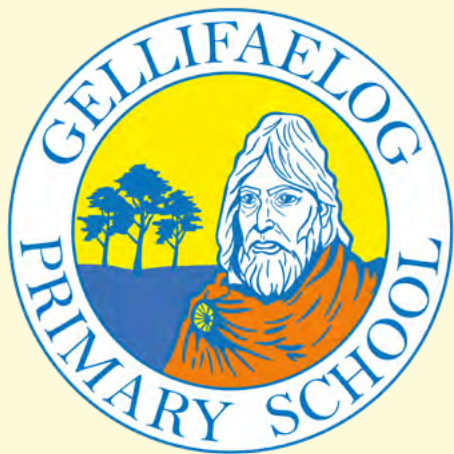




Together We **Excel**



Gellifaelog Primary School

Ysgol Gynradd Gellifaelog

School Prospectus 2022-2023 | Prosbectws Ysgol 2022-2023

Welcome To Gellifaelog



Dear Parents/Carers/ Families,

Welcome to Gellifaelog Primary School!

This prospectus is designed for existing and prospective parents to have a deeper understanding of our school, what we stand for and how we deliver our education for the children in our care.

Coming through the COVID pandemic has been a challenging and traumatic time for many children, many families and for us as a school. We are currently at a point where we can open the doors again to families and the wider community, and look forward to gradually building this work again.

As a setting I want every learner to feel safe, happy and to get the very best of knowledge, experience and skills that we can provide. This is regardless of what circumstances or opportunities children have - every child is entitled to the very best. It is my aim, and that of the team that every child should become the very best version of themselves and that nothing should feel impossible to achieve.

I am confident that this is the beginning of a strong partnership and an AMAZING learning journey, which will support all aspects of your child's learning. If you have any questions or queries from this document, get in touch with the school and the team can support you with the answers you need.

Yours sincerely,

Mr J. Voros
Headteacher

Safeguarding and Pastoral Care



Mrs Cole, Family Support Worker

All staff at Gellifaelog are concerned with the safeguarding and welfare of all children.

Mrs Cole (Family Support Worker) is available every morning and at the end of the school day to speak to any parents who may have concerns they wish to discuss and is always ready to talk to pupils during the school day.

The school adheres to its Safeguarding Policy, based on a model policy provided by the Cwm Taf Morgannwg Safeguarding Board.

The named Child Protection Officers for the school are currently:

- ▶ **Mr James Voros - Headteacher (Designated Safeguarding Officer)**
- ▶ **Mrs Lauren Waythe - Deputy Headteacher**
- ▶ **Mrs Paula Cole - Family Support Worker**

The Governor with responsibility for safeguarding is Councillor Kevin Gibbs.



Mrs Waythe, Deputy Headteacher

Our Vision



*Together We **Excel***

E

Excellent

X

Exciting

C

Creative

E

Engaging

L

Learning

Our aims

- ▶ We will have the highest aspirations for all children so that they can achieve more than they thought possible.
- ▶ Our curriculum and approaches to teaching and learning will prepare our children for life in an ever changing world.
- ▶ We will nurture curious minds, stretch imaginations and provide opportunities for every child to discover their particular talents.
- ▶ Our school will be welcoming, safe and caring and promote equality of opportunity for all who work here.
- ▶ Every child will know what makes a healthy lifestyle.
- ▶ Our children will develop independence, confidence and resilience so that they can meet challenges without fear of failure.
- ▶ Our children will have a strong sense of cultural identity and an appreciation and understanding of other cultures.
- ▶ We will work as a team in school and as part of the wider community for the greatest impact on children's learning.

About the School



Gellifaelog is a primary school for children aged 3 to 11 years, set in spacious grounds on a very attractive elevated location, in the community of Penydarren in Merthyr Tydfil. There are approximately 255 children currently on roll. We offer each child a broad and balanced curriculum and pride ourselves on treating each child as an individual. We are proud to offer places to pupils from diverse backgrounds and greatly value the contribution they make to our school community. We value all children in their own right and show respect for their values, culture and religious beliefs. Parents and carers are very welcome to visit our school.

There are two educational phases at Gellifaelog Primary School.

1. Foundation Learning Phase

This is where our youngest children start their learning. The Foundation Phase is made up of our Early Years Learners (Nursery and Reception) and Years 1 and 2.



In our Foundation Phase classes, there is a focus on experiential learning, learning through play, role-play and developing imagination. Children in Foundation Phase will have regular opportunity through the week to access this type of learning, as well as more formal activities working with Teachers and Learning Support Assistants.

In all Foundation Phase classes, high emphasis is placed on developing gross and fine motor skills, eventually leading to more formal literacy and numeracy skills, ensuring that strong foundations are laid down to enable all children to access the curriculum. Our Foundation Phase classes are well resourced with a range of materials and resources to engage children.

2. Key Stage 2

This is our Junior Department. There are four year groups in Key Stage 2; Year 3, 4, 5 and Year 6. Because of varied numbers, some classes are made up of mixed year groups.

Learning in Key Stage 2 is more formal, however we have taken the best of approaches from our younger learners, with children undertaking "Mission" time. (Children share types of activities they are interested in undertaking and have time in the week where they can choose to complete these independently.)

At the end of Year 6 the majority of our children transfer to Pen-y-dre High School. Before the children move on to High School, they have the opportunity to take part in Transition days. For vulnerable children and those with additional learning needs we may provide enhanced transition to help them build confidence and security about the next stage of their education.

Class Organisation

Classes may contain more than one age group but all children receive work suited to their age and ability. The criteria for class grouping is age, ability, social and emotional factors, gender, siblings, the number of children within each year group, the movement of staff within the school, and our knowledge of which combinations of children are likely to



Learners undertaking art sessions in Key Stage 2



Admissions

The school follows the Admission Policy of Merthyr Tydfil County Borough Council written in accordance with the Education Act 1996 Section 14. A copy of this policy is available from the school on request and is also available on the Merthyr Tydfil web site www.Merthyr.gov.uk. The school is fortunate to provide nursery provision. Children are admitted the term after their third birthday and we strive to provide full time places depending on availability. Priority for places will be given to:

- ▶ Children residing in the catchment area for Gellifaelog
- ▶ Children who have siblings already on roll at the school
- ▶ Children who are in the care of the Local Authority (LAC)

Attendance at Gellifaelog Nursery will not guarantee a place in the school's reception class. An application form must be submitted to the Local Authority at the appropriate time.

Admission forms are available from and returned to the Local Authority.



Class Structure 2022/ 2023

Class	Yeargroups	Teacher
Nursery	Nursery	Miss C. Hale
Class 1	Nursery / Reception	Mrs K. Jones Mrs L. Waythe
Class 2	Reception / Year 1	Miss K. Eynon
Class 3	Year 1 / Year 2	Miss C. Caniff
Class 4	Year 1 / Year 2	Mrs S. Prosser
Class 5	Year 3 / Year 4	Miss K. Williams
Class 6	Year 4	Mr B. Edwards
Class 7	Year 5	Miss S. Griffiths
Class 8	Year 6	Mrs C. Davies



Governing Body

School Governors make decisions about how the school is run. They meet at least once a term at school for a full committee meeting. They also have subcommittees which also meet regularly.

Governors are appointed to help:

- ▶ Decide what is taught
- ▶ Set standards of behaviour
- ▶ Interview and select staff
- ▶ Decide on the priorities for spending the School Budget
- ▶ Monitor the spending of the Budget.

School Governors have legal duties, powers and responsibilities. They act together to monitor and evaluate the effectiveness of the school. School Governors are:

- ▶ Parents
- ▶ Staff at the School
- ▶ Local Authority Representatives
- ▶ Community Representatives

There are Parent Governors on the Governing Body and you will be notified of the procedure for the election of these Governors as positions become vacant. The parents of the school vote to select the Parent Governors, who must have a child at school. Parent Governors bring the views of parents to the Governing Body, but they speak and act as individuals. They can also make sure that all communications with parents are informative, easy to read and avoid the use of jargon.

Name	Role / Governor Category
Cllr Kevin Gibbs	Chair of Governors / Local Authority Governor
Mr Dan Beard	Vice-Chair of Governors / Local Authority Governor
Mrs A Jones	Community Governor
Ms R Thomas	Community Governor
Mrs R Rees	Community Governor
Cllr J Scrivens	Local Authority Governor
VACANCY	Parent Governor
Miss L Smith	Parent Governor
Mrs G Edwards	Parent Governor
Mr M James	Staff Governor
Mrs K Jones	Teacher Governor
Mr J Voros	Headteacher

Parents in School

Parents are welcome in our school. Communication between school and families is something we place high emphasis on. We encourage constructive, respectful dialogue whenever issues arise or information needs to be shared. All members of our school community are expected to follow our key rules. **Ready, Respectful, Safe and Kind.**

Our Family Support Worker is able to provide advice and support to both parents and pupils. She is available in the main entrance every morning from 8.50 am to 9.15 am and from 3pm every afternoon. She is available via telephone during the school day (Provided she is not busy supporting children or other parents). Face to face drop-ins can be arranged by getting in touch.

The best time to make contact with your child's teacher is at the end of the day as the school day starts promptly at 9am and staff must be in class to greet their children.

Mrs Cole provides a link between parents and class teachers and will pass on messages, answer queries and support you and your child if there are any problems. The Headteacher is also available most mornings and will strive to see all parents wherever possible. However, it may be necessary to make an appointment if the matter is not urgent. **We strongly recommend resolving any concerns with the Class Teacher or Family Support Worker in the first instance.**

School Communication

The school sends regular text messages to provide parents with prompt information about school events. Key Information and updates are also uploaded on to the school website, Facebook page and Twitter page. Class teachers also use Google Classroom and Seesaw to share information about all aspects learning and classroom routines. New parents to the school will be provided with information about how to access Seesaw by Class Teachers. **Please ensure mobile numbers remain up-to-date, and inform us of changes as soon as possible.**



One Page Profiles give important information about every child and are used in all classrooms to help personalise learning and meet the individual needs of your child. When starting school, parents are asked to contribute to these profiles by giving school any information that will be helpful to the class teacher.

Parental and Family Involvement

As we come out of the pandemic, the school look forward to offering a wider range of family engagement events again. Information about these events will be shared through social media and communication platforms. These will include:

- Opportunities to visit the classrooms and see learning
- Engagement events with families lead by staff
- Sporting events and fixtures
- Sports days and performances at key times of year

(Subject to safety, current restrictions and risk assessment)

School Times

Foundation Phase Times:

Doors Open: 8:50am

School starts at 9.00am

Lunchtime 12 noon to 1.00pm.

School closes at 3.15pm

Key Stage 2 Times:

Gate Opens: 08:50am

School starts at 9.00am

Lunchtime 12.15 to 1.00pm

School closes at 3.15pm



Only named, authorised collectors will be permitted to collect a child. 'Permission to Collect' forms are available for advance notice that someone else will be collecting a child. In unexpected circumstances, parents must notify us in advance. Parents can help minimise the possibility of accidents happening to children by arriving at the school no earlier than 10 minutes before the beginning of a school session.

The School cannot be responsible for any injuries incurred before this time. Many parents come to the school to accompany their children home. Please arrive at the time when your child/children are to be dismissed. If you should arrive earlier, please ensure that school activities are not interrupted, and that you observe the No Smoking Policy of the school.

Attendance

Children should, except in rare circumstances, be on time and at school every day. A careful check is kept on attendance and punctuality and your child's attendance record will be reported to you at the end of each year with the number of actual attendances against possible attendances recorded.

Further information on attendance can be obtained in our Attendance Policy.

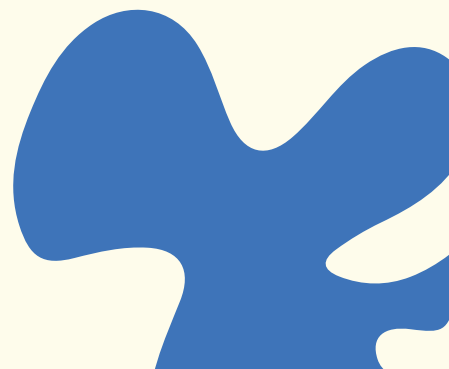
Some absences are classified as authorised: those arise from hospital visits, illnesses etc. However, for an absence to be classified as authorised, you must inform the school of the circumstances.

Unauthorised absences are recorded separately. A record of attendance and absence is submitted to the Local Education Authority on a monthly basis and a report is provided for the Governors by the School, each term.

The importance of regular attendance cannot be over-emphasised since it has a huge effect upon a child's performance and behaviour in school. Mrs Cole, our Family Support Worker monitors school attendance and is available in the main entrance every morning from 8.50 to 9.15 am to meet with parents.

Regular attendance throughout every school year is essential. When absence is unavoidable, the school must be informed by letter or phone call - failure to do so will result in an unauthorised absence for your child. The school operates a 'first day response'. If your child is absent and we do not receive a message informing us of the reason then you will receive a text message or phone call asking you to contact us. Please ensure that your child arrives at school on time as valuable learning time is lost if children are persistently late. A record is kept of all latecomers.

Whenever it is possible, parents should try to arrange holidays outside term time. Parents seeking authorisation for family holidays during term time must make the request in writing to the Headteacher at least seven days before commencement of the holiday. Unless exceptional criteria is met, all holidays will be coded as unauthorised. In addition a fixed penalty notice may be issued depending on your child's current attendance. Children's time in school is valuable and should only be missed if unavoidable. Every year the Governing Body sets targets for attendance. This target is conveyed to parents and pupils.



School Uniform

At Gellifaelog Primary School all children are expected to wear school uniform.

Children who arrive at school clean and smartly dressed in proper uniform will have a better attitude towards their work and school and will have a strong sense of belonging.

School uniform is:-

- ▶ Sweatshirt/fleece - Navy
- ▶ Polo shirt gold / yellow or blue
- ▶ Navy/dark trousers/skirt/jogging bottoms

Please note, it is the colour that is most important, rather than purchasing specific uniform with the logo.

Uniform can be purchased or ordered from:-

Uniforms4U

16 Pontmorlais

Merthyr Tydfil

CF47 8UB

Uniformsforyou@hotmail.co.uk

Search: UNIFORMS4U on Facebook Tel: 01685 387200 / 07846113275

In the summer, girls may wear a blue / yellow checked school summer dress. Please make sure that all items of clothing are clearly marked with your child's name. Sensible clothing and footwear must be worn to suit the weather conditions. If children travel to school by car, please remember that they will need a warm coat to wear on the playground during break times and outdoor learning activities.

Remember, school uniform is:

- ▶ cheaper in the long run
- ▶ it makes all children the same and
- ▶ it saves time in the mornings!

Thanks to our parent volunteers, recycled school uniform is available to anyone who wants it. Please enquire at the office. Periodically, uniform is put outside the school to access freely.



PE Kit

Children need a plain white T. Shirt and a pair of black or blue shorts for P.E. lessons. For outside P.E. and games lessons, the children need a pair of trainers. All P.E. kit should be clearly labelled with your child's name. Currently, children wear their P.E. kit on a day they require it, to save time in changing. For swimming girls must wear a one piece costume.

Lost Property

Anything that the children lose around school will be taken to the school office. Items that are properly named are returned to the owner immediately. Anything that is not named will be kept until the next holiday when it will be disposed of. Please ask at the office if your child has lost anything and we will do our best to find it. However, we cannot be held responsible for any item that is lost or stolen. Please don't bring anything non-essential, or of high value to school.

Jewellery

The children may only wear single stud earrings and a watch to school. This is for all of the children's safety and also the security of any jewellery. No other jewellery is acceptable and your child will be asked to remove it. Jewellery **MUST NOT** be worn for P.E.

School Meals

School meals are provided by Merthyr Tydfil Catering and are cooked on the premises. If your child has any special dietary requirements, please inform the office.

School dinner money is collected by ParentPay (Electronic System) and your child will be set up on the system when they join our school. The office will advise parents who wish to enquire about their child's entitlement to free school meals.

Pupils are allowed to bring a balanced, packed lunch. Please pack in a suitable container and label with your child's name. There is no refrigeration available, so please think carefully about lunch choices.

The school has a free Breakfast Club and registration forms are available from the Headteacher. The club opens at 8.10 a.m. and children must arrive before 8.30 a.m. Children are escorted from the club to their classrooms at 8.50 a.m. Please do not arrive for breakfast club before 08:05 am



More healthy packed lunch ideas

Name:

Class:

Each day a healthy packed lunch should include:



A portion of starchy food

White or wholegrain bread, rolls, pitta bread or wraps, plain naan bread, bagels, cooked pasta, rice, noodles, couscous or potato as a salad.



At least one portion of fruit and/or vegetable

Fresh, frozen, canned or dried, these can all count towards 5-A-DAY.

Vegetables: carrot, cucumber, pepper or celery sticks, tomatoes, grated carrot in sandwiches or wraps, sweetcorn, peas or pulses in salad.

Fruits: sliced apple or melon, plums, grapes, strawberries, kiwi, satsumas, chunks of pineapple, or dried fruit.



A portion of beans, pulses, fish, eggs, meat and other proteins

Sliced meat, chicken, fish, sliced egg in sandwiches, rolls or wraps, meat alternatives such as tofu or pulses like kidney beans and chickpeas in salads.



A portion of milk or dairy foods

Yoghurt or fromage frais, cheese in sandwiches or wraps, whole milk (for children aged one to two) or semi-skimmed (for children aged two and over).

A drink – to help with hydration and concentration.

- ✓ **Water** – is the best choice.
- ✓ **Milk** – use whole milk (for children aged one to two) or semi-skimmed (for children aged two and over).
- ✓ **Avoid** fruit juice (even diluted fruit juice).
- ✓ **Avoid** squash, fizzy drinks, and flavoured water even if labelled 'sugar free', 'no added sugar' or 'reduced sugar'. These can contribute to tooth decay and have little nutritional value.

Desserts, cakes, biscuits and crisps: these foods are high in saturated fat, sugar and salt – too much of these foods can be harmful to health.

- ✓ Try to make desserts, puddings and cakes with fruit or milk, such as a yoghurt and fruit, or rice pudding.
- ✓ Limit confectionery such as chocolate, sweets or cereal bars to help protect your child's teeth.
- ✓ Avoid salty snacks such as crisps. Replace with plain breadsticks.



actionforchildren.org.uk/eatbetterstartbetter

About the School

Educational Visits & Charging Policy

The school believes in promoting extra, enriching, educational activities such as visits and visitors. The School Governors recognise the valuable contributions that visits, visitors and other educational activities can make towards stimulating and enriching the work done in school. When educational visits are organised it is sometimes necessary to request that parents make a contribution towards the costs.

The costs of all visits are kept to a minimum and advance notice and payment plans are in place for residential visits, to allow parents to make small weekly payments if they so wish. No child will be excluded from an activity because of an inability or an unwillingness to contribute. However, if we receive insufficient voluntary contributions we reserve the right to cancel.

Behaviour

Our Behaviour Policy places high emphasis on developing a school ethos that is positive, where relationships are key priority, and where the needs of behaviour are examined carefully and supported. We celebrate good behaviour, achievement and success.

We believe that high standards of behaviour are vital and necessary to create an

atmosphere in which effective learning can take place. All staff encourage a sense of commitment to the school amongst pupils and their parents.

Parental support is crucial, and we strive to build up effective relationships with all parents. All children must be respectful and courteous with staff and other children and are expected to follow class and school rules.

Swearing or fighting is not tolerated under any circumstances. Parents will be contacted if behaviour is causing concern and requires further support. Parents are urged to support us in our efforts to ensure that our children behave in a hardworking, reasonable and socially acceptable manner at all times.



Motivation and Incentives

The school uses a small range of motivators to encourage expected behaviours. This includes:

- ▶ Positive praise from staff and peers
- ▶ Certificates as part of school values assemblies and Seren Yr Wythnos assemblies.
- ▶ Stickers
- ▶ Positive Dojo points
- ▶ Comments and messages home to families



We endeavour to provide an inclusive education which all pupils will find stimulating and relevant to their educational needs. For children, the key expectations are that they are:

- ▶ Ready
- ▶ Respectful
- ▶ Safe and Kind
- ▶ For learners with more complex, additional needs, the school will make reasonable adjustments and provide extra support for behaviour. However, safety is paramount. The school may make adjustments to support children to safely access their education, but this is always with advice from Local Authority officers, and in

Parents have a very important role to play in supporting positive behaviour in school and we strive to work together for the benefit of your child. The school is able to offer advice and support to any parents experiencing difficulties in managing behaviour. We are also able to offer advice and access to other agencies to provide further support.

The ultimate consequence where the school is unable to successfully include a child due to their behaviour is exclusion – this can be lunch time, short term or ultimately permanent exclusion. The Headteacher has the right to make this decision if all other attempts have failed to achieve appropriate behaviour at school. There is a right of appeal to this process. Please see the school's behaviour policy for further information.





Anti-Bullying

The Welsh Government definition of bullying is:

Behaviour by an individual or group, repeated over time, which intentionally hurts others either physically or emotionally.

Bullying is a form of unacceptable behaviour, but not all unacceptable behaviour is bullying. Bullying usually has three key elements and can take place face-to-face or online.

- ▶ It is intentional or deliberate hurtful behaviour.
- ▶ It is repeated behaviour that usually happens over a period of time.
- ▶ The person or people being bullied feel powerless to defend themselves.

Incidents of bullying in Gellifaelog are few, but in any community where children are growing up and developing skills in managing relationships, this does occasionally occur. It is advisable to speak with school staff when concerns are noticed, to prevent escalation and solve issues for your child as soon as possible.

The school has an Anti-Bullying Policy and a copy is available on request or on the school's website. As part of the Local Authority's approach to bullying the school is required to report all incidents.

Additional Learning Needs (ALN)

Most children make good progress most of the time but if your child should encounter any difficulties in progressing, no time is wasted in acting promptly and notifying you. The school will use its Universal Learning Provision (ULP) to support your child quickly to make progress in any area of concern. This could be additional reading, specific short-term programmes, or other methods of support available to all children, if required. **There is no need to fall within the definition of ALN to access support.**

For learners who have significant difficulty in learning, greater than the majority of children their age, or where ALP isn't helping a child to make adequate progress, our ALN policy outlines the next steps. We follow Additional Learning Needs and Educational Tribunal Act (Wales) Act and all guidelines laid down by the Local Authority to ensure that we carry out our statutory duties to assess and make provision for children with Additional Learning Needs. See the school's ALN policy for further detail.

Parents are involved in this process and we rely on their support from the very beginning. Parents who are concerned about their child's progress should make an appointment to discuss this with their teacher at the earliest opportunity. They may then seek additional support and advice from Mrs K. Jones, our Additional Learning Needs Co-ordinator.

At Gellifaelog Primary School we are committed to providing an education that meets the individual needs of all our children. We regularly screen and assess all pupils to identify areas of need and match our teaching to pupils' abilities and progress levels. If we feel a child has a specific learning difficulty, we obtain parent consent to make a referral to an external support agency such as School Health, Education Psychology Service and other support services, as well as collaborating with parents and families.



Mrs Jones, Inclusion
Leader





Curriculum Organisation

We are currently implementing our New Curriculum for September 2022. We are so excited to start this work, built on the ideas of staff, parents, children, governors and the wider community!

Gellifaelog Primary School's curriculum aims to provide a secure, happy and caring environment where pupils can develop intellectually, socially and emotionally.

The curriculum, designed by teachers in our school, will support your child with creative lessons with a focus on positive experiences, knowledge and skills. It will suit their needs and help them reach their full potential.

The purposes of the school's curriculum is that pupils are continuously having experiences that will eventually make them:

- ▶ Ambitious, capable learners.
- ▶ Enterprising, creative contributors.
- ▶ Healthy, confident individuals
- ▶ Ethically, informed citizens.

The school's curriculum intent statement is available through the school website.

Useful Link:

<https://hwb.gov.wales/curriculum-for-wales/a-young-person-s-guide-to-the-new-curriculum-for-wales/> - Young persons guide to the new curriculum



GELLIFAELOG PRIMARY SCHOOL YSGOL GYNRADD GELLIFAELOG

CURRICULUM OFFER CYNNIG CWRICWLWM



OUR EXCEL CURRICULUM

TOGETHER WE EXCEL!

**EXCELLENT
EXCITING
CREATIVE
ENGAGING
LEARNING**



INQUIRY-BASED LEARNING

Our projects are driven by inquiry. We use a pupil-influenced approach to develop key concepts through curiosity and interests using authentic experiences and opportunities.

Our projects develop knowledge, skills and experiences from within our local community and out to the wider world.



Humanities



Science and Technology



Languages, Literacy and Communication



Science and Technology



Health and Well-being

CORE SKILLS

Our curriculum has a focus on securing Literacy & Numeracy 'core skills' in order to apply these skills across a variety of contexts. These include:

- Phonics & Reading
- Spelling, Punctuation & Grammar
- Handwriting
- Vocabulary
- The Number System
- Addition & Subtraction
- Multiplication & Division
- Problem Solving
- Numerical Reasoning

United Nations Convention on the Rights of the Child



Local, National & International Contexts

Careers & Work-related Experiences



Relationships & Sexuality Education

Diversity



Values-Based Education



CROSS-CUTTING THEMES

Create authentic contexts for learning	Encourage learners to take responsibility for their own learning
Support social & emotional development and positive relationships	Encourage collaboration
Sustained pupil effort to reach high but achievable targets	Employing a broad repertoire of teaching approaches
Promote problem solving, creative and critical thinking	Build on previous knowledge & experience to engage interest
Focus on the 4 purposes	Use assessment for learning to accelerate progress
Make connections within & across Areas of Learning and Experiences	Reinforce cross-curricular responsibilities, Literacy, Numeracy, Digital Competency

Sporting Aims and Extra-Curricular Opportunities

Sporting Aims

The school aims to encourage all pupils to enjoy sport and to develop physical co-ordination and competence. We strive to instil in children an understanding that sport contributes towards a healthy lifestyle. Participation in team sports encourages co-operation and the ability to cope with success and failure. However, the school also allows opportunities for children who are reluctant to participate in these types of session to enjoy games that focus on building skills, teamwork and a love of exercise through a “REAL PE” approach in balance.

Extra-Curricular Clubs

A range of clubs are offered to learners. These include netball, football, Film Club. Information about clubs are communicated to parents through our social media and Seesaw accounts.



Homework

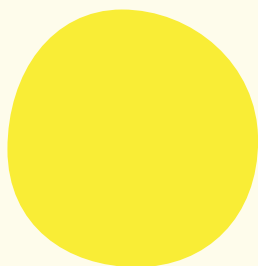
All children are given homework according to their age and development. Please help your child to complete homework by providing them with a quiet place to concentrate. Each class teacher puts information every term on the class pages of the school website outlining arrangements for homework.

Listening to your child read or sharing books is a very important part of homework across the school, but as children get older they will have spelling lists, multiplication tables, etc. to learn. Other homework tasks could include carrying out research, drafting ideas for stories, completing class work, etc. The school uses 'Seesaw' to share learning completed in class with parents. Your class teacher will give you a QR Code to use to get set up. School welcomes constructive and motivational comments about your child's learning. All children have a Home/School Reading Record Book and parents are encouraged to make comments and support home school communication about their child's learning.



Religious Education

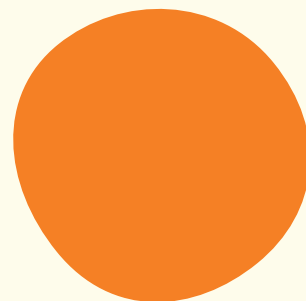
The school has no affiliation with any particular religious denomination but collective acts of worship are mainly Christian in content although knowledge of and respect for other faiths is an intrinsic part of education at Gellifaelog. All pupils are required to participate in Religious Education as laid down by the Welsh Assembly. The school meets daily for assembly, which may be taken by a member of the teaching staff or by an invited member of the local community. (With supervision) If parents have an objection on religious grounds then they can request that their child be withdrawn from the school's religious education. The request must be made in writing to the Headteacher.



Relationships and Sex Education

Relationships and Sex education is taught as part of the school's planned Personal and Social Education framework. Lessons are predominately focused on relationships, empathy, valuing of others, and identity through the majority of the school. All teaching of RSE is age and stage appropriate, in accordance with Welsh Government Guidance.

For older learners, the school nursing team visit the school and support the school in delivering aspects of the programme for Y5 and Y6 learners. Parents are notified of the times and a date for these talks. Permission is requested prior to commencement of these specific lessons in the current framework.





Accidents and Emergencies

Occasionally accidents occur or children feel ill. It is vital that we are able to contact you in an emergency. Please ensure that you have completed our Emergency Contact Form and returned it to the School Office. In the unlikely event of an accident or emergency at school we will immediately try to contact you using the information which you give us on your completed contact form.

If this is not possible the Headteacher or his delegate will assume parental responsibility and will act as any caring parent would under the circumstances. If you do not wish the Headteacher to assume this responsibility, e.g. in the case of medical treatment, please make this clear on the contact form and also bring it to the attention of the Headteacher. It is vital that contact forms are up to date.

Minor Incidents

Minor accidents will be treated by a qualified first aider. In the event of a child receiving a bump to the head it is the school's policy to inform parents even if the child is well enough to remain in school. If we are unable to contact a parent, this information will be sent home in note form.

Vandalism

Should school property be damaged by a child or children as a deliberate act of vandalism, then a request may be made to the parent for the cost of repair or replacement of the item(s) concerned.

Emergency Closure

In exceptional circumstances it may be necessary to close the school at short notice. We will make every effort to contact parents through the school texting service and through the school website, council website and local radio stations. Should snow prevent the school from opening, a decision will be made as early as possible and parents informed at the earliest possibility.

Medical Appointments

Please notify the school of any medical or dental appointments that your child has to keep. Whenever possible, please try to arrange appointments after school or during school holidays. It is not our practice to allow children to leave the school during school time without an accompanying adult. Please make sure that you report to the office if you need to collect your child.

Medical Provision

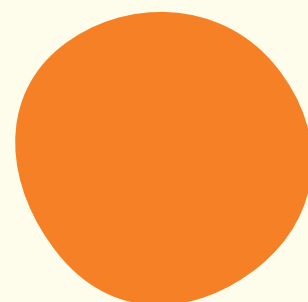
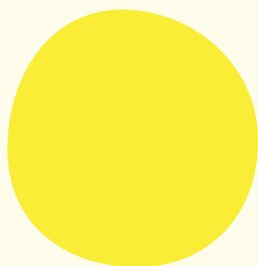
There are regular medical and dental inspections in school, which are carried out by the school medical service. Parents are asked to sign consent forms to allow the inspection to occur. Parents will be informed in advance if their child is to be seen and may attend if they so wish.

Medication in School

The teachers or staff are not legally obliged to administer any medication to children during the school day. However,

in exceptional circumstances where medication is essential and where it is difficult for parents to come into school to administer the medication to their child, or administer around the school day, (Preferred option) the Headteacher or Deputy Headteacher may agree to do so. Parents will be required to sign a consent form absolving staff of responsibility in such a case. The school will only administer prescribed medicines with clear pharmacy labels.

Any children with asthma inhalers or Epi-pens to be used / administered in school will also need to sign a form to allow them to do so. Medication should be clearly marked with the child's name and handed to the teacher on arrival at school.



Equal Opportunities

At Gellifaelog Primary School, discrimination on the basis of colour, culture, origin, creed, gender and ability is unacceptable. We endeavour to further this objective by creating within our school a happy, caring environment, where each individual is respected and valued.

We aim to educate, develop and prepare our pupils for life to enable them to co-exist in society as well-balanced, tolerant, open-minded individuals. If you would like more information on our Equality procedures at Gellifaelog, our detailed Strategic Equality plan is available for scrutiny from the main school office and website.

Site Security, Safety and Safeguarding

Gellifaelog Primary has invested in ensuring that the school site is safe for Pupils and Staff. There are a number of ways we have achieved this including:

- ▶ □ Security fencing
- ▶ □ CCTV installed across the site to ensure activity at entrance and exit points is monitored and recorded.
- ▶ □ Exterior lighting installed to provide adequate light during darker months.
- ▶ □ ID badges and visitor badges used throughout the school
- ▶ □ Controlled Access across the site.

If you wish to discuss site security further then please contact the Head Teacher who can provide you with more information.

The school's Designated Safeguarding Person is Mr James Voros. The Deputy Safeguarding leads are Mrs Lauren Waythe and Mrs Paula Cole.

Smoking

We are a smoke free site and consequently ALL adults are asked not to smoke within the buildings or school grounds, or directly outside of exits.

Dogs on School Premises

Even well-behaved dogs can behave unpredictably when in a busier, noisier, crowded school environment. Children also can behave unpredictably when in the presence of dogs or when in contact with them and this could potentially lead to a child being bitten. Therefore, with the exception of guide / hearing / mobility dogs, dogs are not permitted on all areas of the grounds.

CLA (Child Looked After)

At Gellifaelog Primary School we aim to include all pupils in school life, regardless of background or home situation. The school works with local authority support officers and social workers to provide support for pupils who are long or short term foster care. Our aim is to integrate, support and value children who are placed in care in the same way we would any other child. If you wish to discuss any aspect of this, please get in touch with the school. The Inclusion Leader is our designated CLA officer and responsible for promoting the educational achievement of looked after children.

Complaints Procedure

The Governing Body of Gellifaelog Primary School take all complaints very seriously as we are committed to providing high-quality education. We aim to make the school's complaints procedure easy to follow with three easy steps:

Pre-Complaint Stage: Speak to the person with whom you were liaising with to give them opportunity to rectify the situation before escalating the issue. This resolves many issues both quickly and to the satisfaction of all parties. □

Step 1 – Informal Stage

You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage.

Step 2 – Formal Stage

All complaints will need to be in writing and addressed to the Chair of the Governing Body. They will be thoroughly investigated and a response will be made in writing.

Step 3 – School Complaints Committee

If you are unhappy with the investigation you must write to the school and request the Clerk to the Governing Body, who convenes the Complaints Committee of the Governing Body to review your complaint.

Term Dates for 2022 / 2023



Autumn Term

Term starts 5th September 2022

Half term Holiday 31st October 2022 to 4th November 2022

Term Finishes 23rd December 2022

Spring Term

Term Starts 9th January 2023

Half term Holiday 20th February to 24th February 2023

Term Finishes Friday 31st March 2023

Summer Term

Term Starts 17th April 2023

Bank Holiday Monday 1st May 2023 - School Closed

Half term Holiday 29th May 2023 to 2nd June 2023

Term Finishes 24th July 2023

In addition to the above holiday dates school can take 5 training days.
Parents will be notified of these dates at the start of the new academic year.

Thank you for taking the time to read our school prospectus. If you require any further information or have any suggestions on how we can improve the information you receive, please contact the Headteacher.

All information accurate as of publication date: 1st November 2022

This publication will be reviewed in September 2023





Contact

Gellifaelog Primary School
Penydarren, Merthyr Tydfil, CF47 9TJ

Phone: 01685 351812
Email: office@gellifaelog.merthyr.sch.uk

 **Gellifaelog Primary School**
 **@GellifaelogPri**

