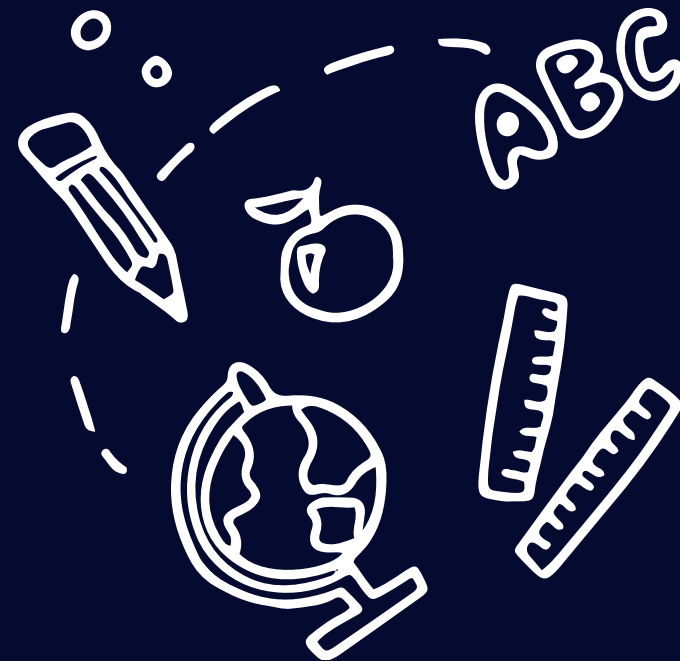


An inclusive community of happy lifelong learners, aiming for the stars.



Llandough Primary School

Prospectus



Aims and Values

MOTTO

An inclusive community of happy lifelong learners, aiming for the stars

Cymuned gynhwysol o ddysgwyr gydol oes hapus, sy'n anelu at y sêr

MISSION STATEMENT

All children will be given full opportunity to work together to maximize their true potential through becoming:

- ambitious, capable learners who are ready to learn throughout their lives,
- enterprising, creative contributors who are ready to play a full part in life and work,
- ethical, informed citizens who are ready to be citizens of Wales and the world,
- healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

This will be delivered within a safe, caring and stimulating environment that provides education of a high quality reflecting national and local needs.

GOALS

- To provide the best possible opportunity for all children to learn together, to work together and to play together in order that they achieve their full potential.
- To encourage self-esteem and self-confidence by valuing the contribution that every individual brings to our school.
- To praise each child for their efforts and achievements.
- To ensure that everyone is treated with respect and offered equality of opportunity.
- To encourage a sense of responsibility for themselves, our school and the wider community.
- To work together towards the same goal - to achieve our best.



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Headteacher's Welcome

A very warm welcome is extended to you and your child from Llandough Primary School. This prospectus is intended to introduce our school to you and provide you with information regarding our aims, administration and general organisation. The prospectus should answer any immediate questions and offer details which should prove helpful throughout the academic year.

We believe it is important that as a parent/carer you feel welcome in the school. Education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents with our school in the education of your child is positively encouraged. A good relationship between school and home builds a child's confidence, aids their learning and helps them to fulfil their potential in all areas.

Llandough is a happy vibrant school where all children will be given the opportunity of learning in a caring, stimulating environment. We aim to give your child the opportunity to develop into a well rounded individual.

Our welcome to you and your child is warm and on-going and we invite you as parents to support us in our work. We operate an "open door policy" through which you may step at any time. We also welcome any expertise or assistance you maybe able to offer us in delivering the best possible opportunities for our pupils.

I am always willing to talk to parents at any mutually convenient time.

Diolch yn fawr. Thank you.

Yours sincerely

Mark Ellis

Head Teacher



School Senedd

Welcome to Llandough Primary School. We would recommend our school to anyone. Our school is in a little village and surrounded with a beautiful environment. Llandough Primary expects high standards from the pupils here. We are an inclusive school. Llandough School has improved greatly with the support of the staff of Llandough Primary and the pupils. We are elected by pupils and represent all pupils' views. We hold regular meetings.

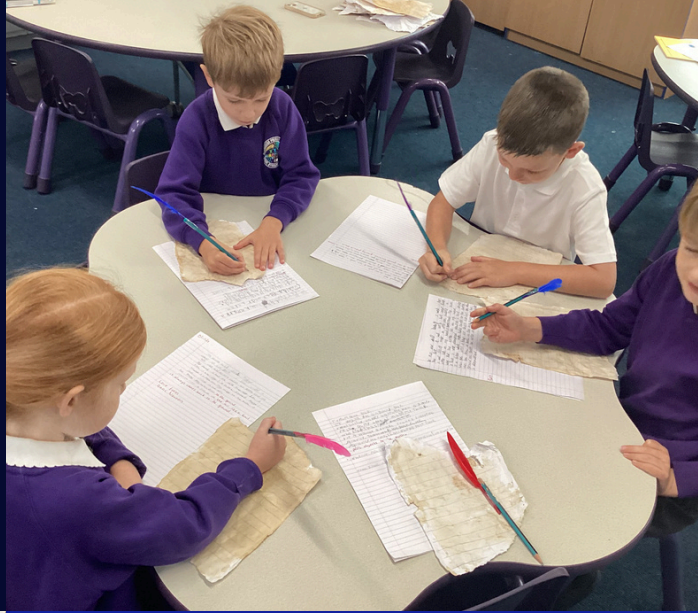
Our council are overseen by our two First Ministers. We raise money for charities; we've developed our wildlife area and playground. We work alongside the Eco-Committee to ensure our school maintains its Eco-School status. We support all pupils on the playground and have a buddy system if a problem arises.

Diolch
School Council



SCHOOL ADDRESS

Llandough Primary School
Dochdwy Road
Llandough
Penarth
Vale of Glamorgan
CF64 2QD



Contact Us

Website
www.llandoughprimary.com

Email
office@llandoughprimary.com

Telephone
029 20702835



SENIOR LEADERSHIP TEAM

Head Teacher - Mr. M. Ellis
Deputy Head Teacher - Mrs. A.Di-Ronato
Senior Teacher/ALNCO - Mr. C. Williams

Chair of Governors - Mr. A. Hannaway
Vice Chair of Governors - Mr. M.Stanyard-Jones
Safeguarding Governor - Mrs. L. Barrowclough



Who's Who

OUR TEAM

Senior Leadership Team

Mr. M. Ellis - Head Teacher

Mrs. A. Di-Ronato - Deputy Head Teacher

Mr. C. Williams - TLR Holder (ALNCo)

Teaching Staff

Mr. R. Price

Mrs. S. Hallez

Miss. A. Richards

Mrs. C. Joyce

Miss L. Mullins

Miss L. Sweeney

Miss R. Harding

Miss. E. Hill

Mrs. T. Payne

Learning Support Assistants

Mrs. N. Lawlor

Miss. E. Beddard

Miss. T. Wellington

Miss. K. Reid-Danks

Mr. J. Spender

Miss. N. Porter

Mrs. R. Young

Miss. A. Bracken

Mr. R. Davies

Mrs. C. Thomas - Administration Officer

Mr. D. Roy - Caretaker



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School Admissions

Government legislation means that parents have the choice of which school their child attends. Many of our children come from out of our historical catchment area. If you live outside the catchment area this should not cause a problem. However, you will need to contact the Local Education Authority. Our school standard number is 30; after this we can no longer admit children as there would be insufficient space.

A child is required by law to attend school full time from the beginning of the term following their fourth birthday. Pupils are currently eligible to enter our school at the beginning of the term after their third birthday. Nursery times are from 9.00am until 11.30am.

The School Day

Doors open at 8:45am School starts at 9:00am and finishes at 3.20pm for Progression Step 1 and 2 and 3:20 pm for Progression Step 3. School dinner times are: 12.20 - 13.20.

Please ensure that your child is punctual. Children should not arrive at school before 8:45am. At the end of the school day all pupils are collected from their classroom entrance. Progression Step 3 children may walk home if their parents have given written permission.



SCHOOL RULES

Our aim is to create and maintain a happy, positive, learning environment for all.

Llandough Primary School has adopted a positive approach to the management of pupils' behaviour in that we actively encourage good behaviour and nurture the children's self-esteem.

We recognise that good behaviour is a necessary condition for effective teaching, learning and enjoyable socialising to take place.

The school has a set of School Rules for pupils to follow:

- Follow Instructions
- Listen to Others
- Keep hands, feet and unkind words to yourself



REWARDS

- Pupils who follow our Golden Rules receive rewards:
- Praise and attention from the class teacher.
- Stamps and stickers on their work.
- Sent to the Head Teacher to show their work.
- Praise and attention from other members of staff.
- Celebration notes awarded throughout the week.
- Weekly certificates awarded in achievement assembly.
- Class treats at the discretion of the class teacher.

CONSEQUENCES

Positive behaviour management exists throughout the school day. Our aim is to praise rather than to censure, to commend their successes, emphasise their potential and to highlight their good behaviour.

Please remember that even the most sensible and well adjusted children make mistakes. Sanctions may be used which are appropriate to the misdemeanour, with an explanation of why their behaviour is unacceptable.

We recognise that some children need additional support with their behaviour and social development.

Please remind children that they must comply with our school rules, in order to protect their own safety.



ANTI-BULLYING

Bullying is wrong and damages individual children. In Llandough Primary School we will do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

We aim as a school to produce a safe and secure environment where all can learn without anxiety and measures are in place to reduce the likelihood of bullying.

Parents that are concerned that their child might be being bullied or suspect that their child might be the perpetrator of bullying should contact their child's class teacher immediately.

Our school will take your concerns seriously and act promptly to address the points you raise.



SCHOOL UNIFORM

We have a school uniform that we actively encourage pupils to wear as we believe our uniform adds to the ethos of the school assisting with good behaviour and fostering a strong feeling of belonging amongst the children.

School uniform consists of the following and items with the school logo can be obtained from 'A Class Apart', a local retailer on telephone number: 029 20515722 and non-logo uniform from many shops.

Occasionally children lose or misplace articles of clothing. Please help us to locate them easily by marking all garments clearly with their full name. Rucksacks, bags, lunch boxes etc. can all look very similar and should also be clearly marked for identification.

Girls or boys should not wear jewellery particularly earrings to school for health & safety reasons. If studs must be worn, they must be restricted to the small "stud" or "sleeper" type and must be removed or taped before any P.E. sessions.

We attempt to allow the children to play outside during all breaks and it is therefore advisable to send them to school well wrapped up against the elements during the winter months and protected from the sun in the summer term.



All Pupils	Grey trousers or skirt or shorts.
Shoes	Sensible black footwear.
Tops	Purple jumper with white polo-shirt.
Optional Summer Wear	Hat, summer dresses (purple gingham) shorts.
Physical Education	Trainers, shorts/jogging bottoms, T-shirt, jumper.

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Class Teachers

Class teachers will teach in a variety of styles, reflecting the abilities, aptitudes and interests of the child. The organisation of classes and the delivery of the curriculum will reflect what is appropriate to facilitate pupil learning at any given time, age or context, incorporating whole class teaching, group teaching or individual support.

ALNCo

Mr. Williams holds the role of special Additional Learning Needs Coordinator. His role is to assist staff in supporting pupils who have additional learning needs.

Curriculum Co-ordinators

In addition to their classroom responsibility each teacher also has a curriculum responsibility. The role of each co-ordinator will enhance good practice, strive for further improvements and will play an important part in directing the school's improvement plan and schools self evaluation.

Learning Support Assistants

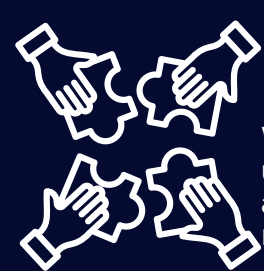
Support staff are employed to assist teachers by taking on a range of tasks during the school day. These roles may include supporting pupils' learning, social development as well as administrative duties. The role of each assistant varies depending on the training and experience needed to undertake specific duties.

Senior Leadership

There are additional responsibilities for the Head, the Deputy and a number of other experienced teachers which cover whole school issues. The Senior Leadership Team consists of the Headteacher, Deputy Headteacher and a senior teacher.



Teaching and Learning



We, at Llandough Primary School are committed to providing the highest quality teaching. The emphasis is on learning by doing, understanding how things work and finding different ways to solve problems. Children will be supported to develop speaking and listening skills to encourage them to read and write. Our intention is to enhance children's disposition to learning and to make them lifelong learners.

The development and use of the outdoors as a learning environment is very important for the development of all children. In the outdoor teaching areas, the children will gain first-hand experience to develop an understanding of themselves and the world around them.

They will be able to practice and consolidate their learning, solve problems and make decisions, individually and in groups. Children will be able to play with ideas, experiment and learn to take risks. Other benefits include developing a love of nature and improving health and fitness levels.

As with any construction, you need to get the base or foundations right, and the same is true with our curriculum. We encourage children to be actively involved in their own learning. Children will be given more opportunities to gain first hand experiences through play and active involvement rather than just completing exercises in books or on worksheets.

For further information visit the Welsh Assembly Government's website on <http://wales.gov.uk>.

Children are given a variety of learning experiences both inside and outside the classroom environment. They are encouraged to decide on the 'success criteria' for their work and work towards their own learning goals - guided and assisted by their class teacher. Their curriculum, has a large practical element - with the children experimenting and becoming active, independent learners, rather than being passive and 'spoonfed'.

The well-being of our children is up most in our thoughts, from their daily healthy snack, their healthy school lunch through to our attitude to being fit and healthy, we try our best to give them a good start!

As a school, we would ask that if you are providing your child with a packed lunch, that it is as healthy as possible, keeping in line with the Welsh Governments "Appetite for Life" agenda.

The well being of all who work as part of Team Llandough is extremely important. We are an inclusive school where all children and their needs are catered for. Every child is included within the schools provision mapping and parents are actively encouraged and supported in helping their child achieve their potential. We provide for children with Additional Learning Needs (ALN) and children who are More Able and Talented (MAT).

Each classroom has Apple TV and a range of one to one devices. The children are encouraged to be creative with their I.C.T and use it in a cross curricular way.

Creativity and Achievement go hand in hand at Llandough Primary. Everyone has the opportunity to show their skills and development and have it celebrated by the whole school and wider community.

The children are encouraged to use their Assessment for Learning skills in all areas of the curriculum to further their learning and develop them as well rounded individuals.

Pupils access Sex Health Education as part of the curriculum. The coverage of the RSE curriculum can be found in the documents section of the school website.



Our children at Llandough Primary will learn:

- Literacy skills – listening, speaking, reading and writing in Welsh and in English.
- Numeracy skills –using mathematics in everyday life.
- Digital skills.

Learning will be through 6 areas of learning and experience as part of a chosen school central theme. The 6 areas are:

1. EXPRESSIVE ARTS - Art, Dance, Film, Drama, Music and Digital Media

2. HEALTH AND WELLBEING - learning about having a healthy body, and a healthy mind. Understanding healthy relationships and how to make good life decisions.

3. HUMANITIES - exploring history and geography; business and politics; religions and society.

4. LANGUAGES, LITERACY AND COMMUNICATION - Learning and understanding different languages. Creating your own stories, poems or films. Our children will learn to use and understand a modern foreign language.

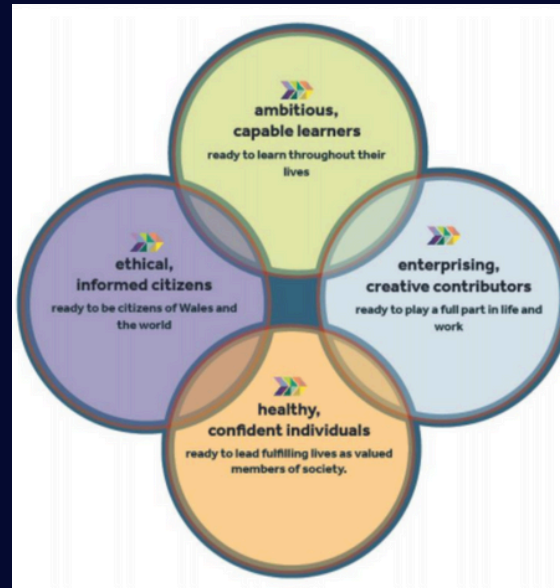
5. MATHS AND NUMERACY - Understanding and using numbers. Understanding and using symbols. Learning about shapes and measurement. How to collect and use information to make decisions.

6. SCIENCE AND TECHNOLOGY - Understanding nature and living things. Learning about designing and building things and how technology works and how to use it to solve problems.

Curriculum for Wales

Children will also learn about:

- Human rights.
- Respecting people's differences, like their beliefs or where they come from.
- Learning about work and how to choose the kind of work you want to do.
- Learning about Wales, your local area and the world.
- Relationships and sexuality, learning about things like feelings, healthy relationships and how we think about ourselves.



ASSESSMENT

Assessment is an integral part of the learning process which focuses on identifying each individual learner's strengths, achievements, areas for improvement and, where relevant, barriers to learning. This information is to be used by the teacher, in discussion with the learner, to ascertain the next steps required to move learning forward, including any additional challenge and support required. This will be achieved by embedding assessment into day-to-day practice in a way that engages the learner. This enables the practitioners to build a holistic picture of each individual child.



PROGRESSION

These principals articulate the ways in which learners make progress in their learning and contribute to the four purposes at Llandough Primary. This means that progression is embedded in learning and teaching and forms the basis of our thinking when designing, planning and enhancing our school curriculum now and into the future.



ADDITIONAL LEARNING NEEDS

Children and young people with ALN need extra support to learn. This would be because they:

- find it harder to learn than other children of the same age
- have a disability that means they cannot use, or find it difficult to use, facilities for learning in the local nursery, school or college
- Some children and young people who need extra help in nursery, school, pupil referral unit (PRU) or college do not have an ALN. This may be children or young people who just need some help catching up.

The extra support given to children with ALN to help them learn is called additional learning provision (sometimes called ALP). This must be written into a support plan called an individual development plan (IDP). Additional learning provision for a person aged 3 or over is education or training usually in a nursery, school, PRU or college that is additional to, or different from, what is made available to most children of the same age. This means that additional learning provision is support that is made available usually in nursery, schools or colleges but most children or young people of the same age do not need to use this support to make progress.

Additional learning provision can be delivered by teachers, teaching assistants or tutors. It can also be delivered by specialist services like a speech and language therapist or teachers of the deaf.

ACCESS TO SCHOOL RECORDS

As stated in the 1988 Education Act, all parents or legal guardians have the right to access their child's school records.

This record includes any materials in a pupil's educational record which originates from, or has been supplied by a teacher at the school, an Education Welfare Officer or an employee of the L.E.A. shall be disclosed on request.

Exempted materials not subject to these disclosure regulations include:

- Notes on pupils kept by a teacher or Headteacher solely for his / her own use.
- Records made before 1/9/89. Information received from third parties.
- Information concerning another pupil.
- Information which, if disclosed, might in the governors' opinion, cause serious harm to the physical or mental health or emotional condition of the pupil or any other person including any child protection issues.

Governors are required to make a pupil's record available for inspection or to supply a copy of the record only if they receive a written request. Governors have delegated day-to-day responsibility for arrangements in relation to pupils' records to the Headteacher and teaching staff.

Persons entitled to access to school records are:

- Parents of the pupil when the pupil is under 16 years.
- Parents and pupil when the pupil is over 16 years.
- A divorced parent with joint legal custody.
- A separated parent.
- A legal guardian.
- A foster parent.
- Local Authority or voluntary organisation in which parental rights have been vested.



REPORTING TO PARENTS

In order to answer the question "How is my child getting on at school?" at Llandough Primary we offer regular reporting opportunities through a termly appointment system and an annual written school report.

Naturally you may make an appointment with your child's teacher at any time should you be particularly concerned or wish to discuss a particular difficulty.

Parental consultation evenings are held in the Autumn, Spring and Summer Terms. These sessions offer parents the opportunity to visit the school, see their child's classroom, view their school work and discuss their progress.

A detailed report on all subjects taught will be sent home annually towards the end of the year.

Results from school assessments will be sent home termly as part of the school's assessment cycle.

Your child's annual report is based on the class teacher's assessment of your child's performance throughout the year where you will be told clearly how your child is performing and of any additional needs.

All parents are given the opportunity to discuss their child's report with the class teacher.



COMMUNICATION

We see education as a partnership between home and school and greatly value the support of parents and place great importance on the contact between home and school. Good communication is seen as a vital component of effective and efficient schools.

Teachers are usually available for parents to speak to briefly at the beginning and end of the school day. Please appreciate that this is often a busy time and it may be preferable to make an appointment if the matter needs longer discussion. If you wish to see the Headteacher and the matter is not urgent you may need to make an appointment. Urgent matters will of course be dealt with immediately.

The school uses many different forms of communication. These include: the School Website and SeeSaw Channel. A half termly newsletter is distributed keeping parents fully informed of all developments, events and matters of concern. Further information of events will be posted on our website: www.llandoughprimary.com

Occasionally a parent notifies us that their child has head lice. When this occurs the school contacts parents by way of a SeeSaw message asking them to check their child's hair and if head lice are found that they treat the hair with the correct forms of medication. Under no circumstance is any child ever identified to his / her peers that they have head lice.

Every year the Governing Body publishes to parents their Annual Report which outlines the progress of the school. A summary report is sent to all parents with a full report available on demand.

For those parents having English as an additional language and for whom the command of English is insufficient to facilitate dialogue between home and school, we will endeavour to obtain the services of a translator and support from within the LEA. We would try to ensure school to home and home to school communication is established and maintained in all cases. We ask parents to advise the school of anything at home or at school which could be affecting their child's happiness, progress, attention or behaviour.

Our aim is a successful home-school relationship through co-operation and understanding.



HOMEWORK

At Llandough Primary we believe that time spent with your family is precious. We therefore do not set overly burdensome tasks for home as we want to encourage free time to be spent with families.

Every week children have the opportunity to:

- Learn spellings online using Spelling Shed
- Read online using Bug Club
- Improve maths using Mathletics

These core activities help the children consolidate their core skills in a fun and interesting way.



MEDICINES

If your child is on regular medication which needs to be taken during the school day please let us know. Every child is different, please discuss any concerns with school.

Children should not have medicines, of any description, in their possession.

Medicines cannot be given unless a school consent form has been completed.

Parents are asked to update their child's class teacher of any known allergies or reactions on a regular basis.

Attendance, Absence and Illness

We would request that pupils are punctual at all times as late arrivals will be marked as unauthorised absences on the school register. An authorised absence is one where the child's absence has been described as medical, dental, bereavement or other family circumstance including holidays. All other absences are unauthorised and must be published on individual reports, in the Parents Handbook and the Annual Governors Report to Parents.

We are obliged to formally account for all pupil absences; therefore, please would you be kind enough to inform the school before 10am every day that your child is absent so we know your child is safe and that there is a reason for their absence.

Regular attendance and punctuality are essential if children are to gain maximum benefit from their time in school. The school's attendance records are good and maintaining such high attendance rates is very important. The school will refer any prolonged or repeated periods of absence or persistent lateness to the Educational Welfare Officer. In line with LEA procedure, the school discourages pupils from taking holidays during term time.

If a child becomes ill or has an accident in school we may need to contact an immediate relative urgently. For this reason you will be asked to supply us with a range of contacts including home and emergency telephone numbers. In addition all parents will be asked to fill in a medical form and other consent forms prior to their child starting school.

Children showing symptoms of sickness should be kept at home. It is also unwise to send your child back to school too soon after illness (48 hours for sickness and upset tummy). If the child's illness is infectious, inform the school immediately. If children are being treated with medicines which may affect their performance in school, please make us aware of this.



Complaints

We'd hope that you and your family will have a brilliant time with us, but we understand that sometimes things can go wrong. In the first instance, please come and see us at the school, email us or telephone and we will do our utmost to rectify the problem immediately. If it is not resolved, we have a full complaints procedure which we can give you or which you can find on our website.

HEALTH AND SAFETY

The school has a comprehensive Health & Safety Policy which endeavours to provide a safe and secure environment for all pupils, staff, parents and visitors. The school also has a nominated Health & Safety Officer on the staff and on the Governing Body. A whole school risk assessment is carried out annually and allows the school, its governors, staff and the L.E.A. to address any areas of concern within reasonable financial constraints. Areas covered are all external and internal areas, including flooring of high use areas, glazing, electrical equipment, and P.E. and play equipment.

Further risk assessments are carried out as appropriate for specific issues where an element of risk maybe involved such school trips, science, technology, P.E. and other crafts. The school grounds are checked daily by the school caretaker and any defects or hazards reported to the Headteacher. Any maintenance or repairs identified through this process will be completed at the earliest possible time, subject to funding. A termly fire drill and lockdown practice is conducted at varying times with no warnings given to ensure proper procedures are followed by all staff and pupils. The time taken to evacuate the building and any delays or difficulties exiting are duly noted and rectified. We have an active no-litter policy within the school and the school grounds.

Dogs are not allowed in the school grounds and should not be brought onto the school premises. Smoking is not permitted at any time not only in the school building but also in the school grounds and we politely ask all parents and carers bringing and collecting children to and from school to comply with our wishes.

There are regular dental, eye and hearing tests conducted for varying year groups at different times of the year and annual flu vaccines offered for Reception - Year 6 children. Aspects of hygiene, health and use of medicines are integrated into Science, P.S.E. & Sex Education lessons. The school nurse is a frequent visitor to the school.

All support staff have undertaken basic first aid training. An accident book is kept.

The school cannot cover all eventualities but strives to do its best at all times.



CHILD PROTECTION

As a caring school with direct responsibility for children, our first concern is the welfare of the child. Every child matters.

The named school Designated Safeguarding Officer is Mr. M Ellis. The Deputy Designated Officer is Mrs. A. Di-Ronato. The Designated Governor is Mrs Lucy Barrowclough.

The school has a legal obligation to contact other agencies where there are child protection concerns. It is the duty of the Governing Body to ensure that the appropriate procedures are in place for the protection of children from abuse.

All matters concerning child protection issues are dealt with strictly on a need to know basis and are treated with the utmost confidentiality.

Any referrals, notes or recorded observations made in regard to sensitive child protection issues are exempt from being free to access under the data protection act.

REWARDS

Throughout their time in Llandough Primary School, children use the Internet and e-mail to support their learning.

As part of their learning the children receive input on how to stay safe with technologies such as the internet and mobile phones. This is an exciting and up to date method of finding out all about us. It will also enable children from around the world to "visit" us and share their views and experiences with the children from this school.

From time to time we may wish to show your child's work on the site and we will use only your child's first name. Occasionally your child's image may appear on the website, but no personal details or names would appear with the image. You may have some reservations on this matter and we would naturally respect your opinion if you choose not for your child to ever appear on the site.

We would encourage you to discuss your concerns with the school. You can view the site at www.llandoughprimary.com



EQUAL OPPORTUNITIES

We believe that in everyone has the right to the equality of opportunity and should be free from all forms of discrimination.

We recognise the right of equality of opportunity for all individuals including pupils and staff, irrespective of their gender, colour, culture, race, ability, disability, age or religious observances. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented.

A copy of the policy approved by Governors is available from the school office.

The aims of our rationale include:

- To ensure that diversity is celebrated and welcomed.
- To ensure that all children have equal access to all curricular areas and all available resources.
- To ensure that all amenities / facilities do not deny equal opportunities.
- To ensure that everyone is valued and has a right to both personal and professional development.
- To ensure that everyone is able to identify unacceptable behaviour and given strategies for dealing with different situations
- To ensure that everyone is aware of their responsibilities in implementing this policy.