

Annual Report to Parents/Carers

2024/25



Cwmafan Primary School
Head Teacher: Mrs L A George B.Ed Hons

Cwmafan Primary School 2024/25

Working Together for Excellence –

Gweithio Gyda'n Gilydd er Rhagoriaeth

Dear Parents/Carers,

Cwmafan Primary school sits at the centre of the community in the lower Afan Valley with strong links to many of our local business, cultural, sporting and well-being groups.

At Cwmafan Primary School lessons are delivered through the medium of English. However, we take great pride in our Welsh heritage and encourage the use of Welsh in lessons and activities throughout the day. We are very proud to have achieved the Siarter Iaith Arian Award this year.

We set the highest standards in behaviour, teaching and learning. Our overall aim is to achieve learner focused progress within a happy, caring and stimulating environment.

We have a dedicated and skilled teaching and non-teaching staff who encourage the children to enjoy their work, to have a sense of belonging, to take responsibility for their learning and to show consideration for others.

We hope to develop individual strengths to their fullest potential and there are many opportunities offered in music, sport and creative activities alongside the academic programme.

Great value is placed in the role parents play in their children's education. Our belief is that it is only by entering into a partnership that parents and teachers ensure that each child may make the best of his or her opportunities. It is our aim to foster and build good and lasting "Home/School" links.

We are extremely well supported by many stakeholders from a highly dedicated governing body to volunteer parents/carers and grandparents, community groups and helpers, external agencies and a successful Parent and Teachers Association (PTA).

This Annual Report to Parents for 2024 to 2025 will give you an insight into how we operate and function as a school and what we offer; it won't however capture the teaching and learning experiences of learners in our classrooms where all the magic happens.

I would like to thank Mrs George and the team, the Governing Body, our parents, the PTA and most importantly our learners for working together to achieve their best throughout the year.

I'd also like to express my thanks to the School Council for their invaluable input throughout the year. They have ensured that 'Learner Voice' is embedded in all that we do. They have also helped the Governing Body to target and improve attendance and lateness this year. Next year, improving attendance will continue to be a priority. If you 'Miss School, Miss out'. We will work with our children and their parents to raise awareness about the benefits of good school attendance, provide information on how families can prevent absences, and highlight the available support for parents.

If you would like a paper copy of the report, please contact the school clerks via the office.

Yours sincerely,

Mrs Claire Miller
Chair of Governors

Chair of Governors:

Mrs Claire Miller
c/o Cwmafan Primary School, Ty'r Owen Terrace, Cwmafan

Clerk to Governors:

Mrs Laura Oatley
c/o Cwmafan Primary School, Ty'r Owen Terrace, Cwmafan

They may both be contacted via the school.

It is the duty of the Governing Body to make decisions about how the school is run. Governors have legal duties, powers and responsibilities as a body but cannot act individually.

The Governing Body believes the aims of the school, as set out in the School Prospectus, should continue to be pursued. Underpinning these aims is Cwmafan Primary School's philosophy, that all our pupils are entitled to the very best education possible, which the school endeavors to provide, in close partnership with parents.

Each term the following sub-committees meet and report back to the main Governing Body meeting:

*Teaching, Learning Curriculum and Progression Committee

*Buildings, Premises and Health & Safety Committee

*Leadership and Finance Committee

Other issues relating to the budget, pupil activities, school performance, the curriculum and Additional Learning Needs (ALN) are discussed. This meeting is viewed as an opportunity to celebrate our success as well as plan for the future.

Cwmafan Primary School

THE SCHOOL BOARD OF GOVERNORS

The Governing Body members serve for a period of four years.

Name	Governor Category	Term of Office
Mrs C. Miller (Chair)	Parent	30 th April 2027
Mr A Richards (Vice Chair)	Community	31 st January 2027
Mrs A M Curtis	LA	28 th February 2027
Mrs M. Crockett	Community	31 st January 2028
Cllr. R. Mizen	LA	31 st August 2029
Myra Mizen	LA	30 th September 2026
Mrs. Gemma Phillips	Parent	31 st October 2027
Mrs. D. Wagstaff	Parent	30 th May 2027
Dr Laura Gadd	Parent	30 th April 2027
Mrs A. Nicholas	Community	31 st October 2026
Mrs L. Bailey	Teaching staff	31 st October 2028
Mrs Amanda Reed	Non-teaching staff	30 th April 2027
Mrs L A George	Ex-officio Head Teacher	

The Work of the Governing Body throughout the year

The Governing Body meets frequently throughout the year to conduct an increasingly wide range of business associated with the life and activities of our school.

Increased responsibilities now place far greater accountability on our Governing Body.

Reports from the Head Teacher are received regularly informing the Governing Body of all aspects of school life – pupil progress, class organisation, curriculum organisation, staffing, financial matters, maintenance, and all other matters considered to be the business of the Governing Body. Appointments for teaching and non-teaching staff are made by the Governing Body as and when necessary. Minutes of previous meetings, correspondence and various reports and educational documents received from the Education Authority, Welsh Government and other relevant agencies are detailed and are discussed as agenda items when required.

Governors visit the school to celebrate the many activities and events held during the year. Achievements gained by pupils, who are nominated by their teachers for endeavour and excellence throughout the year and also those who take part in out of school activities (sporting, musical etc.), are celebrated throughout the year in weekly achievement assemblies.

Governors support events such as the Christmas celebrations, community-based projects, sporting, educational and musical activities to name but a few. Fund raising continues throughout the year and the Governing Body is more than ever grateful to members of staff and parents for their on-going efforts.

Through careful organisation, the school, together with the Governing Body, parents and all other agencies attempt to give the children what is best in education.

In all our activities we try to work as a family whose members have a sense of purpose, belonging and a feeling of being responsible to the school and to the community.

Governing Body Meetings held this year:

Leadership and Finance Meeting & Autumn Term Meeting (AGM)	14/11/24
Leadership and Finance Meeting & Spring Term Meeting	3/4/25
Leadership and Finance Meeting & Summer Term Meeting	3/7/25

Resolutions Passed at Last Meeting

There were no resolutions passed at the last meeting.

Election of Parent Governors

At the current time there are no parent governor vacancies.

Financial Statement

There were no payments to Governing Body members for travel or subsistence expenses.

A LIST OF SCHOOL STAFF

HEAD TEACHER: Mrs. L A George

DEPUTY HEAD TEACHER: Mr. A Graham

SCHOOL BURSAR: Mrs. I Parry

TEACHING STAFF:	Miss E Hardman	-	Nursery
	Mrs. J Wellington	-	Reception RW
	Mrs. F Davies	-	Reception RD
	Mrs. H Evans	-	Year 1E
	Mr. N Hosford	-	Year 1H
	Mrs. C Nicholas	-	Year 2N
	Miss J Davoren	-	Year 2D
	Mrs K Davison	-	Year 3/4D
	Mrs S Thomas/Miss T Jenkins	-	Year 3/4T
	Mr. C Matthews	-	Year 3/4M
	Mrs. T Williams	-	Year 4W
	Mrs. L Bailey	-	Year 5B
	Mr. A Cooke	-	Year 6C
	Mrs. H Hoskins	-	Year 6H

NON-TEACHING STAFF:	Mrs. L Oatley	-	Administration Officer
	Mrs. A Reed	-	Administration Officer
	Mrs. H Jones	-	Teaching Assistant
	Mrs J Freeman-Jones	-	Teaching Assistant
	Mrs. C Thomas	-	Teaching Assistant
	Mrs. S Trott	-	Teaching Assistant
	Mrs. M Cronin	-	Teaching Assistant
	Mrs. J Hopkins	-	Teaching Assistant
	Mrs. A Brown	-	Teaching Assistant
	Mrs. L Davies	-	Teaching Assistant
	Mrs. K Bodenham	-	Teaching Assistant
	Mrs. N Parker	-	Teaching Assistant
	Mrs N Hillier	-	Teaching Assistant
	Mrs. C Waters	-	Teaching Assistant
	Mrs. L Ball	-	Teaching Assistant
	Mr. S Ellis	-	Caretaker

LUNCHTIME STAFF:	Mrs. C Jones	-	Cook
	Mrs. C Robinson	-	Supervisory Assistant
	Mrs J Patterson	-	Supervisory Assistant
	Mrs. L Henry	-	Supervisory Assistant
	Mrs. G Mahoney	-	Supervisory Assistant
	Mrs. L Oatley	-	Supervisory Assistant
	Mrs. M Jones	-	Supervisory Assistant
	Mrs T Samuel	-	Supervisory Assistant

CLEANING STAFF: We currently have 6 cleaners employed by Access Managed Service.

Financial Statement

The statement of actual expenditure for the year ended 31st March 2025 is **Appendix B** at the back of this report.

In order to meet the needs of the school both present and future, to utilise best educational practices and to meet the needs and expectations of our parents and pupils, the school undertakes to maintain a continuous programme of professional development for all staff.

Training and development needs will be determined at least annually by individual consultation. A training action plan will be agreed and implemented during the school year. Training and development agreed will be that required to enable teachers and non-teaching staff to effectively achieve the school's aims.

In service training days for staff were held on:

INSET 1 – 2/9/24

INSET 2 – 3/9/24

INSET 3 – 24/10/24

INSET 4 – 5/1/25

INSET 5 – 11/4/25

INSET 6 – 21/7/25

In addition to these training days, members of staff have attended a variety of courses during the academic year. These were in addition to school based in service training during “after school hours.”

Courses attended:

Courses were attended by staff, both teaching and non-teaching, to support curriculum development and school improvement/development issues.

Priorities for 2024/25 as detailed in the school Development Plan :-

Priority 1. To improve attendance

Child friendly target – We need to come to school every day

Priority 2. To ensure pupils make effective progress in line with the expectations of Curriculum for Wales by developing a shared understanding of progression (with a focus on writing)

Child friendly target – We need to get better at learning and improve our writing

Priority 3. To develop pupils' number skills

Child friendly target – We need to get better at maths

Full details of current and future targets can be found in the School Development Plan which is available to parents upon request.

School Attendance

The school complies with the LA's regulations for the recording of attendance as follows:

Registers (Attendance)

- 1 There is a class register for each class within the school.
- 2 The names of children, admission numbers together with contact information e.g. addresses and telephone numbers are included.
- 3 The registers are dated on a weekly basis.
- 4 The registers are marked at the beginning of each morning and afternoon session.
- 5 The registers are closed 30 minutes from the beginning of registration.

Absenteeism

When a child is absent, parents are contacted via the school's messaging service to ask parents to contact school to explain the child's absence.

If a child is absent for 3 days or more and parents have not contacted the school, we are required to investigate the absence.

Official Registers are checked regularly by the Local Authority.

As you are aware, regular attendance and punctuality play a vital part in a child's education. It is essential that pupils attend regularly if they are to take full advantage of the educational opportunities available to them. The Educational Welfare Officer (EWO) works closely with the Head Teacher to promote good attendance and to support families with difficulties.

LA attendance 2024/2025 – 91.97%

Cwmafan Primary School attendance 2024/2025 – 91.07%

School liaises closely with the Local Authority to monitor attendance and punctuality. We have close contact with the EWO whereby home visits, telephone calls and follow up visits are carried out to reduce absences in named pupils/families.

There was 1 fixed term exclusion.

Holidays

See Appendix A

Urdd Club and Brass

Urdd club takes place after school once a week led by Mrs. Tracey Williams. The Urdd pupils take part in the Urdd Eisteddfod. Brass tuition is provided for groups of pupils in Years 4, 5 and 6 on a weekly basis.

Achievement Assemblies

Achievement assemblies take place every Friday where staff recognise children's achievements within class during the preceding week. Children are encouraged to bring certificates/trophies to achievement assemblies for their achievements outside of school. Children from each class are awarded 'Pupil of the Week' certificates. The 'House Point' cup is awarded for the school eisteddfod and for sports day. We also operate an attendance award for the class with the highest attendance in Foundation Learning and in the Junior department for each week.

Each year, parents and Governors are invited to attend the summer term school leaver's assembly. Year 6 pupils thoroughly enjoyed performing for their parents. It was a pleasure to watch the performances and share the children's memories and successes with them!

Visitors to the School

Below is a sample of the visits which take place throughout the school year:

Assemblies – Local Clergy/other assembly leads
Pupil welfare
Child health and dental services
Educational consultants
Theatre groups
Ysgol Cwm Brombil Comprehensive School - Transition
Fire Service – Fire safety talks
PCSO
Young carers
Cytun
Techniquequest
Cycle craft
Road Safety

Primary Liaison

Years 5 & 6 Pupils have visited Ysgol Cwm Brombil throughout the year as part of their induction/transition programme. Staff from Year 7 also visit pupils at school for activity days. Parents of Year 6 pupils are invited to Ysgol Cwm Brombil for open evenings.

School Visits

The school organises visits to places of educational interest throughout the year. The activities enhance schoolwork and are enjoyed by all and have proven to have a lasting impact on pupils.

A small selection of visits includes:

- Margam Park
- Aberafan Beach
- Crucial Crew - Ffrwdwyllt House, Taibach
- Techniquet
- National Waterfront Museum
- Dylan Thomas Theatre
- Princess Royal Theatre - Pantomime
- Swansea Community Farm
- Harry Potter World
- Wetlands
- The Big Pit National Coal Museum
- Llangrannog
- Cardiff City Stadium
- Cefn Mably Farm

School Lettings

The school has not been hired out this year.

Circulars and Reports

We have received various circulars and reports in conjunction with school organisation and administration from the Welsh Government and these are available on request or through the WG website.

Parental Support

We greatly appreciate the dedicated fundraising activities that parents have supported in recent years. The importance of this support, and the contribution of the community at large, cannot be understated and it is extremely gratifying for the staff to receive this level of support. We also appreciate the invaluable help of parents on class trips, at concerts and on numerous other occasions, especially our reading helpers.

Community Links

The school makes wide use of the local environment and hopes to continue the links made with outside agencies. These include:

The Police
Liaison Programme for Personnel Social and Health Education
Margam Park
Young carers
Road Safety Department
Fire Service
Cwmafan Community Orchard
Cwmafan Library

Links with the Community

Our school enjoys the increasing support of an active PTA, which regularly holds events. The association is open to everyone in the village who wishes to help to raise funds and support school activities. During 2024/2025, the PTA was able to organise fundraising events for the benefit of our pupils.

Volunteers from the community continue to come into school to help in a range of activities and to assist in school/class visits.

We welcome and provide placements for students at school, to enable them to gain valuable experiences to equip them for the world of work. School works closely with Neath Port Talbot College and Ysgol Cwm Brompton to provide placements for Year 10 pupils and sixth form students.

Links with the Police remain strong. Local PCSOs and police liaison officers visit the school on a regular basis. During the visits, Police Core Education lessons are delivered throughout the school. The focus for each lesson is age appropriate to the class and pertinent to the interests and perceived dangers of pupils of specific ages e.g. alcohol, stranger danger, bullying/cyber bullying.

We also have close links with the local church and chapel, and church members are invited to deliver assemblies at school.

In addition, visits are made from community dentists, the fire service, the health visitor, etc.

Sport

All pupils take part in physical education and games lessons during which pupils have access to gymnastics, dance, games, athletics and outdoor adventure lessons.

Swimming lessons for pupils in Years 5 & 6 at Aberafan Swimming Pool and competitions and festivals organised by Wizards League Sports and NPT PASS include rugby and netball.

A variety of after school clubs such as netball, football, ICT, Bible club are offered throughout the year. URDD after school club takes place weekly which has enabled the pupils to compete with great success in the URDD Eisteddfod.

Session Times

Breakfast club – opens at 8:15am. Doors close at 8:25am. Finish time – 8:45am

Morning sessions in the Junior department begin at 8.55am and end at 12.15pm

Afternoon sessions begin at 1.15pm and end at 3.20pm

Morning sessions in Foundation Learning begin at 8.55am and end at 11.45am

Afternoon sessions begin at 12.45pm and end at 3.20pm

Morning nursery sessions begin at 8:55am and end at 11:25am

Afternoon nursery sessions begin at 12:45pm and end at 3:15pm

A range of policies including the ALN Policy, Disability/Equality Policy are published on our school website.

Organisation

The organisation of classes throughout the school is governed by pupil numbers and staffing restrictions. At the present time, there are 13 full time classes & 2 part time nursery sessions

Nursery	-	am/pm sessions
Reception	-	2 classes
Year 1	-	2 classes
Year 2	-	2 classes
Year 3/4	-	3 classes
Year 5	-	2 classes
Year 6	-	2 classes

The class sizes range from 21 to 30

Curriculum Arrangements for Pupils with Additional Learning Needs

The school enters into regular consultation with representatives of the LA in order to support pupils with Additional Learning Needs (ALN).

We want all pupils to feel equally valued at Cwmafan Primary School and so pupils with ALN 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 teacher or teaching assistant.

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 for inclusion of all pupils including disabled pupils, which the school has adopted. The Additional Learning Needs Policy is reviewed as and when necessary and The Code of Practice is adhered to stringently. The school's policy for Additional Learning Needs can be viewed at school.

The school's ALN Governor (2024 – 2025) is Mrs. D Wagstaff.

2024 – 2025 – has 21% on the ALN register across the whole school, with a variety of additional needs. A range of appropriate intervention strategies and support is given to these pupils daily.

Language Category

Cwmafan Primary School is an English Medium School.

Welsh Second 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, play and in singing. Welsh is used in most areas of the curriculum and is an integral part of classroom life.

As pupils progress, they develop reading and writing skills in Welsh in addition to oral and listening skills.

We receive support and relevant teaching materials from the WEM team.

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. Bilingual development is on-going within the school and is often apparent in most areas of the curriculum.

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

Security Arrangements

The condition and state of repair of the buildings have been monitored by the Governing Body. All external doors are fitted with turn-buckle locks. Day time security locks are in use from 9.05 a.m. All children or visitors who arrive after this time must use the main entrance, and access is controlled by an electronic intercom system. All security locks can be opened from inside the building. Regulation fire doors have been fitted to all classrooms, hall & cloakroom entrances.

All visitors to the school are asked to sign in using the electronic Halo system and wear lanyards so they can be easily identified.

There are 6 qualified first aiders in school.

Toilet Facilities

Junior department toilets:

Boys – 4 toilets (1 suitable for disabled use) & urinal

Girls – 6 toilets (1 suitable for disabled use)

2 upstairs staff toilets (unisex)

1 downstairs staff toilet

1 staff toilet – Head Teacher's office

Canteen

2 boys toilets & urinal

2 girls toilets

1 disabled toilet

1 staff toilet

Foundation Learning toilets:

Reception classrooms – 3 unisex toilets (including 1 disabled)

Years 1 & 2

Unisex toilets 5 (including 1 disabled)

1 staff toilet

Nursery toilets:

3 unisex toilets

1 disabled toilet

1 staff toilet

All toilets are cleaned daily

Appendix A

School Term Dates

Autumn term 2025

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

Spring term 2026

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

Summer term 2026

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

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

Appendix B

FINANCIAL STATEMENT OF INCOME AND EXPENDITURE APRIL 2024 TO MARCH 2025

<u>BUDGET</u>	<u>£</u>	<u>EXPENDITURE</u>	<u>Actual</u>
Formula Allocation	£1,632,145	Teaching Costs	£1,152,489
		Payroll Costs	£567,045
		Other Payments	£4,738
TOTAL	£1,632,145	Administration Costs	£13,077
		Local Authority Costs	£148,485
		Contract Costs	£16,712
		Premises Costs	£136,250
		Capitation Costs	£49,578
		GROSS EXPENDITURE	£2,088,375
		Income	£483,732
		NET EXPENDITURE	£1,604,643
Projected Under Spend			£ £27,502
Principal Investment 1/4/24			£39,698
Total Investment - 31/3/25			£67,200