

# Alltwen Primary School

Ysgol Gynradd Alltwen

## School Prospectus

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Alltwen Hill,  
Alltwen,  
Pontardawe,  
Swansea,  
SA8 3AB  
01792 863275  
@Alltwen

<https://alltwen-primary-school.j2bloggy.com>

*Our School, Our Community, Our Education - Ein Hysgol, Ein Cymuned, Ein Addysg.*

Dear Parents/Carers,

Welcome to Alltwen Primary School. This prospectus will provide an overall view of the objectives of our school. Our aim is to achieve high academic standards within a teaching environment which is both caring and stimulating for all our pupils. A safe and happy school will encourage pupils to work hard and be aware of the needs of others around them. We strive to achieve this with a dedicated team of both teaching and nonteaching staff members under the leadership of the acting head teacher Mrs G. Herbert and the acting deputy head teacher Miss R Hughes.

Pupils are encouraged to develop educational achievement in all aspects of the Curriculum for Wales.

A recent Estyn inspection stated... "This is a school with pupils' wellbeing at its heart. It is a community school that works actively with parents to involve them in their child's education."

The school has developed a positive home/school relationship and this is endorsed by the support of parents and carers at school events throughout the year.

We value the support of the local community in general and have links with schools, businesses, sporting and religious organizations. Our PTA works extremely hard in raising extra funding for the pupils and their contribution is very much appreciated.

If you have any questions please contact the school office or if you have any questions please contact the school office or take the opportunity to visit the school which can be arranged by appointment.

Yours sincerely

Yvonne James Chair of Governors

Dear parent/carer,

Welcome, Croeso to our wonderful school. Alltwen Primary School is very much a school at the heart of its community. Our current school site was opened by Mr Herbert Lloyd ESQ. J.P. on September 10th 1903 however we have logs that evidence that education was being delivered to pupils in this area across several different locations for many years.

It is with great pride, passion and intent that we serve our community and deliver excellent education within an efficient and effective school where excellence prevails.

The school consists of the main building and two demountable classes. The main building houses seven classrooms and our hall, kitchen, staffroom and offices. Our Nursery and Reception are based within one of the demountables. The smaller demountable houses our on-site childcare facility HOOTS.

The school has three different pupil toilet facilities. One of these is a mixed gender facility within the demountable used by the Foundation Phase pupils, with the other two facilities split by gender in the main building. Each of these facilities are cleaned at the end of the school day in accordance with the LEA's cleaning service provision.

We are also extremely fortunate to have large playing fields, two yards and a wood-land 'Garden of Learning'. Our committed staff ensure that every child achieves to their full potential whilst experiencing a broad and balanced education enriched by experiences and challenges.

If you would like to discuss a matter relating to your child or that of the whole school please contact the school office. Thank you for your continued support.

Diolch. Mrs G. Herbert.  
Acting head teacher.

## Governing Body

Our Governors are elected and represented by the local community, parents, teachers, staff and the LA. Governors serve a term of office of four years. The Full Governing Body meets at least termly with sub-committees meeting more regularly to discuss specific matters i.e. finance, the curriculum and Health and Safety. Our Governors are a group of people working together with a common purpose. Each Governor member has unique qualities, experience, skills and special interests that must be integrated with those of other members. The Governors of our school have no powers to act as individuals unless very specific tasks have been delegated to them by the Full Governing Body with the majority of functions and decisions exercised corporately.

The Governing Body produces an annual report which is available on request. The community can request up to three meetings per year with the Governing Body via a petition. The Governing Body will hold a meeting within 25 school days of receiving the petition, providing that:

1. the petition contains the signatures of the required minimum number of parents of registered pupils at the school, which is the lower of the following:
  - (a) the parents of 10% of registered pupils, or
  - (b) the parents of 30 registered pupils (Calculated by using the number of registered pupils at the school on the date that the petition is received.)
2. the meeting requested by parents must be to discuss a matter relating to the school.
3. there will be no more than three meetings held during the year in which the first petition is received.
4. there are sufficient school days left in the school year for the meeting to be held.

The meeting is open to all parents of registered pupils at the school, the head teacher and any other persons invited by the Governing Body. As soon as reasonably practicable, the Governing Body must notify all parents of registered pupils at the school in writing, the date of the meeting and the matter to be discussed.

For more information please follow the link:-

<http://gov.wales/docs/dcells/publications/130503-statutory-guidance-parents-meetings-en.pdf>

## Governing Body Members

Position	Name
Chair person	Mrs Yvonne James
Vice Chair person	Mr Oliver Williams
Secretary	Mrs Suzanne Rees
Teaching representative	Mrs Danielle Moran
Non-teaching representative	Mrs Lisa Jones
Local Authority	Mrs Helen Watkins
Local Authority	Rev Jeffrey Thomas
Local Authority	Councillor Nia Jenkins
Community Representative	Mr Ian Jones
Parent Representative / Safeguarding Governor	Mrs Laura Davies
Parent Representative	Mrs Melanie Rocyn Jones
Acting headteacher	Mrs Gayle Herbert

Classification of school: Community Primary.

Age range of pupils: 3 - 11 years.

Language of the school: English.

## Our Staff.

Teachers
Mrs Gayle Herbert - Acting Head teacher
Miss Rhian Hughes - Acting Deputy Head teacher and ALNCO
Mr Greg Hazel - Senior Leader Curriculum/PPA
Mrs Danielle Moran - Reading Lead Teacher Read Write Inc. and Foundation Learning Leader
Mrs Tracey O Malley
Mrs Donna Edmunds
Mrs Hannah Lloyd
Miss Rose Dorward
Miss Elisha Flack
Miss Gabriella Blenkinsop

Teaching Assistants	
Mrs Nicola Bowen	Mrs Denise Henry
Mrs Paula Jones	Mrs Bonnie Reeves
Mrs Marie Llewelyn	Miss Hannah Way
Mrs Lisa Jones	Mrs Liz Williams
Miss Ria Merson	Miss Ruby Rosser
Mrs Myra Oakley	Ms Meredith Hilton

School Office Staff	
Mrs Suzanne Rees	
Caretaker	Cleaners
Mr Mike Beckett	Miss Danielle Thomas
	Mr Mark Hill
	Mr Ben Stock
Kitchen and Breakfast Club Staff	
Miss Mel Ferman del - Cook	
Mrs Angela Emery - Cooks assistant	
Mrs Kim Evans- Cooks assistant	
Mrs Gemma Chick - Cooks assistant	
Mrs Sylvia Harris - Lunchtime supervisor	
Mrs Davina Davies - Lunchtime supervisor	
Mrs Sian Saunders - Breakfast Club	
Mrs Lisa Jones - Breakfast Club	

Miss Ria Merson - Breakfast Club

Regularly throughout the year the school provides placements for students who are following various college courses.

## Our Mission Statement

During 2022 we collaborated with our children, parents and governors to refresh our schools mission statement to encapsulate our daily values and aspirations for all.

Alltwen Primary School... nurturing **Compassion, Connections, Curiosity and Courage**

## Our Vision Principles

Our Vision for all children at Alltwen Primary School is:-

- ❖ To instil all of our children with a compassion and respect for themselves, each other and the world around them.
- ❖ To forge connections with the local community, Wales and the wider world that will last a lifetime.
- ❖ To ignite a curiosity of enquiry, creativity and problem solving.
- ❖ To develop a sense of courage and ambition to be the best they can be, never give up and be proud of themselves and others achievements.

## Our Aims

Our aim at Alltwen Primary School is to ensure all our children and their families are safe and happy with an understanding that as a school community we are committed to building good relationships based on mutual respect and trust. In doing so we can work together to secure the very best of opportunities for everyone.

We will...

- Enable all our children to raise their aspirations and ambitions to succeed in everything they choose.
- Ignite interests and stimulate passions, developing our children's confidence in themselves as enterprising, creative contributors, in expanding their horizons within and beyond the classroom.



- Build partnerships within our community and beyond to develop ethically informed citizens who make the right choices and are ready to be citizens of Wales and the ever changing world.
- Develop healthy, confident individuals who are active, resilient and empathetic and are ready to lead happy, fulfilling lives as valued members of society.

## Our School Rules

- + We listen to the person who is meant to be speaking.
- + We follow instructions the first time.
- + We keep our hands, feet and unkind words to ourselves.

## Admissions

All admissions requests must be made centrally via the Admissions Officer at Neath Port Talbot Local Authority. They control and administer the entry of children to our school. This is the case for all maintained schools in our authority. However, please also contact the school as we can support you through this process and ensure that you as a family feel part of our school community prior to your child starting school.

Children are admitted into our part-time Nursery on an agreed date after their third birthday. Arrangements will be made with you, as parents, to visit the school and meet with the staff during the term before your child starts Nursery Education. These events are always successful and give you the opportunity to familiarise yourself with staff, the setting and other parents before your child starts with us.

Children aged 4+ are admitted into our full time Reception class in the September of each school year. Written confirmation of the offer of a place for your child at the school must be received before the closing date set. This varies annually but is usually sometime in February/March before your child attends school in the Autumn Term. It is essential that parents ensure the return of the completed School Admission Form to the Local Authority.

## School Hours

### Full Time Hours:

Morning session 8.50 a.m. - 12.00 a.m.

Afternoon session 1.00 p.m. - 3.20 p.m.

### Part Time Hours:

Morning Nursery 8.50 a.m. - 11.40 a.m.

Afternoon Nursery 1.00 p.m. - 3.20 p.m.

## Visiting our School

The school aims to create a warm, caring and secure family atmosphere. Many people visit our school daily and therefore measures have been established to ensure the safety of all pupils, staff and visitors. Our school has a Traffic Management plan by the Local Authority and there are clear visible signs to direct parents and visitors to and around our school. All external doors and perimeter gates are locked throughout the school day with an intercom system installed in the main foyer. All staff, visitors and volunteers are required to sign in using a digital system on arrival and departure and will be given an identification lanyard which must be worn. All volunteers and visitors that will be working closely with our children will need to have a Disclosure and Barring Service (DBS) check (previously CRB checks).

Each class teacher is responsible to the head teacher for the general care of your child at school. Adequate supervisory arrangements are made during break and dinner times and fire drills are carried out regularly. All pupils are to be expected to be collected at the end of the day by a parent or nominated representative. If Year 6 pupils are allowed to walk/cycle home on their own we would like a note from the parents informing us of this.

Our Health and Safety Policy clearly sets out the procedures to protect pupils, staff and the school premises.

## Car Park and Parking

We appreciate that there is very little room for parents/carers to park near the school during the busy times of the day (drop off and pick up). We encourage all families who need to travel to school using their car to park sensibly on one of the surrounding roads and walk the short distance to school. The school drive has double yellow lines on the road and pavement which indicates 'no loading or unloading at any times'. Parking and/or loading on these lines may incur a financial fine if spotted by a traffic warden etc.

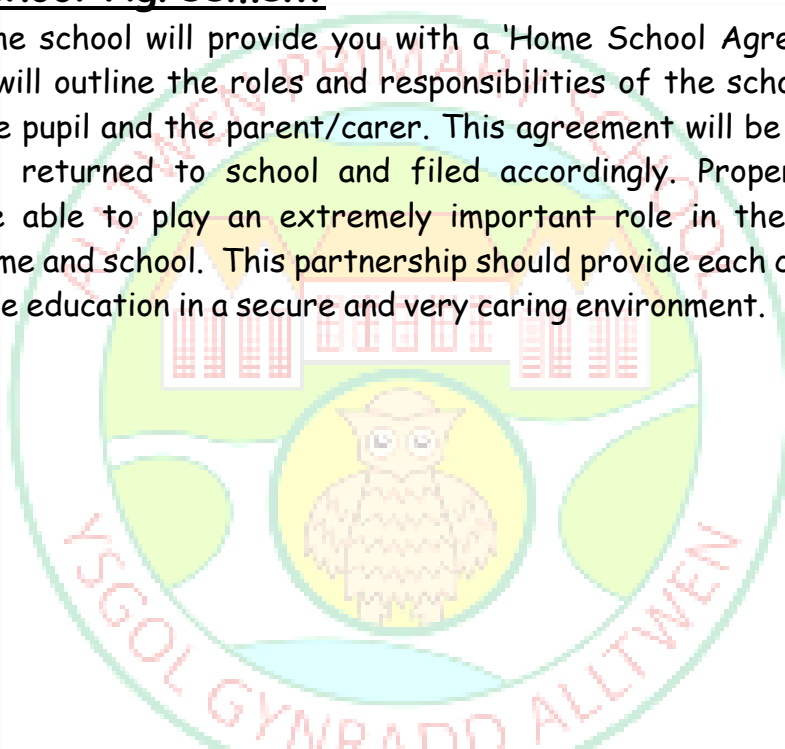
Unfortunately unless there are exceptional circumstances which have been discussed and agreed by the acting head teacher the school staff car park **cannot** be used by parents/carers. The school car park is only to be used by the staff, school transport (bus/taxi) and contractors, with the gates always kept clear for emergency purposes.

Please work with the school and wider community by parking safely to keep all of our children safe.

For the safety of all of our children we kindly ask that our parents/carers and wider community refrain from calling, beaconing and chatting to our children through the red gate or over the walls at any time during the schoolday. We accept and understand that you may wish to acknowledge your child(ren) and encourage you to raise your hand and wave. Thank you for your understanding.

## Home School Agreement

On entry the school will provide you with a 'Home School Agreement'. This agreement will outline the roles and responsibilities of the school: the class teacher, the pupil and the parent/carer. This agreement will be signed by all parties and returned to school and filed accordingly. Properly informed 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 very caring environment.



## Arriving at and Leaving School

In order to ensure the safe arrival and departure of our children both to and from school, and to ensure the school day runs smoothly, the following applies:

- ✓ Pupils from Nursery to Year 5 must be brought to and collected from school by a responsible adult.
- ✓ Parents bringing or collecting pupils by car should not stop on the double yellow lines marked in front of the school gates. Neither should parents' cars enter the school premises for the purpose of dropping pupils unless permission is granted from the acting head teacher.
- ✓ Pupils should not arrive in school before 8.30 a.m. unless they are attending Breakfast Club.
- ✓ Staff will be on duty in the yard from 8.50 a.m. The pupils will be dropped off at the gate and enter the school building with their teacher.
- ✓ During unsuitable weather, the pupils will be welcomed into the school building at 8.40 a.m.
- ✓ Pupils will be collected from a designated zone on the school yard at 3.20 pm.

The schools attendance data is used by the local authority, educational region and Welsh Government to make a judgement on our school. Annually the school sets a whole school attendance target. This target is shared to the community on the school newsletter, web site and social media

## Accidents and Illness

In the event of a pupil being taken ill, or sustaining a minor accident, parents will be informed and appropriate arrangements made. In the case of major accidents or a child leaving the premises without permission, the emergency services will be summoned and parents informed accordingly. Where necessary, the school liaises with other caring agencies, such as the Medical, Dental, Health, Psychological and Educational Welfare Services, and also with the Comprehensive Schools to which children from this school normally transfer.

## Medicine

There are two categories of children who may need prescribed medication:

1. **Children with a long term illness**, for instance, asthma. In such instances, arrangements will be made for their necessary treatment and a Health Care Plan may need to be drawn up

2. **Children with short term illnesses**. Usually a child who is ill enough to need medicine prescribed by a doctor should be at home being cared for by family. Occasionally a child may be well enough to return to school before the course of treatment has been completed. During these occasions there will be a need for a parent/carer to complete and sign a 'Administration of medicines' proforma. Medicines will be safely stored in the office.

When your child is admitted to school you will be invited to complete a detailed medical questionnaire on your child. This is merely a request and its completion is not compulsory. If your child has a potentially serious medical condition the school must be made aware.

Periodically, the school nurse, dentist, visual and hearing specialist will visit the school to carry out routine health inspections, dental inspections, vision and hearing tests. Parents will be informed in advance. If deemed necessary, parents will be notified and advised to seek further help from either the School Health Service or their family doctor. From time to time there are outbreaks of head lice in school. Parents will always be kept informed if such an outbreak occurs. We ask that you are vigilant in checking your child's hair daily. The Health Service no longer takes responsibility for this. There is a

leaflet in school, which is available in the school office giving advice on how to treat any outbreak.

## **School Dinners**

Our school dinners are prepared, cooked and served on the premises. To view 'Broccoli Bob's' school dinner menu please visit the school web site. All pupils from Reception to Year 6 are entitled to a free school meal as of September 2023.

Children are also welcome to bring packed lunch. We encourage parents/carers to provide a healthy and nutritious packed lunch, we do not allow chocolate bars/sweets (eg, Mars, Cadbury bars, Snickers, Haribos, Moam bars etc) in packed lunch boxes, but Jaffa cakes, Kit-kats, Rocky bars, Penguins, Club bars, Wagon Wheels etc are allowed. No carbonated drinks are permitted either. (eg, Coke, Fanta, Sprite, Dr Pepper etc). All packed lunch waste (crusts, foil, cartons, apple cores etc.) will be returned home.

For children new to full time school Free School Meals should still be applied for, if eligible, under the old scheme prior to the start of the new school year. This is necessary in order to benefit from school uniform grants and BACS payments for free school meals during the school holidays. Please apply as there are also grants available for the school which will benefit your child. Forms are obtainable from the school office (or can be downloaded from the Neath Port Talbot County Borough Council Website) and once completed should be sent to Student, Family, Pupil Awards, NPTCBC, 1st Floor Aberafan House, PORT TALBOT, SA13 1PJ.

Nursery and Reception pupils are asked for a £1 per pupil weekly donation for the daily healthy tuck/fruit snack. This weekly donation is used to purchase the daily tuck/fruit with a quart of milk provided free of charge.

Year 1 - 6 pupils have access to our daily school tuck shop. This tuck shop is organised and managed by our 'Healthy Heroes' pupils. A range of seasonal fruit is available at 30 pence each. Children are encouraged to organise and handle their money from a small purse or wallet.

## **Toilets**

The school has ample toileting facilities for pupils, staff and visitors. The Early Years demountable has mixed gender facilities. The main school has two toilet facilities either side of the building with two additional staff/visitors' toilets. The girl's toilet has a sanitary bin provided in one cubicle. Sanitary products are available for pupils on request. At Alltwen we are committed to ensuring that pupils and their families have access to sanitary products if needed. Each of these toilet facilities are cleaned at the end of the school day in accordance with the LEA's cleaning service provision.

## **Safeguarding**

The acting head teacher and acting deputy head teacher are the school's designated Child Protection and Looked After children officers. All visitors and pupils are made aware of this through discussions, class assemblies and posters. The Governing Body also has a named Child Protection and Children who are Looked After Governor, details can be obtained via the school office.

## **The Curriculum for Wales**

The Curriculum is in the process of changing, please visit the website for more information. We have a new Curriculum for Wales 2022.

We pride ourselves on providing a broad curriculum of learning which gives every child many opportunities to pursue the four purposes through a range of concepts.

Children between the ages of 3 to 11 years are organised into the year groups: Nursery, Reception, Year One, Year Two, Year Three, Year Four, Year Five and Year Six.

Learning is planned using The Curriculum for Wales. There are Four Purposes which drive the teaching and learning throughout the curriculum, these are:-

**Ambitious, Capable Learners**  
**Ethically Informed Citizens**  
**Enterprising Creative Contributors**  
**Healthy Confident Individuals**

There are six Areas of Learning and Experience, these are:-

**Languages, Literacy and Communication**

**Mathematics and Numeracy**

**Expressive Arts**

**Health and Well-Being**

**Humanities**

**Science and Technology**

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 from 3 to 16 years.

## **Human Rights**

Throughout their time with us the pupils will have the opportunity to explore and discuss human rights and the rights of the child.

Using the UNCRC and the Rights Respecting Schools framework we strive to ensure that pupils become empowered, respectful and knowledgeable individuals, well equipped to lead a safe and happy life.

## **British Sign Language and Modern Foreign Languages**

Pupils will learn the BSL alphabet, basic greetings/commands and personal information in order to communicate with each other and the wider community.

In Year 6 pupils will begin to learn basic French in preparation for the transition to secondary school. We will liaise with teachers at the local secondary school to facilitate this.



## **Religion, Values and Ethics**

The teaching of RVE is a legal requirement and learning is planned following our Local Authority's Agreed Syllabus. We hold a daily act of collective worship and invite families to join us throughout the year when children present their class assembly. We invite local clergy to school to speak and also make use of our local churches and chapels for special celebrations during the school year.

## **ALN**

The school makes provisions for children with Additional Learning Needs. Where an additional need is identified our class teachers will differentiate tasks and provide help and support in class. This support sometimes includes the use of Teaching Assistants. Our Additional Learning Needs Coordinator will liaise with and advise the class teacher, and further support may be put in place. In some instances we may need to contact our Local Authority agencies for their help and expertise. Pupils who have Additional Learning Needs will have an Individual Development Plan drawn up which outlines their targets and the support they will receive. We ensure that parents are fully informed at all stages of the process. Our Additional Learning Needs Policy is available for parents upon request.

## **Relationships and Sexuality Education**

Class teachers and our School Health Nurse teach RSE at an appropriate level to all children in the school. RSE is part of the Curriculum for Wales and is taught in such a manner to promote a healthy lifestyle for all. A carefully co-ordinated approach is used, building gradually on knowledge from year to year. The school Relationships and Sexuality Education Policy is available upon request.

## **The Use of the Welsh Language**

Welsh is taught as a second language in all classes, aiming at oral fluency and the written word in preparation for further development in the Comprehensive School. Pupils are encouraged to use every day phrases and instructions that are practiced daily through the use of incidental Welsh. An interest in Welsh culture and heritage is developed throughout the school through the learning of Welsh songs, verses and hymns and the reading of stories of a Welsh background including Welsh folklore and historical people and events and also through the whole school celebrations of St. David's day and Dydd Santes Dwynwen (the Welsh Valentine's day). Our children will also learn about Welsh historical events, local artists/musicians and celebrities and national geographical issues. We hope to instil a sense of belonging in our pupils - Cynefin, where they feel connected to their local environment and each other through a shared understanding of where they come from and what has helped shape their past and will continue to shape their future.

## **Homework**

We encourage our children to read at home each evening. We provide individual reading books for this purpose. Homework set for children will depend on the teacher's judgement of how much extra practise an individual needs and will vary from class to class. The main focus of homework will be to support literacy and numeracy development, with tasks also set to support individual pupils with their learning targets. Our Homework Policy is reviewed annually and is available to all parents upon request.

## **Extra-Curricular Clubs**

Parents will be notified by the school termly with regard to the dates and times of any current afterschool extra-curricular clubs, and a consent form will be issued.

## **Visits, Visitors and Residential Trips**

During the year, classes may make educational visits in order to enhance the learning that takes place in the classroom and immediate school environment. These educational visits are necessary and usually take place during the school day. In order for a child to participate in any visit, a consent form must be completed and returned to the school. Any child who does not return their consent form will not be allowed to participate in the activity. Our Year Five and Six children are invited on a Residential trip where they stay for 2 days and 1 night in Year 5 and 3 days and 2 nights in Year 6.

## **Charging and Remission Policy**

Although no charge is made for school time activities, parents are invited to make a voluntary contribution to cover the cost of trips, visits and visitors. No child will be excluded from such activities simply on the basis of non-contribution but at the same time visits and activities may be cancelled for the entire group or class if there are insufficient voluntary contributions to cover the costs. We do offer parents the opportunity to discuss any concerns they may have for making payments with the acting head teacher. Any concerns will be treated in confidence.

## **School Uniform**

Our children are encouraged to wear the school uniform albeit non- statutory. Wearing the uniform develops our children's sense of pride, ownership and belonging. Our uniform is comprised of:

- navy sweater or cardigan,
- white polo shirt,
- grey trousers or tracksuit bottoms,
- grey skirt or pinafore dress.

In warmer weather the children can also wear:

- blue and white check dress,
- grey shorts.

All pupils are required to wear appropriate school shoes at all times. Trainers may be worn, however, we ask parents/carers to provide dark/black coloured trainers and not fluorescent, hightops or slip-ons. Laces must be tied at all times.

Physical Education is a National Curriculum subject and is therefore compulsory. We expect our children to wear appropriate clothing to safely take part in these sessions. Children will need a:

- white round neck t-shirt,
- black shorts or jogging bottoms,
- trainers for outdoor activities.

In cold weather a tracksuit top/jumper may be necessary for outdoor games. Children will undertake gymnastics barefooted within our school hall. A swimming costume and towel will be necessary during the term when the children go swimming.

Please label every item of clothing. Misplaced clothes will be stored in the 'Lost and Found' basket. This basket will be periodically emptied with the content sent to the local charity shop.

Uniform and other school accessories which display our school logo are available from Swansea Valley Customised Wear on 07846033999 .

## **Hair, Jewellery, Tattoos and Make-up.**

Parents are asked to make sensible decisions when styling their children's hair. We do not recommend that pupils colour their hair or experiment with different modern styles during term time. All pupils with long hair must tie/style their hair back at all times and failure to do this may result in the child being omitted from certain activities on Health & Safety grounds.

To help keep our pupils safe, we only allow the following jewellery to be worn in school:

- watches,
- stud earrings,
- one signet ring.

Please keep all other jewellery at home for weekend and/or evening use. The school cannot be held responsible for the loss or damage caused by or to jewellery. Failure to comply with this may result in the child being omitted from certain activities on Health & Safety grounds.

The school does not allow the pupils to wear make-up, nail varnish or tattoos.

### **Healthy Choices**

Keeping suitably hydrated can have positive benefits to our pupils learning and wellbeing. Pupils are encouraged to bring transparent water bottles into school. The children have access to their bottles throughout the day and are encouraged to drink water regularly., however in line with our Healthy School Accreditation the pupils are only allowed water and not squash, juice or fizzy pop. Children are permitted to refill their individual water bottles and are reminded to take their bottles home periodically to be washed thoroughly. In addition our Nursery to Year Two pupils will be provided with 'free milk' on a daily basis.

### **Summer Time**

Our yard becomes a sun trap during the day, with little sheltered area available. Please could all pupils bring in a sun hat (with their name written inside) and we encourage parents/carers to apply sun cream in the mornings. We do have sun cream in class that your child may use if you have consented to our sun safe policy. Sun cream is available from class teachers for a patch test, if you so wish.

### **Mobile phones**

Under no circumstances should children bring phones or any other electrical device into school. The school will not accept responsibility to loss or damaged items. Year 6 pupils may bring a phone into school for communication with parents if walking home alone. The phone is to be placed in a box in the office at the start of the school day and returned to the child at the end of the

school day.

## **Communication**

We keep all our families informed about what is happening at school. We pride ourselves on clear and precise communication and we achieve this through:

- regular newsletters (emailed),
- class letters,
- our school website,
- social media (X),
- class Seesaw
- text messages (teacher 2 parent),
- open evenings
- parental consultations in the Autumn and Spring Term,
- end of year reports in the Summer Term.

Our teachers are available daily between 3.20 pm to 3.30 pm if you have a minor query or would like to pass on a message. However, we ask that if you would like to speak with your child's teacher you must make an appointment when it would be mutually convenient.

## **Equal Opportunity and Strategic Equality Plan**

At Alltwen Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

A copy of our Strategic Equality Plan, which incorporates our Disability Access Plan, is available from the school office upon request.

## **Visitors and Volunteers**

We warmly welcome family, friends and visitors to our school, including members of our PTA. All staff, visitors and volunteers are required to sign the visitor's book on arrival and departure and will be given an identification

lanyard which must be worn. All volunteers and visitors that will be working closely with our children will need to have a Disclosure and Barring Service (DBS) check (previously CRB checks).

## **Complaints**

There are occasions where parents/carers feel the need to make a complaint regarding the school. Our school aims to be fair, open and honest when dealing with any complaints. We give careful consideration to all complaints and deal with them as swiftly as possible. We treat all complaints seriously and respond to them quickly which often means they can be resolved at an early stage and without recourse to additional procedures. We aim to resolve any complaint through dialogue and mutual understanding and, where necessary, we put the interest of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then addressed.

The Welsh Government recommends (*Complaints procedures for school governing bodies Welsh Government, Circular 011/2012*) that Governing bodies establish a three stage procedure when dealing with complaints. A copy of the policy is available on request from the school.

Stage A - complaint raised with (and resolved) by first recipient (class teacher) within the school.

Stage B - matter referred to head teacher for investigation, decision and resolution.

Stage C - matter referred to the governing body's complaint committee for investigation, decision and resolution.

If you require further clarity about how to make a complaint please contact the school office or contact the Education Department, Port Talbot, Pupil Family and Support 763000

## School dates

### School Terms and Holiday Dates

#### Academic Years

2023/2024 and 2024/2025

#### 2023-2024

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

#### 2024-2025

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











