



Learning and Growing Together
-Dysgu a thyfu gyda'n gilydd

Ysgol Babanod

Trallwng Infants School



Our school will provide a safe, welcoming and nurturing environment where happy independent learners become the best that they can be.

Updated Spring 2021



Trallwng Infants School

Mrs Susie Francis (Acting Headteacher)

Bonvilston Road

Trallwn

Pontypridd CF37 4RD

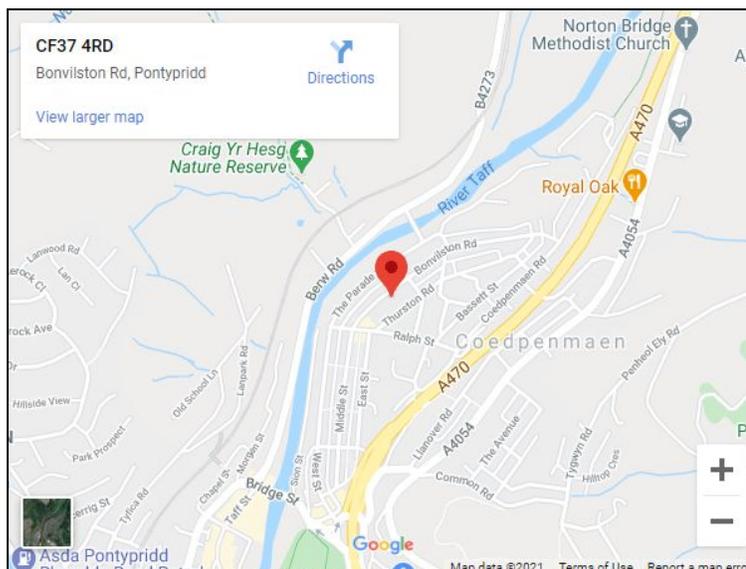
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Moving On: After completing the Foundation Phase here at Trallwng Infants School our children transfer to junior school in the September following their seventh birthday. We are a ‘feeder’ school for Coedpenmaen Primary School. We work with the primary school to make all transitions as smooth as possible, by taking the pupils in Year 2 to meet their new friends, work on activities together and meet their next teachers.



Croseo

Dear Parent,

On behalf of the staff and governing body, I am delighted to welcome you and your child to our school and hope that the time spent with us will be educationally, socially and morally rewarding.

Trallwng Infants is a happy, caring, secure school where the children, parents, staff and governing body work as a team. We strive to generate a warm, caring atmosphere in which all children can flourish and achieve their full potential.

Kind Regards,

Acting Headteacher





Our Staff

We are very proud of the staff we have at Trallwng Infants School, who work hard to ensure your child is happy, looked after and settling into the new environments.

Nursery: Miss R Stacey, Miss C Lewis, Miss L Lewis

Reception: Miss S Grba (Acting Deputy Head teacher)
Miss M Szabo, Miss V Lewis

Year 1: Mrs O Roche, Mrs J James, Miss K Patey

Year 2: Miss S Smart, Mrs V Jenkins, Miss C Yendle

School Clerk: Mrs L Sullivan

Caretaker: Mr P Ogbourne

Lunchtime Supervisor: Miss V Lewis



You are the most important person in your child's life. You are the one who will really influence the way that he or she will feel think and act, in all aspects of life, including their attitudes to school. If we work **TOGETHER** as **PARTNERS** in your child's journey, we are giving the children the **VERY BEST START IN LIFE**



Our Governing Body

The Governing Body is made up of parents, teachers, local council representatives and community representatives, who are elected, opted. The governing body has legal duties, - nominated or co powers and responsibilities and are appointed to work with the Headteacher to help decide what is taught within the school. They also look at how the school budget is spent, interview and select staff and set policies for the school and get involved on learning walks and creating the actions and priorities for school improvement. They meet once a term and create an annual report for the parents. Our governing body consists of these members:

Local Authority Members: Mr Ambrose Davies, Lynda Davies (Vice Chair) & Mr Paul Westwood

Minor Authority: Cllr Allen Bevan

Community Governors: Mr Michael Hughes, Mrs Julie Taylor & Mrs Rozenn Powell

Parent Governors: Mrs Esther Sowerby (Chair) Mrs Kate Fullstone, Mr Matt Regan, Mrs Nina Kinsey

Staff Representatives: Miss Samantha Grba & Miss Marika Szabo

Headteacher: Mrs Susie Francis (Acting Headteacher)





Everyday life at Trallwng Infants

We start our school day at 9.00 am and finish at 12.00pm for Nursery and 3.00 pm for Reception in the Lower Foundation Phase and 3.10pm in the Upper Foundation Phase (Year 1 & 2). We open the doors to the classroom each day at 8.55am and a member of staff is on each door to welcome the children. At the end of the day children will be sent home from the same door.



Punctuality

Our school day begins at 9.00am, please can you ensure your child is punctual. We want your child to form good habits, lateness does interfere with their education and can disrupt other children. If your child arrives at school after the register is taken then you will need to sign our late book from 9am each day. We monitor the number of late marks each pupil gets and in-line with our attendance policy - we inform parents through a letter when they have more than 10. We know that some of our families may have older siblings in Coedpenmaen and so they do not have to sign the late book unless they arrive in school after 9.15am in the morning.

Breakfast Club



Catering Direct runs a free breakfast club in our hall from 8.00 am to 8.55am. Children are given a choice of cereals, toast and a drink which is followed by activities. Children need to arrive by 8.30am.

Collecting Children

Please phone the school or let the class teacher know when you bring your child in the morning if someone else is collecting your child. If your child has an appointment and you need to collect your child early please let the school office know and we will ask you to sign our book.

Absences

If your child is absent please contact the school by telephone to report your child's reason for absence. There will be someone in the school office from 8.40am each morning. If the school has not received a phone call by 10am on the first day we will contact you by text or phone.





School Uniform

A school uniform contributes to a sense of belonging to the school community and pupils a feeling of pride in their school. Our pupils wear red jumpers or cardigans, grey trousers, shorts, skirts or pinafore dress and a white polo shirt or a red and white check dress for girls in the summer. Polo shirts and jumpers can be purchased with the school logo embroidered. We have a uniform stall at parents evenings and summer fete. We strongly discourage the wearing of jewellery in school for safety reasons. The school can not be responsible for damaged uniform or jewellery.



NB Please ensure that all children's clothing is clearly labelled INCLUDING SHOES.

If you wish to purchase uniform with the school logo embroidered please see Mrs Sullivan in the office



Lunchtime

Parents have a choice for their child's lunchtime arrangements. School meals are cooked at a local primary school and served on the premises. The menu is planned to provide a dietary balance suitable for young children. Menu cards are available from the school office. School dinners cost £2.55 per day and £12.75 per week. As soon as your child is in full time education, they will be provided with a unique dinner money reference that enables you to pay dinners on-line. If your child has a packed lunch we would ask you to provide a balanced nutritional lunch as a healthy diet is extremely important.

Snack Time

We encourage the children to eat healthily at break time and they can bring in a snack of fruit or vegetables. Please can you ensure that these are chopped up for the nursery children, grapes must be cut in half. All children are provided with a bottle of milk at break time.

Water Bottles

Our children have access to their water bottles throughout the day and we believe it is important for them to be encouraged to drink healthily at a young age. Please do not put squash into their water bottles. Any problems please speak to a member of staff.

Sun & Safety



We spend a lot of time outdoors during the day and during warm weather please can you ensure your child has a named sunhat in school each day. Before you send your child to school in sunny weather please can you apply a long lasting waterproof sun cream.

Toilet Training

We request that your child is fully trained and dry in the day prior to their starting at school. We have facilities to deal with 'wet accidents' but are not able to provide crèche facilities for toilet training. If your child soils him/herself, you may be contacted to change your child. We would be grateful if you could provide a change of clothes clearly labelled in a plastic bag, along with a small packet of wet wipes. We ask that any changes in clothes provided by school are washed and returned as soon as possible



Link Up

We have a Link Up session every Thursday morning from 11.00am to 12.00pm.

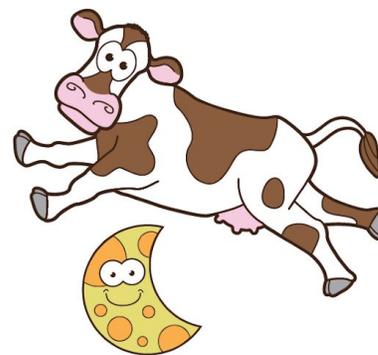
This is a special time where children who will be starting school within the next 2 terms can come with a family member or carer and spend time in the school environment. It will allow your child to meet our staff, make friends and become familiar with school routines and their future classroom and environment. Due to covid restrictions, this facility is not currently running.

BEFORE STARTING SCHOOL YOUR CHILD SHOULD BE ABLE TO...

- Go to the toilet on his/her own
- Wash and dry their hands on their own
- Respond to his/her own name
- Feed themselves using a spoon/fork

IF YOU ARE KEEN TO HELP YOUR CHILD... here are some ideas to support their development

- Put on and take off coat
- Sit and listen to a story
- Dress and undress in the correct order
- Play simple games (e.g. snap)
- Hold a book correctly
- Recite a few nursery rhymes
- Name some colours and shapes
- Tidy up after himself/herself
- Hold a pencil or crayon **correctly**
- Share toys
- Recite numbers to 5





Language Literacy and Communication

We are aware that some parents like to begin to teach their child how to write their names (although this is not necessary) before starting school. If this is the case, please encourage your child to hold a pencil with a good 'grip'. We would be grateful if you could follow the guidelines: Please use lower case letters. Only use a capital letter at the beginning of his/her name e.g. Harry Potter. This is the style we teach the children at Trallwng: If you are keen to start helping your child to learn 'sounds' in preparation for reading, please use the sounds – not the letter names. The school uses a range of strategies to teach language development (Wellcomm) which then leads to the 'Read, Write, Inc' method for teaching children to read. School staff will be able to provide guidance for this, if required.



Mathematics

Children have lots to learn about Mathematics before they ever begin to learn about numbers.

SORTING: A bag of shopping is great for sorting into - colours, shapes sizes etc. Putting away the shopping can also be fun e.g. sorting into big tins, small tins.

MATCHING: Laying the table teaches children 'one to one' relationships. Matching socks and shoes or any other items that your child is familiar with is often a fun activity, too.

NUMBERS: Help the children learn about numbers that are important to them, for example their age and how 'their number' looks, the numbers on their front door etc. You can also include talking about the number of people in your family, how many boys/girls etc. Maths is not only about numbers; activities like these will help your child to think logically and understand mathematical concepts (ideas).



Medicines in school

We adhere to the LA guidelines on administration of medication in school. We ask you to complete a consent form in the school office so that we may administer prescribed medicine. All medicine must be taken to the school office so that it can be stored and administered safely. All children who need medication on a regular basis for conditions such as epilepsy, asthma or diabetes should give duplicate medication to the school office so that they have access to it at all times.

First Aid



All members of staff have attended first aid training and the school is well equipped with basic first aid equipment. If your child has an accident or bump to the head we will contact you or the emergency contact as soon as possible. Minor injuries are recorded and we will inform you when you collect your child at the end of the day. Our First Aider is Mrs Sullivan.

Dental Services

Dental screening is sometimes carried out in school. Parents are notified in advance and invited to come to a meeting. No treatment is carried out in school. The Reception aged children take part in a national health board initiative and brush their teeth daily after lunch. You will need to sign a permission letter for your child to take part once they are in school full time. We are also taking part in the fluoride varnish programme and information letters and permission slips are given to parents.



School Nurse

Our School Nurse is based in the local health service. Her role includes advising parents and school on health matters and carrying out routine checks on vision, hearing and physical growth throughout their time here in school.



Learning at Trallwng Infants

Our school follows the Foundation Phase Framework and combines high standards with a broad and rich curriculum. There are seven areas of learning:

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



We plan our learning activities using themes which provide an exciting, hands on curriculum relevant to today's world. Our staff plan carefully to ensure

there is continuity, progression, challenge and support as learning is a journey and children acquire knowledge at varying speeds. We teach according to the stage of development of a child enabling them to achieve their potential. Learning takes place indoors and outdoors and we work hard to create a vibrant, inviting and stimulating learning environment. We are busy preparing for the New Curriculum, you will be invited to Parent Workshops throughout your time at the school to see how the new curriculum benefits your child.



Sport

There are a wide range of sporting activities undertaken in each class during the year. All pupils have timetabled PE sessions which include gymnastics, creative movement, athletics, games and health and fitness activities. From Reception aged children up, we expect the children to wear shorts, t-shirt and trainers or bare feet if learning gymnastics or dance in the hall.

Learning Outdoors

Children will need to wear outer clothing that they can learn to put on and take off for themselves. PLEASE make sure that all clothing is clearly marked with your child's name, as many children wear the same style clothing and have similar outer coats and it is often difficult to make sure that your child comes home with their coat if it is not clearly marked!!

There is no such thing as bad weather, only bad clothing!!



Welsh

Welsh is taught everyday and we encourage the pupils to use it through Helpwr Heddiw sessions in each class, Welsh reading and writing activities. We have a Criw Cymraeg who share a phrase of the week in assembly each Monday and then all pupils and staff practice and use it around the school.

RE

We follow guidelines laid down by the Local Authority and Religious Education follows a broadly based Christian tradition whilst taking into account and celebrating other religions and cultures. Parents can request a copy of our RE Scheme of Work.

Collective Worship

Our school participates in a daily act of collective worship. Parents may exercise their rights and withdraw their children, wholly or in part, from collective worship but should first discuss this with the Headteacher.



Sex Education

As an infant school our main focus is to foster positive relationships which celebrate friendship and valuing each other. We do this through our programme of assemblies, circle time and personal and social learning activities in the classroom.



Extra-curricular clubs

We offer a variety of after school club opportunities for the children throughout the year. These include: Choir Creative & Gardening. In addition we have started a number of lunchtime clubs this year including; lego, football, art, board games, multisports, drama and dance. Letters are sent out so pupils can all sign up. For more information please speak to your child's teacher, contact the school office or look at our website.

Homework



Each class gives a termly/half-termly task for you to carry out with your child and this is written on the termly class newsletter. We encourage parents to work with their child at home by hearing them read on a daily basis and recording it in their reading diary. Just 10 - 15 minutes a day can accelerate a child's reading progress dramatically. We are always pleased to discuss ways in which parents can help their child at home regarding their education.

Super Ambassadors

We believe it is important for pupils to have a voice in developing and improving our school and we have a school council called Super Ambassadors with pupils from Reception to Year 2 classes. At the start of Autumn term each year we hold democratic elections for Year 1 and 2. The children who would like to be a super ambassador prepare a speech and then hold a vote with their peers and secret ballot. We also have representatives from the Reception class who are chosen by the teachers. The super ambassadors have meetings every half term and report to the Governors on their activities and plans for the year. They have a page on our website, have a look to see what they have been up to recently on www.trallwnginfants.com

Eco Schools

We are an Eco School and have been awarded our Platinum Award several times. Our Super Ambassadors are our elected Eco Committee with children from Reception to Year 2. All our pupils are Eco Warriors and work together to understand how to look after our environment.





Community Partnerships

We have excellent links with key members of our community such as local business, PCSOs and churches.

School Visits

All children enjoy visiting new places and we feel it is an essential part of their learning. We usually plan a trip based on our theme each term linked to different areas of the curriculum. We are of course, reliant on voluntary contributions from parents to ensure these trips can take place.

Charging and Remissions

The school may from time to time ask for voluntary contributions from parents to enable a particular activity to take place which supplements the normal curriculum. A letter outlining each activity and detailing costs will be sent home. You can find a copy of the policy on the school website.

Parents Involvement

We welcome parents and carers into our school and believe that we are partners with you in the education of your children. We do all we can to run the school in an open and welcoming way and if there is any information, help or guidance you need then please do not hesitate to ask. Some things can be dealt with immediately, whilst for others an appointment can be made. During the year we hold Open Days, Celebration Events with the classes and Parent Workshops which we will inform you about on our website and via letter or schoop. We have parents evenings in the autumn and spring term to discuss your child's progress and send home a written end of year report in the summer term.



PTA

Our PTA is made up of parents and members of staff and we welcome new volunteers. They work hard to raise funds for our school by putting on discos, Christmas activities and a Summer Fete.



Your child's progress

Assessment

All children are assessed on entry using the Foundation Phase Profile set by the Welsh Government. Throughout each year, teachers will assess your child's progress using both teacher assessment and standardised tests. These results are used to set targets for each child. We share their progress with you during parents evenings and report termly on pupil progress to the Governors.

Additional Learning Needs

All children are valued equally regardless of their abilities, aptitudes, interests and behaviour. Each child is entitled to a differentiated curriculum. Some children experience considerable difficulties in learning at some stage of their school life and those children may have additional learning needs (ALN). If additional needs arise an Individual Development Plan (IDP) is created. If necessary, there will be liaison with the Educational Psychologist or other agencies. Parents are consulted throughout all stages and encouraged to work with the school to achieve the best outcome for their child.

More Able and Talented

We aim to provide a curriculum that is appropriate to the needs and abilities of all children. We plan our teaching and learning in such a way that we enable each child to reach for the highest level of personal achievement. The term 'able pupil' refers to a child who shows exceptional ability in one or more of the academic elements of the school curriculum. The term 'talented' refers to a child who shows exceptional practical/performing abilities.

Behaviour and Discipline

We expect high standards of behaviour and our Super Ambassadors have created the School Rules. We encourage our pupils to consider others and take responsibility for their actions. We reward children for positive behaviour by awarding stickers and certificates. Matters of discipline are dealt with initially by the class teacher. If a situation demands further attention, the Headteacher takes responsibility for disciplinary measures. We always consult parents if any problems occur at school.

Equal Opportunities

It is our policy to ensure that every child and member of staff is given equal access to all aspects of school life, whatever their race, gender, religion, ability, language or cultural background.



General Information

School Policies

Policies are available from the school office, which cover all aspects of school life. If you wish to have further information and study any of these please contact the office or you can find some of them on our school website (www.trallwnginfants.com).

Safeguarding

At Trallwng Infants we have a responsibility to safeguard and promote the welfare of children. Under the Children's Act 2004 we are required to pass on information which gives rise to concern about a child's welfare. Our designated Child Protection Officer in school is Mrs Francis (Acting Headteacher) or Miss Grba (Acting Deputy Headteacher) and our Child Protection Governor is Mrs Sowerby. RCT Child Protection Co-ordinator for schools is Sian O'Donovan or Treena Morris (01443 484027)

Complaints Procedure

If a parent has any worries or complaints about the education their child is receiving they should not hesitate to approach the school to speak with the class teacher or Headteacher and often matters can be dealt with at this stage. However if you are not entirely satisfied with the response then you can formally write to the Governing Body and then if necessary subsequently to the Local Authority. You can find our complaints policy on our school website (www.trallwnginfants.com).





Ysgol Babanod

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