

Llanedeyrn Primary School  
Ysgol Gynradd Llanedeyrn



‘Together we can all succeed’  
‘I lwytho sefwn law yn llaw’

# School Prospectus



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## General Information

### LLANEDEYRN PRIMARY SCHOOL

ADDRESS:	Wellwood Llanedeyrn Cardiff CF23 9JN	
TELEPHONE:	(02920) 736420	
FAX:	(02920) 540182	
E-mail:	llanedeyrnprm@cardiff.gov.uk	
School Website:	<a href="http://www.llanedeyrnprimary.co.uk">www.llanedeyrnprimary.co.uk</a>	
Social Media:	Twitter - @Llan_Prim_Sch Facebook - <a href="http://www.facebook.com/llanedeyrnprimaryschool">www.facebook.com/llanedeyrnprimaryschool</a>	
My Local School:	<a href="http://mylocalschool.gov.wales/School/6812094?lang=en">http://mylocalschool.gov.wales/School/6812094?lang=en</a>	
CHAIR OF GOVERNORS :	Miss S Griffiths	
HEADTEACHER:	Mr I James	
LOCAL AUTHORITY:	Cardiff County Council County Hall Atlantic Wharf Cardiff CF10 4UW Tel. (02920) 872000	
SCHOOL HOURS:	AM Session	8:55am - 12 noon
	PM Session	12.55pm - 3.30pm

## 1. Vision statement

At Llanedeyrn Primary School we work together to ensure that everyone within our School is happy, safe and healthy. We will encourage our children to develop emotionally, socially and academically. We are a school where everyone is valued, respected and listened to. We are committed to providing an environment where all staff support and enhance children's learning, taking into account all children's needs. We believe in promoting equal opportunities and value a harmonious, multicultural environment. We work on promoting the value of community and embrace our locality, our country of Wales and our global links.



The School develops a love of learning inspired by quality teaching, building upon individual strengths and talents. We believe every child is entitled to enjoy his or her childhood. We teach the importance of moral values and support all of our children to become caring, responsible, emotionally literate and globally aware citizens in order for them to participate positively in society. We will offer opportunities for children to become resilient learners who are able to solve problems independently. We will develop the children's understanding and appreciation of the culture, language and heritage of Wales.

We are an ambitious School and we are passionate about our children reaching their full potential. We will support, develop and maximise the children's key skills of literacy, numeracy and ICT to ensure that they are well prepared for the next stage in their learning.

We will inspire our children to develop their aspirations so that they have the self - motivation to succeed. We will nurture all children at every stage of their learning to develop the confidence they will need to achieve in their lives.

The staff and governors value the best possible partnership between parents/carers and the wider community, recognising the importance of promoting the support they offer, to the benefit of all our pupils.

## 2. Welcome

Llanedeyrn Primary School lies some three miles to the north of the City of Cardiff. It enjoys a pleasant site of seven acres of which three acres are playing fields. There are extensive views over the Rhymney River Valley and the Bristol Channel.



This is an English medium, co-educational, community primary school, opened in 1969, for children aged three years to eleven years. The School has a Nursery Unit which can accommodate 80 pupils across a morning and afternoon session (admitted at 3 years plus). We have over 400 pupils on roll. We are currently categorised as a '**Green**' school under the Welsh Government's Categorisation System.

Both children who transfer from the Nursery Unit and those who are admitted as direct admissions join the Reception Class in September, at the commencement of the school year in which they attain their fifth birthday. All Foundation Phase pupils transfer to the Key Stage 2 Department in the September following their seventh birthday.

We would like to extend to you and your family, the warmest of welcomes to the community of our School. Whilst your child is with us, we will endeavour to do our utmost to ensure that he or she is happy and secure and will benefit from the best possible standard of education which we can offer.

We will keep you regularly informed about your child's development and progress. We actively promote closer links between home and school and will enlist your help to ensure that we best cater for your child's individual needs.

Should you have any problems, questions or queries we will gladly discuss these with you. Please contact the School to make a mutually convenient appointment with the Learning Leader with responsibility for the year group your child is in, the Additional Learning Needs Coordinator, the Deputy Headteacher or the Headteacher.

We trust that this initial introduction will provide a firm foundation for the development of a close and mutually beneficial partnership between home and school. By working closely together, we can achieve the best for every child in our care.

Parents and carers are most welcome to visit the School prior to admission. We will invite parents of Reception aged children to an induction meeting in the Summer Term prior to the children starting in Reception. Parents and carers of children transferring to the School should contact the Headteacher who will arrange a pre-admission meeting.

We are very proud of the strong links that exist between the School, parents and Llanedeyrn community. Our School motto is 'Together we can all Succeed' and it is only through **all** stakeholders working **together** that our children will reach their full potential – thereby being successful in their futures.

Thank you for choosing to send your child to Llanedeyrn Primary School and I look forward to working with you to ensure your child makes excellent progress during their time at our School.

Mr I James      Headteacher

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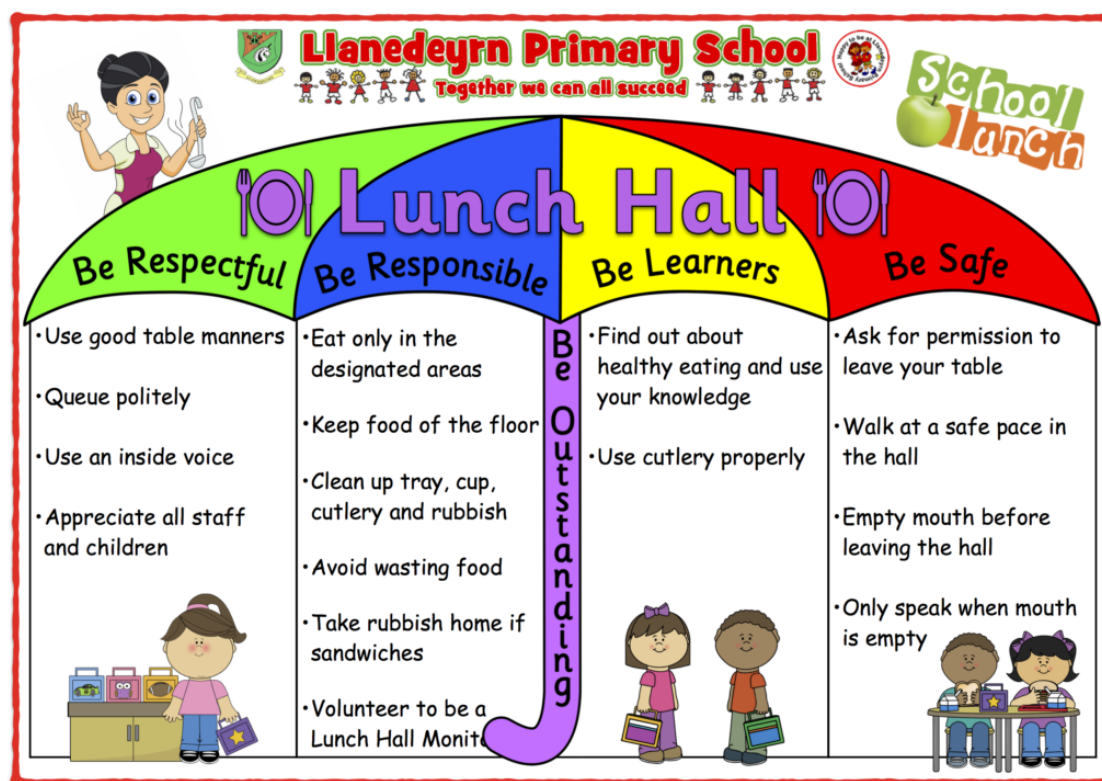
### 3. Core Values of the School



The School Community has set 5 Core Values that we would like all stakeholders to uphold. We ask that everyone works to:-

- **Be Respectful**
- **Be Responsible**
- **Be Learners**
- **Be Safe**
- **Be Outstanding**

We teach the children how to follow these values and how to apply them at different points throughout the school day. Below is an example of one of our Core Value guidance:-





## 4. Curriculum and Organisation

Wales is currently preparing for a significant change to its approach to education in schools across the country. In September 2022, Primary Schools in Wales will start to fully implement the new curriculum. Until that time, Llanedeyrn Primary School must continue to work under the current Wales Curriculum, whilst also working towards aspects of the new curriculum so that implementation in September 2022 is as seamless as possible.

The new curriculum is currently in draft form and the final version of the curriculum and the assessment arrangements will be made available in January 2020. The School has already begun its work towards the new curriculum and this will increase when the final versions are available in January 2020.

Below is some information about the current statutory education curriculum followed by information about the new curriculum:-

### Current Curriculum

The children are taught in mixed ability classes grouped according to chronological age. There are two classes per year group in most years, each following a parallel programme of study. A combination of class, group and individual tuition is employed at different times in all classes depending upon the needs and circumstances.

The School attempts to offer a wide and varied curriculum which is broad, balanced and differentiated according to the children's needs and their level of development.

#### Foundation Phase (Nursery to Year 2)

In the Foundation Phase, children learn through first-hand experiential activities. Through their play, children practise and consolidate their learning, play with ideas, experiment, take risks, solve problems, and make decisions individually, in small and in large groups. First-hand experiences allow children to develop an understanding of themselves and the world in which they live. The development of children's self-image and feelings of self-worth and self-esteem are at the core of this phase.



The statutory Areas of Learning in the Foundation Phase are:

- Personal and Social Development, Well-Being and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

#### Key Stage Two (Nursery to Year 2)

In line with the requirements of the National Curriculum, the children in Key Stage 2 study three core subjects (Mathematics, English and Science), Religious Education and nine foundation subjects (Music, Welsh (2<sup>nd</sup> Language), Art, History, Geography, Information Technology, Physical Education, Design and Technology, P.S.E.).

**Language development** plays an important part in the teaching programmes. All pupils follow a basic course in reading using the Read, Write, Inc. methodology. There is a Home Reading Scheme operating in the School and there are well stocked libraries for children's use. Creative writing, poetry, grammar, comprehension, spelling, drama, handwriting and oral work all feature in the English programme.



**Mathematics** teaching is based on a recognised scheme called Abacus Evolve with added material from other sources including the recommended maths scheme 'Big Maths' and 'Little Big Maths' for our younger pupils. This develops pupils' number skills through quick recall of number facts. Pupils are expected to learn tables and become numerate with a sound base from which to develop mathematical skills.

**Science** is taught in all classes according to the demands of the National Curriculum. We ensure pupils have a range of opportunities to learn about different elements of science. Pupils learn through topics which include forces, living things, sustainability, magnetism, electricity, sound, light etc. Pupils firstly learn the knowledge of science, before applying their scientific skills.



### **Sex and Relationships Education**

The School aims to ensure that a comprehensive and well planned programme of sex and relationship education is given to our pupils in order to help them cope with their physical, emotional, moral and spiritual development. The SRE programme will equip children with the skills and knowledge to make responsible and informed decisions. We teach children about:

- The reasons for the physical and emotional changes which take place at puberty, to include conception, pregnancy and birth;
- The range of their own and others' feelings and emotions;
- The importance of personal safety;
- How to distinguish between appropriate and inappropriate touching;
- What to do, or whom to go to, when feeling unsafe;
- Respect for their own bodies and;
- The importance of family life in its variety of forms.

We as a School will always work in partnership with parents and carers, informing them of the content of our SRE programmes. However, parents and carers have a right to withdraw their child from all or part of the sex education programme other than that which is contained in the National Curriculum, for example in science. Parents and carers should inform the school in writing that they wish their child to be withdrawn from class during the SRE programme. The School will keep a record of all such requests. The School has a clear policy on SRE and this is available to all parents.

**Educational visits** are organised for the children to enrich the class topic being studied. We feel that these visits offer excellent opportunities for the children to develop their understanding of the topics they are learning. Parents are always informed of these visits and asked to give voluntary financial contributions, without which they could not be made. Year 6 pupils enjoy a weekend residential visit to the PGL centre, where they have the opportunity to take part in a variety of outdoor and adventurous activities including: climbing, canoeing, zip-wire and assault courses.



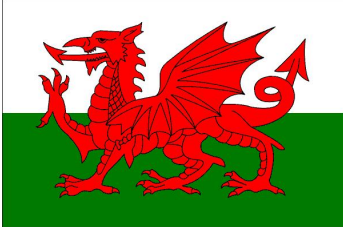
We strongly feel that educational visits are an excellent way to engage pupils and to provide them with learning experiences they may not normally have. Examples of such visits include:-

- Kidzania;
- House of Parliament;
- Techniquist;
- Walnut Tree Farm;
- London Dungeons;
- Wales Millennium Centre;
- Barry Island Beach;
- Hampton Court Palace.



## Welsh

The curriculum is taught predominantly through the medium of English. Welsh is taught as a second language and Welsh conversational skills are developed through incidental use of Welsh throughout the school day as well as planned activities e.g. Helpwr Heddiw. Increasingly, the children will be taught bi-lingually, with teachers using both English and Welsh during the school day. The Curriculum Cymreig features strongly in our planning and we seek to develop a



strong sense of Welsh identity and knowledge of our country and its heritage. One assembly each week is based around a Welsh theme and a special weeklong programme of activities is planned each year to coincide with St David's Day. Children participate in Dawnsio Gwerin, enter competitions, sing Welsh songs and enjoy Welsh folklore.

## Sport

We are most fortunate to have facilities which are fully utilised department games lessons. given equal opportunity to of sporting activities. In the School runs a range of out-clubs. Many of these are



football, rugby, netball, multi sports and dance. It is the School's aim to provide sporting opportunities for all of its pupils and to give them a chance to represent the school in competition with other schools. We are regular competitors in The Cardiff Games and were crown Champions in 2016.

splendid playing field for the Key Stage 2 Both boys and girls are participate in a wide range addition to PE and Games, of-school hours learning sporting and include

## Religious Education and Assemblies

Each class in the School is taught Religious Education every week. The teaching of Religious Education encourages and develops an awareness of religious, spiritual and moral attitudes. As parents you can help by encouraging your child to have a caring attitude towards others and to respect the environment.

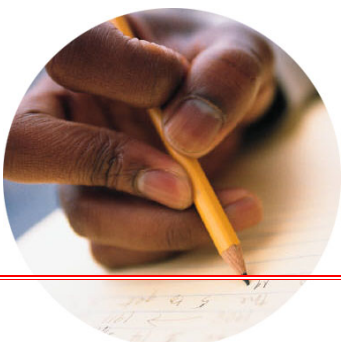


Our assemblies encourage self-awareness, care and understanding of others and of the world in general. The School has no affiliation with a particular religious denomination and follows the guidelines issued by the Local Education Authority. Other cultures, festivals and religions are discussed and arise naturally from project work. We regularly invite guest speakers into our assemblies to further enrich the children's experience. Children in all classes have an opportunity to participate in class assemblies, in front of their parents and the rest of the School, each year.

You have the right to withdraw your child from assemblies or religious education lessons and we ask that you contact the Headteacher to discuss your requirements.

## Assessment

Your child's attainment and progress will be assessed on entry and on a regular basis thereafter by the class teacher. Foundation Phase Outcomes will be reported to parents towards the end of year 2 and National Curriculum levels will be reported to parents towards the end of year 6.



Assessment is undertaken formatively every day. Observations are made of children and their written work is marked. Pupil comments are evaluated and the progress of

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pupils in each lesson is considered by the teacher to be able to plan for the next stage in the pupil’s learning.

There are occasions when the School will use summative assessment where a child is assessed at a certain point. This is achieved through a variety of means such as tests, assessed writing tasks, National Tests, focused observations etc. This usually results in a summary judgement of the pupil’s learning – potentially a score or a level. This gives an indication of where a pupil needs to develop further.

You will be invited to discuss your child’s general development and academic progress with the class teacher during the Autumn and Spring Terms. During these meetings, teachers will be able to give parents a brief written report which outlines the child’s attainment, progress and targets for future development. A more detailed written report will be provided at the end of the Summer Term. However, if you have any queries regarding any aspect of your child’s development, please discuss the matter with the class teacher or Learning Leader.

## Curriculum 2022

As stated above, the draft Curriculum for Wales is currently being consulted upon. The proposed curriculum sets out ‘Four Core Purposes’ that it will aim to develop in learners:-



- 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.

The curriculum will then be built around ‘Six Areas of Learning’:-

- Expressive Arts;
- Health and Well-being;
- Humanities;
- Languages, Literacy and Communication;
- Mathematics and Numeracy;
- Science and Technology.

Furthermore there will be ‘Three Cross-Curricular Responsibilities’, namely:-

- Literacy;
- Numeracy;
- Digital Competence.

Religious Education, Relationships and Sexuality Education and identified Wider Skills will also make up the curriculum.

**Parents will be kept informed of the curriculum changes once the final curriculum has been published.**

Further information can be found by following the link below:-

<https://hwb.gov.wales/draft-curriculum-for-wales-2022/a-guide-to-curriculum-for-wales-2022>

## 5. Inclusion

### Special Resource Bases (SRBs)



Two Special Resource Bases operate within the school (one in Foundation Phase and one in Key Stage Two) and cater for pupils who have a statement of Special Educational Needs and who need specific help in their learning. Admission to these classes is decided by Cardiff Council. The School's Bases supported children with Complex Learning Needs. Work in both classes is suitably differentiated to match the needs of pupils. The pupils in the Bases take part in all aspects of school life. They attend school assemblies, school concerts, lunch, play times and special events. If appropriate for individual pupils, they may spend some of their time in the mainstream classes to undertake their learning.

### Additional Learning Needs

During their school careers, children may require additional support for areas of their learning. On occasions, it may be necessary for the teachers to target individual children to offer additional support both in class and in a small group. If we feel that your child would benefit from skilled intervention, then a special work programme will be devised to cater for individual needs. You will be kept informed of your child's progress and, where necessary, we will enlist your help together with assistance from the appropriate outside agencies.



Additional Learning Needs (ALN) exhibited by pupils in the School are many and varied and different strategies are employed by staff in endeavouring to meet these needs.

Classes within the School have reasonable numbers on roll. This enables the teacher to have greater contact time with individual children and also makes setting of work to children's abilities more effective.

Where a child's ALN is identified by a class teacher then he/she will discuss the child's needs with the School's Additional Learning Needs Coordinator (ALNCO) and strategies to meet the identified need will be implemented. This will be reviewed on a regular basis. If the child continues to experience difficulties then the class teacher and the ALNCO will draw up an Individual Education Plan (IEP) for the child. Small group help may be offered in class or on a withdrawal basis following discussion with parents.

If on review it is felt that further help may be needed and, with appropriate consultation with parents, a child may be referred to the pupil support services for specialist advice. Should insufficient progress be made despite the efforts of all concerned then a full statutory assessment of the child's needs may be recommended subject to parental approval. If the assessment recommends statementing and this is found to be necessary, then a SEN statement will be drawn up for a child to identify the child's needs, what provision needs to be made and where this should be made. This is dependent entirely upon parental approval and is subject to review upon an annual basis.

### Accessibility

It is the school's aim to ensure that we employ whatever means as necessary, to ensure that people with disabilities are able to gain admission and access to the school premises and are not treated less favorably than others within the physical limitations of the school building. The School has an Accessibility Plan which is reviewed annually. The School works with Cardiff Council to try and improve the School's accessibility.



## **Equalities Policy**

We recognise and celebrate the fact that British and Welsh society is made up of people from diverse backgrounds and life experiences. It is important that all pupils are prepared to live in such a society. The School has an adopted Equalities Policy.

We aim to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

## 6. School Policies

Included in this section are a selection of policies that have been endorsed by the Governing Body. Copies of other school policy documents are available on the school website or on request.



### Admissions

Cardiff Council is the admission authority for the School and sets the policy for admission for pupils to county schools. Children are admitted to the nursery in the term after their third birthday. Children are admitted to the Reception class in the September of the academic year in which they reach their fifth birthday. All pupil admissions are organised by Cardiff Council.

Parents considering sending their children to our School are invited to contact the Headteacher who will arrange an informal visit.

### Complaints Policy

The majority of issues raised by parents, the community or pupils, are concerns rather than complaints. Llanedeyrn Primary School is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures. However, depending on the nature of the complaint, you may wish or be asked to follow the School's formal complaints procedure. For the School to be able to investigate a complaint, it needs to be made within ten days of the incident occurring. This enables the recall of the incident to be clearer.

The prime aim of Llanedeyrn Primary School's policy is to resolve the complaint as fairly and speedily as possible. Formal complaints will be dealt with in a sensitive, impartial and confidential manner. Malicious complaints may incur appropriate action by the School.

A full copy of the School's complaints policy is available on the school website or can be made available on request.

### School Uniform



There is a school uniform, the basic colour being red. Children are actively encouraged to wear their uniform. Sweatshirts, cardigans, polo shirts, caps, backpacks, fleeces and coats, bearing the school logo, are available from the School Office at an extremely reasonable price. The School places a very high importance on school uniform as we believe it supports our ethos of high standards and inclusion of all in the Llanedeyrn Primary School community.

For PE lessons, children need trainers, shorts and suitable top. Trainers are necessary for playground activities in games lessons, and warm clothing (e.g. tracksuit) is advisable. A P.E. Kit is available to purchase from school—which includes a T-shirt, shorts and a drawstring bag at a reasonable price. All clothing should be clearly marked with the child's name.

### Jewellery

The wearing of jewellery is discouraged due to health and safety recommendations. The School's policy is to allow the wearing of stud earrings and a wristwatch.

### School Toilets

We aim to maximise access to pupils' toilet facilities during the day to promote the health, wellbeing and learning opportunities of all pupils. We provide toilet facilities throughout the School. The School is working with Cardiff Council to improve these facilities.



We value and respect our pupils and want them to be able to benefit from good provision and practice. We ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.

We implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.

## 7. Pupil Wellbeing

### Health and Welfare



We have trained first aiders in the School. These members of staff will be consulted regarding any accidents or illness that may occur. We also have close links with the school nurse who visits the school regularly. All children have periodic height, weight, hearing and sight tests whilst in School. In addition, the School is part of a dental hygiene initiative that encourages Reception and Year 1 children to brush their teeth in school. We also have regular visits from the dental service as part of their screening programme.

If a child is taken ill in school every effort is made to contact the nominated persons by reference to information provided on the Confidential Admission Form. The School should be informed of any changes in emergency contact details.

Parents wishing their child to be excused from Physical Education, games or swimming should write a note to the class teacher, giving the reason for such a request. It should be noted that as part of the National Curriculum, all pupils will be expected to participate in the PE programme of activities.

### Attendance

***Your child's absence can be authorised (accepted) if he or she:***

- Has been ill
- Has been to the doctors
- Has been to the dentist
- Has been to the hospital



**These reasons for keeping a child home or allowing him or her to stay at home are unauthorised (unacceptable)**

- Overslept
- Shopping
- Birthdays
- Looking after brothers or sisters
- Holidays during term time

**If your child is unexpectedly absent from school you must telephone the school on the first day of absence.**

It is vital that the School is informed by the parents of the reason for any child's absence either in person, by letter or telephone call. Failure to do so, or absences which are unauthorised, will result in the matter being referred to the High School Attendance Officer, as will repeated late arrival.

Parents should note that children may leave school to attend appointments with doctor, dentist or clinic. They should note however, that the school should be informed in advance and that the child should be collected by an adult, with the appointment card available for review.



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### Impact of Attendance

There are 175 Non-School Days in a year. That is 175 days to spend on family time, visits, holidays, shopping and other appointments					
190 Days of Education	180 Days of Education	171 Days of Education	161 Days of Education	152 Days of Education	143 Days of Education
100%	95%	90%	85%	80%	75%
<b>Good</b>		<b>Worrying</b>		<b>Serious Concern</b>	
Best chance of success. Get your child off to a flying start.		Less chance of success. Makes it harder to progress.		Much lower chance of success. Child is unlikely to make good progress.	

### Fixed Penalty Notice

Parents and carers should note that Llanedeyrn Primary School's attendance policy enables a fixed penalty notice (fine) to be made to the parents and carers of those pupils who are continually absent from school without authorisation, are continually late or take a holiday during term time. More information is available in the School's Attendance Policy or on the Cardiff Council website.

### Positive Behaviour Management



Good behaviour in the School is essential if children are to learn in a safe and ordered environment. Good manners and behaviour are emphasised as part of personal and social education. The School's Core Values are used to promote positive behaviours and to identify when behaviours need to improve. Wherever possible we attempt to foster self discipline by adopting a positive attitude towards behaviour. Children are positively praised, given merit stickers, and certificates of achievement as recognition of their endeavours.

Most cases of poor behaviour in school can be resolved through reason and discussion. When there are cases of serious indiscipline, or it is of a persistent nature, then sanctions are imposed (loss of free time, extra work, completion of 'think sheets' etc.) If, despite the School's best endeavours, we are concerned about any aspect of your child's behaviour or attitude to work, then we will invite you discuss the matter so that we, together, can co-operatively to resolve the situation.

Whilst behaviour within one class is the responsibility of the class teacher, pupils may be supported by any member of staff.

### **Child Protection**

Llanedeyrn Primary School fully recognises the contribution it makes to child protection. Our policy applies to all staff and volunteers working in the school. Learning support assistants, midday supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child. We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board. There is a designated governor for child protection. The full safeguarding policy may be found on the school website.

### **Lunch-time Arrangements**

The school provides a modern kitchen facility so that school dinners are cooked on the premises and meet high nutritional standards. Children have a



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choice between two hot meals each day. A copy of the menus can be found in the Primary Times or the Cardiff Council Website at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

The price of a school meal from April 2019 is £2.50 per day - (£12.50 per week). Money/Cheques (payable to Cardiff County Council) should be brought in a clearly marked envelope or container each MONDAY OR TUESDAY MORNING. If you are in receipt of certain benefits, you may be entitled to claim for free school meals. Application forms are available from the school secretary and must be returned to school on completion.

Children can bring packed lunch in a clearly marked container. Drinks should be brought in unbreakable screw top containers. Cans or glass containers are not permitted for reasons of health and safety. All children are under the supervision of the school staff and pupils are expected to co-operate fully with them.

The School's breakfast club is run each school day morning between 8.00 to 8.55am for the children providing a free healthy breakfast. However, we ask that children arrive before 8:30am so staff have enough time to clean up after the children have finished eating. Children are able to bring their own fruit snacks into school to eat at breaktime.

### Road Safety



At school, the importance of road safety is continually being emphasised. Parents are advised to plan the safest route to school, and encourage its use. We have close co-operation between the Community Police and School to make pupils aware of dangers. Parents are requested not to double park outside the school due to danger to children.

### Transfer to High School

Children whose eleventh birthday falls in the period 1st September to 31st August (the school year) transfer to High School in the following September. Normally, pupils transfer to either our neighbourhood school – **St.Teilo's Church in Wales High School**, or our catchment school, **Llanishen High School**. Children also transfer to a range of other High Schools in the City. Close liaison exists between schools to assist pupils on their transfer to High School.



### Security



The school aims to keep all staff and pupils safe and secure. A security access system functions and any child and/or parent who wishes to gain access to the school after 9.00am can only do so via the main entrance as all doors lock via an electronic system. We also have close circuit television and a 1.85m security fence around the school grounds to help maintain security.

The School would like to remind parents of our concern for children's safety as they come to and from school. We recommend that all children are brought to, and picked up from, school by a responsible adult. We will not release our pupils to anyone under the age of 16 unless in exceptional circumstances as agreed with the Headteacher.

## **8. School Term Dates**

### **Academic Year 2019/2020**

**Schools open:** Monday 2nd September 2019

**Autumn mid-term:** Monday 28th October – Friday 1<sup>st</sup> November 2019

**Last day of Autumn Term:** Friday 20th December 2019

**Christmas Holiday:** – Saturday 21<sup>st</sup> December to Monday 6<sup>th</sup> January 2020

**Spring mid-term:** Monday 17th February – Friday 21<sup>st</sup> February 2020

**Last day of Spring Term:** Friday 3rd April 2020

**Easter Holiday:** Saturday 4<sup>th</sup> April – Monday 20th April 2020

**Summer mid-term:** Monday 25<sup>th</sup> May – Friday 29th May 2020

**Summer term ends:** Monday 20th July 2020

### **INSET days 2019-20**

**Monday 2nd September 2019**

**Friday 25th October 2019**

**Monday 6th January 2020**

**Tuesday 7<sup>th</sup> January 2020**

**Friday 12th June 2020**

**Monday 20th July 2020**

## 9. School Staff—2019-2020

### **LEADERSHIP TEAM**

Headteacher – Ian James  
Deputy Headteacher – Beverley Knuckey  
Mrs S Singer (Additional Learning Needs Coordinator)  
Mrs L Deane (Learning Leader Early Years)  
Mrs H Davies (Learning Leader Year 1 and Year 2)  
Mrs H Jones (Learning Leader Year 3 and Year 4)  
Mrs H Hilton (Learning Leader Year 5 and Year 6)  
Mr A Price (Digital and Information Systems Leader)

### **CLASS TEACHERS**

Mrs L Deane	Mrs C Garre	Mrs Bodin	Mrs H Davies
Mrs S Singer	Mrs H Hilton	Mrs H Venn	Mr Krawiecki
Miss C Stone	Mrs L Matthews	Mrs L Jopson	Mr McLoughlin
Miss Z McDonald	Mrs J Waller	Mrs K Price	Mr L Jenkins
Mrs H Jones	Miss S Stone	Mr A Price	Mrs E Jenkins
Mrs J Robinson			

### **LEARNING SUPPORT ASSISTANTS**

#### **Learning Support Assistants**

Mrs S Harvey	Mrs V Bennett	Mrs D Davies	Miss M Escorcio
Mrs N Warren	Miss N Davies	Mrs R Emmott	Mrs L Pole
Mrs D Smith	Miss C Dupuy (0.6)	Mr C Burrell	Mrs T Reid
Miss A Coe (0.4)	Mrs W Forster	Miss D Theuma	Mr J Anthony
Mrs T Goater	Mrs G Mitchell	Miss E Seager	Mrs L Hoppe (0.4)

#### **LSAs working with individual pupils**

Mrs D Sorai	Mrs K Morgan	Mrs J Travis-Drew	Mrs A Murrell
Mrs D Hewison	Mrs E Harvey	Miss K Mackie	Mr P Cassidy
Mrs C Johanson	Miss J Levey	Miss A Morgan	Mrs S Hodgkinson
Mr L Jones	Miss M Simpson	Mrs Hendrickson	Mrs L James

#### **Bi-lingual Assistant**

#### **Bi-lingual Teacher**

Mrs R Rahman

Mrs L Aktar

#### **School Administrator**

Mrs J Williams

#### **Administrative Assistant**

Mrs D Young

#### **Vulnerable Pupil Administrator**

Mrs J Bell

#### **Estates Officer**

Mr C Stephenson

'Together we can all succeed'  
'I lwytho sefwn law yn llaw'

**Cook**

Mrs J Richards

**Midday Supervisors**

Mrs D Wynne  
Mrs E Harvey

Mrs M Shepherd

## 10. Governors

The School has a Governing Body as required by the Education No 2 Act (1989). The Governing Body is made up of volunteers who care about teaching, learning and children. They represent groups with a key interest in the school, including parents, staff, the local community and the local education authority. The governing body acts as a critical friend of the School providing support and challenge to ensure that the children are happy and secure and that they benefit from the best possible standard of education. It meets regularly to discuss issues including attainment, achievement, curriculum, finance, buildings, staffing and policies. Elections for the parent governors are held periodically and full information is made available at the time.

A list of Governors is given below:

Miss S Griffiths	Community Governor (Chair)
Mr I James	Headteacher
Mr C Ribton	LEA Governor
Cllr Joseph Carter	LEA Governor
Mrs N Whitefield	LEA Governor
Mr A Ingram	LEA Governor
Mrs N Rodriguez	Parent Governor
Mrs G Faulconbridge	Parent Governor
Vacant	Parent Governor
Vacant	Parent Governor
Mr N Kitching	Community Governor (Vice Chair)
Mr F Davies	Community Governor
Mr A Price	Teacher Governor
Mrs H Davies	Teacher Governor
Miss D Theuma	Staff Governor
Mrs F Casalino	Clerk

### **Any other Information**

If there is any other information that you require, please do not hesitate to contact the School.

We welcome you and your family to the Llanedeyrn Primary School Community at we look forward to a long and happy partnership.

Mr I James

Headteacher