Ysgol Gynradd
COEDPENMAEN
Primary School

Together we care. Together we learn. Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Welcome to

Coedpenmaen Primary School

Croeso i
Ysgol Gynradd Coedpenmaen

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Coedpenmaen Primary School
Ysgol Gynradd Coedpenmaen
Headteacher/Prifathrawes-Miss Arianne Ansell-Jones



Dear Parent/Carer,
Welcome to Coedpenmaen Primary School – a school at the heart of its community, where we are proud of our roots and passionate about our future.

At Coedpenmaen, we are on an exciting journey of continuous improvement. Every day, we work together to create the best possible learning experiences for our pupils, always striving to build on our strengths and move forward with ambition and purpose.

Our school motto reflects our values:

"Together we care, together we learn, together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni."

These words underpin everything we do. We believe in the power of working together – pupils, staff, families, and the wider community – to help every child thrive academically, socially and emotionally.

We are proud of our strong links with the local community and take great pride in our Welsh heritage, which is woven into our curriculum and daily life. We know that when schools and families work in true partnership, children flourish. That's why we promote an open, welcoming environment and encourage positive, respectful relationships between home and school.
At Coedpenmaen, we are fully committed to the aspirations of the **Curriculum for Wales**. We want our pupils to become:

- **Ambitious, capable learners**
- **Enterprising, creative contributors**
- **Ethical, informed citizens**
- **Healthy, confident individuals**

Our curriculum is designed to ignite curiosity, promote independence and provide meaningful learning experiences. We aim to nurture confident, compassionate young people who are well-prepared for the future and ready to make a positive difference in the world around them.

Most importantly, we want every child to feel happy, safe, and valued. We are building a school community where respect, kindness and a love of learning shine through in all that we do.
Thank you for taking the time to learn more about us. We hope this website gives you a glimpse of what makes Coedpenmaen Primary such a special place to learn and grow.

We look forward to welcoming you into our school community.
Warm regards,
Miss Ansell-Jones
Headteacher

Our School Address

Coedpenmaen Primary School
Coedpenmaen Close
Coedpenmaen
Pontypridd, CF37 4LE

Tel: 01443 486828

E mail: admin@coedpenmaenprimary.rctcbc.cymru

Website: https://Coedpenmaen.school
Facebook: Coedpenmaen Primary School
Instagram: @coedpenmaen

Address of Group Director Education & Children's Services

Valleys Innovation Centre
Navigation Park
Abercynon
Mountain Ash
CF45 4UQ

Tel: 01443 744000

Coedpenmaen Primary School

School Motto

"Together we care, together we learn, together we achieve."



"Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni."

The Staff of the School

Headteacher	Miss A. Ansell-Jones
Acting Deputy Headteacher	Miss C Walters
Senior Leadership Team	Miss H Olson Teaching and Learning lead
	Miss K George Acting Curriculum lead

Teachers

Mr H. Evans
Miss H. Olson
Miss J. Davies
Miss N. Bailey
Miss K George

HLTA

Miss S. Haswell

School Clerk	Mrs S. Hier
Literacy and Maths Intervention	Mrs A. Hughes
Wellbeing Intervention/ELSA	Miss A Kear

Teaching Assistants	Mrs K. Brimble
	Mrs E. Davies
	Miss M Trick
	Mrs J O'Sullivan

Lunchtime Supervisors:	Mrs N. Baker
	Miss. J. Davies
	Miss A. Fudge
	Miss M. Trick
	Miss S. Williams

Caretaker	Mr J. Bishop

The School Governors

Name	Category of Governor	Appointed By	Retirement Date
Mrs Lisa Davis Mr Michael Oliver CBC Michael Powell	LEA	Council Members	18/11/28 09/11/2029 23/09/27
Mr Alun Caswell Mr Vitor Matos	Parent	Parents	21/04/28 02/12/28
Mr Terence Murphy Mr Martin Phillips Mr Nicholas Sheldon	Community Governor	Governing Body	11/06/29 11/06/29 24/10/27
Cllr Simon Pritchard	Minor Authority (If applicable)	Community Council	21/05/29
Mrs Carley Walters	Teacher	Teaching Staff	11/11/28
Mrs Sarah Hier	Staff	Non-Teaching Staff	31/08/28
Miss Ansell-Jones	Headteacher		

Our School Vision Statement

At Coedpenmaen we strive to develop a love of learning through a challenging and engaging curriculum inspired by our learners. Our vision is driven by the four purposes where pupils' happiness and wellbeing are at the heart of our school which enables successful futures.

At Coedpenmaen we equip our learners with the skills, knowledge and experiences through authentic and purposeful activities. With a safe, supportive and inclusive environment all learners are encouraged to reach their full potential with values rooted in Welsh language and culture.



School Aims

- To establish and maintain an atmosphere of a nurturing and caring environment where learners feel safe, secure, motivated and inspired to learn;
- To make a happy place where staff and learners share a mutual respect for each other, understand and accept our differences and make positive choices in terms of our health and wellbeing;
- To identify and remove barriers to pupils learning and development to allow them to reach their full potential;
- To foster a positive relationship with the local and wider community to support our learners in becoming active citizens within a diverse world whilst respecting the needs and rights of others;
- To provide a challenging curriculum that supports our learners to maximise opportunities to develop learner's resilience, independence, collaboration, problem-solving and creativity;
- To provide opportunities for all pupils to have a voice, understand their rights and the rights of others and contribute to the life of the school and their own learning;
- To ensure our learners are knowledgeable about the Welsh culture, local community of Pontypridd, society and the world, now and in the past.

An Introduction to our School



Coedpenmaen Primary School provides education for children aged three to eleven. In 2026, the school will have approximately 150 students, who currently use 11 different languages to communicate. The school is maintained by the Rhondda Cynon Taff Authority, with oversight from Dr Marium Haque, the Director of Education.

The school is overseen by the Governing Body, which is made up of parents, teachers, local council representatives, and other appointed community members. It has the responsibility for all decisions concerning the life of the school.

The Headteacher of the school is Miss. Arianne Ansell-Jones.

Most pupils enter the Early Years/Foundation learning section of the school from the Nursery/Reception classrooms. A number of children also join the school in Year 3 upon their transition from Trallwng Infants School. Children then progress through the school and transfer to Ysgol Bro Taf for Year 7, which is the Local Authority designated feeder school. Information with regard to transition to Year 7 will be shared when your child enters Years 5 and 6.

Admissions Policy

Children are admitted to the school in accordance with the current policy of the Local Authority. In line with equal opportunities, academic ability, additional learning needs and criteria other than those listed below are **not** taken into account.

Applying for places at the school:
Parents will need to apply to the local authority, on a form available from the school or the authority or online, for a place for each of their children.

If you have been awarded a place in the Nursery for your child, you will still need to apply again for a place in the following Reception year. Being awarded a place in the Nursery does not guarantee that you will be given a place in Reception.

If your child has been awarded a place in Reception, he/she is then eligible for a place for the rest of their primary years - you will automatically be given a place in Key Stage 2, so will not need to reapply.

If you wish your child to join Coedpenmaen Primary in Year 3 (for example: when leaving Trallwng Infants), or at any other time, you will need to apply for a place as detailed above.

If there are more applications than there are places available, the Local Authority will grant places according to the Welsh Assembly Government approved priorities, detailed below:

Priority 1: Children who are looked after by the local authority.
Priority 2: Children who live within the catchment, with brothers or sisters (siblings) already in the school (**in the year applied for).**
Priority 3: Children who live within the catchment, without siblings already in the school. Priority 4: Children who live outside the catchment, with siblings already in the school. Priority 5: Children who live outside the catchment, without siblings already in the school.

Where several children within the same category are competing for a smaller number of places, the distance between the child's home and the school will be used as the deciding factor.
Applying to join the school during a school year.
If you wish your child to join the school during the school year, you will need to complete an "in-year" form (available from the school office or Local Authority online). **The Local Authority will decide whether your child can join the school, and will consider the school's current and long-term capacity.**

Start of the School Session and Lesson Time

School starts at 9 o'clock. Children are able to enter their classrooms from 8.50am, where a teacher will meet them at the door and they will be able to settle and start morning activities. There is a 15 minutes break each morning. We request that no child be brought or picked up from school by anyone under the age of **sixteen.**

	School times		
Year group:		**School start time:**	**School end time:**
Nursery	All doors open at 8:50am	9:00am	3pm
Reception/ Year 1/Year 2		9:00am	3.15pm
Year 3-6		9:00am	3:20pm

At the start of the school day, children should arrive in school no earlier than 8.50am. We request that an adult brings your child to school and collects them at the end of the school day. Pupils from Year 3 up are allowed to walk home from school without an adult as long as parental permission has been given beforehand. Parents are asked to sign this consent on an annual basis. Children in the Nursery to Year 2 classes will not be dismissed until eye-to-eye contact is made with a known adult. If you think you may be late on a rare occasion, please phone the school office to let us know so that supervision can be arranged.

Attendance

It is essential that your child attends school every day, even in Primary School. Our school target for attendance is 92.5% for every child. The school follows Local Authority advice for all aspects of attendance. As a result, children falling below these levels may be referred to the Attendance and Wellbeing Service. Continued bouts of illness may also require Medical Certificates.

For more information please refer to our Attendance Policy on our website.

"Miss School. Miss Out."

Holiday Requests

'Missing 10 days of school each year = almost 1 whole year of school lost by the age of 16.'

Please do not ask for leave for family holiday in term time if you can avoid this. If you do you have to ask for permission to take your child out of school for a holiday, please complete an absence advice form (available from the school office) at least two weeks prior to the holiday. **Schools do not have to agree to absence for a holiday.** Following Local Authority guidance, Coedpenmaen Primary School continues to adopt a firm approach to requests for holidays in term time.

'Holidays are fine - but not in term time'.

The Governing Body at Coedpenmaen has agreed with RCT guidance and, as such, families may be referred for a Fixed Penalty Notice for holiday absence. Please see the Attendance Policy (available on Website) for full details.

If your child is unwell

If your child is unwell, please call the school office (**01443 486828**) on the first day of sickness. This will ensure our records are up-to-date and that we hold an accurate attendance record. If your child has sickness or diarrhoea they must not return to school for at least **48 hours** after symptoms are clear.

Please make sure that we have up-to-date telephone numbers where we can contact you if your child becomes ill, or has an accident, at school. **If your child has more frequent or daily medical needs** please speak to a member of staff – we will endeavour to work with you in ensuring your child's enjoyment of school is not affected too greatly.
If regular illnesses become a cause of concern and adversely affect your child's attendance, we may contact you to discuss any support we can offer, and may ask for evidence of visits to the hospital / doctors etc. so that our records can be kept up-to-date.

Health

If your child has any medical concerns, e.g. hearing or speech difficulties or conditions such as asthma or epilepsy, it is **very** important that you tell us. Inhalers and other medicines are kept securely in school. The school must be informed if your child has a communicable illness (e.g. chicken pox). You will need to check with your doctor or the school office for how long you need to keep your child at home.

From time to time your child may be offered medical examinations by the school nurse. You will receive prior notice of these appointments. We ask that parents regularly check their children's hair for head lice and treat when necessary.

Medicine

If your child needs prescribed medicine, please give them to your child before or after school. If it is necessary to administer further doses during school time, i.e. medicine to be taken four times a day, the medicine **MUST** be brought to school **by an adult** where the appropriate permissions forms will be completed.

It remains the parents' responsibility to ensure that all medicines kept at school are within date.

Term Dates 2026/2027

TERM	FROM	TO
Autumn 2026	Tuesday 1 September 2026	Friday 23 October 2026
Half Term	Monday 26 October 2026	Friday 30 October 2026
Autumn 2026	Monday 2 November 2026	Friday 18 December 2026
Christmas Holidays	Monday 21 December 2026	Friday 1 January 2027
Spring 2027	Monday 4 January 2027	Friday 5 February 2027
Half Term	Monday 8 February 2027	Friday 12 February 2027
Spring 2027	Monday 15 February 2027	Friday 19 March 2027
Easter Holidays	Monday 22 March 2027	Friday 2 April 2027
Summer 2027	Monday 5 April 2027	Friday 28 May 2027
Half Term	Monday 31 May 2027	Friday 4 June 2027
Summer 2027	Monday 7 June 2027	Tuesday 20 July 2027

Tuesday 1 Sept 2026 will be a designated INSET days for **all** LA Maintained Schools. The remaining INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 3 May 2027** for the May Day Bank Holiday.

Significant dates:

- Christmas - Friday 25 December 2026
- Easte - Good Friday 26 March 2027
- Easter - Monday 29 March 2027
- May Bank Holidays
  - Monday 3 May 2027
  - Monday 31 May 2027

Parental Involvement

Parents play a vital role in the health, wellbeing and education of their children. We aim to foster good relationships between school and home - as outlined in a variety of aspects in this prospectus.

There are also other occasions in the life of the school when the help of parents is invaluable (e.g. parents accompany pupils on school trips or regularly listen to pupils read.) We are always grateful for parental help and hope that you will continue such support in the future.

If you have any queries regarding your child's school day, or have any concerns, this should be addressed initially to the class teacher. If you are unhappy with the response, then you are able to contact a senior leader. All senior leaders including the Headteacher are linked to each Class Dojo. Teaching staff are available 10 minutes before school starts, or at the end of the school day. Appointments are also available if required.

The school welcomes visits by parents and the Headteacher operates an open door policy however, it may be necessary to make an appointment. This can be arranged with the school office.

Communication is also available through the school's 'Class Dojo', Facebook and Instagram. 'Amser Teulu' Book looks take place termly for you to meet with your child and view the progress they are making in their school books. Parents are invited to attend Parent Evenings to discuss their child's progress. These take place in the Autumn Term and the Spring Term. Every September, there is also an opportunity to meet your child's new class teacher.

Communication- Class Dojo

Teachers can be contacted through our Class Dojo system. It is free to download Class Dojo and no paid extras are needed for school purposes.

To avoid any confusion with responses, please send your query to <u>one</u> member of staff who you deem the most appropriate to answer your query and they will gather any information needed to respond.

If your child is absent please leave a message on the office answerphone or Dojo Mrs. S.Hier as the office admin. The message will then be passed onto the class teacher.

The **Headteacher Miss Ansell-Jones** and **Acting Deputy Headteacher Miss C Walters** can also be contacted on Class Dojo but to avoid any messages being missed, the preferred communication is through the office admin Dojo or email address as this will be checked on a more regular basis/ or via the phone. *If you have any changes to your contact details please ensure you keep the office up to date.*

A new Class Dojo account for the academic year will be made and you will be invited to the page. Whole school messages are sent out on the main page. This will include our regular school newsletters that will hold key information for parents. Further events will be updated at the start of each term.

<u>Please note:</u>

Class Dojo messages will only be checked between the hours of 9am and 4.00pm Monday- Friday, during term time. Unless an absolute emergency, please refrain from messaging teachers in the evenings, over the weekend and during school holidays.

Coedpenmaen Primary School PTA

We have a wonderful active PTA (Parent Teacher Association) who have been instrumental in making changes across our school, including outdoor reading sheds and the paintings and markings to both of our playgrounds. If you would like to make a difference to the educational journey of your child, please join us. Our PTA are always looking for new members. Commit as much or as little as you are able. For more information email coedpenmaenpta@outlook.com and join our Facebook page 'Coedpenmaen Primary School PTA'.



School Newsletters

Newsletters are regularly sent to parents informing them of events and activities. These newsletters are shared on our Class Dojo, our school Facebook page, Instagram account and on our website.

Pastoral Care

The Headteacher (or Deputy Headteacher in her absence), in conjunction with all staff at the school, has responsibility for the welfare and safety of each child, with our focus supporting the wellbeing of all. A happy child is one who will enjoy learning. Children in Local Authority Care are welcomed and supported throughout their time with us at Coedpenmaen. The staff are always ready to discuss any problems a child may be experiencing. Parents and carers should not hesitate to contact school if they are worried about their child; likewise we will inform you if we have any concerns.

Children Looked After (CLA)

Children and young people become 'Looked After' either if they have been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most Children Looked After live with foster parents but a small number may be in children's residential units, living with a relative or even be placed at home with their birth parents. The Headteacher Miss A Ansell-Jones is the school's designated officer for CLA and acts as a source of advice and support to other school staff. In her absence this role is taken by Miss C Walters (Acting Deputy headteacher). A Personal Education Plan(PEP) is put in place for all CLA pupils.

Health and Safety

The health and safety of the children in our school are of utmost importance to all who work here. We encourage children to become safety conscious from the early years. Therefore, we ask parents to assist us by ensuring that children only wear stud earrings and no platform type shoes, in order to avoid unnecessary accidents occurring in school. All jewellery must be removed for PE sessions. The local fire station and police also visit the school to talk about dangers in the home and outside.

We request that parents and carers park considerately when bringing and collecting your child as inconsiderate parking may jeopardise our children's safety. The school is surrounded by a fence with a number of access points at the beginning and end of the day. During the school day there is only one entry point, at the front of the school, through security-controlled processes at the office.
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For the safety of pupils and adults in the school, we operate the following procedures:

➢ All visitors must report to the main office, sign in, and wear a visitor badge.
➢ The playground gates are locked at 9am on school days – late children will need to be brought around to the main gate, and come in through the office where they need to be signed in for safeguarding purposes. Gates are re-opened at 3.00pm for the end of the school day.
➢ Parents may not drop off children from cars in the front car park for breakfast club.
➢ External doors are part of a whole school fob system.
➢ Please do not bring dogs, except guide dogs, onto the premises.
➢ Please do not park on the yellow lines on Llanover Road above the school, or Coedpenmaen Close at the front of the school – this puts children at risk. The community police service occasionally patrol the area.

Equal Opportunities

Coedpenmaen Primary School is committed to equality of opportunity for all its pupil regardless of sex, gender, race, religion, sexuality or social class. We want all our pupils to achieve their full potential during their time with us. We believe that all pupils are of equal worth and we place equal value on the abilities, talents and skills of every individual in our charge. We actively plan to make all aspects of the school curriculum equally attractive and accessible to all. A copy of the Strategic Equality Plan is available on request.

Class Organisation

In September 2026 classes will be organised as follows:-

Class Name	Year Groups
Acorn Class	Nursery/Reception
Cherry Class	Year 1/2
Ash Class	Year 3
Sycamore Class	Year 4
Willow Class	Year 5/6
Beech Class	Year 6

At our school there is a full programme of extra-curricular activities which are rotated and pupils are encouraged to participate in this important part of school life. An example of the clubs your children can access are:

Dance/film/GLEE/Crafts/Genius Square/Sports

As well as the above activities, older children have the opportunity to receive violin, piano, guitar, drums, and singing tuition on a weekly basis.

Swimming instruction takes place for all pupils from Year 3. Our sports teams regularly take part in matches against other local schools and further afield and have gained much success.



Curriculum for Wales

Curriculum for Wales has been developed with education professionals across Wales which gives schools some flexibility in determining how and when they approach it's teaching.

4 Purposes

The 4 purposes are at the heart of the new curriculum. They are the starting point for all decisions on the content and experiences developed as part of the curriculum to support all children and young people to be:

- **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.**

Key Elements

The new curriculum includes:

- 6 Areas of Learning and Experience from 3 to 16.
- 3 cross curricular responsibilities: **Literacy, Numeracy and Digital Competence.**
- Progression reference points at ages 5, 8, 11, 14 and 16.
- Achievement outcomes which describe expected achievements at each progression reference point.

The curriculum is organised into 6 Areas of Learning and Experience:

- **Expressive arts.**
- **Health and Well-being.**
- **Humanities (including RVE which should remain compulsory to age 16).**
- **Languages, Literacy and Communication (including Welsh, which should remain compulsory to age 16).**
- **Mathematics and Numeracy.**
- **Science and Technology**

Coedpenmaen Primary has whole school themes, with each class taking a different line of enquiry within this. Our themes are reviewed termly and take on board a range of stakeholder views to consider current school, community and world issues to ensure that our curriculum remains authentic and rooted in purpose. We have a topic validation process in place that ensure the class lines of enquiry are progressive and relevant to our learners. Miss Olson one of our Senior leaders is part of a Welsh Government Policy group on Curriculum which enables us to have first hand information of developments to adopt.

Our Commitment to Equality, Diversity and Anti-Racism

At Coedpenmaen Primary School, we are proud to be an inclusive school where everyone is valued, respected and celebrated. Our message is simple: All Different, All Welcome.

We are committed to developing as an actively anti-racist school, where equality, diversity and belonging are at the heart of everything we do. We believe that every child, regardless of their race, ethnicity, culture, religion, language or background, deserves to feel safe, represented, respected and empowered to succeed.

Being anti-racist means more than simply celebrating diversity. It means actively challenging racism, discrimination, prejudice and stereotypes, recognising inequalities and taking meaningful action to address them. We want our children to grow into compassionate, informed and respectful citizens who value difference, celebrate individuality and have the confidence to challenge injustice.

Our commitment begins with our leadership.
Anti-racism and diversity are key priorities within our school, with professional learning for staff, school leaders and governors central to our approach. We recognise that creating a truly inclusive school requires ongoing reflection, education and a shared responsibility to challenge unconscious bias, strengthen understanding and continually improve our practice.

Through dedicated training, professional dialogue and collaboration with wider anti-racism networks, we are developing the knowledge, confidence and skills needed to ensure our policies, curriculum, relationships and everyday practices reflect our values.

Our Curriculum for Wales celebrates the rich diversity of our school community, Wales and the wider world. Through inclusive learning experiences, diverse literature, our *No Outsiders* approach and opportunities to explore different cultures, identities and perspectives, we ensure that children can see themselves reflected in their learning while developing an appreciation and understanding of others.

We also recognise the importance of listening to our families and wider community. By valuing different voices, languages and lived experiences, we continue to build a school culture where everyone has a genuine sense of belonging.

At Coedpenmaen, anti-racism is not a one-off initiative; it is an ongoing commitment to learning, reflection and positive change.

Together, our pupils, staff, governors and families are working towards a school community where diversity is celebrated, equality is championed and everyone has the opportunity to thrive.

Together we care, Together we learn, Together we achieve.

How is your child assessed?

Assessment at Coedpenmaen Primary School takes a variety of forms - both assessment of learning and assessment for learning.
Assessment of learning includes baseline assessments, standardised and personalised tests and termly standardised testing – Salford/Malt/Schonell assessments. These results are used to plan further learning and identify any gaps in teaching. Assessment for learning is the continuous process of finding out where children are in their learning, where they need to go and how best to get there.

Early Years Assessments

Teachers assess pupils throughout the time they are in our school. In the Early Years these are known as Baseline Assessments and they monitor how our pupils are doing in basic Literacy, Numeracy and Personal and Social skills. A baseline assessment is completed within the first 6 weeks of full-time education.

Teacher assessment

Teacher assessment is a continuous process. Teachers informally assess children whenever they teach a class, as well as when they mark a child's work, listen to them read or discuss their work with them. An effective Feedback policy is in place and is consistently used across the school.

All children in Wales from Year 2 to 6 are required to sit personalised standardised tests in reading, mathematics and mathematical reasoning. These are used to support the tracking of progress, the outcome of which is shared with parents and carers.

Annual Reports are sent home at the end of every school year and arrangements are made for parents to discuss these with the teachers. However, parents and carers are given a termly update on how their child is progressing.

Parents of all pupils are invited to “Meet the Teacher” early in the Autumn Term and again to parents meetings later in the Autumn Term and again in the Spring Term. However parents have the right to see records kept concerning their child's progress throughout the year.

Swimming

Pupils from Years 3-6 take part in swimming lessons. Please note that swimming is an integral part of our Physical Education lessons and pupils are expected to participate. Lessons are delivered by qualified coaches at local swimming pools. Transport is also provided. Girls will need to wear a one piece swimming costume. Information will be posted on Class Dojo before your child's swimming lessons begin. This year we are part of a new trial for a block of swimming sessions three times a week over four weeks as opposed to weekly over a term.

Breakfast Club

Everyone is welcome to attend our free breakfast club that runs from 8 am until the start of the school day at 8.50 am. Breakfast is given and activities are provided by qualified staff. Doors close for breakfast club at 8:30am. Children who attend breakfast club are expected to follow the usual school rules, if there are incidents of inappropriate behaviour parents will be contacted and a plan agreed for moving forward. Breakfast club is run by the Local Authority catering team and not school staff.

School Rules

Excellent behaviour is an essential part of the ethos of the school. All staff and pupils need to be kept safe from physical and verbal assault and the school has a duty of care in this respect. For effective teaching and learning to take place, excellent behaviour is necessary. For pupils to learn they need a secure environment with a clear framework of behavioural expectations that are consistently implemented.

At Coedpenmaen Primary School, we seek to create an underlying ethos, which will support the development of personal qualities of honesty, trust, perseverance, compassion and responsibility. We all have a responsibility to ensure that our pupils are provided with the best opportunities in order to develop and learn in an ever changing world. We should all aim to accept responsibilities we are given and to endeavour to improve constantly to the betterment of all.

Our School Rules apply to **everyone** at Coedpenmaen Primary School:

We always use kind words, hands and feet.
We take care of our school and the people in it.
We respect the right of the teachers to teach.
We respect the right of pupils to learn.

Rewards

At Coedpenmaen Primary School, we use Class Dojo as our positive rewards system. Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/ school news feeds. There is a Class Dojo Expectations and Acceptable Use Policy at Coedpenmaen Primary School, which is available on our school website.

Dojo points are to be used to celebrate achievement and effort. Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning. It is expected that all children will have a minimum of 25 Dojos a term. When children reach the milestones of 25, 50 and 75 Dojos then they will have a certificate and a house point. When all children in a class reach 25, 50 and 75 Dojos, then a whole class reward will be given. The activity chosen will be at the discretion of the class teacher - This must be inline with our Healthy schools policy. All Dojo points will be reset to 0 on a half termly basis. As we are working to achieve our next Healthy Schools Award – we will **not** be rewarding pupils with chocolate/food or other unhealthy rewards.

Coedpenmaen Primary School House Point System:

At Coedpenmaen Primary School we have a house point system in place. There are four houses linked to our local community which pupils are allocated to on admission to the school.

Ty Coch - Carreg Siglio

The Rocking Stone or 'Y Maen Chwyf' in Welsh is a glacial boulder remaining from the Ice Age. It formed the central point for a 'Gorsedd' or 'Gathering of Bards' in 1814, which was organised by stonemason Edward Williams known as 'Iolo Morganwg'. The Gorsedd Circle of smaller stones was constructed in 1849 by Evan Davies, Bardic name 'Myfyr Morganwg' and has often been used for Bardic gatherings, and as a focal point for other public occasions. The Rocking Stone is on Coedpenmaen Common and was a focal point for public meetings in Pontypridd.

Ty Melyn - Tai Crwyn

The Round Houses were built in 1938-1939 by Dr William Price. The twin Round houses have been an iconic feature of Pontypridd. They were originally intended to form the gateway to a 19th Century museum of Welsh Druidic life, but never fulfilled their intended purpose, as it quickly emerged that Dr Price neither owned the land, nor had permission or finance to build them.

Ty Gwyrdd - Parc Ynysangharad

Ynysangharad War Memorial Park was opened by Field Marshal Viscount Allenby on the 6th August 1923. It features a bandstand, the National Lido of Wales, tennis courts, lawn bowls greens, a football pitch, a cricket pitch and war memorials for Pontypridd and a memorial for the composers of the Welsh National Anthem.

Ty Glas - Yr Hen Bont

The old bridge, which is now known as the William Edwards Bridge or Pontypridd Bridge, was originally known as The New Bridge or Newbridge, is an arched single-span footbridge that spans the River Taff. The bridge was built by William Edwards and completed in 1756. It was so long that it took 4 attempts to get it right. The first wooden bridge was washed away by floods in a storm. The second and third bridges made of stone collapsed during construction because of their weight. The final design was also made of stone but much lighter because it has 6 holes in it... 3 on each side.



House points are awarded for:

- 100% weekly attendance
- When children reach the milestones of 25, 50 and 75 Dojo points.
- Eisteddfod events
- Sports Day events
- Going above and beyond around the school environment

There is also a large orange token that can be awarded for 'Outstanding Achievements'. The orange token is then worth 10 house points. Headteacher awards are given on a weekly basis and children get 'special playtime' with the Headteacher, they also receive an orange token.



Happy Grams

Happy Grams are positive messages that are sent home.

Restorative Approaches

Staff have been trained in, and are expected to use, Restorative Approaches. This involves building relationships with the children, colleagues, parents and carers, and the wider school community. We also expect staff to use the restorative enquiry to encourage all adults and pupils we are working with, and ourselves, to be reflective, honest and to find a way forward with any issue. Our class charters are developed each year with each new year group, to build our classrooms as communities who care about each other's needs and their own needs and behave with respect for each other. When we have meetings with family members, carers and other agencies, we will adopt a restorative mindset and approach as our first choice wherever possible.

We aim to foster a love of lifelong learning in our pupils, and so all staff, model good relationships, and practice what we preach. We collaborate between ourselves and with the pupil and their learning journey and engage with their families and carers wherever possible to build relationships and engagement in learning. All behavioural incidents and conflicts are opportunities for social and emotional learning at any time, and with children and staff, including lunchtime supervisors and support staff and families/ carers. A restorative response enables children and all adults working with them to work together consistently to build up our learning community.

Specific Sanctions

The Governing Body has agreed that the following 'disciplinary penalties' may be used in the school:

- Engage in Restorative follow-up;
- Removal from the group/class or particular lesson;
- Withdrawal of break or lunchtime privileges;
- Withholding participation in visits or sports events which are not essential to the curriculum;
- Carrying out a useful task in the school;
- Completion of work or extra work (Internal Exclusion);
- Fixed term exclusion; and
- Permanent exclusion;

Pupils with emotional/behavioural difficulties often require very structured, sensitive programmes of behaviour modification. These pupils should be supported by advice from Access and Inclusion services and the Educational Psychology Service.

Our Behaviour Blueprint



Positive Handling

Physical Intervention is only used to de-escalate, defuse and divert in order to prevent violence and reduce the risk of injury to staff and pupils. More information can be found in our Restrictive Physical Intervention Policy. If regular intervention is needed to support a pupil, a positive handling plan will be put in place.

School Uniform

Our uniform is important to us. It shows us that we are a family and all of equal value and worth. Whilst we do not insist on badged uniforms, we encourage all children to choose appropriate clothing from the list below:
Navy blue V Neck Pullover/sweatshirt/cardigan/hoodie - no text beyond the school logo and child's name
Pale Blue or White Shirt / T-shirt / Blouse
Dark Trousers / Skirt / Pinafore slip / Shorts
Blue & White Check Gingham Dress
Dark Socks/Dark Footwear
School Tie - Royal Blue /White Stripes (optional)

Please note any shorts worn should be of a modest length.

PE Requirements

Navy/dark joggers or shorts (weather dependent)/dark sweatshirt, hoodie or sport jacket with no writing/white t-shirt no football tops/ trainers or plimsolls. Jewellery should not be worn at school, the only exception being stud-backed earrings worn.

Optional layering

Students may wear additional layers (e.g., undershirts, leggings) in solid, neutral colours to accommodate cultural or personal modesty preferences, as long as they match the overall school colours.

Hair/Head

We ask our parents to consider appropriate hair cuts for school and for children to have their natural hair colour and non-extreme styles. As a school we adopt the Halo Code. Students may wear religious or cultural hea coverings (e.g. hijabs, turbans, kippahs). Sports hijabs are to be worn for P.E. lessons



The Halo Code

For Schools

Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.

Additional Learning Needs

Miss Carley Walters is the Additional Learning Needs Coordinator (ALNCO) for our school and works in collaboration with class teachers, the Headteacher and outside agencies to identify any children whom it is felt have particular educational, social or behavioural needs. For example, if a child needs extra support or, to the contrary, if a child is particularly able and needs to receive extension work.

These children are monitored by class teachers and then, if required an Individual Development Plan (IDP) is written in collaboration with the child and their parent/carer to suit their needs, in line with the ALN Act.

Children's progress is then monitored regularly, and outside agencies may consequently be called in to assess the child's needs.

Annual reviews are carried out with our Additional Learning Needs Co-ordinator and other specialists along with parents and carers of pupils on the Additional Learning Needs register.

Every effort is made to accommodate children with Additional Learning Needs, and excellent relations are held with local Health Visitors, Access and Inclusion (RCT) and the Educational Psychology Service, who can so often assist the school greatly in such matters .

Mrs. Amanda Hughes is a full time Literacy and Numeracy Support Assistant who works with individuals and groups of children in these areas.

Miss Alex Kear is our school ELSA who supports pupils with Wellbeing interventions.



Religion, Values and Ethics

RVE sits in the AOLE of Humanities. The RVE taught within our school meets the legal requirements of the R-C-T Agreed Syllabus and the Curriculum for Wales. RVE teaches about a range of faiths, as well as non-religious and philosophical convictions. Our RVE is objective, critical and pluralistic. RVE develops from pupils' own perceptions and experiences. The right to withdraw from this subject is no longer applicable.

Collective Worship.

Daily assemblies are held with different focuses and for a short part of these collective worship takes place. A special celebration assembly is held every week to celebrate pupils' achievements. A variety of people regularly visit our school to lead assembly. These include members from local churches, including Trish Tazzini-Lloyd and Alun Davies. You have the right to withdraw your child from collective worship.

Relationships and Sexuality Education

The School Governors have agreed that the school will follow the Jigsaw scheme of work to support and deliver this area of the curriculum, in addition to the Cwm Taf Healthy Schools resources. This will be reviewed regularly in accordance with Welsh Government advice and Guidance. Copies of our Policy can be obtained from our website.

School Meals

Cooked school dinners are provided from our school kitchen and payment is made in advance and online. As per RCT policy, Universal Free School meals are available for all pupils who attend Coedpenmaen Primary School.

Applications for free school meals are made online through the RCT website. The local authority are able to provide further information regarding eligibility. The school is granted funding based on these applications and parents/carers have further entitlements eg. uniform grants. If you think you could be eligible, please contact the school.

Children are also able to bring in packed lunches if you wish. Healthy lunches are encouraged at all times as part of their balanced diet. Drinks in glass bottles/flasks etc. are not allowed. Parents are asked to include items easily consumable to younger children. Unbreakable plastic containers are recommended for safety reasons - no glass containers please. Any child bringing grapes to school must have these cut in half length ways. We are an allergy aware school and do not allow nut products, this includes Nutella.

Charges

Coedpenmaen Primary School will always aim to provide learning experiences that are free or accessible for all children. The Governing Body has agreed that the Headteacher may seek voluntary contributions from parents, so that activities during school hours such as educational trips, can continue however discretion is used in order to ensure all children can access these and that family income is never a barrier to learning.

Milk



Milk is available daily for every child from Nursery to Year 2 free of charge. In cases where a child has an allergy to milk, an alternative will be provided It is the responsibility of the parent/carer to inform the school if this is the case so that alternative provision can be sought.

Healthy Eating

We are proud to continue working with the Healthy Schools team. We greatly appreciate your support with this, particularly over break time snacks and drinks. Pupils are encouraged to bring a healthy snack for snack time. Our rule is that children may bring fresh fruit or raw vegetables as a snack, not "fruity" bars, as these contain high sugar levels. We also encourage water to be available to the pupils as they work in class. We kindly ask parents/carers to provide refillable water bottles. Squash/fizzy drinks are not permitted at our school.

Rolling snack

Nursery-Year 2 have a rolling snack. Parents/carers are asked to bring in £5 every half term and fresh fruit/snacks are provided. Pupils prepare their own snack and sit at a dining table with chairs to eat and socialise with their peers and adults in the class.

Security

At Coedpenmaen Primary School, we feel it is vital to create a secure and safe environment for all children and adults in the school. A Fob system is fitted to all doors to prevent unauthorised visitors entering the school building. All visitors are requested to sign in at reception and agree to the school's safeguarding policy.

All children are well supervised during playtimes and lunchtimes and staff ensure that security gates are closed. Children are asked to report any strangers to the nearest member of staff, who will report any incident to the Headteacher. For additional security to school premises, the school has an alarm system which is monitored at all times.

Disability Access

At Coedpenmaen Primary School we are committed to ensuring equality and equity of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life.

Everyone is welcome in our school, and there is good wheelchair access to all areas of the school universal toilet facilities are available, as well as a school stair lift.

We will endeavour to cater for the needs of disabled parents/carers at all times. At Coedpenmaen Primary School we aim to ensure that the learning needs of disabled pupils are fully met within the classroom and outside.
(Our Accessibility Plan is available from the headteacher and on our school website)





Child Protection/Safeguarding

Coedpenmaen Primary School has the protection and well being of all pupils as its priority. In our school the Headteacher, Miss Ansell-Jones has overall responsibility for child protection matters and acts as a source of advice and support to other staff. Our Acting Deputy Miss Walters deputises in her absence. Our other safeguarding team members are Miss Olson, Miss Bailey and Mrs Hier. All staff receive annual safeguarding training.

Our school has nominated child protection governor, Cllr Michael Powell who has to ensure that the school has a child protection policy in place which is consistent with the new All Wales Child Protection Procedures, that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive or are aware of a safeguarding concern involving a child, we have a duty to refer these to Children's Services and, if necessary, the police without delay. We have no discretion in this matter.

Our first concern as a school is your child's welfare. Where we have general concerns these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns we have about your child will then be fully discussed with you in a way which is consistent with your child's best interests.

School Senedd

We have an active School Senedd at Coedpenmaen Primary School made up of all pupils from year 2-6. A Senedd Leader and Senedd Deputy are elected by pupils at the school and Chairperson, Vice Chair and secretary are appointed by their Senedd groups. Our Senedd meet regularly under the supervision of staff at the school.

They discuss a variety of issues about how they can make our school a better place, and allow opportunities for pupil voice. The School Senedd makes regular presentations to the Governing Body.

Our School Senedd groups are as follows:

Senedd Group	Lead member of staff
Voices of Change	Miss Olson
Criw Cymraeg	Miss Davies
Rights Respecting School	Miss George
Eco Council/Fairtrade	Miss Walters/Miss Haswell
Digital Leaders	Mr Evans
Healthy Schools	Miss Bailey

Medical and Accidents

Please will you ensure that we are informed about any medical condition relating to your child that is likely to affect your child's education or general well being in school. School should be informed if your child would require any emergency medication e.g. EpiPen. (All school staff receive annual EpiPen training).

Please ensure that if your child requires an asthma pump, the school is informed of this and brings their pump into school clearly labelled with their name and class. Also, should your child need medication administered to them, please could you complete a form and discuss with the child's class teacher.

At various stages through the school years, children will have their eyesight and hearing tested and a routine dental check is usually carried out. Any concerns raised during these routine checks will result in the offer of an appointment to the relative health department.

If your child becomes ill or has an accident at school it may become necessary to contact you. Please ensure that emergency contact numbers are up to date. Children who have minor accidents at school, usually when falling over at playtime or lunchtime, are tended to by one of the school's qualified first aiders. These accidents are recorded in the accident book and parents are informed of any significant incident either by means of a note or telephone. If your child has an injury to the head, we will contact you to inform you.

Smoking in School

Governors at this school have agreed a **NO SMOKING POLICY**, which means that smoking or vaping is not allowed in school or at the gate. We would appreciate your co-operation in this matter and ask that you do not smoke or vape either in school or when waiting in the school grounds.



Head Lice

Each year we have cases of head lice in school. The school nurse no longer visits school to inspect children's hair so parents are asked to do this at home on a regular basis. Letters/messages informing parents that there are cases of head lice in a child's class are routinely placed on Class Dojo.

The occurrence of head lice is regarded as a community problem, generally when a child has head lice, other family members will also be infected. Advice can be sought from the local pharmacist on methods of free treatment.

Cars on School Grounds

There is strictly no parking for parents/carers on the school site. Whilst we encourage all children to walk to school safely, we understand that this may not be practical. We therefore ask that you park in a way that is considerate to our neighbours and safe for children. Parking on the yellow zig zags is strictly prohibited and these areas are regularly monitored by the local traffic wardens.

Mobile Phones

Mobile phones are **not** allowed at school – any child who brings a phone to school are required to hand the phone into the school office for safe keeping until the end of the school day. This includes 'phone' watches.



Dogs on sites

Please do not bring dogs, except guide dogs, onto the premises.





Access to pupils' records

Parents have the right of access to information on pupil records and documents relating to the school's curriculum, on request to the Headteacher. Information related to Subject Access Requests and Education Records Requests is available in the school GDPR policy on request or on the school website.

Complaints Procedure

Any complaints will be dealt with as quickly and sympathetically as possible by the Headteacher. The Governing Body has adopted the RCT Complaints procedure. For more information, the policy is readily available at our school office or on our school website.

Special Events

We hold many special events throughout the school year. These are available in advance on our Class Dojo events section and are detailed in the regular newsletters. We also ensure that the pupils begin to understand their place in the wider world with their active participation in special assemblies for events such as Remembrance Day.

Charity work has a high profile with, for example, the school's involvement in Macmillan Coffee Mornings, Red Nose Day and Children In Need.