

YSGOL GYNRADD HYWEL DDA PRIMARY SCHOOL



'Together, we do our best to care, learn and grow'

FULL ANNUAL REPORT TO PARENTS 2021

Chair of Governors – Mrs T Sullivan-Godfrey

Head Teacher – Mrs S Voyce

This is a full annual report to parents. It outlines some aspects of the work that we as Governors have been responsible for during this year. Please note, school went into lockdown on December 14th 2020 and reopened February 22nd 2021 for the Foundation Phase and opened to all children on March 15th 2021.

Resolutions passed by Governors 2020/2021

There were no resolutions passed during the academic year 2020/2021

HYWEL DDA PRIMARY SCHOOL

MEMBERSHIP OF THE GOVERNING BODY

The governing body normally has a membership of 17.

This number is determined by the number of children on roll.

Five representatives are elected by the parents to serve for a four-year period, the LA appoints four representatives, three governors are put forward by the staff within the school to join the Head Teacher and four governors are invited to join by the governing body.

<u>Name</u>	<u>Category</u>
Mrs T Sullivan-Godfrey (Chair)	Community
Mrs R Adams (Vice Chair)	Community
Mr D Stowell	Community
Mrs G Williams	Community
Dr G Morgan	LA
Mr A Jones	LA
Mrs Sarah Taylor	LA
Cllr Andrea Gibson	LA
Mrs F Williams	Parent
Miss C Greatrex	Parent
Mrs S Dullard	Parent
Miss C Chick	Parent
Mr C McGregor	Parent
Mrs S Voyce	HT
Mr P Harrington	Support Staff
Mr N Payne	Teaching Staff
Mrs A Course	Teaching Staff
Miss L Lloyd-Lewis	Clerk

Anyone wishing to contact the Chair person or the Clerk to the Governing Body may do so via the school. The Governing Body has met (virtually) 6 times during the year. The finance committee met regularly with the Headteacher to oversee the school budget.

Staffing and Class Organisation as at September 2021

Nursery	Mrs Gibbs/Mrs Gwyther	Miss Chick
Reception RD	Miss North	Miss White
Reception RH	Mrs Course	Mrs Fogarty/Mrs Morgan
Year 1 (1H)	Mrs Steele	Miss Holley
Year 1 (1D)	Mrs Warlow	Mrs Jones
Year 2 (2H)	Mr Esmond	Miss Thomas
Year 2 (2D)	Miss Welchman	Miss Ellaway
Year 3 (3H)	Miss Rodriguez/Mrs Morgan	Miss Truman
Year 3 (3D)	Mrs Lipscomb	Mrs White
Year 4 (4H)	Miss Leach	Mrs Regan
Year 4 (4D)	Mrs Rigby-Thomas	Miss Macaulay
Year 5 (5H)	Mrs Thomas/Mrs Davies	Miss Frost
Year 5 (5D)	Mr Jones	Miss Bailey
Year 6 (6H)	Mrs Bevan	Miss Lisle
Year 6 (6D)	Mr Payne	Miss Elkins

* Many year groups have additional TA's for children with additional learning needs.

Non classroom based staff

Miss Thomas	ALNCO
Mrs B Dalton	PPA cover - IT
Miss Hill/Miss Hamonda	TA ALN support
Mrs Loane	Family Engagement Officer/ELSA
Mr Wheeler	HLTA PPA cover - PE
Mrs Roberts	HLTA PPA cover – Well-being
Mrs Davies	TA ALN support
Mr Adams	TA Forest Schools
Mr Harrington	Estates Manager
Miss A Carter	School Cook & Breakfast Club Co-ordinator

Mr Gareth Dacey is our school Improvement Partner

School Times

Nursery

Times

Morning session: Starts at 8-55am
Finishes at 11-25am

Afternoon session: Starts at 12-35pm
Finishes at 3-05pm

Reception, Year 1 and Year 2 – Foundation Phase

School starts at: 8.55am
Playtime is: 10.25am - 10.45am
Lunchtime is: 11.50am - 12.50pm
Home time is: 3.05pm

Year 3, Year 4, Year 5 and Year 6 – Key stage 2

School starts at: 8.55am

Playtime is: 10.25am – 10.45am

Lunchtime is: 12.20pm – 1.10pm

Home time is: 3.10pm

Teacher Responsibility	Teacher
Language, Literacy and Communication	Mrs Lipscomb, Mrs Gibbs, Mrs Harvey Mrs Course/ Miss North (Welsh 2 nd language)
Mathematics	Mrs Bevan Miss Leach
Science and Technology	Mrs Morgan Mrs Davies Ms Dalton Mr Jones
Humanities	Mr Esmond Mr Payne
Expressive Arts	Miss Welchman Mrs Warlow
Health and Wellbeing	Mrs Gwyther Mrs Steele Mrs Thomas
RE	Miss Rodriguez
School Senedd, Rights of the Child	Mrs Thomas
Additional Needs Learning Co-ordinator	Miss Thomas

School organisation

Admissions

The school operates the current school admissions policy of Cardiff County Council. (Policy is available on school website)

Foundation Phase/Nursery Dept – 32 place

Children are admitted into our nursery department in the term following their third birthday or as soon as they are 3, if places are available. The children transfer to their chosen Primary School in the September following their fourth birthday.

Foundation Phase (reception, year 1 and 2) and Key Stage 2 Departments- 60 per year group

The children are admitted into reception in the September following their 4th birthday. The foundation phase is organised into 6 classes – 2 reception classes and 4 foundation phase/key Stage 1 classes. Key Stage 2 department is organised into 8 classes, 2 form entry.

Finance

The budget for academic year 2020/2021 has supported the existing staff, but as always spending is rigorously monitored and reviewed to ensure value for money. Money spent on teaching materials and resources is linked to the School Improvement Plan (SIP) and curriculum needs. The education improvement grant (EIG) and pupil deprivation grant (PDG) are fully audited to ensure the school provides good value for money. The grant spending plans are published on our school website.

School Improvements

The school is constantly striving to improve standards and the quality of learning and teaching for all our children. Every year staff review the curriculum and the standards that the children have achieved and we set targets for improvement. These are written into the School Improvement Plan (SIP).

Target Setting

Target setting did not take place during the academic year 2020/2021 due to COVID 19.

School Targets

There is no data available due to COVID 19.

Individual targets

Individual targets are set for all the children and these are regularly updated throughout the year. These targets are shared with both the parents and the children themselves, to ensure all parties are aware of the 'next step' in the children's learning.

Community/Business Links

During the 2020/2021 academic year, the school has benefited from links with a number of agencies, taking a variety of different forms. The following list is not comprehensive and apologies must go to names which have been omitted.

The majority of links/meetings with the school were held virtually.

We are always most grateful for the support from and interaction with the local community.

- Links with Cardiff West Community College continue and we are most appreciate of all their support and ongoing open channels of communication
- 'Open Your Eyes' week for future careers Year 6
- Our Year 5 children benefited from the expertise of the 'Learn to Swim' team when they attended Western Leisure Centre in the autumn term
- Father Christmas visited the playground and left presents for all the children
- Parents' evenings were held in autumn and summer term by telephone
- Year 6 completed cycle skills
- Flu Vaccinations for Reception to Year 6 took place
- Christmas donkeys visited the school and actors told the Christmas story outdoors
- We welcomed limited work experience from a number of high schools and colleges
- During the year we have raised money for a number of charities:
 - Children in Need £513.00
 - Red Nose Day £306.50

Curriculum

We are preparing for the transition to the new Curriculum for Wales.

The purpose of this curriculum is to enable learners to develop as:

- 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

These are known as the 4 purposes. The curriculum must also:

- Enable learners to make progress towards the four purposes
- Be broad and balanced
- Be suitable for learners of differing ages, abilities and aptitudes
- Provide for appropriate progression for learners and includes a range of provision to ensure this (linked to ages, abilities and aptitudes)

The curriculum is taught through 6 areas of learning and experience:

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

The following initiatives are also in place to support pupil's learning:

- Language links
- Speech links
- Wellcomm – a speech and language toolkit
- Time to Talk
- SAIL
- NIPPERS and NIPPERS PLUS
- Sound Discovery
- Direct Phonics
- ELSA (Emotional Literacy)

Learning reviews take place on a termly basis to ensure correct provision is made for all our pupils. English is the predominant language spoken in school, but we have 16 other languages represented. Welsh 2nd language/bilingualism is encouraged throughout the school day by pupils and staff.

Pupil intake

59 pupils will move to high school this September and 45 children start in reception.

Primary/Secondary Liaison

The school continues to enjoy extremely close relations with Cardiff West High School. The headteacher meets regularly with the head and the other cluster headteachers. All the schools within the cluster are working together on a number of transition matters.

Attendance and Social Development

The school's attendance figures are reported to the LA weekly. The Home School Liaison Officer visits Hywel Dda weekly to discuss any concerns that the Headteacher and staff may have regarding individual pupil punctuality and attendance. At present, the Welsh Government have suspended the fixed penalty notices for poor school attendance. The school and governors thank parents for informing the school promptly when a pupil is absent. The school aims to promote strong moral and social values both in and out of school. The good behaviour of pupils out in the community has often been remarked upon and the school is very proud of this reputation. We would also like to congratulate the parents on this, as obviously this good behaviour is also a reflection upon you.

The attendance figures for 2020/2021 are as follows:

Autumn Term

Group	Presents	Authorised Absences	Unauthorised Absences	Possible	% Attend
R	6433	481	294	7208	89.25%
1	7480	418	318	8216	91.04%
2	6470	350	288	7108	91.02%
3	7192	351	425	7968	90.26%
4	7066	339	397	7802	90.57%
5	7558	590	270	8418	89.78%
6	7832	358	328	8068	91.50%

Spring Term

Group	Presents	Authorised Absences	Unauthorised Absences	Possible	% Attend
R	2365	175	173	2729	86.66%
1	2740	125	197	3082	88.9%
2	2374	125	239	2758	86.08%
3	1395	29	38	1462	95.42%
4	1319	46	57	1422	92.76%
5	1294	47	32	1373	94.25%
6	1264	31	44	1339	94.40%

Summer Term

Group	Presents	Authorised Absences	Unauthorised Absences	Possible	% Attend
R	5997	341	288	6626	90.51%
1	6431	313	376	7120	90.32%
2	5777	163	362	6302	91.67%
3	6521	242	435	7198	90.59%
4	6280	212	340	6832	91.92%
5	6862	286	294	7442	92.21%
6	6710	228	360	7298	91.94%

P.E./Sport in School/Extra Curricular Activities

All children have access to the halls, outdoor area and a variety of apparatus for the development of gross motor skills. In the summer term, the school organises a sports day for all children. The children have not been able to attend any extra curricular activities this academic year

Continuing Professional Development

As well as the weekly after school inset sessions attended by all staff, a number of training courses were attended by both teaching and support staff.

Courses and training are linked specifically with raising standards and to continue to improve the quality of teaching and learning. Training also links closely to the School Improvement Plan and the implementation of the new Curriculum for Wales and the Additional Learning Needs agenda.

School Prospectus and Information for Parent Booklet

A prospectus, Foundation Phase/Reception booklet and Foundation Phase/Nursery booklet are available for all new parents. This information is reviewed and updated annually. The school prospectus can be found on the school website.

School Policies

The school has a range of policies on all aspects of school life. Copies of these policies are available to view on our school website and upon request. These policies are regularly reviewed and updated by the Governing Body.

We are a 'Healthy School' and continue to promote healthy eating and drinking by pupils in our school. We have 2 water chillers available for pupils and these can be used freely during the school day. Pupils in nursery to Year 2 receive milk each day.

Additional Learning Needs

The ALNCo works closely with parents and other professionals to identify and support all pupils who have additional learning needs. The school's support staff work with individuals and small groups of children on specific skills. The school continues to operate targeted reading programmes for those children who are reading below chronological age. The school also works with external support employed by the authority when required. During this year, the school has had help and advice from our Educational Psychologist, visual impairment team and the emotional health and wellbeing team.

Children whose difficulties have been perceived to be severe are referred for a full educational assessment. This involves assessment and testing in school with input from the local authority and other agencies such as health.

Parents are consulted and kept informed throughout the whole process.

During 2020/2021 there were 11 children with Statements, 76 School Action+ and 64 School Action.

We are an inclusive school and the governing body ensures access for pupils and adults with disabilities. Action will be taken to ensure that disabled people are treated fairly and all reasonable adjustments will be made to give more favourable treatment where appropriate. The school has a three year Access Plan. This may be found on the school website.

Health and Safety

Fire Regulations are regularly reviewed and instructions are posted around the school. The school is regularly inspected by the LA health and safety team and by the fire service. Emergency lighting and linked smoke alarms are in place. Emergency break points are situated at strategic places around the school.

Varied fire drills take place termly and the teachers reinforce procedures with their own classes. All staff are aware of individual roles in event of a fire.

Visitors are required to sign in and out of the building.

Health and safety courses are attended on a regular basis and information disseminated.

17 staff have renewed their first aid qualifications and 5 staff have renewed their First Aid at Work qualification. 6 staff have renewed their Level 2 award in Food Safety.

Electrical equipment and fire equipment is professionally tested.

Procedures are in place for induction of any new adults who may come to work in the building.

Mrs Voyce is the named member of staff in charge of health and safety in the school and Mr Harrington is the named link governor.

School has been checked for asbestos.

Risk assessments for identified risks are in place and anyone taking the children from the premises is required to complete a risk assessment beforehand. We are acutely aware of the dangers of sun exposure and encourage parents to apply protective sun creams and lotions to their children before sending them to school during the summer months.

We have 6 toilet areas in school and 4 adult areas. We provide liquid soap and hand dryers in all areas. The toilets are inspected and cleaned at least once a day. There are dosing systems for the boy's urinals and ozone units and air cleaners for all toilet facilities.

Mr Harrington completes daily health and safety walks and all staff ensure that all pupils are safe.

COVID 19 risk assessments are regularly reviewed and adhered to and PPE is available in school for all staff, alongside increased hand handwashing and good ventilation.

Security

The whole school is linked to the main alarm system and CCTV cameras are at strategic positions around the school.

Anyone coming onto the school premises during the day is required to report to the main office on arrival. This ensures that adults/parents do not enter classrooms without permission and pupils are not disturbed during lessons. Railings segregate the playgrounds.

As in other schools, car parking outside the school continues to present problems and dangers. Cars parked near the entrance to the school and on pavements are hazardous to both children and adults and the police from time to time monitor the area around the school in the hope of cutting down the number of dangerous practices. Pupils are encouraged to walk or ride their bikes to school. We have 2 bike shelters available.

Complaints

A formal complaints procedure exists and may be obtained from the Headteacher should the need arise. It is hoped that parents would approach the Headteacher with any concerns well before the necessity for such action to occur.

Equal Opportunities

The school endeavours to provide equal opportunity to everyone involved with the school irrespective of race, colour, religion, gender, sexuality or physical ability.

It is a legal requirement for the school to submit a termly Bullying Incident form to the authority where any incident, no matter how minor is logged. Although it would be obvious from the form if the same individual was to be involved on more than one occasion no individual child's name is ever entered on the forms.

Should anyone connected with the school feel that there is anything that the school can do in the future to improve equal opportunities or accessibility for anyone in the school or connected with the school, we will always be most happy to consider any suggestions.

Equalities statement

'Together we do our best to care, learn and grow'.

The school is committed to working towards race and gender equality, and to the creation of an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is valued as a member of the school community. We therefore promote positive approaches to difference and foster respect for people of all cultural backgrounds.

Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the local community, and through this involvement aims to provide positive images which challenge stereotyped thinking.

The school is opposed to all forms of prejudice and discrimination, whether on the basis of race, gender, disability or social circumstances. Language or behaviour which is racist, sexist or potentially damaging to any group will not be tolerated and will be challenged.

We recognise that British and Welsh society is made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are prepared to live in such a diverse society.

	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	3/9/2021	25/10/2021	29/10/2021	17/12/2021
Spring	4/1/2022	21/2/22	25/2/2022	8/4/2022
Summer	25/4/2022	30/5/2022	3/6/2022	22/7/2022

School will also be closed for INSET on Friday 3rd September, Friday 22nd October, Monday 1st November, Friday 22nd July 2022 and three additional INSET days to be confirmed.

All schools will be closed for the May Day Bank Holiday.