



# PROSPECTUS

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2025-2026



[www.afonyfelinprimary.co.uk](http://www.afonyfelinprimary.co.uk)  
[admin@afonyfelinps.bridgend.cymru](mailto:admin@afonyfelinps.bridgend.cymru)  
Telephone: 01656 815750



Heol Y Parc,  
North Cornelly,  
Bridgend  
CF33 4PA

# Welcome to Afon Y Felin Primary School

## Croeso i'r Ysgol Gynradd Afon Y Felin



Afon Y Felin Primary School was built in 1977 and has expanded as the community has grown. We are excited for the future as we merge with Corneli Primary and move into a brand new school building, which will be opening September 2026, in the heart of the Marlas estate, a stones throw away from our current site.

We are a happy and friendly school that offers children between the ages of 3-11 years an exciting range of authentic learning experiences. I hope this prospectus helps you gain an insight to life at our wonderful school.

I am delighted to be the Acting Interim Executive Headteacher at Afon Y Felin Primary school and it gives me great pleasure to provide you with an overview of our school as prospective parents...welcome! Selecting a school for your child is often one of the most difficult decisions a parent has to make. We want you to make the right decision for your child. Please feel free to contact us if you have any additional questions or would like a visit.

Our school is a special place for children and their families to feel part of a learning community and we are excited for the future. Our official opening was 27.4.77 and we have provided high-quality education for over 60 years. We are an inclusive, community focussed school within the Bridgend Local Authority and serve the communities of North Cornelly and surrounding areas. However, we also have pupils attend from outside of the catchment, everyone is welcome! We have a mixture of straight and mixed year groups. Our children learn in six class bases and we currently have approximately 140 pupils on roll. We believe that for a child to thrive, we want them to feel safe and happy whilst working within an atmosphere of trust and respect. Pupils will engage in learning that provides authentic learning experiences where their knowledge and skills will be purposeful. We have high expectations and standards for all learners. Our curriculum involves all learners and pupil voice is key. We are aiming for children who have a love of learning and are empowered with knowledge and skills that will support them in an ever-changing world so they may take their place in society as caring, independent, responsible and reliable citizens. Our Curriculum for Wales curriculum will enable our learners to be...

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

We hope that while reading our prospectus you feel the sense of achievement, enjoyment, excitement, hard work, love and care that the children at our school experience during their time here. We very much want to continue a partnership between home and school as it is through working together fostering mutual respect and support that we can provide what is best for our children to ensure our pupils receive the best possible start in life.

Yours sincerely / Yr eiddoch yn gywir,

**Mrs. Katrina Pryse**

Acting Interim Executive Headteacher  
Pennaeth Gweithredol Dros Dro



### Our Motto:

# Putting children first! Rhoi plant ar y brig!



This motto reflects our understanding and beliefs, as we aim to ensure, we are a community where all children feel loved, respected and encouraged to develop to their full potential.

### Our Vision:

- To create independent learners who are ready to play a full part in life and work, as informed, ethical citizens of Wales and the World.
- To create ambitious, capable learners who are enterprising and creative contributors who are ready to learn throughout their lives.
- To nurture happy, healthy and confident learners, who are resilient, valued and respected members of society.
- To encourage children to become responsible risk-takers, who set high standards and aspire to succeed.
- To create a digital learning environment that promotes independent pupils who manage life skills confidently.

### Our Mission:

The Governors and staff aim:

- To create a welcoming, caring, secure, calm, happy and purposeful learning environment. Keep
- To encourage pupils' curiosity about their natural, physical world and universe through investigating, understanding and explaining in through experiential learning opportunities.
- To provide rich opportunities to develop technological skills, knowledge and understanding through designing and developing products and systems with a purpose.
- To create ambitious individuals who thrive on problem solving and apply mathematical concepts in a practical, digital and creative way.
- To develop pupil's literacy skills through a range of innovative opportunities in a language rich environment that nurtures enjoyment and participation
- To support pupil's understanding of a range of cultural beliefs, traditions and customs whilst also developing self-respect and respect of others; raising awareness and acceptance of differences.
- To provide the pupils with identity and place, understanding distinctive aspects of the social, cultural, historical and linguistic environment of Wales.
- To ensure pupils appreciate and care for their local community, develop empathy and understanding through the development of the International perspective of the wider world.
- To ensure that staff provide positive role models in terms of how we value good manners and behaviour and teach good social behaviour and consideration for others.
- To develop pupil's curiosity, interest and understanding of the past; allowing hands on experiential learning through visits, handling of artefacts and secondary sources as well as links to the local community and history of Wales.
- To promote healthy minds and bodies: responses relating to the need for schools to foster mental and physical well-being by developing confidence, resilience and empathy
- To develop pupils' knowledge, understanding and skills that will enable them to develop positive and appropriate relationships, whilst being able to deal with any difficult issues and decisions they might face and learn to live independently
- To acknowledge the importance of parental partnerships in building positive relationships to enhance children's learning and support the school vision.
- To provide pupils with opportunities to develop their confidence whilst encouraging imagination and creativity through a range of mediums.
- To give pupils the opportunity to take measured risks and have the responsibilities to take lead roles in order to play a full part in life and work.



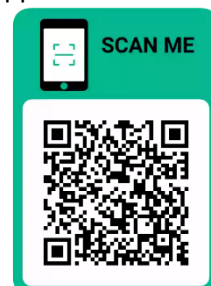
## General Information

### Admissions:

Corneli Primary school is a school for children aged from 3-11 years. The entry of children to schools is controlled by Bridgend County Borough Council. All parents are able to express a preference for the school of their choice when selecting a placement for their child. **Parents need to apply for places for children moving from part-time to full-time Nursery, for children going into Reception and for children moving to Year 3.** There are deadlines for applications. Once the school is oversubscribed priority will be given to:

- Pupils living in the traditional catchment area.
- Children with siblings attending the school.

All admission paperwork is completed online. Go to... <https://www.bridgend.gov.uk/residents/schools-and-education/school-admissions/apply-for-admission-to-school/>. For more information email: [pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk), Telephone: 01656 643643 or scan the QR code.



### Term times: For the academic year 2025-2026


The school will be closed for INSET training for 6 days over the academic year. We will inform you of the dates in a timely fashion so you can make alternative arrangements for childcare, if needed.

Term	Term begins	Mid-term holiday		Term Ends
<b>Autumn</b>	Monday 1.9.25	Monday 27.10.25	Friday 31.10.25	Friday 19.12.25
<b>Spring</b>	Monday 5.1.26	Monday 16.2.26	Friday 20.2.26	Friday 27.3.26
<b>Summer</b>	Monday 13.4.26	Monday 25.5.26	Friday 29.5.26	Monday 20.7.26

Our **INSET Days** set to date are... Monday 1.9.25, Friday 24.10.25, Monday 5.1.26, Tuesday 6.1.26 and Monday 20.7.26. There is one more INSET day to confirm.

### The School Day:

Minimum weekly teaching times DfEE Circular 7/90 sets out the following suggested minimum weekly teaching times as a guide for schools is 21 hours for pupils aged 5-7 years and 23.5 hours for pupils aged 8-11 years. While the above guidance does not outline the standard minimum hours to be operated by schools, it stands as non-statutory guidance and has advisory status only.

Our school starts at 8.55am 

and ends at 3:15pm  for all pupils.

School gates/doors open between 8:45am and 8:50am. Please note that the school is only legally responsible for pupils when they enter the school building. Please help your child to establish good habits of punctuality as any child arriving after 9.10am will be noted in the register as late and entry into school is through the main reception area.



### Uniform:

Our school colours are green jumpers/cardigans, yellow polo shirt and grey trousers, skirt, shorts.

Uniform with a logo can be purchased from Euroschools or Uniform to go (both based in Bridgend). However, you can purchase school uniform for stores and have the logo added, if you'd prefer.



## Communication:



We have a comprehensive school website where all information is regularly uploaded and accessible. Additionally, we use other electronic platforms, which are restricted to parents/guardians of pupils who attend the school such as Teachers2Parents as a text service for information. Class staff also communicate frequently with families via the Class Dojo app and Instagram. There is also monthly Headteacher's newsletters to keep you updated and occasional paper letters sent home with your child. Most of our communication are electronic. [#savetheplanet](#)



## Meetings with Parents:

We have an open-door policy and are here to support families to ensure children thrive. We formally meet with parents twice a year (Autumn and Spring terms). Whilst we prefer face-to-face meetings, we appreciate the complex lives we all live and are happy to meet virtually, using the Microsoft Teams platform. We also issue an end of year report in the Summer term. Parents are further invited to school for... concerts, charity fundraisers, sports events, family engagement activities and additional meetings for children with additional learning needs.

## Breakfast Club:

Welsh Government fund this service so Breakfast Club is free for all full-time children and is run by our catering service who also supervise the children until school starts. Children in the club are taken to their classes at the start of the school day. You need to request a place for your child before they can access this service, and complete some paperwork. Breakfast club opens at 8:25am and closes at 8:50am. Entry to the club is via the main reception into the school hall. Children are offered a range of healthy breakfast choices whilst they chat and play with other children from our school. If your child has specific dietary requirements or allergies, please inform staff before they join the club.

## Charging and Remissions:

The school's Governing Body has resolved to adopt the Local Authority's policy on charging and remissions for school activities. Each time an educational visit or event is arranged, parents will be advised of the pro rata cost and invited to make a contribution to that value. If a large number of parents decide not to make the necessary contribution, then the school may decide not to go ahead with the visit or event. Please note that your child's safety is always the paramount consideration when participating in school activities both on and off site. Also please note that parents may be required to pay for any damage for which their child is responsible, e.g. replacement of books/equipment, etc..

## Transition:



Opportunities for your child to visit our main feeder comprehensive (Cynffig) occur throughout the year when children are in Year 6. However, for those parents who chose another school, we will support any planned transitional arrangements.



## Eating and Drinking:

**Food and Growing...** We are taking the importance of food very seriously and a big part of our **health and well-being** curriculum is to ensure that the children learn about health choices and nutrition. Cooking and understanding food is therefore a big part of daily life. If your child has any allergies, please ensure school staff are made aware of these.

**School Lunches...** Please contact the school if your child has any special dietary requirements or allergies. School meals are available for all full-time children. They are cooked on the school premises and are paid for by Welsh Government by a scheme known as Universal Free School Meals (ufsm).

Some families are entitled to additional support known as Free Meals (FSM), please speak to our administrative staff who can provide you with more information. FSM criteria and application form can be obtained from <https://www.bridgend.gov.uk/residents/schools-and-education/grants-for-pupils/free-school-meals-fsm/>

**Packed Lunches...** Some children prefer to bring a packed lunch. Please ensure that this contains a balanced nutritional diet as we support Welsh Governments' "Appetite for Life" agenda.

**Break time...** A free daily drink of milk is provided by the Welsh Government for children up to 7 years of age. Water is available for the children throughout the school day. We welcome parents sending in reusable water bottles, that are labelled with your child's name. If you wish your child to have something to eat during morning break from home, we ask you to send a healthy snack – fruit or vegetables.



We are proud to have achieved our Eco-Silver flag and Healthy School awards which demonstrate our commitment to improve the lives of our little ones.

## Awards:

Awards, even from a very young age, teach our children that their efforts have been recognised and appreciated. Our **Seren Yr Wythnos** (Star of the Week) award are nominated by the class staff for effort with work, values or behaviour. Our **Siaradwr Cymraeg** Award is issued to a pupil who has excelled in using Welsh in or around the School. These certificates are awarded during our Friday Celebration assembly by the Headteacher.

Mrs. Pryse also has a **Golden Ticket** is available any day of the week. A child may be brought to the Headteacher as they have shown that they have met one of our four core purposes such as... an incredible piece of work (a creative contributor) or for being kind to a peer (ethical citizen). These are nominated by any member of Afon Y Felin staff. During this special visit of celebration, they also receive a prize from the Wow Box. Staff also use a range of stickers and stampers to reward children.



## Pupil Voice:

We value what our pupils can bring to the life of the school and have a range of pupil led teams that ensure children's voices are heard. They proudly wear their badges to let others know which team they represent.



## GDPR:

All data will be treated in accordance with the General Data Protection Regulation 2018 and you can read our data privacy notice on our website or contact the school office.

## Policies and Procedures:

Here at Corneli Primary School we work hard to maintain good relationships with parents and the community. These are based on mutual respect and a willingness to listen. If you need further information about how we do things, a copy of our policies and procedures can be found on the school website. Alternatively, pop into reception and ask the administrative team for a paper copy.



## Our Team

### Senior Leadership Team:

**Katrina Pryse**  
(Acting Interim  
Executive  
Headteacher)



**Denise Jones**  
(Head of School)









**Kirsty Evans**  
(ALNCo)



**Emma Hughes**  
(SLT)



### Teaching Team:

Class base	Teaching staff
Nursery <b>Little Acorns</b>	<b>Anna Bowie</b> Nursery Manager Natasha Jones LSO  
Reception/Year 1 <b>Hollies</b>	<b>Emma Hughes / Jennifer Williams-Pratt</b> Job share teachers Zoe Dixon LSO   
Years 1/2 <b>Willows</b>	<b>Georgia Mohammed</b> Teacher Joanne Jones LSO  
Years 3/4 <b>Birch</b>	<b>William James (Autumn 1), Rhiannon Santner / Jennifer Williams-Pratt (Autumn 2 onwards)</b> Job share teachers   
Year 4/5 <b>Cedars</b>	<b>Katie Harries</b> Supply teacher 
Years 6 <b>Oak</b>	<b>Kirsty Evans</b> Teacher, ALNCo 
PPA Cover	<b>Jennifer Williams-Pratt</b> Teacher Elsie Clee LSO  

### Non-teaching Team:

Name	Role
Julie-Ann Hill, Nicola Richards	Senior Administrative Officers 
Alun Gardner	Site Manager 
Zoe Cliffe	Cook 
Anita Rees Joanne Clatworthy	Lunchtime kitchen staff  
Sharon Jones (all LSOs and SSOs also cover lunchtime)	Lunchtime Supervisors 
Zoe Cliffe, Jo Clatworthy Ann-Marie Clatworthy, Zoe Dixon	Breakfast Club Supervisors    
Zoe Cliffe Dawn Lewis	Cleaners  



## Welcome message from our Governing Body:

Dear Parent/ Guardian,

Croeso i Ysgol Gynradd Afon Y Felin.

I have great pleasure, as Chair of a very active and committed governing body, in inviting you to join our school community by enrolling your child/ children. The Governing Body is involved with our school at every level. This includes finance, safeguarding, premises management and staff appointments. As Governors, we consider our most important role to be the safety, welfare and education of our pupils.

We are here to support and encourage our Headteacher, Senior Leadership Team and all school staff to ensure that every one of our children has access to an enriched education and to all the opportunities that they deserve. The children in our school work hard across the curriculum. We are justifiably very proud of them and would like to thank the parents who encourage and support their children so admirably.

Enclosed is detailed information regarding our school, please read through it and any further information required do not hesitate in contacting us, you will be most welcome to do so. Afon Y Felin Primary is an important part of the community especially with regard to the Education and Development of our children guided by Welsh Government legislation and the local authority.

We wish your child every success and happiness at Afon Y Felin. Diolch am gymryd amser i ystyried ein hysgol a gobeithio y byddwch yn ymuno â ni yn fuan.

Yours sincerely,

**Clair Stephens**

Chair of Governors



The governing body at Afon Y Felin Primary school has responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the Local Authority. The internal management of the school is the responsibility of the Headteacher. The Governing Body meets at least once a term and, in addition, subcommittees meet regularly to review the various areas of the life and work of the school. They report to the full Governing Body for formal ratification of proposals. The minutes of Governing Body meetings are available from the Headteacher, on request. Governors are required by law to publish an Annual Report to Parents which is distributed to all parents in the summer term.

The current membership of the Governing Body is outlined below:

Governor Name	Governor Type	Area/s of responsibility	End of service
Clair Stephens	Chair of Governors Community Governor (C)	Safeguarding, Expressive Arts	27.9.26
Cllr. Elaine Winstanley	Vice Chair of Governors Local Authority Governor (LA)	Languages, Literacy and Communication	17.10.26
Anette Pritchard	Local Authority Governor (LA)	Languages, Literacy and Communication	6.11.28
Cllr Richard Granville	Local Authority Governor (LA)	Humanities	10.4.27
Victor Garrick	Parent Governor (P)	Health and Wellbeing	30.5.28
Marina Smith	Parent Governor (P)	Mathematics and Numeracy	9.1.28
Vacancy	Parent Governor (P)		
Vacancy	Parent Governor (P)		
Rev. Duncan Walker	Community Governor (C)	Health and Wellbeing, Expressive Arts	12.7.27
Nigel Burnap	Community Governor (C)	Science and Technology	26.3.29
Vacancy	Community Council Governor (C)		
Katrina Pryse	Headteacher (S)	All	5.1.29
Denise Jones	Teacher Governor (S)	Languages, Literacy and Communication	27.9.26
Elsie Clee	Support Staff Governor (S)	DCF	2.7.27

The clerk to the Governing Body is **Simone Delaney** and can be contacted via School Governance Solutions Acland Road, Bridgend. CF31 1TF. If there are any issues you would like to raise with the Governors to join our Governing body Team, Ms. Delaney can be contacted.



# Curriculum for Wales (CfW)

At Afon Y Felin Primary school, children are given the opportunity to become:

1. **Ambitious, capable learners**, ready to learn throughout their lives and achieve to their full potential. Afon Y Felin pupils will be able to seek to challenge themselves and others, question the world around and lead their learning.
2. **Enterprising, creative contributors**, ready to play a full part in life and work, drawing on their resourcefulness. Our pupils will actively engage in real life experiences to allow them to solve problems that are purposeful.
3. **Ethical, informed citizens**, ready to be citizens of Wales and its world with a secure understanding of their culture and heritage. Our pupils will be respectful and honest in their every day lives, making good choices about their behaviour and finding out about values and beliefs in communities.
4. **Healthy, confident individuals**, ready to lead fulfilling lives as valued members of society with a knowledge of mental and physical wellbeing. Our pupils will have a sense of belonging and will build positive relationships through experiences built on happiness and laughter.

Our curriculum has been shaped by Welsh Governments CfW agenda which includes:

- 6 Areas of Learning and Experience from 3 to 16 years or age;
- 3 Cross curriculum responsibilities: literacy, numeracy and digital competence;
- Progression reference points at ages 5, 8, 11, 14 and 16;
- Achievement outcomes which describe expected achievements at each progression reference point.



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

- **Expressive arts;**
- **Health and well-being;**
- **Humanities (including RE);**
- **Languages, literacy and communication (including Welsh);**
- **Mathematics and numeracy;**
- **Science and technology.**

Around our school you will see 6 colours of a rainbow. Each colour links to one of the Areas of Learning and Experience (see above). This is a great way to get the children to connect to their learning.



## Learning through play:

Effective practice places great emphasis on the holistic development of children and the development of skills across the curriculum building on previous learning experiences and knowledge. By providing a broad, rich and exciting curriculum both indoors and outdoors, using a variety of approaches, we develop children as individuals, recognising their level their personal motivators and interests. Children of all ages learn through play and this is a crucial time for developing lifelong learning skills by being curious and exploring. They learn how to observe, listen, respond and develop as individuals and learn how to work individually and as a team. Your child may come home with resources they have used in school on their clothes e.g. mud. Celebrate that they have been actively involved in their learning.

## Bilingualism:

English is the main language of communication, teaching, learning and assessment at Afon Y Felin Primary School. However, the school is committed to promoting the aims and aspirations of the Welsh Government in developing Bilingualism. In our school both English and Welsh will be functional languages. We will promote oracy, reading and writing in both English and Welsh Second Language in informal and structured situations. Welsh will be seen and heard around the school, during school assemblies and concerts, signage and displays, lessons and indoor and outdoor activities. We are passionate about being Welsh and have shown our commitment by our involvement with Welsh Governments' 'Siarter Iaith', for the development of the Welsh language which we have achieved our Gold award, renewed twice, the only school in Bridgend to achieve this!

## Religion, Values and Ethics (RVE) and Relationships and Sexuality Education (RSE):

At Corneli we believe all children need to know their rights and know the power of having a voice. We create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive whatever their circumstances or starting points. We are working towards Our Rights Respecting Schools Bronze Award which shows that these values are embedded in daily school-life. We also believe the ethos of the school should be built on a foundation of core values. These will be embedded on a monthly basis throughout the curriculum and will also be addressed in assemblies and Collective Worship. Our values are the basis for the social, intellectual, emotional, spiritual and moral development of the whole child. We encourage the children to consider these values, thereby developing knowledge, skills and attitudes that enable them to develop as reflective learners. Our VIEWs (Values, Independence, Ethics and Wellbeing) help to give children the best chance to lead happy, healthy lives and to be responsible, active citizens.

View	Month	View	Month
Kindness and Individuality	September 2025	Creativity and Resilience	March 2026
Gratitude and Manners	October 2025	Co-operation and Support	April 2026
Commitment and Accountability	November 2025	Independence and Generosity	May 2026
Community Minded and Inclusion	December 2025	Participation and Perseverance	June 2026
Sustainability and Thankfulness	January 2026	Compassion and Confidence	July 2026
Fun and Change	February 2026		

Daily collective worship in school is conducted through group whole school assemblies, class reflections and a weekly whole school celebration assembly. Within these learning sessions topical issues and big questions are explored and feedback is collected and shared and ties into our VIEWs. RVE and RSE is mandatory in the Curriculum for Wales, for all



Big Bocs Bwyd offers our families access to surplus food from suppliers such as Tesco and Spar. Thursday 9am at Corneli Primary.



## Additional Learning Needs (ALN)

At Afon Y Felin Primary School we are proud of the support that we offer for our learners with Additional Learning Needs. We feel that all learners within the school are supported well, and that we have positive working relationships with learners and their families, as well as other individuals and organisations that work with the young person. We feel that the support, guidance and interventions that we offer is tailored to meet the needs of each learner individually, and that this support is monitored and adapted in a pupil-centred way.

Additional Learning Needs legislation in Wales is changing, and this is known as The Additional Learning Needs and Education Tribunal (Wales) Act 2018. The Additional Learning Needs and Education Tribunal (Wales) Bill was passed by the National Assembly of Wales on 12<sup>th</sup> December 2017 and became an Act on 24<sup>th</sup> January 2018 after receiving Royal Assent. At Corneli Primary, we are working hard to prepare for these changes as there is a roll out plan set by Welsh Government. However, in September 2021 the Additional Learning Needs and Educational Tribunal (Wales) Act came into force and as a school we are working on ensuring that this will be a smooth transition from the old SEN system to the new.

The law is changing for several reasons:

- The child or young person's needs might be found too late;
- The support might be provided to the young person too late;
- The young person and their parents/carers might not be involved enough in planning;
- The current system can be complicated to understand;
- The law only currently covers children and young people up to the age of 19.

The new legislation for ALN will bring about several main changes for ALN. It:

- Brings together all current systems into a new, single system for ALN;
- Changes terminology- Special Education Needs (SEN) has been replaced by Additional Learning Needs (ALN);
- Is pupil centred, where young people and their parents are completely involved in decision making;
- Provides learners with the same type of statutory plan (Individual Development Plan or IDP), irrespective of age or setting;
- Improves transition between settings;
- Allows further Welsh language provision;
- Has clear and consistent right of appeal;
- Is a fair and transparent system for all.

For more detailed information about the ALN reform, please click the following link:

<https://www.loom.com/share/c720fa47ec4347d3b08627a2e4a5dccb> alternatively, to find out more see the Welsh Government video link below:

<https://mail.google.com/mail/u/0/?tab=rm#inbox/FMfcgzGkXmhvdDpMgRRLNmMffjKMZfTp?projector=1>

Supporting information is available for parents and learners. In this section of the website, you will find links to help sheets and further information about how the changes will affect learners and their families, and what support is available to you. You will find it useful to read the booklet 'BIS ALN Handbook 2021'. However, if you still require any further information about the changes or are concerned your child has an additional learning need then we welcome you to contact us. You can contact us at the school and ask to speak to the Additional Learning Needs Coordinator (ALNCo) **Kirsty Evans** our Head of School **Denise Jones** or **Katrina Pryse**, Headteacher.



ALNCo  
**Kirsty Evans**



## Safeguarding and Child Protection

Here at Afon Y Felin Primary School we take the well-being of all our children very seriously. We have a comprehensive Safeguarding and Child Protection Policy. All staff and volunteers at the school who come into contact with the children have a DBS check when they start and all staff and governors receive training relating to safeguarding and issues. These are placed as high priority within the school. The school's safeguarding officers are **Katrina Pryse** (Headteacher) and **Denise Jones** (Head of School). The deputy safeguarding officer is **Emma Hughes**. The Governor responsible for safeguarding is **Clair Stephens**. If you have a concern about the welfare of a pupil, we urge you to speak to us.

Alternatively, you can contact the Local Authority Multi-Agency Safeguarding Hub (MASH) if you have a concern which occurs outside of school. Your call can be anonymous! The duty desk information is...

### Information, Advice and Assistance (IAA) Team (for Children)

Phone: 01656 642320

Email: [mashcentra@bridgend.gov.uk](mailto:mashcentra@bridgend.gov.uk)

## Health and Safety

### Routine check-ups:

Throughout their time at Afon Y Felin Primary School, children will undergo various health check-ups by the school nurse such as sight, weight, hearing and teeth etc.. You will be informed if any problems are detected requiring your child to be referred for further treatment.

**Routine practices:** Throughout their time at Afon Y Felin Primary School, children will participate in termly drills such as fire and lockdown. These ensure pupils know what to do should there be a risk whilst they are at school.

**CCTV:** We have CCTV around the school site internally and externally. However, we **do not allow** parents/guardians access to viewing this material. The system is fit for purpose, but does not have redactive facilities (due to the age of the hard/software). We expect families to trust the findings of school professionals when CCTV is being used to assess a situation.

### Head lice:

From time to time, there are outbreaks of head lice within every school. Regular checks are the only way to stop the lice spreading and we do appreciate the support of parents in this matter.

### Injuries:

In cases of a serious injury, parents/guardians will need to be contacted. It is essential that more than one emergency contact name and telephone number be provided on the enrolment form. If your child becomes ill or has an accident during the school day, appropriate first aid or other care will be administered and you will be notified as soon as is practicable. However, when there has been a head injury, parents will always be contacted. A first aid slip will also come home.

### The Administration of Medicine:

If it is necessary for your child to receive medication during the school day then a medication consent form must be completed. No medication will be administered unless this form has been authorised by the headteacher. Only medicines that have been prescribed four times a day will be administered in school. Parents are welcome to visit the school and administer medicines if needed. **Only prescribed medicines, in the original container, issued by a pharmacy, can be administered.** Medication kept in school such as asthma pumps or EpiPen's **MUST** be labelled with your child's name and will be kept by the class teachers.

### Clothing:

Please ensure your child is wearing appropriate clothing for the weather. School has a limited supply of clothing for outdoor learning, parents are requested to send in appropriate kit e.g. wellies.

## School Access:

Help us to provide a clean, safe environment by following these few simple rules: Please park away from outside the school gates on the zig-zag lines or in the bus stop. Please do not smoke anywhere inside the school buildings, grounds or on school trips. Dogs are not permitted inside the school grounds.

## Smoking:

From 1<sup>st</sup> March 2021, all school grounds in Wales are required to be smoke-free. It is an offence to smoke on school grounds. The legislation that sets out the details are section 10 of the 2017 Act and regulations 10 and 12 of the 2020 Regulations. A fine for non-compliance can be endorsed.

## Absences:

If your child is unable to attend school please inform us by telephone (01656 81575a0) by 9:30am on the morning of an absence. If your child becomes ill during school time- we must have up to date contact numbers so that we can contact you. Punctuality and attendance are very important and we will contact you if either are a concern. If your child is late for school, they must enter via the main entrance and report to the school office so that they can be marked on the register and their lunch preference logged.

Afon Y Felin Primary is committed to ensuring regular attendance at school is a priority, providing pupils with the best possible chances in life to succeed and achieve their goals. Absences due to illness are unavoidable in most cases. Sometimes, a child is ill in school, and we have to ask you to pick them up early. And, of course, the '48-hour rule' applies when pupils are physically sick or have an upset tummy. But there's no escaping from the fact that good attendance and punctuality are vital to good progress. Therefore, we will work with parents/carers, pupils and the local authority to ensure that all pupils receive appropriate education and attend school regularly.

**DID YOU KNOW?** School days per year = 190 days Holidays and weekends = 175 days 90% attendance during 1 school year = 1/2 day missed each week. 90% attendance during school year = 4 weeks of missed lessons. 90% attendance over 5 years of school = 1/2 school year missed. 90% might sound good but it is half a day a week of missed school. This is equal to a year of missed education by the age of 16. 80% attendance is the equivalent to missing on average 1 day a week. This equates to 2 years of missed school by the time your child is in Year 11. Before the half-term holiday, the Welsh Government issued additional guidance, which identified, 'good attendance depends on circumstances, but is usually taken to be around 95%'. In addition, a child will be identified as persistently absent from school if their attendance falls to 90%, which would raise concerns and require support to improve. Proactive Strategies... we will praise children in different ways to promote and encourage good attendance at school. This could be our school trophy, poster campaign, announcements, celebration assemblies and incentives.

Attend to Achieve letters will be sent out termly to inform parents/carers of their child(ren)'s attendance across that period.

Should your child(ren)'s attendance and punctuality fall below a certain threshold, the school will issue a 'Letter 1' informing parents/carers that their child(ren)'s attendance needs to improve. In addition, should the school continue to have concerns about your child(ren)'s attendance, i.e. it does not improve, a 'Letter 2' will be sent home asking you to attend a meeting with the Headteacher or Head of School. The purpose of the meeting is to explore ways in which the school could support, or actions parents/carers could take to improve their child(ren)'s attendance. Where parents/carers are unwilling to engage in these supportive meetings, an automatic referral to the Education Welfare Service (EWS) will take place and the school's Education Welfare Officer (EWO) will engage with the family. Having good attendance also means being on time and not being late to school. Children who arrive late can feel embarrassed, left out and miss out on important introductions to lessons. Punctuality is an essential life skill that needs to be taught from the very beginning. Therefore, it is important that your child arrives at school and ready to walk into the school building by 9am. Please be aware if they arrive more than 30 minutes late they will be marked as absent (U code) for the half day. If you need to make a medical or dentist appointment: Medical appointments should where possible be made outside school hours. When this is unavoidable, your child should be in school for the remainder of the school day, whether before or/and after the appointment. If your child's appointment is at 09:45 please bring them to school first and then return them before lunch. Again, in the afternoon, if they have an appointment at 13:45, please pick them up from school after the registration period. Attending a medical appointment is counted as an absence from school if your child is not physically present when the register is taken. Holidays in Term Time 'Schools can only agree to absence for a family holiday or trip if they believe there are special circumstances that warrant it.'

(WG guidance, 2023) 'Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.' (All Wales Attendance Framework, 2011) We have a holiday request form, which will need to be completed before any child goes on a holiday during school term time. This can be accessed through the school office or on our website. It is highly likely that should your child have an attendance below 91% (school attendance target), the request will be unauthorised. Unauthorised absence does not mean you cannot go on your holiday. However, it will be unauthorised (G code) on the attendance system. Whether authorised or not, the holiday absence will negatively impact your child's attendance. Bridgend County Borough Council (BCBC) has updated its Fixed Penalty Notices (FPNs) guidance. An FPN will only be considered where there is proven evidence of unauthorised absence, where positive change has not been seen. We never take such action lightly and would far rather work with parents/carers to improve attendance without having to resort to enforcement action. Attendance is a high priority for schools in Wales.

What if my child(ren) needs to miss school? Parents and carers have a legal duty to ensure your child(ren) get a full time-education. There are only a small number of circumstances where missing a school day is permitted. Therefore, your child(ren) must attend every day that the school is open, unless:

- Your child(ren) is too ill to attend.
- You have asked in advance and been given permission by the school for your child(ren) to be absent on a specific day due to exceptional circumstances.
- Your child(ren) cannot go to school on a specific day because they are observing a religious event and you have informed the school.

• Your local authority is responsible for arranging your child(ren)'s transport to school and it's not available or has not been provided yet. Support If you require support with your child(ren)'s attendance, you can contact the Headteacher or Head of School Or Bridgend County Borough Council's Early Help Service: Website Information:

<https://www.bridgend.gov.uk/residents/children-and-young-people/bridgend-early-helpservices/>

Email contact: [earlyhelp@bridgend.gov.uk](mailto:earlyhelp@bridgend.gov.uk)

**Key Information to help you understand your child's attendance and the time they may have missed in school...**

## Attendance Tracking Target Setting



Autumn 1 - 40 days / 80 sessions		Autumn 2 75 days / 150 sessions		Spring 1 110 days / 220 sessions		Spring 2 140 days / 280 sessions		Summer 1 159 days/318 sessions		Summer 2 195 days/390 sessions	
Approx days Missed	Percentage Attendance	Approx days Missed	Percentage Attendance	Approx days Missed	Percentage Attendance	Approx days Missed	Percentage Attendance	Approx days Missed	Percentage Attendance	Approx days Missed	Percentage Attendance
0	100%	0	100%	0	100%	0	100%	0	100%	0	100%
1	97%	1	99%	1	99%	1	99%	1	99%	1	99%
2	95%	2	97%	2	98%	2	99%	2	99%	2	99%
3	92%	3	96%	3	97%	3	98%	3	98%	3	98%
4	90%	4	95%	4	96%	4	97%	4	97%	4	98%
5	87%	5	93%	5	95%	5	96%	5	97%	5	97%
6	85%	6	92%	6	94%	6	95%	6	96%	6	97%
7	82%	7	91%	7	93%	7	94%	7	96%	7	96%
8	80%	8	89%	8	92%	8	94%	8	95%	8	96%
9	77%	9	88%	9	91%	9	93%	9	94%	9	95%
10	75%	10	87%	10	90%	10	92%	10	94%	10	95%
11	72%	11	85%	11	89%	11	91%	11	93%	11	94%
12	70%	12	84%	12	88%	12	90%	12	92%	12	94%
13	67%	13	83%	13	87%	13	90%	13	92%	13	93%
14	65%	14	81%	14	86%	14	89%	14	91%	14	93%
15	62%	15	80%	15	85%	15	88%	15	91%	15	92%
16	60%	16	79%	16	84%	16	87%	16	90%	16	92%
17	57%	17	77%	17	83%	17	86%	17	89%	17	91%
18	55%	18	76%	18	82%	18	86%	18	89%	18	91%
19	52%	19	75%	19	81%	19	85%	19	88%	19	90%
20	50%	20	73%	20	80%	20	84%	20	87%	20	90%
		21	72%	21	79%	21	83%	21	87%	21	89%
		22	71%	22	78%	22	82%	22	86%	22	89%
				23	76%	23	82%	23	85%	23	88%
				24	75%	24	81%	24	84%	24	88%
				25	74%	25	80%	25	84%	25	87%
				26	73%	26	79%	26	84%	26	87%
				27	72%	27	78%	27	83%	27	86%
				28	71%	28	78%	28	82%	28	86%
						29	77%	29	82%	29	85%
						30	76%	30	81%	30	85%
						31	75%	31	80%	31	84%
						32	74%	32	80%	32	86%
						33	73%	33	79%	33	83%
						34	73%	34	79%	34	83%
						35	72%	35	78%	35	82%
						36	71%	36	77%	36	82%
								37		37	81%
										38	80%







*Thank you for taking the time to read all about our school and we look forward to you becoming part of our Afon Y Felin school family!*

Cyngor Bwrdeistref Sirol

