PROSPECTUS

Ysgol Gynradd Hywel Dda Primary School





2025-2026

Croeso i Ysgol Gynradd Hywel Dda.

Welcome to Hywel Dda Primary School



Contact us on:

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Headteacher: Karen Flynn

Chair of Governors: Francesca Williams



Hywel Dda Primary School is situated in Ely, in the south-west of Cardiff.

Our school is an English-medium, non-denominational mixed primary school, maintained by Cardiff Council Local Authority.

Although all information was correct at the time of publishing, information contained within it could be liable to change.

Introduction

Welcome to Hywel Dda Primary School.

We offer a very happy and caring environment where your child can feel safe and secure. The education we provide is carefully matched to the learning needs of individual children. We promote high expectations of work and behavior and provide all children with the opportunities to develop their talents and skills.

We take pride in our lovely school building and grounds and use them extensively to enhance children's learning. As children progress through the school they will be offered the opportunity to participate in many extra curricular activities.

We hope the time every child spends here, with committed and caring teachers and an exciting curriculum, will encourage them to become self-confident, independent and lifelong learners.
This prospectus is designed to give you an outline of the education, activities and facilities provided at our school.
If you ever have any questions or are unclear about anything happening in school, please do not hesitate to contact us.

Yours sincerely,
Miss Karen Flynn
Headteacher



Our Vision

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

Hywel Dda Primary School Vision

Our vision is for Hywel Dda to be a safe, happy and exciting learning community that creates irresistible learning through an exciting and engaging range of contexts and experiences which develop in our pupils the life-long values, attributes, skills and knowledge they need to thrive in their communities – at home, in Ely and Caerau, in Cardiff, Wales and the World.

Our vision is for a curriculum which celebrates diversity and enables our whole community to develop their aspirations and talents.



AIMS

At Hywel Dda we respect the rights of the child through our aims, which are: -

- To provide a happy, caring, secure and enriched learning environment for all children, their families and our community, where all feel welcomed, supported and nurtured
- To encourage all children to develop their full potential, to become lifelong learners and critical thinkers
- To enable all children to access an ambitious, creative and relevant curriculum
- To encourage the children, their families and our school family to have high expectations of what can be achieved
- To prepare children to play an active and positive role in society by becoming ethical, informed citizens of Wales and the world and to develop their own cultural identity within Wales
- To develop healthy, confident individuals who are ready to lead fulfilling lives as valued members of society

The Governing Body of Hywel Dda Primary School



The Governing Body is a voluntary body which meets regularly and has an important role to play in providing the forum for discussion of issues concerning the school including finance, building, staffing and curriculum. It exists to both challenge and support the school to ensure the very best education for the children and community.

It plays a significant part in developing, with the Headteacher and staff, the aims and objectives of the school and its community and generally supporting the school's endeavours. A full list of our present Governing Body is available on our website. Any of the Governors may be approached for discussion or advice on relevant issues.



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.

HEALTH AND WELLBEING AT HYWEL DDA

At Hywel Dda, we aim to put the children's health and wellbeing at the heart of all our curriculum and all we do. We know that children need to feel safe and happy in order to learn and make good progress in their learning.



Children learn to express their emotions and deal with them. They are supported with negative emotions and given ways to help them calm down, talk about worries, express anger or upset, and develop resilience and perseverance. They learn to have a *growth mindset*, so that they understand they can learn from mistakes, and they don't panic if they can't do something **yet.**



We help the children learn to have good mental health and emotional wellbeing through the 5 ways for wellbeing:

1. Be physically active
2. Learn new things
3. Be aware (be mindful)
4. Connect with others
5. Show kindness

BEHAVIOUR

In order for all our children to feel safe, secure, happy and have the maximum opportunity to learn, it is vital that we create a calm and stable environment within the school. The school has a Positive Relationships Policy that stresses the importance of good behaviour. We place emphasis on the positive aspects of reward and praise to create a happy and orderly environment. We also operate a points system and pupils collect points towards prizes. Certificates and awards are presented to the children in our weekly celebration assemblies

When a pupil has shown behaviour which isn't kind or respectful, we will talk with that pupil and seek to fairly get to the bottom of what has happened, then help the pupil see what is needed to put things right. If a child's behaviour were considered to be seriously inappropriate, we would contact parents and seek the best way forward.

Learning and teaching – the Curriculum at Hywel Dda.

In Hywel Dda, our curriculum is everything our pupils and wider community learn and experience in and through our school.

Much of the learning for pupils is planned and designed within "contexts of learning" which allow pupils to learn in a way which brings learning across different subjects, skills and ideas together under a theme or idea. However, we believe everything in school is part of the learning and experiences for our pupils – from assemblies, clubs and unstructured times like play and lunch times, as well as lessons, trips and visitors.

They also learn how they learn, and the best habits for great learning – such as developing a growth mindset. A growth mindset means that we don't think "I can't do it". Instead, we think "I can't do it **yet**"! We learn from mistakes, and we show resilience and perseverance.

For example, Reception use a dinosaurs as a context for the learning in the spring term. They use books and stories on dinosaurs for reading and writing, They dress up and role-play as dinosaur hunters. They measure how long things are in dinosaur feet and use mini-dinosaurs to count and add up. They visit the dinosaurs at the National Museum of Wales and write about their trip. In this context, they begin to understand the concept of the past.





As part of the history curriculum, Year 3 look at the Romans. They learn about the difference the Romans made locally and across Wales. Did you know there was a Roman villa where Trelai Park is now? And Cowbridge Road was a Roman road 2000 years ago? They compare life now to Roman times and begin to appreciate their lives and society now. They think about being good citizens in their local and international world.

In Year 6, the topic "Continents", year 6 learn about travel. They work as entrepreneurs, planning trips to different continents to see the human and natural highlights of their continent. They make webpages and other resources to promote their continent. It opens their eyes to wonderful world we live in and gives them ambitions to travel.



Learning and teaching continued

Cynefin

In order to foster a love pf, and sense of belonging to, Wales, opportunities are planned throughout the curriculum to develop children's knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.
For example, we celebrate St. David's day each year with a School Eisteddfod; we make visits to many sites around South Wales and a local and national basis is at the heart of many of our contexts for learning.





WELSH

Welsh is taught throughout Hywel Dda. Children progressively develop their skills – mostly in oracy, but also in reading and writing and writing as they get older. They learn vocabulary and sentence patterns though games, songs, rhymes and a range of activities.
Welsh is also used across the curriculum and throughout the school day for greetings, instructions, questions and simple conversations. We are always seekign to make the school as bilingual as posisble.

HOMEWORK

All children are encouraged to read regularly at home (using home-reader books) and learn things like high frequency words, mathematical tables and spelling lists. From time to time, children will be expected to complete context work at home and parent co-operation will be appreciated in ensuring that the work is completed. Children in Year 6 may receive more regular homework in preparation for the demands that will be placed on them in high school.

Learning and teaching continued

COLLECTIVE WORSHIP

Schools are required to provide a daily act of Collective Worship for every pupil which is wholly or mainly of a Christian nature. These mainly focus on moral values and challenge the children to appreciate the people and world around them, and be their best.
The school has no affiliation with a particular Christian denomination or with any of the world faiths.

Parents may, if they wish, exclude their children from collective worship. A letter must be written to the Headteacher of you wish this.



RELIGION, VALUES AND ETHICS RVE)

Religion, Values and Ethics are taught as part of the Humanities Area of Learning in the Curriculum for Wales.
This is taught sometimes as a separate subject, but often, as part of the contexts for learning.
We teach RVE in an objective and pluralistic way. We mainly look at the religions of Christianity and Islam, as they are predominant in our school population for those with a faith, and humanism as the non-religious philosophical conviction required. However, other religions and beliefs may be looked at where relevant or or of interest.

RELATIONSHIPS AND SEX EDUCATION

Relationships and Sex Education is compulsory and is taught as part of the Curriculum for Wales, as part of contexts for learning.

We follow the Welsh Government's RSE Code, which tells us what should be taught, and from what age.

The focus is very much on healthy relationships – the children learning to be kind, share, know who to trust and be respectful to each other.

In Years 3 and 4 children will look at the human lifecycle, with bodily changes and puberty touched upon in Year 4, but mostly explored in Year 5. Personal relationships and conception are explored in Year 6.

Clear information for parents is available on the school website.

Learning and teaching continued

PHYSICAL EDUCATION

Physical Education allows all the children to experience and enjoy a wide range of sport. Games and gymnastics takes place every week. Children develop social skills as well as control, co-ordination, movement and ball skills through individual, partner and team-work.

Children in Year 4 have the opportunity to develop swimming skills in the County 'Learn to Swim' scheme.

Nursery and Reception children have access to the outdoor areas and apparatus for the development of gross motor skills every day.

It is advisable that each child should wear suitable clothes for P.E. indoors and outdoors. Appropriate footwear is essential for all children engaged in outdoor games activities on the grounds of Health and Safety.

JEWELLERY SHOULD NOT BE WORN FOR PE OR GAMES.





TRANSFER TO HIGH SCHOOL

Children move to High School in the September following their eleventh birthday. The school to which the majority of our pupils transfer is Cardiff West Community High School, although a minority transfer to other schools. Applications take place during the Autumn term of the child being in Year 6.

Teachers from Cardiff West Community High School visit our Year 6 to talk with them about moving on to the High School and the children also spend time there in the term preceding entry. Pastoral links with the school are very well established.

SCHOOL ATTENDANCE

The expectation is that all children are in school for a minimum of 95% of the time. We promote, reward and encourage very good attendance for all pupils. Children will receive 2 DOJO points for every week where they have 100% attendance. We have class attendance awards each week for the classes with the highest attendance. We also have the attendance wheel which is drawn every week in the Friday rewards assembly. This is where pupils can win a prize if they have had 100% attendance that week.

Parents and carers have legal responsibility for ensuring their children attend school. Schools have a legal duty to aim for good attendance and take action where a child's attendance is poor without a valid reason.

The only legal reasons to keep your child away from school are illness, bereavement (or family emergency) or religious observance.

If your child is absent from school, we ask you for a text/telephone call at the beginning of the absence. Records are kept indicating whether an absence was authorised or not. All absences from school must be explained. If we are not informed of your child's absence, they will receive an unauthorised mark in the register.



Poor attendance and punctuality

We will always do our best to support a family who are struggling to ensure their children attend school every day. If you need support to get your children to school, please contact us.

However, where attendance is persistently poor without a valid reason, parents may receive a fixed-penalty notice, or be referred to the School Attendance Officer, or eventually, be referred to the Education Welfare Service and fined.

In 2024-2025, attendance was 90 %. This is much lower than the usual expectation of 95%, but reflected the national picture, as school attendance has not yet recovered since the pandemic across the UK. This year we are aiming to have attendance above 91%.

THE SCHOOL DAY

BREAKFAST CLUB

The school offers a free breakfast club for all age children from 8.20am each day. Parents may contact the main office for further information.



SNACKS

Children in Nursery to Year 2 have. A healthy snack each day. Parents are asked to pay £1 per week toward this, via Parentpay.
Year 3 – 6 can buy snack at break from the snack shack trolley at 30p per piece of fruit.

Other children may bring a fruit snack to eat during the morning playtime if they wish.

We do not allow crisps, sweets or chocolate to be eaten at break time.

Children may bring a bottle with water each day and can refill these at the refill stations. Nursery – Year 2 pupils can have free milk each day as well.

SCHOOL TIMES

Nursery
Morning session 8.55 -11.25am
Afternoon session 12.25- 3.05 pm

Reception, Year 1 - 2 8.55am - 3.05pm
Lunchtime is: 11.50am – 12.50pm

Years 3 – 6: 8.55am - 3.10pm
Lunchtime is: 11.50am – 12.40pm for Years 3 - 4 and 12:45pm – 1:35pm for Years 5 - 6

LUNCHES

School dinners are ordered via ParentPay. Parents are given log in details when their child is admitted.

All pupils from Reception to Year 6 in Cardiff can have free school meals. Parents are requested to order their child's meals either on the weekend for the week ahead, or the evening before. These dinners must be ordered via ParentPay in the same way.

Children who do not want school dinners must bring a packed lunch to eat. These should be packed in small lunch boxes only. In line with the School's Healthy Eating policy, we do not allow children to bring fizzy drinks or sweets to school.



Hywel Dda's Uniform

The school uniform must be worn each day.

- Black or grey skirts, trousers, joggers, shorts
- White / red polo shirt
- Red school sweatshirt/cardigan

School sweatshirts, cardigans, dresses, PE kit bags and coats with the school logo on can be purchased from the school office. However, unfirm doesn't need the logo and can be bought from any shop or supermarket selling uniform.





We also have a uniform shop in school for second-hand but good quality clean and washed uniform, with items for a very small price.

If your child has grown out of their uniform but there is still plenty of wear in it, please consider donating it to school.

Hywel Dda's Hywel Hut

Onsite and based opposite the junior playground we have our own community pantry called "Hywel's Hut" Parents and families from the community can purchase 10 items for just £4.

In Hywel's hut you can purchase fridge and freezer items, fresh fruit and vegetables. A wide range of tinned items and dried pasta. There is also range of bathroom essential such as toothpaste, toilette rolls and toothbrushes. Plus, many more great items.

Hywel's hut is open Monday to Friday from 8:50am to 9:15 and after school from 3pm.









HEALTH AND WELLBEING

HEALTH AND WELFARE

Miss Flynn(Headteacher) is the school's Health and Safety Officer. Five staff hold the First Aid at Work certificates and all support staff have received training for Emergency First Aid. The school also holds two defibrillators.

It is so important that the school knows of any illnesses, allergies or conditions which may have an affect on your child's capacity to learn (e.g. hearing, sight, asthma, convulsions). A Healthcare Plan will be put in place if needed, liaising with the school nurse, and emergency/vital medication will be stored as needed, such as epipens or insulin. Children with asthma will need to keep a pump in school if needed.

However, we do not give short-term medication in school. These need to be given at home, around the school day, or a parent/carer can pop in to give during the day if necessary.



ILLNESS AND ACCIDENTS IN SCHOOL

In cases of illness, parents are contacted by telephone. Staff care for sick children until their parents arrive.

In case of illness or an emergency, telephone contact numbers (home plus one other) must be provided for every child. Please ensure that you let school know if there are any changes to contact numbers e.g, - new mobile numbers.

In the event of accidents, appropriate and necessary treatment is given, and parents are contacted. In extreme emergencies children are transported by ambulance to hospital.

HEADLICE

Head lice are common in all schools. Please check your child's hair regularly for signs of eggs or live head lice. Unfortunately, head lice are passed on simply by the child coming into contact with another child who has them. If you find them, please contact school so that we can send a letter home to other parents in the class and all children can be checked and treated.

Advice on prevention and treatment can be obtained from the school nurse, your doctor or local chemist.

EQUALITY AT HYWEL DDA

Children attending Hywel Dda Primary School live in a diverse society. Hywel Dda Primary School aims to reflect this. We aim to prepare pupils to live and work harmoniously together. Equal opportunity is given to all, regardless of race, ethnicity, language, religion, gender, physical appearance, ability or disability or sexual orientation. Cardiff County Council has an Equalities Policy which is reflected in the Strategic Equality Plan at Hywel Dda Primary. This plan and the Accessibility Plan are regularly reviewed.

CHILD PROTECTION



Hywel Dda, along with all schools, has a recognised role in protecting children from abuse. The school follows the provision of the 'All Wales Child Protection Procedures 2008' and 'Keeping Learners Safe: the role of authorities, governing bodies" under the Education Act 2002'. There are clear school procedures on the management of 'suspected' or 'disclosed' abuse where abuse may be physical, sexual, emotional, neglect or the potential threat from radicalization.



From time to time these procedures may result in a referral to Family Advice, Support and Protection Hub (FASPH). PLEASE NOTE that school staff are not allowed to investigate 'suspected' or 'disclosed' abuse beyond the initial stage of consulting and discussing their concerns with the Headteacher. Where there are reasonable grounds for concern, a referral will be made to FASPH by the Headteacher or Deputy Headteacher. As sometimes these concerns are not substantiated, parents are asked to be understanding in the knowledge that the school is first and foremost acting with the safety of children in mind. The schools designated child protection officers are; Headteacher Miss K Flynn, Deputy Mr D Esmond and Miss G Thomas ALNCO.

THE SCHOOL SITE - SAFETY AND SECURITY

A security system has been installed at school. All children arriving after 9.05am must enter school via the main reception door, situated at the front of the school.

If children are late arriving at school parents must accompany them into the school building and stay with them until they are "handed over" to school staff.

We ask that all visitors, including parents and carers, enter via the main reception entrance and report to the school office. Visitors are asked to sign in when entering and sign out when leaving the premises.



NO DOGS – NO SMOKING

The Council has a strict NO SMOKING and NO DOGS POLICY. We would appreciate your cooperation in this matter and request that you do not smoke either in school or when waiting in the school grounds. We would also appreciate that no dogs be brought onto the school grounds.

PARKING

Please could we ask parents to park safely outside the school – not on the zig-zags, not blocking the street and not across residents' drives. Parking on the school markings and zigzags is illegal.

The council use cameras to monitor illegal and dangerous parking and maneuvering. We ask that you all help us to keep the children safe!

ADDITIONAL LEARNING NEEDS AND DISABILITIES

The school's policy ensures that all teachers are aware of a child's individual needs, and every child has equal access to the current curriculum. Pupils with disabilities are welcomed to the school and are inducted under the normal admission procedures. The school has a lift to accommodate pupils with disabilities, and other reasonable adjustments will be made through working closely with the LA. The Accessibility Plan is available at the school.



ADDITIONAL LEARNING NEEDS

Pupils identified as having an Additional Learning Need, under the Additional Learning Needs and Educational Tribunal Act will have an Individual Development Plan (an IDP) which ensures everyone is clear about the additional help and support they must receive. This will be additional through support in their classroom, as well as specific learning programmes matched to their need.

TARGETED SUPPORT

Some children may need extra support as they develop and acquire their literacy, language and numeracy skills. This usually does not mean they have an additional learning need – just some catching up or targeted help is needed.



EMOTIONAL WELLBEING AND MENTAL HEALTH

Sometimes a pupil may need emotional support due to an event or difficulty. Other children may have a delay in their emotional and social development. We have two programmes, ELSA (Emotional Literacy) and Thrive, which specially-trained teaching assistants deliver.

EXTRA-CURRICULAR LEARNING

We love to take the children on educational visits and trips throughout the year. These mostly link to the children's learning and topics, but sometimes are just for fun as well! We make very good use of local places such as St Fagan's, The National Museum, Techniquest and Cardiff Castle. As the children get older, we may go further afield.

We also enjoy visits such as the Pantomime at Christmas.



CHARGING POLICY

There are many activities which are not possible without financial support from parents. Some we are permitted to charge for, others rely on voluntary contributions. No pupil will be barred from taking part in an activity if parents cannot or do not contribute. If, however, insufficient monies are forthcoming for an activity/visit to be viable it will be cancelled. Every effort is made to keep costs to a minimum and in many instances the school subsidises the activity/visit. The full Charging Policy is available at school and on our website.



CLUBS

Children can benefit greatly by taking part in a variety of opportunities for "out of hours" learning. Staff organise and run a wide range of clubs and activities after school. For example, in 2024-25 staff run clubs including: netball, tag rugby, art, Lego, choir Minecraft and coding club. Joe Calzaghe boxing and a theatrical arts group runs a performing arts club.

HOME-SCHOOL PARTNERSHIP

We see the education of every child as a partnership between home and school. We all need to work together to give each child the best chance in school and for a successful future.

Our school has a Family Engagement Officer, Miss Bailey, where parents are invited to participate in a variety of school activities. They are notified of all school news and events in weekly newsletters on the school and other notifications on Class Dojo.

A home/school reading system has been established within the school. The children are encouraged to regularly choose a book to take home and read with their family. Parents are also asked to assist children with home school tasks, linked with contexts being studied.





Despite the installation of security measures for the safety of the children and staff, the school still has an 'open door' policy. We welcome brief parental consultation at any time. If you wish to meet staff at length, please see the staff concerned and arrange a mutually convenient time.

The Headteacher and the Deputy Headteacher are available to talk to parents most mornings from 9.00 to 9.15am, whenever possible. This time is for brief meetings only. If you would like a longer meeting, please ring for an appointment.

COMPLAINTS POLICY

In many circumstances parents' complaints might well be dealt with by the careful exploration of the issue raised either with the class teacher or the Headteacher.

If it is not possible to deal with the matter at this level and it is clear that the issue really is a legitimate complaint, the matter is dealt with as a 'formal complaint' in accordance with Welsh Government guidelines. The full Complaints Policy can be found on the website.