

School Prospectus 2025-2026



Working Together for Excellence
Gweithio gyda'n gilydd er rhagoriaeth

Dear Parents,

At Cwmafan Primary School we view education as a co-operative partnership between the pupils, their parents and the staff. We endeavour to provide a caring and secure environment where the children feel safe, valued and ready to learn.

This booklet has been designed with you in mind. It gives general information about the school, and I hope it will ensure your child has a happy and successful start to their Primary education.

Yours sincerely,

Mrs L A George
Head Teacher



*This information has been compiled in accordance with The Education (School Curriculum & Related Information) (Wales) regulations 1991.
This information is correct and up to date at the time of printing.*

SCHOOL PROSPECTUS
INFORMATION FOR PARENTS
SCHOOL YEAR 2025/26

Name of School:	Cwmafan Primary School
Address:	Cwmafan Port Talbot SA12 9BB
Telephone No:	01639 896312
Head Teacher:	Mrs Lisa George (BEd Hons)
County/Voluntary/Welsh:	County
Co-educational/Boys/Girls:	Co-Educational
Dfes No:	6712237
Age Range of Pupils:	3-11 Years
Number on Roll:	414 (including Nursery) 341 (excluding Nursery)
Chair of Governors:	Mrs Claire Miller

SCHOOL DESCRIPTION:

The school is situated in the centre of the village on the main road from Port Talbot to Pontrhydyfen. It serves a catchment area where there is a mixture of long-established housing, much of which is in the centre of the village, some recently developed housing estates as well as council house estates.

The schools date from 1910 and comprise of two separate buildings: the Infant and Junior departments.

The Infant department is a single storey building with a nursery annexe at the side. Currently, pupils in this department are organised into straight year group classes of mixed ability. There are 2 x Nursery classes, 2 x Reception classes, 2 x Year 1 classes and 2 x Year 2 classes. The Nursery children are housed in their own self-contained Nursery unit. Six of the rooms in the Infant department are currently used as classrooms. The Reception children are based in the main infant building in an area where there are toilets and a cloakroom in the centre and the 2 classrooms are either side of this. Years 1 & 2 children are all based in classrooms off the main hall. This hall is used for various activities such as assemblies, concerts and Physical Education and for those children who have a packed lunch. There are self-contained toilets in both the Nursery & Reception classes and a toilet block for Years 1 & 2 children. The Reception toilet area also has a disabled cubicle.

The Junior department is a two-storey building opposite the Infant department. Currently in the Juniors, there are straight and mixed year group classes of mixed ability. There is 1x Year 3 class, 1x Year 3/4 class, 1 Year 4 class, 1 x Year 4/5 class, 1 x Year 5 class and 2 x Year 6 classes.

The Junior department contains thirteen rooms, seven of which are on the ground floor. Seven of the rooms in the Junior department are currently used as classrooms, three on the ground floor and four on the first floor. The lower juniors are housed on the ground floor, while older children's classrooms are on the first floor. One other classroom on the ground floor is utilised as a spare teaching room and a meeting room. Two other classrooms on the first floor are utilised as a school library and spare teaching room. There is a hall on each floor.

The halls are used for a variety of activities such as assemblies, Physical Education, music lessons and concerts as well as catering for those children who have packed lunches during the dinner break. There are three staff toilets (two on the upper floor and one on the lower floor). There are currently separate toilets for girls (6 separate toilets) and boys (4 toilets and

a urinal).

There are 13 full time and 2 part time mainstream teachers and 14 teaching assistants at the school.

SCHOOL STAFF:

Teaching Staff	
Head Teacher:	Mrs L A George
Deputy Head Teacher:	Mr A Graham
Nursery:	Miss E Hardman
Reception:	Mrs F Davies (4 days) & Miss A Phelps (1 day)
Reception:	Mrs J Wellington
Year 1:	Mr N Hosford
Year 1:	Mrs H Evans
Year 2:	Miss J Davoren
Year 2:	Mrs C Nicholas
Year 3:	Miss S Hutchings
Year 3/4:	Miss T Jenkins
Year 4:	Mrs K Davison
Year 4/5:	Mrs T Williams
Year 5:	Mrs L Bailey
Year 6:	Mr A Cooke
Year 6:	Mr C Matthews

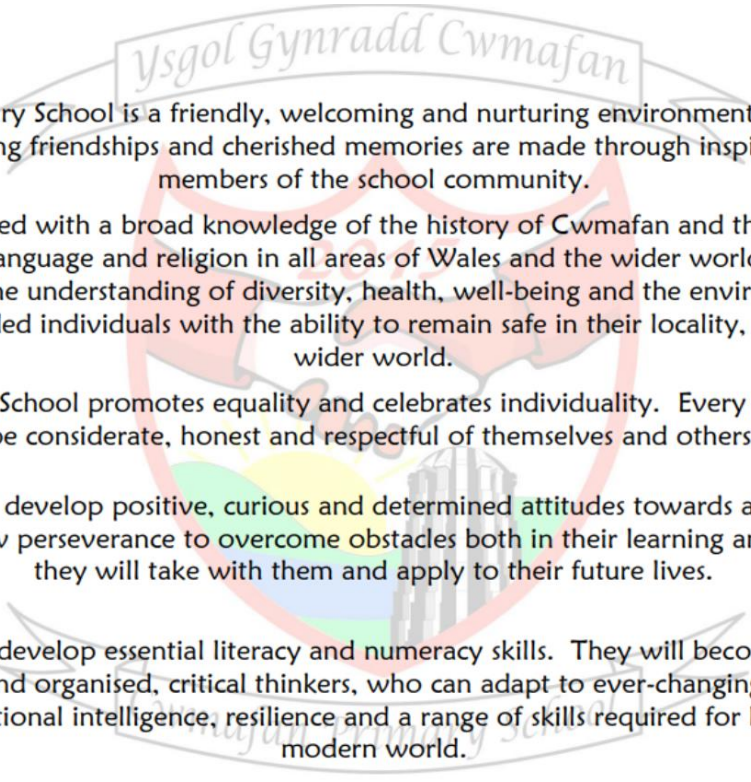
Non-Teaching Staff	
Bursar	Mrs I Parry
Administration Officer	Mrs A Reed
Administration Officer	Mrs L Oatley
Teaching Assistant	Mrs C Thomas
Teaching Assistant	Mrs C Waters
Teaching Assistant	Miss A Tanner
Teaching Assistant	Miss S Davies
Teaching Assistant	Mrs N Hillier
Teaching Assistant	Mrs A Brown (3days)
Teaching Assistant	Mrs L Thomas

Teaching Assistant	Mrs K Bodenham
Teaching Assistant	Mrs S Trott
Teaching Assistant	Mrs L Ball
Teaching Assistant	Mrs J Freeman-Jones
Teaching Assistant	Mrs H Jones
Teaching Assistant	Mrs M Cronin
Teaching Assistant	Mrs J Hopkins
Caretaker	Mr S Ellis
Cook	Mrs C Jones
Kitchen Assistant	Mrs K Phillips
Kitchen Assistant	Mrs K Tanner
Kitchen Assistant	Mrs H Adams
Kitchen Assistant	Mrs C Dawkins
Kitchen Assistant	Mrs H Sheehy
Supervisory Assistant	Mrs C Robinson
Supervisory Assistant	Mrs T Samuel
Supervisory Assistant	Mrs H Jones
Supervisory Assistant	Mrs M Jones
Supervisory Assistant	Mrs L Oatley
Supervisory Assistant	Mrs G Mahoney
Supervisory Assistant	Mrs L Henry
Cleaning Staff	We currently have 6 cleaners employed by Access Managed Services.

SCHOOL'S GOVERNING BODY:

Name	Governor Category	Term of Office
Mrs L A George	Ex-officio Head Teacher	
Mrs C Miller (Chair)	Parent	30 th April 2027
Mrs L Oatley	Clerk to Governors	
Dr L Gadd	Parent	30 th April 2027
Mrs D Wagstaff	Parent	30 th May 2027
Mrs G Phillips	Parent	1 st November 2028
Mrs A M Curtis	LA	28 th February 2027
Cllr R Mizen	LA	30 th July 2025
Mr A Richards (Vice Chair)	Community	31 st January 2027
Mrs M Crockett	Community	30 th November 2028
Mrs A Nicholas	Community	31 st October 2026
Mrs L Bailey	Teaching Staff	30 th November 2028
Mrs A Reed	Non-teaching staff	1 st November 2028

OUR VISION:



Cwmafan Primary School is a friendly, welcoming and nurturing environment where positive relationships, lifelong friendships and cherished memories are made through inspiring and influential members of the school community.

Children are enriched with a broad knowledge of the history of Cwmafan and the local community and will explore language and religion in all areas of Wales and the wider world. Learners will be equipped with the understanding of diversity, health, well-being and the environment and will become well rounded individuals with the ability to remain safe in their locality, digitally and in the wider world.

Cwmafan Primary School promotes equality and celebrates individuality. Every child will aspire to be considerate, honest and respectful of themselves and others.

Our children will develop positive, curious and determined attitudes towards all aspects of their learning and show perseverance to overcome obstacles both in their learning and socially, which they will take with them and apply to their future lives.

Learners will develop essential literacy and numeracy skills. They will become confident communicators and organised, critical thinkers, who can adapt to ever-changing situations. They will develop emotional intelligence, resilience and a range of skills required for living safely in the modern world.

EQUAL OPPORTUNITIES:

We are committed to equal opportunities within the structure of the school. Equal access to learning, in all areas of the curriculum, is offered to every person irrespective of colour, culture, race, sex religion or ability. We endeavour to develop and encourage a personal moral code which is sensitive to the needs of others and shows the respect which is the entitlement of all persons entering the school. Any form of discrimination by any person within the school is treated seriously and it is made clear to offenders that such behaviour is unacceptable.

SCHOOL HOURS:

Infant department

Morning session begins at 8:55am and ends at 11:45am.

Afternoon session begins at 12:45pm and ends at 3:20pm.

Junior department

Morning session begins at 8:55am and ends at 12:15pm.

Afternoon session begins at 1:15pm and ends at 3:20pm.

THE SCHOOL DAY:

Breakfast Club for Reception to Year 6 pupils who have registered (if you would like to register your child for breakfast club please enquire at the school office):

8:15am – 8:25am – Doors open (no pupil is allowed into breakfast club after this time)

8:45am – Pupils are collected from breakfast club by school staff and taken to their classes

Parents/carers must supervise their child until they are checked into breakfast club by breakfast club staff.

Foundation Learning:

Registration: 8:55am

Read Write Inc. Lessons: 9:10am – 10:10am

Morning Break: 10:15am – 10:35am

Lessons: 10:40am – 11:45am

Lunch from: 11:45am – 12:45pm

Lessons: 12:45pm – 2:00pm

Assembly: 2:05pm – 2:25pm (Monday to Thursday)*

Afternoon Break: 2:30pm – 2:45pm

End of School Day: 3.20pm

* Friday Assembly takes place at 10.45am

Junior Department:

Registration – 8:55am

Read Write Inc. Lessons : 9:10am – 10:10am

Assembly: 10:15am – 10:35am

Morning Break: 10:35am – 10:55am

Lessons: 10:55am – 12:15pm
Lunch from: 12:15pm – 1:15pm
Lessons: 1:15pm – 3:10pm
End of School Day 3.20pm

TEACHING HOURS:

The hours spent on teaching during the normal school week, including RVE, but excluding the statutory daily act of worship, registration and breaks (including lunch): FL - 22 hrs & 40 minutes, Juniors – 23 hours & 30 minutes.

SCHOOL HOLIDAYS:

[School Term Dates - Neath Port Talbot Council \(npt.gov.uk\)](http://npt.gov.uk)

SCHOOL DINNERS:

Meals are prepared, cooked, and served on the premises (including a vegetarian option). Reception to Year 6 children are entitled to free school meals under the Welsh government's Universal Primary Free School Meals provision. Parents can alternatively choose to provide their children with a healthy packed lunch.

PARENTAL LIAISON/INVOLVEMENT:

Parental involvement within the school is encouraged. Nursery parents are invited to attend a meeting with their child prior to their child starting school. Reception parents are invited to attend a meeting with the class teacher. During the meeting, parents will be informed about how their child is taught and any essential information is conveyed.

Twice yearly, 'Parents Evenings' are held when parents are invited to discuss their child/ren's progress with the class teachers. Once a year, a written report is sent out to parents/guardians. If parents need to discuss anything regarding their child, or require further information about the school, opportunities can be made, any time during the school year with the Head Teacher or class teacher.

Children achieve more when school and parents work together. Our Home-School Agreement provides a framework for the development of this partnership and reflects our aim/vision to provide a high-quality education for all children in our case. Parents will be asked to commit to this

agreement when their child/children enter the school.

HEALTH & SAFETY:

Our policy at Cwmafan Primary School is to provide and maintain safe, healthy working conditions for all our pupils and staff. All equipment is regularly inspected and identified; hazards are made safe or removed. Electrical equipment is routinely checked by a LA approved electrician. The PE equipment is checked and maintained regularly, and lessons supervised responsibly.

Fire Drills are carried out regularly and there are 5 trained Fire Wardens. A large number of staff have undergone emergency First Aid training. There are designated First Aiders within both school buildings. Pastoral care of the pupils is the concern of all class teachers with the Head Teacher having overall responsibility. School has a designated safeguarding person (Mrs L A George) and a deputy designated safeguarding person (Mr A Graham) who participate in regular and relevant training courses as and when necessary. A caring, compassionate attitude is taken towards the general well-being of each pupil. Adequate supervisory arrangements are made during break times.

In the event of a pupil being taken ill, or sustaining a minor accident, the parent or guardian is informed, and appropriate arrangements are made. Emergency services are summoned in the case of major accidents and parents informed accordingly.

Medical and dental services attend school on a regular basis, and children with sight, speech or hearing problems are seen quite regularly. The Educational Welfare Service and the School Psychological Service are called upon when and if necessary.

Valuables are brought to school at the child's own risk. Wearing of jewellery and earrings is discouraged especially for PE and games lessons. Glass bottles are strictly forbidden on school premises.

ATTENDANCE & PUNCTUALITY:

Punctuality and good behaviour is stressed and encouraged at all times. A phone call is required from parents when a child is going to be absent, i.e. dental or clinic appointment; or when the child has been absent due to illness. Proof of appointments can be requested.

Please make every effort to ensure your child arrives at school on time and is collected promptly at the end of the day. Pupils should not arrive before 8.45a.m.

Pupils who arrive late, after the main doors have been locked, must be taken to the main office and signed in using the iPad. Pupils who are persistent late comers will be monitored by school and the Education Welfare Officer (EWO). As a school we run an initiative alongside the Attendance Support Officer (ASO) known as 'Late Gates' where late comers are asked for their reasons for lateness.

Please note, for security reasons, all exterior doors are locked from 9.00am until the end of the school day. Parents/visitors should report to the main office during the school day. Entry to the school premises during the school day is via the main gates. Please call the school office to notify them of your arrival (a buzzer system is planned to be installed in autumn 2025).

If, for some reason, your child is not being collected from school by yourself or the usual adult, please inform the school. Comprehensive school pupils are not allowed to collect Year 4 and younger pupils from school (Year 5 & 6 pupils are allowed to be collected from school by older siblings). Also, if you allow your Year 5 or Year 6 child to walk home from school unattended then please ensure you email the school office with your consent.

ABSENCE:

If your child is obviously unwell in the morning, please do not bring him/her to school even if they wish to attend. We are required to keep detailed records of all absences, and these are recorded as authorised (if a genuine reason is given) or unauthorised (if no reason is given). If your child is unable to attend school, please contact us on the first day of absence giving the reasons for the absence. You can inform the school by:

- telephoning the school office – (01639) 896312 and leaving an answer phone message
- sending an email to the school – office@cwmafanprimary.npt.school

HOLIDAYS:

Occasionally parents request that their child have time off from school to go on holidays, however, school is **not** able to authorise holidays taken during term time under any circumstances.

SCHOOL DISCIPLINE:

The overall discipline and enforcing of school rules is the responsibility of the Head Teacher with the assistance of all staff. Children are encouraged to develop self-discipline. Punishment is normally through loss of privilege, and this can vary according to the child's interests.

Discipline and good behaviour at school is expected at all times. The school has a comprehensive policy on behaviour, discipline and anti-bullying which is available to parents and can be found on the school website. Good discipline is essential for children to learn and for pupils to enjoy their time at school. All children are expected to be polite to staff and to obey instructions given by teachers, teaching assistants and by lunch time supervisors. We emphasise and encourage positive behaviour with praise and awards. We run a 'House Points' reward system in Foundation Learning, and a 'Cwm Cash' reward system in the Junior department. This is modified slightly in Year 6 with the introduction of negative points. Bad behaviour is not acceptable and is dealt with in several ways which include:

- i) being firmly told off
- ii) missing playtimes
- iii) speaking to parents
- iv) having a specific privilege withdrawn
- v) exclusion from school for a set period will be considered by the Head Teacher for severe misbehaviour, especially in cases of abuse, violence and wilful damage or where a child is considered a threat to the safety of themselves and/or others.
- vi) permanent exclusion will be considered by the Head Teacher where persistent or wilful behaviour (as in iv. above) occurs. The school works closely with the parents of pupils who are causing concern to staff because of constant bad behaviour. Bullying will not be tolerated at Cwmafan Primary School and any reports of bullying are treated as serious. Pupils are encouraged to report incidents of bullying to the Head Teacher, a teacher or another adult. Parents will be informed if their child is bullying.

CURRICULUM SUMMARY:

At Cwmafan Primary School, we have designed our curriculum following the direction of the Curriculum for Wales documentation. Staff, pupils, parents and Governors at our school have worked together to develop our Vision for Learning and Teaching.

Our new curriculum is purpose driven. The four purposes underpin and inform our school vision. Our curriculum will help our learners to develop themselves 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

We believe the opportunities under these new arrangements are exciting and inspiring and are in line with the curriculum that we have endeavoured to provide for some time.

Our curriculum is based on the concepts that are embedded in the descriptions of learning within the 27 statements of what matters across the six Areas of Learning and Experience (AoLE). Our curriculum design is influenced by interests and needs of our pupils, the local community and events around the world.

Our curriculum provides opportunities to develop integral skills throughout all areas of learning and encourages pupils to apply their knowledge positively and creatively and places emphasis on equipping our pupils for life. Languages, Literacy and Communication and Maths and Numeracy will be taught explicitly. The Literacy and Numeracy frameworks will be used to provide opportunities for cross-curricular links. The DCF will be used to provide opportunities for learners to gain a deep understanding of how to thrive in an increasingly digital world.

A whole school concept will form the basis of each term's learning, with big questions/statements developed for phases - Nursery & Reception, Years 1 & 2, Years 3 & 4 and Years 5 & 6. We have organised our learning across the school using progression steps: Progression Step 1 - Nursery and Reception,

Progression Step 2 - Years 1, 2 and 3, Progression Step 3 - Years 4, 5 and 6. While the learning continuum is the same for each learner the pace of progress will be individual to each pupil.

We are developing a school-based understanding of progression and assessing of progress within learning. We will continue to use summative diagnostic assessments to monitor progress for all learners and to develop Individual Development Plans (IDPs) for our learners with Additional Learning Needs (ALN). Our curriculum will focus on formative assessment, using planned and purposeful observations of learning to inform further learning and teaching. We will work with our cluster schools and other schools within NPT to develop and refine progression and assessing of progression.

Our curriculum will be under constant review to ensure that our pupils will be provided with a broad range of knowledge, skills and experiences and meets the needs of our pupils as citizens of Cwmafan, Wales and the world. All stakeholders will work together to revise, refine and update our curriculum to ensure that it meets the mandatory requirements.

HOMEWORK:

Homework is seen as an opportunity of giving children further practice in reading, written and research work. It also gives parents an insight into the type of work being undertaken in school and a structured opportunity to provide help and encouragement.

Homework is given out to every class throughout the school. It varies according to requirements, but, in general tasks given are:

1. **READING** is seen as the most important activity in which parents can help. 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. Parents should spend a little time every day encouraging and listening to their child read. If you want advice about reading please feel free to ask the class teacher.

2. **SPELLING WORDS AND LEARNING MULTIPLICATION TABLES** are practised regularly. Your encouragement and help will be important to your child's success. Children can access 'j2blast' through their HWB account.

3. OTHER ACTIVITIES might be set as homework tasks, and these could cover a wide range of skills and subjects. Homework is usually given to consolidate work being taught in class and to extend skills. On occasion, pupils might also be asked to carry out preparation work or research work in readiness for further work in school. Your help and encouragement are always important to your child's education.

4. HOME SCHOOL PROJECTS are set occasionally.

Our homework policy is regularly reviewed. We involve all stakeholders in reviewing our homework policy and inform parents of the changes when the process is complete.

RELATIONSHIPS AND SEXUALITY EDUCATION:

The RSE Code is used to plan age-appropriate lessons. Teachers answer all questions as, and when, throughout the school as they arise, which is the appropriate time to deal with these matters with due consideration being given to any particular religious or cultural factors and to parents' wishes. The school nurse delivers a programme for Year 5 & 6 pupils at the end of the summer term.

RELIGION, VALUES AND ETHICS (RVE) & COLLECTIVE WORSHIP:

An awareness and understanding of religious and moral issues have a direct bearing on the attitude and behaviour of all involved in the work at this school. Whilst emphasis is given to the study of Christianity and the importance of Christian values in the lives of the children, attention is also given to the significance of other faiths. The school follows the Agreed Syllabus for RVE as set out by the LA. School assemblies are held daily and are mostly Christian in content. We are visited occasionally by visitors who deliver assemblies to the whole school. Parents have the right to withdraw their child(ren) wholly or in part from collective worship and RE lessons and alternative provision will be made for these pupils. We are very understanding of all faiths and will work together with families to ensure that pupils are not involved in acts of worship, festivals or certain activities which are against the wishes of the parents. At the same time, we wish children to gain the knowledge and understanding that will enable them to respect other cultures and religions.

CURRICULUM ARRANGEMENTS FOR PUPILS WITH ADDITIONAL LEARNING NEEDS (ALN):

The school enters into regular consultation with representatives of the LA in order to support pupils with additional learning needs. We want all pupils to feel equally valued at Cwmafan Primary School and so pupils with Additional Learning Needs (ALN), including pupils with Local Authority and School Based Individual Development Plans are integrated into mainstream classes. When necessary, pupils may be withdrawn from class to work in a small group or on an individual basis with a member of staff. The school also makes use of LA support staff to provide additional, specialised, teaching resources and advice. Staff are in regular receipt of up-to-date training which is appropriate to the needs of pupils in our school. The LA has a policy of inclusion for all pupils including disabled pupils which the school has adopted. The school's policy for Additional Learning Needs can be viewed at school. The school's ALN Governor is Mrs Danielle Wagstaff.

MEETING WITH YOUR CHILD'S TEACHER:

If you have any concerns or worries about your child's education, ask your child's teacher for an appointment to discuss the matter. Brief messages can be given to the teacher at the start of the day, but teachers cannot hold a discussion during teaching time. It is always best to make an appointment for after school time. The Head Teacher is also available to meet with parents. Parents' evenings are held twice a year – in the autumn term and in the spring term. At these meetings you will have the opportunity to discuss your child's progress and view their work with the class teacher.

ADMINISTERING MEDICINES & SECURITY:

The health and safety of pupils, staff and visitors is our first priority at Cwmafan Primary School. The school has a comprehensive policy for Health and Safety.

Medicines – it is our policy not to administer medicines, except in exceptional circumstances. Parents should consult with the Head Teacher, especially where regular medication is required as in the case of asthma pumps, epi-pens, etc...

Diabetics – staff will monitor testing of blood sugar levels of diabetic pupils. Guidelines for dealing with diabetic pupils and procedure for 'hypos' are available to all staff. Liaison with the Child Diabetic Nurse is maintained on a regular basis.

Smoking/ Vaping – the school and school grounds are non-smoking/vaping areas. Parents are, therefore, asked not to smoke anywhere on school premises.

Dogs – no dogs including dogs in arms are to be brought onto the school premises, with the exemption of registered assistance dogs.

Security – all external doors remain locked during the day. All gates (with the exception of the main gate) are locked from 9.00am until 3:00pm. The main gate remains open through the day unless pupils are on the yard such as playtimes, P.E., etc...(when it is locked).

Fire Safety – fire drills are held every term. In the case of the buildings being evacuated, all children are escorted from the buildings and assembled in the playgrounds at the designated fire assembly points.

Lockdown drills – these are carried out termly and pupils are aware of the procedures to follow in these instances.

Further details of Health and Safety can be seen in the corporate policy and school procedure which is available from the Head Teacher.

PASTORAL CARE ARRANGEMENTS:

Pastoral care of the pupils is the concern of all class teachers with the Head Teacher having overall responsibility. A caring compassionate attitude is taken towards the general well-being of each pupil. In the event of a pupil being taken ill or sustaining a serious injury, the parent or guardian is informed and appropriate arrangements made. It is vitally important that TWO emergency numbers are supplied to school and any changes to these numbers are reported to the school office as soon as possible. Minor injuries are dealt with at school and if it is felt necessary the parents or guardian will be informed at the end of the day.

Medical and Dental services attend the school on a regular basis.

The Educational Welfare Service and the School Inclusion Services are called upon when necessary. Parents are always informed and invited to be present at any examination.

Adequate supervisory arrangements are made for break and lunch times.

DISABILITY EQUALITY AND ACCESS FOR DISABLED:

At Cwmafan Primary School all stakeholders (pupils, parents, staff and the community) are treated equally and no-one is excluded for any reason.

Every effort is made to ensure that stakeholders with disabilities are accommodated accordingly, staff are aware of any problems and that

outside agencies – LA, Health Authority, are involved accordingly. The physical environment of the school has been minimally adapted to give access to disabled pupils and adults. Entry to both buildings is via single steps or slope. Access to all playgrounds could be acquired through double gates if necessary. Hopefully, as funds become available improvements will be carried out to provide access throughout the school.

In addition, having regard for the Code of Practice published by the Department of Education, we have implemented the process of emerging needs and identified needs for children with Additional Learning Needs.

We have two school ALNCoS who liaise with class teachers, support staff and parents in planning and supporting children with ALN and in drawing up child centred Individual Development Plans (IDPs) and Inclusive Learning Plans (ILPs).

USE OF WELSH LANGUAGE:

The medium of instruction is English. Welsh is taught as a second language as part of the Curriculum for Wales, with emphasis on conversational fluency in preparation for further development in the secondary school. We aim to promote bilingualism across the curriculum and aim to enable pupils to communicate effectively in English and Welsh at a level appropriate to their age and ability. Development of bilingualism is ongoing within the school and is often apparent in most areas of the curriculum.

The Curriculum Cymreig is also important in our pupils' development and understanding of their Welsh heritage and is reflected throughout the year in a range of activities. As a school, we learn about our locality, including the history of Cwmafan, Wales and the wider world.

EXTRA-CURRICULAR ACTIVITIES:

Extra-curricular activities take place after school. These can include organised games such as netball, rounders, cricket, athletics, dance, Urdd, ICT and chess. Brass tuition takes place for a small group of Years 5 and 6 pupils every Wednesday.

SPORTING AIMS & PROVISIONS:

At Cwmafan Primary School, children will participate in Physical Education lessons which will include dance, educational gymnastics, games, athletics and swimming. Pupils are involved in PE lessons every week. The school has large yard areas and access to nearby playing fields. Sporting activities are undertaken during each year which allows children the opportunity to represent the school. These include rugby, netball and football.

Representing the school is considered to be an achievement and is recognised as such. We aim to give all children of all abilities the opportunity to participate in friendly competitive events if they so desire. We feel that taking part in such activities fosters a team spirit within our pupils. Year 6 pupils have swimming lessons at Aberavon Leisure Centre (a block of two weeks per year). Year 5 pupils also have lessons if this can be accommodated by the provider. Pupils are encouraged to develop a good swimming style and aspects of water safety are also studied. A specific swimming programme is followed, and certificates are awarded when progress is made.

SCHOOL UNIFORM:

School uniform can be purchased from 'Image' in Aberafan Shopping Centre, Port Talbot, or Macron in Neath. The wearing of school uniform is encouraged by all staff.

On the class' PE day, children are encouraged to wear a t-shirt in the colour of their 'house', black shorts/trousers and trainers.

LABELLING CLOTHES:

All clothing items, including coats, should be clearly marked with your child's name. This will make all items identifiable and eliminate any confusion at the end of the school day. Frequently items of clothing are 'lost' and/or forgotten about. All found items are stored in areas within the Infant and Junior buildings and can be viewed and reclaimed at any time which is convenient to staff.

CHARGING POLICY:

We aim to take pupils on Educational Visits to enhance their work and give them many and varied experiences. We usually have to ask parents for a voluntary contribution to cover the costs of buses and admission fees. These visits are a vital part of children's education and should not be missed. We

may on occasions also ask for a donation towards the costs of materials for special activities, such as cookery. If a visit or activity takes place during normal school hours, or mainly within school hours, all pupils will be included even if they have not made a financial contribution. However, if there are insufficient funds available visits/activities may then be cancelled. Should a pupil make a financial contribution and then, for good reason, fail to attend/participate, then the school will refund the contribution.

ADMISSION ARRANGEMENTS:

In September 2011 the Local Authority introduced a new Admissions Procedure in line with Welsh Government legislation. Applications for admission to school must be made to the Local Authority and positions will then be offered by them. This can be done online

<https://www.npt.gov.uk/1929>

All children living within the school's catchment area are guaranteed a place at the school unless the child has a statement of Special Educational Needs. In these circumstances although parental choice will be taken into account, the Local Authority will decide which school would be appropriate for that child.

Preferred Placement Requests will be granted when there are places available; the following priority will apply:-

- 1.Children who have a brother or sister attending the school at the date of their admission.
- 2.Children attending a designated feeder school but who live outside the catchment area.
- 3.Other children for whom a place has been requested.

In any one of 1, 2, or 3 above, where preferred placement requests exceed the places, available priority will be given on the basis of distance between home and school (measured by the nearest available safe route), children living closest having the highest priority.

INSPECTION OF DOCUMENTS:

The most recent inspection report in 2018 is on the school website. Documents required to be made available by Regulation may be inspected and, where appropriate, copied at the school during school hours by arrangement with the Head Teacher.

COMPLAINTS PROCEDURE:

It is hoped that if you have a complaint about the school curriculum or any other school matter, that you would raise your concern with the class teacher initially. Following this, if the issue remains you could then raise your concern with the Head Teacher. Further, any complaint can be referred in writing to the Governing Body. If you wish to make a formal complaint details of the procedure available to you are obtained from the Head Teacher or the Local Authority. The LA has an established procedure for the consideration of complaints from parents relating to the school curriculum, the changing admissions policy of schools, religious education. If you have a complaint relating to the curriculum, RSE or Religious Worship, the LA has prepared a formal Complaints Procedure, a copy of which is available from the school, the Education Department or a public library. In the event of any complaint you should first try to resolve the matter by making an appointment to discuss it with the Head Teacher. Further advice may be obtained from:

Pupil, Parent & Governor Support Unit - Telephone 01639 763600