

**THE  
GOVERNING  
BODY of  
HYWEL DDA  
PRIMARY  
SCHOOL'S  
ANNUAL  
REPORT TO  
PARENTS  
FOR THE  
ACADEMIC  
YEAR OF 2022-  
2023**

Date of  
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December,  
Autumn Term  
2023

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This is a full ANNUAL REPORT TO PARENTS. It informs parents on the current year's Governing Body, staffing and important information, as well as informing parents on progress, improvements and changes from the previous year.



# **A note from the Chair of the Governing Body, Mrs Fran Williams**

Welcome to the Hywel Dda Governing Body's annual report, produced in the autumn term each year to reflect on the school's progress during the previous academic year, and ensure parents and carers are fully informed of the school's current strengths, as well areas being targeted for improvement.

2022-2023 was the the first proper academic year following the Covid-19 pandemic. With restrictions fully lifted, it was wonderful to see the re-introduction of after-school clubs, school trips, concerts, class assemblies and family events such as our tremendous summer fair. Of course, there was also the Coronation Party - a once in a lifetime event.

It was also the first year of the statutory implementation of the new Curriculum for Wales. As a Governing Body, we very much enjoyed hearing about, and seeing, the new curriculum in action. Pupils benefitted from a wide range of learning activities and strategies, developing their literacy, numeracy and digital competency through engaging and purposeful contexts.

On behalf of the Governing Body, I would like to thank all the staff for their ongoing dedication and hard work. Thank you as well to the pupils and their families who all work with the staff to make Hywel Dda such a special school.

We are very proud of everything achieved in 2022-23, and especially congratulate the school on renewing their silver-level UNICEF Rights-Respecting Schools Award and Platinum Eco-Schools Award. It was also fantastic to become the permanent home to a very special free, grown initially in the gardens of Buckingham Palace as part of the Platinum Jubilee Tree-Canopy.

Kindest regards  
Mrs Francesca Williams



# MEMBERSHIP OF THE GOVERNING BODY

The governing body of Hywel Dda has a membership of 17:

- 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
- four community governors are invited to join by the governing body.

<b>Mrs Fran Williams (Chair)</b>	Parent Governor
<b>Dr Geoffrey Morgan (Vice Chair)</b>	LA Governor
Mr Nathan Payne	Teacher Governor
Mrs Susan Dullard	Parent Governor
Ms Sadiat Lamoriyu	Parent Governor
Miss Carol Greatrex	Parent Governor
vacancy	Parent Governor
Mrs Aimee Course	Teacher Governor
Miss Karen Flynn	Headteacher
Mr Doug Stowell	Community Governor
Mrs Vicky Evans	Community Governor
Mr James Wood	Community Governor
Mr Peter Harrington	Staff Governor
Mrs Mahir Fayyaz	LA Governor
Mrs Sarah Taylor	LA Governor
Mrs Anita Batten	LA Governor



Anyone wishing to contact the Chairperson or the Clerk to the Governing Body may do so via the school. The Governing Body met 6 times during the year. The Finance, Premises and Personnel committee met regularly with the Headteacher to oversee the school finances, site and staffing. The Curriculum, Standards and Wellbeing Committee also met regularly with staff and the headteacher.





## Senior Leadership Team

Miss Karen Flynn was appointed by the Governing Body on 1st September 2022. 2023-24 is her second year as Head of Hywel Dda.

Mrs Alison Harvey is the school's Deputy Headteacher.

A restructure of the senior leadership team allowed the appointment of Mr Daniel Esmond as Assistant Head from 1<sup>st</sup> September 2023.

Mrs Gina Thomas is the Additional Learning Needs Co-ordinator (ALNCo).

Mrs Hannah Steele is the Leader for Health and Wellbeing.

Mrs Hayley Lipscomb is the Leader for Literacy and also leads on Thrive.

# The Staff Team at Hywel Dda



Year Group/staff group	Teachers	TAs
Nursery	Mrs Course	Mrs Perks, Miss Elliott, Mrs Pounds, Miss Fowler
Reception	Miss North and Miss Thomas	Miss Holley, Miss Smith, Miss Thorne, Miss Veryard
Year 1	Mrs Steele and Miss Mack	Miss Morgan, Mr Stahl-Morris, Mrs Kauf, Mrs Morgan
Year 2	Mrs Payne and Mrs Welchman	Mrs Davies, Miss Metcalfe, Mrs Warlow, Mrs Smith,
Year 3	Miss Leach, Mrs Thomas and Mrs Davies	Mrs O'Neill, Miss Dudley, Miss Cooke,
Year 4	Mr Wheeler, Mrs Morgan and Mrs Gwythr	Mrs Hill, Mrs Morgan,
Year 5	Mr Jones and Mrs Thomas-Rigby	Mrs Reagan and Miss Edwards
Year 6	Mr Payne and Mrs Rodriguez-Lee	Mrs Gale, Miss Levi
Enfys/Seren	Mrs Lipscomb	Mrs David
Higher Level Teaching Assistants		Mrs Roberts, Miss Lisle, Mrs White
Forest Schools		Mr Adams
Administration Staff		Mrs Hooper and Miss Davies
Estate Manager		Mr Harrington
Plus support staff: midday supervisors and breakfast club supervisors, and LA-staff to clean and working in the kitchen.		

# School organisation

**Nursery Dept has 64 part-time places (32 in the morning session and 32 in the afternoon session):**

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.

**Reception to Year 6 = 60 per year group**

The children are admitted into reception in the September following their 4th birthday. There are two classes in each year group. Each class can have up to 30 children in.

**Pupil intake:** 60 pupils moved to high school in September and 60 children started in Reception. We are a feeder-school for Cardiff West Community High School. Some pupils also transferred to other high schools, including Mary Immaculate Catholic High School, Cantonian High School, Radyr Comprehensive and Bishop of Llandaff CW High School.

## Primary/Secondary

**Liaison:** The school continues to enjoy extremely close relations with Cardiff West High School, our feeder high school. The headteacher meets regularly with the Head and the other headteachers from the Ely and Caerau primary schools. All the schools within the cluster are working together on a number of transition, progress and curriculum matters.



## School Times

### Nursery:

- ❖ 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 :

- ❖ School starts at: 8.55am and ends at 3.05pm.
- ❖ Lunchtime is: 11.45am - 12.45pm

### Year 3, Year 4, Year 5 and Year 6 :

- ❖ School starts at: 8.55am and ends at 3.10 pm
- ❖ Year 3 and 4 playtime is 10.25am – 10.45am
- ❖ Year 3 and 4 lunchtime is: 12.20pm – 1.10pm

## Admissions:

The school operates the current school admissions policy of Cardiff County Council.

# School Finances

The budget for academic year 2022/2023 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.



## Other Grants and Funding Sources

We are proactive in sourcing other opportunities for free resources or grants for the pupils. For example, a grant subsidised half the transport costs for the Year 6 trip to London.

## Welsh Government Grants

The Education Improvement Grant (EIG) and pupil development grant (PDG) are fully audited to ensure the school provides good value for money. The grant spending plans are published on our school website.

Extra funding from the Welsh Government as part of the recovery from the Covid-19 pandemic was used towards providing catch-up interventions to assist with language development and reading skills.



## Resolutions passed by Governors 2022/2023:

There were no resolutions passed during the academic year 2022/2023.



# 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). A summary of this is published each year on the school website.



## 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.



# Curriculum

The Curriculum for Wales became statutory in September 2022 and, at Hywel Dda, we continued to implement and develop it further throughout the year.

The purpose of this curriculum is to enable learners to develop the four purposes.

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

The law states the curriculum must:

- 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 intervention programmes are also in place to support pupil's learning:

- 👑 Language Links
- 👑 Speech Links
- 👑 SAIL
- 👑 STARS
- 👑 Rainbow Readers
- 👑 Rapid Readers
- 👑 Sound Discovery
- 👑 Precision Teaching





# Partnerships

During the 2022/2023 academic year, the school benefited from many links and partnerships:

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
- 👑 Year 5 and 6 took part in 'Open Your Eyes' week - learning about different careers.
- 👑 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, face-to-face again
- 👑 Year 6 completed cycle skills training
- 👑 We were chosen by the Lord Lieutenant of South Glamorgan to receive a tree planted and grown from seed initially in the gardens of Buckingham Palace as part of the Platinum Jubilee Queen's Canopy project. We were joined by The Lord Lieutenant, plus the Lord Mayor and Lady Mayoress of Cardiff for this ceremony
- 👑 Flu Vaccinations for Reception to Year 6 took place
- 👑 We welcomed work experience from a number of high schools and colleges
- 👑 During the 2022-2023 year we supported a number of charities:
  - 👑 Children in Need £
  - 👑 Red Nose Day £
  - 👑 Marie-Curie daffodil appeal £
  - 👑 Royal British Legion Poppy Appeal £
  - 👑 Toilet-Twinning Year 3 project
  - 👑 Cardiff Foodbank Harvest Appeal kg



A group of children are playing on a sandy beach near the water's edge. In the foreground, a boy in a red shirt and blue shorts is holding a red bucket. Other children are scattered in the background, some standing and some bending over, engaged in beach activities. The water is calm and the sky is clear.

## Health and Wellbeing

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 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 from the Welsh Government.
- Each class has weekly lessons on aspects of the Health and Wellbeing curriculum: from mindfulness to first aid, relationships education to caring for pets and animals.
- For mental health and emotional wellbeing support, we have two interventions: ELSA and Thrive. These are put in place for individuals or small groups of children who are struggling in an area of social and emotional development or wellbeing.
- There were a small number of fixed-term exclusions in 2022-23. These are always made very reluctantly, and are a last resort

## **How do I know my child is making progress?**

Pupil Progress Reviews between class teachers and take place on a termly basis to ensure good progress is being made by all pupils. Where good progress is not evident, we seek to identify the barriers stopping progress being made and take actions or use focused intervention programmes to try and accelerate progress.

English is the predominant language spoken in school, but we currently have 20 other languages represented. Welsh 2nd language/bilingualism is used and encouraged throughout the school day by pupils and staff.



## **Additional Learning Needs**

The ALNCo, Mrs G Thomas, 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. 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.



# Attendance

The school’s attendance figures are reported to the LA weekly. The School Attendance Officer, Mrs Holloway, works with Hywel Dda regarding any concerns for any pupil’s punctuality and attendance.

The school and governors thank parents for informing the school promptly when a pupil is absent.

The attendance figures for 2022-23 are shown below. Our attendance figures are in line with the national figures and our cluster of primary schools. Attendance across almost all schools has dipped since the covid-19 pandemic and we are ensuring improving attendance remains a high priority for us.

Year Group	Attendance	Attendance of those entitled to free school meals	Attendance of those not entitled to free school meals.	Girls’ attendance	Boys’ attendance
1	87.4%	86.1%	91.65%	86.7%	88.2%
2	86.7%	86.1%	88.5%	86.1%	87.5%
3	88.2%	87%	91.1%	90.1%	86.8%
4	92.5%	92.4%	93%	92.2%	92.9%
5	88.5%	87.6%	93.8%	89.7%	87.9%
6	90.5%	89%	93.5%	90.1%	91.7%
Overall	89%	88.03%	92.2%	89.4%	89%

Good attendance is rewarded and encouraged. Children receive 2 dojo points for each week that they are in school 100%. The highest class’ attendance each week gets a class prize, sticker and extra play. Children who achieve very good attendance – over 99% - receive a prize and special certificate each term.

If attendance is lower than expected, then the reasons for this are explored, and support and advice offered. If there are a number of unauthorised absences, parents will receive a letter, and a continuation of missing school without a legal and valid reason can lead to a fixed-penalty notice, or even prosecution.



# Learning Outside the Classroom

- All children have access to the halls, outdoor area and a variety of apparatus for the development of motor skills. In the summer term, the school organises a sports day for all children. PE is taught at least once a week.
- All children enjoy a series of Forest Schools sessions each year, led by our Forest School TA.
- Breakfast Club is full, with 150 children attending every day, and there is a waiting list. This provides a free breakfast for children and is funded by the Welsh Government.
- After no trips for several years due to covid and other factors, it has been super to re-introduce a wide range of trips of visits. These are mainly linked to the curriculum and learning. In March 2023, Year 6 even visited London: seeing the Crown Jewels in the Tower of London and enjoying a tour and workshop at the Houses of Parliament. Residential trips have not happened for many years at Hywel Dda. However, one is booked for May 2024, which we look forward to.



A wide range of after-school clubs and activities take place in Hywel Dda. These are mostly run by school staff, though we do work some of our partners to provide these extra-curricular experiences as well.

In 2022-23, the clubs included:

- Art Clubs – several!
- Lego Club
- Minecraft Club
- Football Club for years 1 and 2
- Year 3 and 4 Cardiff City-provided Football Club
- Year 5 and 6 Cardiff City-provided Football Club
- Kinetic Performing Arts Club
- Netball Club
- Rugby Club
- Board Games Club
- M-Club
- Enterprise Club



# School Mandatory Documentation

## 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.

## Complaints

A formal complaints procedure exists and may be obtained from the school website, or from the school directly, 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. Incidents of discriminatory behaviour or actions, or those which could be seen as a hate crime, are always recorded and the LA is notified.

We have a Strategic Equality Report, with clear objectives to further pursue our duties under the Equalities Act.

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:

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 with protected characteristics 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.





# Health and Safety

A robust Health and Safety Policy and procedures are in place, and we work closely with our Health and Safety Officer from the LA to ensure full compliance to regulations and the highest standards possible. Miss Flynn is the named member of staff in charge of health and safety in the school. Mr Harrington is the named link governor, as well as the school's Estates Manager.

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, as well as lockdown procedures. Health and safety courses are attended on a regular basis and information is disseminated.

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.

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



Other actions in 2022-2023 include:

- All statutory checks have been made throughout the year.
- Visitors are required to sign in and out of the building with our new digital sign-in system
- All TAs have completed Emergency First Aid training
- 2 TAs have completed Paediatric First Aid training
- All TAs have achieved 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.
- The school has been checked for asbestos and duty holders have attended the Asbestos Awareness course.
- Extra internal doors have had fob-access installed

## Toilets

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.



# Security



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

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 and gates are locked during the day. 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.

	Autumn Term 2023	Spring Term 2024	Summer Term 2024
Term starts	4 <sup>th</sup> September 2023	8 <sup>th</sup> January 2024	8 <sup>th</sup> April 2024
Half-term break	30 <sup>th</sup> Oct – 3 <sup>rd</sup> November 2023	12 <sup>th</sup> – 16 <sup>th</sup> February 2024	27 <sup>th</sup> May – 1 <sup>st</sup> June 2024
Term ends	22 <sup>nd</sup> December 2023	22 <sup>nd</sup> March 2024	22 <sup>nd</sup> July 2023

All schools will be closed for the May Day Bank Holiday, Mon 6<sup>th</sup> May 2024.  
There are 6 INSET Days in 2023-24:

- Mon 4<sup>th</sup> Sept 2023
- Tuesday 5<sup>th</sup> Sept 2023
- Friday 6<sup>th</sup> Oct 2023
- Friday 24<sup>th</sup> Nov 2023
- Monday 8<sup>th</sup> Jan 2024
- Monday 22<sup>nd</sup> July 2023



# Parents' right to request a meeting with the school's governing body



The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

## **1. Parents will need to raise a petition in support of holding a meeting.**

The parents of at least 30 registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

There were 454 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

## **2. The meeting must be called to discuss matters which affect the school**

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

## **3. A maximum of 3 meetings can be held during the school year**

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

## **4. There must be at least 25 school days left in the school year**

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is:

The Chair of Governors

c/o Hywel Dda Primary School,

Cambria Road, Ely, Cardiff CF5 4PD

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>