outdoor area and a large field with willow tunnels and shelters as well as a patio area.



The school's catchment area consists of Jersey Marine, Crymlyn Burrows and Llandarcy village. We are beginning to serve the newly developed village of Coed Darcy. A small number of our pupils live outside the catchment area. The area consists of a mixture of privately owned properties and Local Authority housing together with some private rental properties. At the current time, the school has 127 pupils on roll (116 Fte).

Strong home/school links are vital, and we work hard to develop good working relationships with parents and carers. Regular opportunities are provided for parents to come into school and keep up with children's progress. Letters, ClassDojo, school website and texts ensure up to date information is always available. Our governors, Headteacher and staff are always happy to meet and discuss any queries you may have at a mutually convenient time.



VISION AND AIMS OF OUR SCHOOL

Our school motto is:

Nurture

Confidence

Surroundings

Attainment

At Crymlyn Primary School we aim to create a warm, friendly and welcoming atmosphere and the relationship between staff, pupils and parents and the wider community is a strength - based on mutual respect, honesty and trust. Pupils are encouraged to show consideration for the needs of others and to play a full and active part of school life. Every child is valued as an individual.

As pupils progress through the school, they are given opportunities and experiences to develop skills for life and a love of learning.

For every pupil will aim to:

- Nurture positive attitudes to learning and society;
- Make the learning process as practical, challenging, interesting and enjoyable as possible;
- Develop good discipline, motivation, respect for peers and staff, and a commitment to reach their individual potential;
- Develop lively, enquiring minds with the ability to question and to apply themselves positively to tasks, both collaboratively and individually;
- Make full use of the environment and community through various activities and visits;
- Promote the spiritual, moral and cultural development of pupils;
- To establish an environment within which staff, parents and the community can work together for the successful achievement of these aims.



ADMISSIONS

The school has adopted and follows the Local Authority Admission procedures. All admissions are dealt with by the Local Authority Admissions Officer, Mrs Helen Lewis.

For all children, a placement request must be submitted to the Local Authority. Application packs are available from school. A copy of the Local Authority Admissions policy is also available at school. Prospective parents/carers are welcome to make an appointment to visit the school prior to submitting an application. Any requests for admissions during the school year are also made through the Local Authority.

Children are admitted into the Nursery class in the term following their third birthday. Where possible, visits to the class are arranged for the child and parents/carers beforehand. To build strong relationships school visits are arranged by the class teacher and teaching assistant prior to the child starting Nursery.

Pupils are admitted to full-time education in the September following their fourth birthday and admission requests to school are dealt with by the Local Authority.

School admission team can be contacted on (01639) 763580/ (01639) 763730 or admissions@npt.gov.uk.

SCHOOL SESSION TIMES

8:50 - 11:50am
12:50 - 3:20pm

NURSERY SESSION TIMES

Morning session	8.50 -11.20am
Afternoon session	12.50 - 3.20pm

Please make every effort to ensure your child arrives at school on time and is collected promptly at the end of the day.

Children will be supervised by a member of staff in the school yard from 8.40am daily.

Pupils who arrive late, after the main doors have been locked, must be taken to



the main office in the Key Stage 2 building to sign in.

If, for some reason, your child is not being collected by yourself or the usual adult, please inform the school.

PLEASE NOTE, FOR SECURITY REASONS, ALL EXTERIOR GATES ARE LOCKED FROM 8.55am UNTIL THE END OF THE SCHOOL DAY.

ATTENDANCE

Regular attendance and punctuality at school is essential. It is an important factor of your child's progress in school and helps ensure children's happiness and academic progress. Every school absence must be accounted for by a satisfactory explanation. This should be done by telephoning the school by 8.50 am on the first day of absence. Failure to provide a satisfactory explanation for absence can lead to that absence being classed as unauthorised which may lead to enquiries being made by the school, or the Educational Welfare Officer (EWO).

The EWO is also involved with families in a supportive role, such as a management plan for a child's return after illness.

Any holiday or planned term time absence will be considered on an individual basis. A request for absence form must be completed and these are available in the school office.

Our whole school percentage of attendance of sessions attended by pupils was **91.30%** in 2022/23. School was closed from 20th March 2020 due to Covid-19 pandemic. Our target attendance for 2023/24 is 93%, building up to 95% by 2024/25.

The Welsh Assembly Government states that:

Attendance percentage	National Guidelines
95- 100%	Your child is taking full advantage of every learning opportunity and has the optimum chance to succeed.
90 - 95%	Satisfactory attendance. Your child may have to spend time catching up with work.
85 - 90%	Attendance is a cause for concern. Your child may be at risk of under-achieving. The Education Welfare Officer may call at home.
80 - 85%	Attendance is very much a cause for concern. Your child may need extra support from you to catch up

	with their work. You will receive a visit from the Educational Welfare Officer.
Below 80%	Unacceptable attendance. Your child is missing out on a broad and balanced education. You will receive a visit from the Education Welfare Officer.

CHILD PROTECTION AND SAFEGUARDING

We strive to provide a safe and welcoming environment where children are respected and valued.

The school's designated Child Protection Officers are:

Child Protection Officer:	Mr G Clement (Headteacher)
Deputy Child Protection Officer:	Mrs K Hughes (Key Stage 2 Teacher)
Child Protection Governor:	Ms N Lambourne (Chair of Governors)

Crymlyn Primary School is committed to the protection and safety of its pupils.

The school has a Child Protection and Safeguarding Policy. These are available on request and on our website.

It is the responsibility of the Head Teacher to ensure that all Child Protection procedures are followed correctly and that all staff are trained appropriately to the required standard.

Staff have a duty to report any concerns to Mr Clement or to Ms N Lambourne, Safeguarding governor.

Should you have any concerns or information you wish to share, please contact a member of staff. All cases will be dealt with professionally, efficiently and discreetly.

CHILDREN WHO ARE LOOKED AFTER (CLA)

Sometimes, children are placed into Local Authority care on a short or longer-term placement. This is usually with foster families. A plan is drawn up for these children called a Personal Education Plan to ensure that they achieve the best they can from their education. Regular meetings are held to ensure they are receiving emotional, social and educational support. Mr Clement is the (CLA) Officer.

PASTORAL CARE AND SECURITY ARRANGEMENTS

The school aims to create a warm, caring and secure atmosphere for your children. Each class teacher is responsible to the Headteacher for the general

care of your child at school. Suitable supervisory arrangements are made during break and dinner times.

In the event of a pupil being taken ill, or sustaining a minor accident, the parent or guardian are contacted, and appropriate arrangements made. The emergency services are contacted in the case of major accidents and parents informed accordingly. Medical and dental services attend school on a regular basis.

The Education Welfare Officer makes fortnightly visits.

The school has access to a wide range of outside agencies including Educational Psychology, Speech and Language and the Wellbeing Team. These services support the school to meet the needs of all pupils.

If a child has any allergies, or needs regular prescribed medication, parents are asked to inform the school and complete the relevant form, to ensure the correct procedure is followed if treatment is necessary. No medication will be given without written authorisation from the parent/guardian/carer.

Fire drills are carried out at least on a termly basis as a minimum requirement as included in our Health and Safety policy. All electrical equipment is tested annually.

Health and Safety is everyone's responsibility. Any hazards are to be reported as soon as possible to a member of staff.

The school has three different pupil toilet facilities, one in each building. Each of these facilities is cleaned at the end of the school day in accordance with the Local Authority's cleaning service provision.

Parents/carers are not to park on the yellow zig-zag lines outside the school gates for the safety of our pupils. The school bus has permission to park here. PCSO monitor this with the Headteacher.

The main school gates are kept locked during the school day and any parent/carer needing to visit during the day should report to the school office in the Key Stage 2 building. There are also gate locking arrangements in place for the safety of our pupils.

DBS

All persons that work with the children in our school can only do so with an enhanced check with the Disclosure and Barring Service. The school follows the Local Authority safer recruitment checks when appointing staff.

RULES AND DISCIPLINE

Our school rules are kept to a minimum and are based on consideration and respect for others. Children are encouraged to behave in a responsible way. Reward systems are in place to promote this. Children help set our rules to take ownership and responsibility.

Children at Crymlyn show a caring, responsible attitude in all they do. If a pupil shows unacceptable behaviour it will be addressed and positive behaviour modelled. In more serious cases the parents of the pupil will be informed in order to work together to improve/support pupil. If exclusion is necessary, the parents, Governors and LEA will be informed. Bullying is taken seriously, and a policy is in place. Issues that are brought to our attention are dealt with following school policy. In order to promote good behaviour a celebration assembly takes place every week, where pupil's achievements are recognised by all staff. The school has a policy on Discipline and Anti-Bullying.



THE CURRICULUM



THE LEARNING ENVIRONMENT

Staff continually strive to create stimulating learning environments in school to promote engagement. They also spend time building excellent relationships with the children and making learning fun!

A variety of teaching and learning styles are used to deliver the Curriculum for Wales. These include individual, group, partner and whole-class activities.

Teachers also strive to deliver the curriculum in a way that takes account of children's learning styles.

Play is a valuable means of learning for all children. Pupils throughout the school have the opportunity to learn through play, discovery and outdoor learning. We are fortunate to have a wealth of outdoor space which is utilised to its full potential.

CURRICULUM FOR WALES

Four Purposes

- Healthy and Confident
- Ambitious and Capable
- Ethical and Informed
- Creative and Enterprising

We provide a "four purpose" driven curriculum for all our pupils across 6 areas of learning (AOLES)

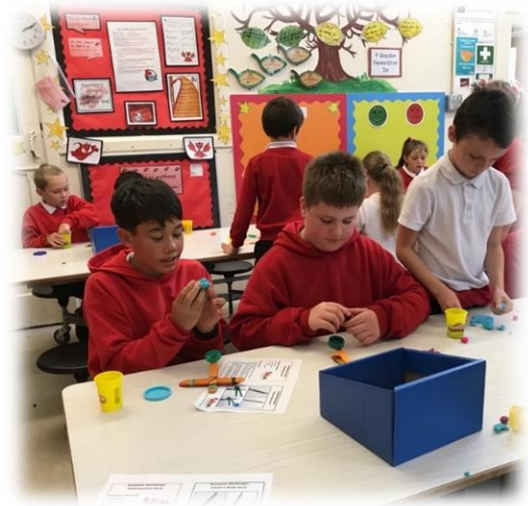
- Health and Well-being
- Science and Technology
- Humanities
- Language, Literacy and Communication
- Maths and Numeracy
- Expressive Arts

Cross-curricular skills

◆ Literacy ◆ Numeracy ◆ Digital Competence

Integral skills

- Personal effectiveness
- Creativity and Innovation
- Planning and Organising
- Critical thinking and Problem solving



Read, write Inc is used from Nursery and until pupils complete the programme.

Read Write Inc (RWI) is a phonics programme which helps all pupils learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary, and spelling. It also allows them to spell effortlessly so that they can put all their energy into composing what they write.

White Rose Maths is used throughout the school.

White Rose Maths helps pupils develop their conceptual understanding of mathematics by using concrete objects, pictorial representations and abstract thinking. This inclusive approach is based on the principles of cognitive psychology and child development.

Relationships, Sexuality Education (RSE)-is taught in line with the Curriculum for Wales RSE code.

As a statutory part of the curriculum, there is no 'right of withdrawal' from RSE. <https://www.gov.wales/sites/default/files/publications/2022-01/curriculum-for-wales-relationships-sexuality-education-code.pdf>

Religion, Values & Ethics (RVE) is a mandatory part of 'Curriculum for Wales' as part of the Humanities AoLE.

Our RVE provision is provided in an objective and critical way, taking an impartial approach that does not require or encourage learners to be religious or nonreligious, or to accept a prescribed viewpoint. As a mandatory part of the curriculum, there is no 'right of withdrawal' from RVE.

PE AND SPORT



At Crymlyn, PE and games play an important part in the delivery of the National Curriculum. We believe that physical education is about developing children's enjoyment, confidence and skill in physical activity. Our programme for physical education involves practical activities that give all children, irrespective of age or gender, opportunities for participation, enjoyment, pleasure and success. These activities include games, gymnastics, dance, athletics, outdoor adventure activities and swimming. Other activities arranged include netball, rugby, football, rounders, hockey and athletics.

Children are required to dress in suitable clothing appropriate to the activity undertaken e.g. school PE and T-Shirts, joggers/tracksuit bottoms, shorts and trainers. After school sports is organised throughout the year. We currently have Year 5 & 6 Sports Ambassadors within our school who organise games and activities at playtime and lunchtime.



EXTRA CURRICULAR ACTIVITIES

Every term class teachers generally arrange an educational visit to supplement work on their class theme. These visits usually take place during school hours and places visited in recent years include: St Fagan's, Castell Henllys, Swansea Maritime Museum, Techniquet, theatres and various sports tournaments.

Each year, children from Years 5 and 6 are taken on a residential visit. In recent years, visits have been made to Margam Sustainable Centre and Manor Adventure.



Whenever possible some extra-curricular activities may be provided voluntarily by the staff. These may include such things as chess, games clubs, football, dance, craft, singing, wellbeing and Environmental club. Clubs are advertised through our ClassDojo or via the school website. These may take place at lunchtime or after school.

USE OF THE WELSH LANGUAGE

Welsh is introduced as a second language in short, mainly oral lessons from the time the child enters school. Enjoyment in learning the language is incorporated in a variety of situations: incidental, conversational and singing, and is an integral part of classroom life.

As pupils progress they develop reading and writings skills in Welsh. Since 2010 Teacher Assessments for Welsh as a Second Language have been made for all pupils at the end of Key Stage 2 and reported to parents.



We have access to support from the Local Authority.

The Curriculum Cymreig is also important to our pupils' development and understanding of their Welsh heritage and is reflected throughout the year in a range of activities.

The school has achieved the bronze award and is now working towards the silver award of the Siarter Iaith scheme.

PUPIL VOICE

Children have opportunities to become elected as School Council representatives, Criw Cymraeg and Sports Ambassadors. Recently, pupils have established a Wellbeing Champions Council, working with staff and parents to ensure the promotion of mental and emotional wellbeing. These pupils meet regularly to discuss school issues and have opportunities to arrange school events. The school has achieved the bronze award and is now working towards the silver award of the UNCRC Rights Respecting Scheme.



SUSTAINABLE DEVELOPMENT AND GLOBAL CITIZENSHIP

The school has a clear policy and programme for promoting sustainability and global citizenship and has been awarded with three Healthy School Awards and currently working towards a lifetime award. We have been awarded the Bronze and Silver Awards for Eco Schools. We hold regular Eco activities where the whole school has the opportunity to experience a variety of different activities in the outdoors.

Sustainable development and global citizenship are incorporated into school life through curriculum work, assemblies, PSE sessions and organised events.

HOMEWORK

Homework is not routinely set by school. We encourage all pupils to interact with family members at home, talk about their learning and enjoy high quality family time. We do ask children to read regularly at home and take part in mini projects as part of their concept learning, where appropriate.

READING Children have a home/school reading diary in which you, as well as teachers, have the opportunity to make a comment about your child's reading. If you want advice about reading please feel free to ask the class teacher. As part of the RWI programme, pupils will be set 3 books weekly.

1. An online e-book linked to their colour that they are working on
2. A book bag book linked to the level they are reading at
3. A library book which is free choice. This book may be chosen to share with someone at home because they may like the look of the story.

SPELLING is not given weekly, but pupils are encouraged to learn words they read through the RWI programme.

MULTIPLICATION TABLES are given to pupils when appropriate. Pupils are encouraged to learn timestable through TT Rockstars

HOME SCHOOL PROJECTS are set occasionally and usually linked to topic work. These projects are completed by pupils and their parents/carers working together.

Your help and encouragement are vital to support your child's education.

REPORTING TO PARENTS/ CARERS

We hold parental consultation evenings twice a year, during the Autumn and Spring terms. During these sessions pupil's progress and their targets are discussed. Reports are given out at the end of the Summer term and contain comments on your children's progress in all subjects of the Foundation Phase and the Curriculum for Wales. Children will have their Personalised Assessments shared with them at the end of each academic year. Parents are invited to meet with the class teacher following the report if they wish to.

ARRANGEMENTS FOR ADDITIONAL LEARNING NEEDS

At Crymlyn 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 families, teachers and pupils working together.

Pupils who meet our criteria for having ALN will be supported by class teachers, learning support 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 inclusive 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/carers 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 families, pupils and other agencies e.g. Educational Psychologist, Speech Therapists, Social Worker
- To create Individual Development Plans (IDPs) for pupils who require it

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 Strategic Equality Plan, Accessibility Plan, Race Relations Policy have all been adopted by the Governing Body.



DISABILITY EQUALITY AND ACCESS FOR DISABLED

We ensure that pupils and stakeholders have the same opportunities to benefit from the education our school provides. We will not treat a pupil or stakeholder 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.

INSPECTION OF DOCUMENTS/ POLICIES

Documents required to be made available by Regulation may be inspected at the school by prior arrangement.

CHARGING AND REMISSIONS POLICY

The school Charging and Remissions policy is based upon the one provided by the LEA which was accepted by the Governing Body. Please contact the Headteacher if you have any concerns regarding costs. Your concerns will be treated in the strictest confidence. The Governing Body has determined that parents may be invited to make voluntary contributions to support a particular activity e.g. for educational visits a nominal charge to offset transport and where necessary entrance costs. A copy of the school's Charging and Remissions policy is available at school and on the school website.

SCHOOL TERMS AND HOLIDAY DATES

2023/2024 Academic Year

Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2023	Friday 1 st September	Monday 30 th October	Friday 3 rd November	Friday 22 nd December	
Spring 2024	Monday 8 th January	Monday 12 th February	Friday 16 th February	Friday 22 nd March	
Summer 2024	Monday 8 th April	Monday 27 th May	Friday 31 st May	Friday 19 th July	
Total:					

Schools will be closed to pupils for INSET/Staff Preparation on six days between Friday 1st September 2023 and Friday 22nd July 2024.

- Friday 1st September
- Friday 27th October
- Friday 22nd December
- Friday 9th February
- Friday 22nd March

Bank Holidays

School will be closed on all public bank holidays.

HOME SCHOOL AGREEMENT

The school issues a Home-School Agreement on admission. The agreement outlines the responsibilities of the school; the class teacher; the pupil and the parent/ carer. The agreement is signed by all parties and returned to school and retained. Parents are able to play an extremely important role in the partnership between home and school. This partnership should provide each child with the best possible education in a secure and caring environment.

UNIFORM

The school has a set school uniform, which, although it is not compulsory, we actively encourage all children to wear. The school uniform is as follows:

- Red Sweatshirt, Jumper or Cardigan (with or without school logo)

- White or red Polo Shirt (with or without school logo)
- Grey or Black trousers, skirt or pinafore
- Flat sensible, safe, shoes

Summer Options:

- Grey or black shorts
- Gingham dresses - red
- Any cap to protect from the sun



P.E. Kit

- Red T. shirts (with or without school logo)
- Plain shorts or jogging bottoms
- Trainers

Parents/ carers are encouraged to label all articles of clothing with the child's name and class.

Uniform embroidered with the Crymlyn logo can be purchased direct from Macron in Neath Abbey or online via My Uniform (formerly Tesco).

Macron Store
Abbey Road Industrial Estate
Neath
SA10 7BR

01792 321364

<http://macronstoreneath.co.uk/>

Macron will have a small stock in store, however items will have to be ordered and there is an approximate 2 week turnaround for orders.

School uniform can also be ordered online through My Uniform (formerly Tesco) <https://myclothing.com/>

SCHOOL DINNERS AND PACKED LUNCH

Under the Welsh Government's Free School Meal Scheme, all pupils are entitled to receive a school dinner free of charge.

Pupils can bring a healthy packed lunch to school instead of having school lunch.

Parents/ carers are requested to ensure that all food is wrapped well, and all drinks put in secure containers (no glass is allowed). Pupils should not bring

sweets as part of the packed lunch.

BREAKFAST CLUB

Free Breakfast Club, a Welsh Assembly Initiative, is provided on a daily basis for all pupils. Breakfast comprises of cereal, toast, fruit, and milk/water. At our school, Breakfast Club operates from 8.10 am until 8.40 am and no children are allowed into Club after 8.30 am.



CONSENT FORMS

Consent forms are sent home every September which cover all general activities and visits in the local area for that academic year. For any visits that take place away from school and the local area, details will be sent home and an additional consent form will need to be completed in each instance. In the case of longer trips (residential to Margam Discovery Centre or Manor Adventure, for example) you will be asked for additional information and consent on any medication that may be needed, allergies or any special dietary requirements.

COMPLAINTS

If you have a complaint about any aspect of your child's schooling, in the first instance, please discuss your concern with the Headteacher and staff. If you are still not satisfied, ask about the complaint procedure, which the Headteacher (or Governing Body representative) will explain to you. The Complaints Procedure is available on the website.

At Crymlyn Primary School we are always willing to discuss any queries/questions you have and welcome open and honest discussions.