



School Prospectus 2019/20

Updated Autumn Term 2019



*'Living and growing together,
learning that lasts forever.'*

*'Tyfu a bwy'n gytûn,
parhau i ddysgu bob un.'*

*This is a very happy, safe and inclusive
community, which places exceptional
emphasis on each individual's role
and contribution to the school family.*

 **Estyn**

February 2018

Headteacher: Mr. N. Craven-Lashley B.A. Ed. (Hons) NPQH
Deputy Head: Mrs. R. Edwards B.A. Ed. (Hons)

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Mission Statement and Motto

***‘Living and growing together,
Learning that lasts forever.’***

September 2018

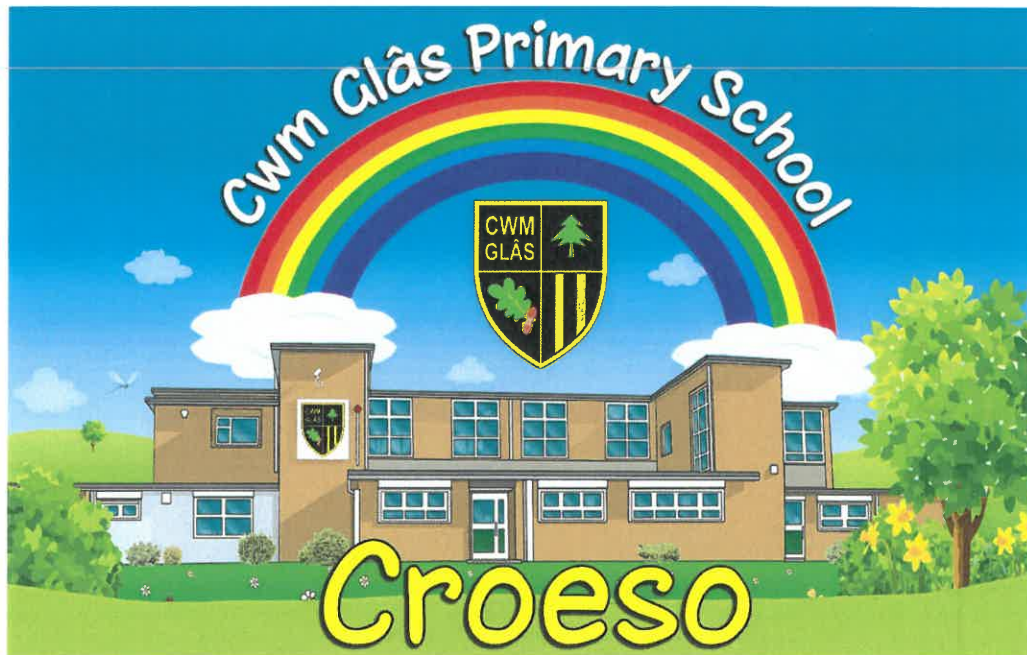
**Headteacher: Mr. N. Craven-Lashley BA Ed (Hons), NPQH
Deputy Headteacher: Mrs. R. Edwards BA Ed (Hons)**

Chair of Governors: Mrs D. Coates

Cwm Glâs Primary School is a co-educational, English-medium, county-maintained community primary school for pupils between the ages of 3 and 11. There are 260 pupils on roll (Oct 2019).

The information in this prospectus is correct at the time of publication – Oct 2019. Some adjustment/reorganisation may be necessary for the 2019/2020 academic year and new versions may follow as a reprint throughout the year.

This document has been amended and conforms to ‘Welsh Government Regulations about reporting school and pupil information: concise guidance September 2011’.



Contents	Page
Headteacher's Letter of Introduction	4
School Vision Statement	5
Information About Admissions	6
Transition	6
School Organisation	6
Staffing	6
Parents and School/ Home School Agreement	7
Care for your Child, including the administration of medicines	8
Security Arrangements	9
A Summary of the School's Aims and Values	9
Pupils' Thoughts	10
Term Dates and Session Times	11
Uniform	11
Charging Policy	11
Curriculum	11
Special Educational Needs	12
Letter from Alan Wells, Director of the Basic Skills Agency	13
Equal Opportunities	14
Access for Disabled Pupils	14
Toilet Provision	14
Sex Education	14
Religious Education and Collective Worship	14
Welsh Language	14
Homework	14
Attendance Information	15
Lunch Time Arrangements	16
Extra-curricular Activities	16
Support for Charities	16
Assessment Information	17
Progress in Setting and Meeting Targets	17
The School's Sporting Aims and Provision for Sport	17
Keeping in Touch	17
Complaint Procedures	19
And Finally...	20
Appendix A Home-School Agreement	
Appendix B Term Dates	
Appendix C Form for the Administration of Prescribed Medicines	
Appendix D Attendance Information	
Appendix E Request for Leave of Absence for Annual Holiday	
Appendix F Assessment Information	
Appendix G Fair Processing Notice	
Appendix H Privacy Notice	



Headteacher's Letter of Introduction

Dear Parents/Carers,

We are pleased to welcome you and your child to Cwm Glâs Primary School and hope that the years spent here will be happy and successful. The information in this prospectus is intended to help introduce you and your child to the school.

Cwm Glas Primary School lies at the heart of its community. We are proud of our status within the local and wider community and we celebrate achievement and champion success. We enjoy a large 5 acre site which affords outdoor learning, sports and Forest Schools, promoting the Wellbeing of our pupils. In June 2018, we were assessed and retained our prestigious NQA Healthy Schools accreditation and are proudly affiliated with the UNRC.

With 265 pupils on roll, split across a 1.5 cohort arrangement, we are well subscribed, attracting local and further afield families. Our KS2 STF offers a superb facility for up to 8 MLD pupils embraced within a mainstream environment. We pride ourselves in being inclusive, with our high proportion of FSM (32%) and ALN (circa 50%) pupils being supported and challenged to achieve their very best. Bonymaen Ward 4 is ranked 17th out of 148 LSOAs in Swansea according to WIMD which presents further challenge. However, we continue to see consistently high attendance, outcomes at Y2 and Y6 continue to remain very strong and our learners go on to achieve excellence in Cefn Hengoed, our feeder Comprehensive School. Their current Head Boy and Girl are past pupils of Cwm Glas. We have three extremely positive Estyn inspections behind us since 2005. The more recent validation by Estyn in February 2018, reaffirmed our status as 'good and excellent,' despite the significant changes that the school has robustly and confidently embraced. Cwm Glas is justly proud of the 'Good' and 'Excellent' judgements. Care, support and guidance represents what we do best, across the whole school and wider community. We ensure that our pupils have a memorable, relevant and balanced learning experience at Cwm Glas, enriched with opportunities that many schools are not able to offer. Our relentless aim is for pupils to leave us as confident, resilient, ambitious and capable learners, ready to take their place in the world. We provide a happy, family environment where pupils grow in learning and in life.

As parents, there are a number of things you can do to help:

- do reassure your children about school: talk to them about their teacher, the activities they are doing, the friends they are making and the happy time they will have;
- keep us informed of any significant details relating to your child's education. Tell us of any allergies, major health problems, or personal circumstances, which might be significant. This information will be regarded as confidential and will help us to care all the more effectively for your child;
- do not hesitate to come and see us if there is a matter you wish to discuss or any anxiety you wish to share. Remember, however, that some things are better discussed away from your children, at a time when the teacher is free to talk to you.

You may be certain that we will do our best to ensure that your child will never fail. The staff are highly skilled at assessing pupils' individual level of development and then supporting them in making good or excellent progress. We work hard to ensure that all children feel good about themselves and acquire a high level of self-esteem. We believe that if you feel successful, you will be successful. We are a 'growth mindset' school.

We wish your child a happy introduction to the school and successful progress through his/her time with us. We strongly believe that your involvement in this process is crucial and we will provide frequent opportunities to keep you informed about the ways in which we are working with your child. We are keen to have parental involvement at all levels and if you have any spare time to come into the school and work with us, we will be very pleased to accommodate you. We already have an excellent team of volunteers who make a significant contribution to the success of the school, as well as an active Home School Association. However, there is always room for more helpers! You will be made very welcome.

Yours sincerely,

Mr. N. Craven-Lashley
Headteacher



BECTA IT
Quality Mark

Investors
In People
Award

NQA Healthy
Schools Award

Eco Schools
Award

Swansea
Schools
Choral Winners

Eco-Flag

Active Marc
Cymru

Swansea in
Bloom

Swansea
Sustainable
Schools: Bronze

School Vision and Values Statement

Our core value is 'family,' which is demonstrated across the school community at all levels. We grow and learn together, making a difference through nurturing, caring and supporting each other within our inclusive and friendly school.

Learning is fun, engaging and innovated using pupil voice. This ensures that children leave us as ambitious, capable and confident young people, proud of their progress.

NBCravenLashley

Mr. N. Craven-Lashley
Headteacher

2018 Estyn Inspection Report Summary: *New Framework*

The new headteacher and deputy headteacher contribute well to the strategic direction of the school and share their vision effectively with the whole school community. The strong team ethos together with purposeful school improvement strategies is beginning to have a positive effect on the provision and pupils' standards. Leaders ensure a caring, inclusive and nurturing learning environment where every pupil has opportunities to engage fully in their learning. The school's work in ensuring support for vulnerable pupils and families, as well as parents and carers in general, is exemplary.

Inspection area	Judgement
Standards	Good
Wellbeing and attitudes to learning	Good
Teaching and learning experiences	Good
Care, support and guidance	Excellent
Leadership and management	Good

2011 Estyn Inspection Report Summary: *Previous Framework*

The school's current performance:



The school's prospects for improvement:



Copies of both inspection reports can be found on the school website.

INFORMATION ABOUT ADMISSIONS

For the 2019/20 school year parents are required to make an online application for a place in our Reception class for September. This can be done via the City and County of Swansea council website. Parents will then be informed, in writing, with regard to the success of the application. The school has a limit of 40 pupils for intake in each school year group. Parents who do not live within the school's defined catchment area will need to submit a 'Preferred Placement Application Form'. Priority will be given to children who live within the catchment area. Parents of children with disabilities are asked to contact the Headteacher directly to discuss the particular needs of the child.

During the Summer Term, an informal coffee morning will be held with parents of new entrants and the Headteacher, to discuss aspects of the school's organisation and answer any questions parents might have.

Parents who wish to start their child at the school at any other time of the year are asked to contact the Headteacher and apply via County.

Parents who wish to visit the school are asked to make an appointment in order to put in the diary the opportunity to meet with a member of the Leadership Team and to enjoy a tour of our school.

TRANSITION

We work closely with our partner secondary school, Cefn Hengoed Comprehensive School, to ensure a smooth transition for pupils between the different phases of education. The Year 6 children visit the school for an induction day when daily routines and procedures are explained to them, and to take part in some lessons. Meetings take place between staff at both schools to discuss arrangements for individual children. Ex-pupils visit the school, when appropriate, to speak with Year 6 children about their experiences. Various sporting and learning activities are organised during the

year to allow pupils to visit the school in a relaxed atmosphere. We also liaise effectively with other Secondary schools should pupils choose a different school.

SCHOOL ORGANISATION

For the 2019/20 academic year the school is organised as follows. **correct at time of print Sept '19*

Class Name	Classteacher	Year Group
Nursery	Mrs. K. Davies* & Mrs R. Batcup <i>(Job share)</i>	Nursery
1	Miss M. Rosser & Miss G. Davies <i>(Job share)</i>	YR
2	Mrs. V. Williams & Miss G. Davies <i>(Job share)</i>	YR / Y1
3	Mrs. J. Kelleher & Miss G. Davies <i>(Job share)</i>	Y1/Y2
4	Mrs. K. Kirmse	Y2
5	Miss S. Davies	Y3
6	Mr. J. Jones	Y3/Y4
7	Mrs. C. Kieft	STF (KS2)
8	Mrs. R. Edwards	Y4 / Y5
9	Mrs. S. Ives	Y5 / Y6
10	Miss L. Price	Y6
Miss H. Richards teaches Welsh 2nd Language across classes (Part Time) Mr. D. Godwin teaches Music skills across classes (Part Time)		

The class organisation is reviewed before the start of the new school year as pupil numbers are finalised. Sometimes it is necessary to organise classes into mixed year groups to keep class sizes to reasonable levels. These arrangements vary as pupil numbers change, and is something that teachers are used to managing.

Each teacher is responsible for a class, as well as one or more Areas of Learning and Experience (AoLe). The classes are organised primarily into mixed-ability groups but organisation is flexible, to reflect the wide range of activities that might be undertaken. There will be opportunities for children to work as individuals, in pairs, as a member of a group, or as a whole class.

Classes combine for morning assembly and sometimes for singing, Music, P.E., Games and Drama lessons and other learning activities as appropriate.

**This year, Mrs. K. Davies' maternity leave continues until January 2020. In her absence, Mrs. R. Batcup assumes the full time Nursery teacher role.*

Parents and school /HOME SCHOOL AGREEMENT



**Head Girl & Head Boy 2019/20
Ben Copp & Lexi Wilkes**

We feel strongly that the responsibility for the education and general development of the children should be shared by both school and home. With an understanding of each other's role and co-operation between parents and teachers, the children have a tremendous advantage. A close link between home and school, a partnership, is therefore vital.

With this in mind, a dialogue with all relevant parties was undertaken in order that a 'Home School Agreement' could be produced (see Appendix A). Parents and pupils are invited to adopt the principles and to show their commitment by signing a copy of the agreement. The Headteacher signs the copy on behalf of the school. We try in various ways to keep you informed of your child's progress. Teachers frequently make time for consultation with parents. School reports are issued annually and there are 'Parents' Evenings' during the Autumn and Spring Terms. Regular newsletters (Headteacher's Newsletter) keep you informed about what is going on, as well as information on our website, our Twitter account and via text messaging.

Parents, as well as other family members and friends are encouraged to come to school and help, in whatever capacity they feel comfortable. People in the community have many skills and talents which they can share with us - cookery, art, craft, library assistants, listening to pupils read, ancillary tasks, sport. If there is any way in which you feel that you can help, please see either the Headteacher or any

teacher.

When pupils see their parents showing an interest by helping in the school there is enormous benefit to their attitude, effort and attainment.

The importance of parental interest and involvement cannot be over-stressed. It does pay dividends. Speak to some of our helpers and see what they have to say about it.

The development of a close relationship between school and home demands more than close interest. It also needs the right mixture of space and trust. An appreciation of, and confidence in, each other's role makes the school a purposeful and happy place where children feel at ease, can work to reach their full potential and can gain maximum benefit from their schooling.

There is an active Home School Association that organises a regular programme of social, educational and fund-raising events. Regular contact is kept through newsletters. Please make every effort to attend the Home School Association termly meetings – the activities are for the benefit of every child, and all help will be welcomed.

Care for your Child

The school has a policy regarding 'Behaviour, Discipline and Bullying' that can be viewed on request. The policy has been created in the interests of ensuring a safe, secure environment for all pupils.

Parents can do much to ensure that children grow up with a positive framework of values – even though this sometimes isn't easy! There are many places you can turn to for help – us as a school, your G.P., other parents, and even the internet.



School Buddies

The Buddies are trained in mediating in minor playtime disputes, and especially in providing play activities. If you have a minor problem, talk it over with a Buddy. The Buddy scheme also received a British Telecom Citizenship Award



Bringing it all together

Good standards of behaviour are expected from all children. We encourage them to adopt a caring attitude towards one another and to treat everyone involved in the school with courtesy. The class teacher normally deals with any behavioural problems in the first instance, but in cases of serious or persistent bad behaviour children will be referred to the Deputy Headteacher or Headteacher.

Any serious concerns will, as a matter of course, be brought to your attention and we may require you to attend the school to discuss your child's behaviour. We expect your support in working together to correct poor behaviour should it arise, as this often helps to 'nip it in the bud'.

There are very high expectations of staff and of pupils, **but parents have a profound impact on whether these expectations are met.**

Please give your child support in their daily school life:

- If children arrive on time, suitably dressed for the weather, with any letters or absence notes and with

their homework then the day should immediately get off to a good start.

- At the end of the day we hope that pupils are collected on time, homework is done where your time allows, and opportunity is given for play and supportive family life.
- In general, please show an interest in their school life, please attend meetings when you can and look through work when it is brought home.
- Finally, never let a problem persist. Even if you only suspect a problem, get in touch with us immediately. We make time for concerned parents.
- The Head and Deputy Head encourage parents / carers to request an appointment to discuss any issues in the spirit of working together towards solutions. Parents / carers can phone, email or write to request such appointments.

Every school has a set of rules designed to make the day run as smoothly and happily as possible. We ask that the following specific rules are supported and encouraged by all parents/carers so that discipline is maintained. Our school rules are:



Our behaviour policy encourages children to choose positive actions and as parents/carers you should occasionally receive telephone calls, text messages, certificates or letters from the school to say how well your child is doing. 'Positive Behaviour' means that pupils are recognised for their efforts and given increasing responsibility.

A child who misbehaves is given a choice of changing his/her behaviour or accepting clear sanctions. If an initial verbal warning does not work then parents will be informed and asked to help. Both school and home should work together to help the child find a way forward. Any behaviour which places other children at risk will lead to temporary exclusion until assurance is given that matters will improve. Bullying such as racism and sexism has zero tolerance here.

At Cwm Glâs the school has adopted a 'Golden Time' approach to rewarding good behaviour.

Golden Time is a free choice of a wide range of activities: using the computer, art/craft activities, etc. Each week children have the opportunity to enjoy thirty minutes of Golden Time. During the week, each time a child demonstrates a school rule, they EARN five minutes. During Golden Time the children who lose the right have to sit patiently for the allocated time. This reinforces with children the importance of being good and doing the right thing. It works very well!

The Headteacher is the member of staff with responsibility for Looked-After Children (LAC). All school staff have a responsibility to report child welfare concerns to the Designated Senior Person for child protection. A copy of the school's policy for Child Protection is available upon request.

On Friday of each week the school holds a Special Assembly where we celebrate together. This may be in the form of whole school successes (e.g. fund raising for charity), or group successes (e.g. sporting achievement) or individual success (e.g. improvement in behaviour, kindness, outstanding work or effort). This is an opportunity for the whole school community to reflect upon the many successes that are achieved and to reinforce our aim that positivity will be acknowledged and rewarded. Parents are invited to attend each week and the child's name is recorded in the special Golden Book.

Merit points are issued to children in recognition of extra special effort. These are always linked to the Golden Rules. Classes use 'Class DoJo' as a digital tracker of rewards.

As a school inspired by the behavior books by Paul Dix, we ask that all behaviours are READY, RESPECTFUL and SAFE. Staff are consistent, calm and clear. Leaders are visible and supportive and the pupils know what is expected of them.

Parental representatives on the Governing

Body are:

Mrs. J. Allen

Mrs. R. Jones

Mrs. S. Coles

Mrs. D. Coates

ADMINISTRATION OF MEDICINES

If your child becomes ill or has an accident while in school we would, of course, contact you immediately so that you may collect him/her. For this reason, at the beginning of every school year we ask you to update the information that we have to ensure that it is the most recent. If you should move address or change telephone numbers, please let us know in writing. This is also for safety reasons, and is in your child's interests. Also in the interests of safety, all medication is stored in the school office with a copy of the form for the administration of medicines (appendix C).

Fire drills and school evacuations, as a safety precaution, are regularly carried out in line with Fire Brigade guidelines.

Height, weight and vision testing is carried out, usually around the age of 7.

CHILD PROTECTION/REFERRAL TO SOCIAL SERVICES

The school has a duty under Child Protection legislation to refer all concerns to social services if they feel that children are at risk of harm or neglect. The school's Child Protection Officer is the Headteacher, or the Deputy Headteacher in his absence. There are a wealth of other services that the Headteacher may collaborate with in the interests of securing support for pupils and families who are experiencing challenges.



SECURITY ARRANGEMENTS

Security arrangements for pupils, staff and school premises are a priority. In the interests of safety, the school has security locks fitted to all external doors. These prevent unauthorised access from outside, while allowing easy exit in an emergency. The school has implemented its own security procedure, which is brought to the attention of all pupils, parents and staff. Visitors, including parents, are requested to cooperate with this procedure, by:

- ◆ attending the school via the main entrance only;
- ◆ reporting to the main office upon arrival;
- ◆ entering the teaching areas only with the consent of the Headteacher.

All school staff are expected to wear identification lanyards to indicate that they are staff members.

- For safety reasons private motor vehicles (with the exception of staff or authorised vehicles) are prohibited from entering the school grounds whilst pupils are on site
- Since September 2017, there is only one point of entry onto the school site, via the main gate. The vehicular gate remains closed (not locked) throughout our operating hours whilst the gates giving access to the playgrounds remain locked 8:45 – 14:45
- Since January 2018, there is a fence and gate separating the car park from the F.Phase yard. Please always ensure that you close this gate after you



**No cars in school grounds
during our normal
operating hours**

Headteacher's Tea Party

A reward for excellent lunch and break time behaviour.



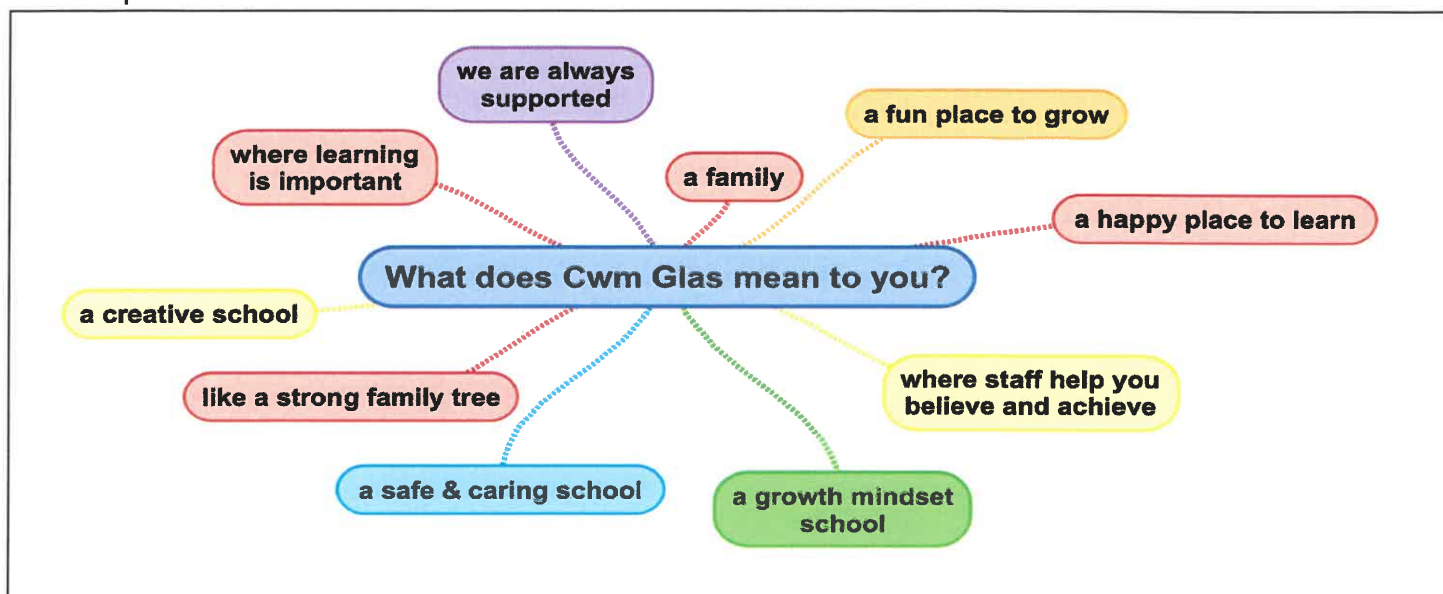
Our Other Rules

To ensure that every child enjoys a happy and safe lunch and break time, we have introduced Dining Hall and Playground Rules. Children are rewarded by staff for demonstrating the rules. Midday Supervisors give golden raffle tickets which are drawn during a Friday assembly. The pupils drawn enjoy a week sitting on the Head teacher's Tea Party table as a reward.



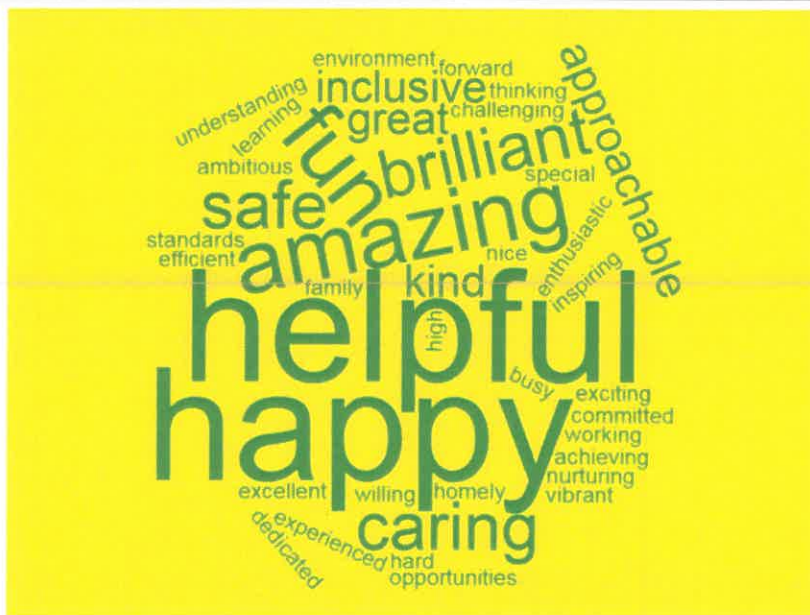
PUPIL VOICE

And what do the pupils think of the school? Our School Council worked with a Mindset Coach, October 2017, to revisit our core aims and values. This is a summary of their responses:



PARENT VOICE

In October 2017 Parents' Evening, our parents kindly filled in a questionnaire so that we could harvest opinion and feedback. They were asked a range of questions, linked closely to an Estyn example questionnaire and were asked to describe Cwm Glâs in three words. This is a summary of responses:



In September 2018, all school staff explored the core values which they hold dear as individuals, professionals and as a team. These values were drawn together to produce the chart (opposite) which identified FAMILY as our core value. This mirrored the feedback from both parents and pupils over the last year and inspired our new motto and vision statement (Aut 2018).

TERM DATES AND SESSION TIMES

For details of the term dates please see Appendix B.

Children are asked to be on the school premises no earlier than 8.40 a.m., and no later than 8.45 a.m. (unless attending Breakfast Club). Breakfast Club opens at 8:15 am. We impress upon children the importance of punctuality and ask parents to support us by ensuring that their child is in school at an appropriate time; your child's learning is disrupted if they are late, and other children's learning is disrupted by latecomers disturbing the class. Children must arrive by 8:30am if they want Breakfast. After this time, supervision is offered on the KS2 Yard.

Session Times:

Nursery

Morning: 8.50 a.m. to 11.15 a.m.

Afternoon: 12.50 p.m. to 2.55 p.m.

Years Reception, 1 & 2

Morning: 8.45a.m. to 12.00 noon

Afternoon: 12.45 p.m. to 3.00 p.m.

Juniors

Morning: 8.45 a.m. to 12.30 p.m.

Afternoon: 1.15 p.m. to 3.00 p.m.

The total teaching hours per week, including religious education but excluding the statutory daily act of collective worship, registration and breaks is 23 hours 30 minutes in Foundation Phase and Junior classes.

UNIFORM

Parents have agreed that they would prefer a school uniform. Pupils who attend Cwm Glâs Primary School should be proud to belong to the school and should wish to be identified with us by wearing our distinctive school uniform. More recently, parents/ carers are able to buy our uniform directly with Bergoni. This is far more convenient for all concerned. School holds a very limited amount of stock should you need to buy certain items. We also have a 'Nearly New' clothes rail with items costing only £1. Ask in our Office.
Bergoni: 01792 796880 / www.bergoni.co.uk



Since September 2018, Y6 pupils are invited to wear black polo shirts with the school logo embroidered onto them. This is a direct result of pupil voice 2017-18. Y6 pupils now enjoy an increased visible presence and status around the school. Many staff choose to wear the

black polo too.

Parents are expected to provide their children with shorts, T-shirts, jogging bottoms, trainers/gym shoes, swimming costume etc. for PE, Drama and Games. Children may need football togs.

Children are discouraged from wearing jewellery, other than a watch and stud earring, in school. They can be dangerous during practical lessons and at play times and cause upset when lost or damaged. Children may wear stud earrings only but these must be removed for safety reasons during PE, swimming, drama and games lessons.



CHARGING POLICY

Children are provided with all equipment needed for use at school and each item is marked with the pupil's name. If items of school property are lost or deliberately damaged, parents will be asked to pay for replacement.

Parents will sometimes be asked to pay a voluntary financial contribution towards educational visits and field studies. No child will be refused participation in an educational activity because the parent is unable or unwilling to contribute.

Regretfully, activities will have to be cancelled if insufficient money is raised to cover costs. School staff work earnestly to secure excellent value for money, often subsidising school trips with fundraising or HSA monies to make them more affordable.

PLEASE BE ON TIME FOR SCHOOL!

CURRICULUM

Teachers are currently innovating the curriculum, ensuring that it is fit-for-purpose, engaging and pupil-led. The teachers now work under 7 Areas of Learning (AoLe) which is underpinned by three cross curricular responsibilities (Literacy, Numeracy and Digital Competence).

Pupils offer ideas to their teacher, who then skillfully maps out short units of learning. These units are thematic, ensuring a holistic learning experience. Teachers are currently using the draft curriculum documents from Welsh Government, including the 4 Core Purposes and Progress Steps. Each AoLe begins with a 'What Matters' statement which defines the importance of the AoLe.

Educational visits, field studies, use of the local environment and visiting artisans are all seen as experiences to complement and enrich our school curriculum and are regularly incorporated into class work. Learning in our extensive grounds is encouraged.

Do we meet our curriculum aims?

"Teachers across the school plan effectively to provide purposeful and exciting learning experiences for pupils." 2018 Estyn Inspection Report

SPECIAL EDUCATIONAL NEEDS

The school has a Specialist Teaching Facility (STF) for children with moderate to severe learning difficulties. Children are admitted to the facility after referral to the local authority's special educational needs panel. Children who have special educational needs are integrated into mainstream classes, with the Classteacher and ALNCo jointly consulting on Individual Educational Programmes of education, frequently supported by a Learning Support Assistant. Extra help is available, while staffing resources allow, for pupils who do not have a statement but are considered to require support. Learning Support Assistants provide support under the management and guidance of the Classteacher and ALNCo.

Every effort is made to provide for pupils who are more able and who need to be 'challenged' further. Our emphasis is on ensuring an inclusive environment for all. The school has a policy for Special Educational needs, which can be viewed on request.

The progress of Looked-After Children (LAC) is regularly reviewed, and the school plays a full part in Review Meetings.



The school achieved the Basic Skills Agency's Quality Mark for its literacy and numeracy teaching during 2003, 2006 & 2009.



ICTA IT Quality Mark



Investors In People Award



NQA Healthy Schools Award



Eco Schools Award



Swansea Schools Choral Winners



Eco-Flag



Active Marc Cymru



Swansea in Bloom



Swansea Sustainable Schools: Bronze

Some of our many awards and achievements

EQUAL OPPORTUNITIES

Cwm Glâs Primary School is committed to the provision of equal opportunities for all, irrespective of creed, colour, race, religion or gender.

A copy of the Equal Opportunities Policy is available for viewing, on request.

ACCESS FOR DISABLED PUPILS

External access to the building has been improved by the provision of a ramp to the main entrance. We have a disabled toilet and shower facility suitable for pupils and visitors. As refurbishment takes place every effort is made to accommodate disabled-friendly adaptations (e.g. new front entrance, new KS2 toilets). This situation will be reviewed on an annual basis and in consultation with the L.E.A.

TOILET PROVISION

There are a sufficient number of toilets for children, including one disabled-access toilet. The F.Ph toilets have been refurbished, and the Junior toilets were refurbished in August 2012. The toilets are cleaned daily by the school cleaners, and have daily inspections by the Site Manager to ensure that supplies are replenished.

SEX & RELATIONSHIPS EDUCATION (SRE)

The Governing Body has agreed a formal policy of SRE throughout the school. For example, children learn from a very young age that there are differences between boys and girls, and frequently understand through personal experience that babies live in mummies tummy! In the Junior years in general, and in Years 5 and 6 in particular, SRE lessons incorporate developing the appropriate vocabulary for describing the human body, and help children to understand how children's bodies change as they grow up. This is always handled sensitively, and children are encouraged to discuss any issues they might have with their parents. We frequently involve external parties (e.g. the local Health Visitor) in our SRE lessons. The policy for SRE can be viewed upon request.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education is a compulsory element within the curriculum and is taught in accordance with the Local Education Authority's agreed syllabus. It is taught, as far as possible, through the theme studied by the class, with the emphasis on Christianity while recognising other faiths. A collective act of worship is undertaken every day. Children whose parents do not wish them to attend collective worship can have alternative provision made for their preferred act of worship within the school. Regular contributions to the school assemblies are made from such diverse organisations and representatives as R.N.L.I., N.S.P.C.C., N.C.H., R.S.P.C.A., the community PSCO and various religious ministers. The school has policies for Religious Education and Collective Worship, which can be viewed on request.

Do we succeed?

"The school's outstanding work on developing a culture of inclusiveness has over time helped to embed a sense of equality, tolerance and respect. This is a very happy, safe and inclusive community, which places exceptional emphasis on each individual's role and contribution to the school family." 2018 Estyn Inspection Report

USE OF THE WELSH LANGUAGE

Welsh is taught throughout the school as a second language. The school follows teaching schemes and resources recommended by the local education authority, which mainly aim for oral proficiency. However, the National Curriculum requires certain levels of competence in writing and reading Welsh, which children will be expected to attain by Year 6. It is the school's aim to use the Welsh language in such a way as to ensure that children see, hear and use it as a natural part of school life. It is given a prominent role in many school activities. Children also have an opportunity to learn about the culture and heritage, as well as the language of Wales, through such activities as Wythnos Gymraeg and St. David's Day celebrations. Our teaching of Welsh is supported by the team of peripatetic Welsh teachers, 'Athrawon Fro', who work alongside teachers to plan effectively for Welsh lessons. Since January 2018, the school employs a Welsh 2nd Language specialist teacher for 1.5 days per week, who team-teaches across the school and supports the school in moving the agenda forward. We liaise closely with our colleagues at our partner secondary school to ensure continuity in the teaching of Welsh.

No pupils are exempt from the National Curriculum in Welsh.

HOMEWORK

A homework timetable is included:

Year	Daily Activity	Time	Weekly Activity	Time
Nur. & Rec.	Storybags			
Year 1	Reading	10 mins	English and/or maths work, & spellings	15 mins
				10 mins
Year 2	Reading	15 mins	English and/or maths work, & spellings	15 mins
				10 mins
Year 3	Reading	15 mins	English and/or maths work, & spellings	30 mins
Year 4	Reading	15 mins	English and/or maths work, & spellings	30 mins
Year 5	Reading	30 mins	English and/or maths work, & spellings	45 mins
Year 6	Reading	30 mins	English and/or maths work, & spellings	45 mins

It is the policy of the school to give homework to all pupils at least once a week. Occasionally, your child may complete, at home, tasks started in school.

Children are encouraged to take reading books home every night to read to someone at home. Parents are asked to become involved with their child's learning by supervising and supporting all work done at home and by encouraging him/her to concentrate upon his/her homework. It is difficult, for example, to do good work if there is a source of distraction, such as a television set switched on in the same room. With proper concentration no child will be over-burdened and there will be plenty of time for fresh air and recreation. Homework helps the cultivation of the good habits of private study - an invaluable form of self-discipline, and is in itself a preparation for the later stages of education. Each child is issued with a 'Reading Record', and parents are asked to sign it before it is brought to school.

We run a Homework Club once a week to enable children to complete homework in school with staff support if needed.



ATTENDANCE INFORMATION



Certificates and prizes are awarded to children who maintain good attendance – 30 children received a certificate and prize for achieving 100% attendance during the 2017/18 school year!

If your child is due to attend a medical, doctor, dental or optician appointment, please let us know in advance either by sending the appointment card or a written note to school. This will be recorded in the register as an authorised absence.

Children soon get behind in their work if they miss even odd days from school, so please do not keep them away unless they are unwell or there is some family crisis.

If your child is absent due to ill health, we ask that you contact the school (by telephone if possible) on the first day of illness to say that your child is not expected. In this way, we can be sure that your child has not been involved in an accident on the way to school. At the same time, you can give us an indication of approximately how long your child will be away from school, and can let us know if you require homework for your child if he/she is well enough to do it. We still require a written note when your child returns to school, as this is kept with the register as a record of absences.

If your child must take prescribed medicines in school, we require you to complete a form 'Request for the administration of prescribed medicine in school'. (Appendix C), available from the School Secretary or downloadable from our web-site. We will not administer any medicines without the authorisation of this form. This is for safety reasons and in your child's interests. Medicines that we administer must be those that can be taken by the child themselves (e.g. tablets, asthma pump or medicine). We will not administer ointments or suppositories. If circumstances relating to your child's health alter at any time, please let us know in writing, in order for us to amend our records.

Education Welfare Officers are employed by the Education Authority to act as liaison between parents and school. They are much more than attendance officers of the past and are now more like social workers attached to the education service. However, one of their tasks remains the enforcement of rules concerning school attendance. The EWO can also help with information concerning free school meals and any other matter affecting your child's welfare. Please see Appendix D for the latest information available regarding attendance.

Mr. Jonathan Martin is the Educational Welfare Officer attached to Cwm Glâs Primary School. The school enjoys a close working relationship with him. The Governing Body has agreed, subject to approval by the Headteacher, to allow parents to take up to ten days out of term time per school year for family holidays. Authorisation will not be given if overall attendance rates are low, or during national testing periods. If at all possible, it would be better for your child not to miss school, as they may miss an important piece of work. However, if this is unavoidable, you are required to complete a form 'Request for leave of absence for annual holiday' (Appendix E), available from the School Secretary or downloadable from our web-site.

LUNCHTIME ARRANGEMENTS

School lunches are cooked on the premises. The variety of meals provided reflects a balanced, healthy diet and is good value for money. There is usually a choice of meals. Squash, milk or water is provided as a drink with the school lunch. Children may either have a cooked meal in school, bring packed lunches or go home.

During lunchtime children are supervised by Lunchtime Supervisors. In addition, the Headteacher and Deputy Headteacher is available for additional supervision. As at home, children are encouraged to eat all / as much food so they are fueled for the rest of the day.

Since September 2017, Cwm Glas uses sQuid for parents to make lunch payments online to their account. The cost of £2.25 per day is taken from the sQuid account on collection of a dinner. This helps reduce admin time and moves us towards being a 'cashless school.' There is a debt-free policy, meaning that money has to be in the sQuid account ahead of lunchtime. It can take up to 24 hours for payments to show on the system. Call into the school office for any further information.

EXTRA-CURRICULAR ACTIVITIES

Our school web-site contains up-to-date information about current extra-curricular activities. Each term, a letter is sent home inviting parents to sign their child/ren up for clubs.

Children are offered the opportunity to receive additional tuition for musical instruments, under the direction of the Peripatetic Music Teacher and the School's Music Coordinator. As time allows, teachers provide after-hours coaching for children in music and choir activities.

The school regularly holds concerts and shows. All children are encouraged to play a part in the productions.

Strong involvement in extra-curricular sporting activities and competitions is a feature of the school. Occasionally, children may be required to stay behind after school for coaching in the various sports.

The school has a Breakfast Club to provide a good start to the day. Breakfast Club starts at 8.15a.m., and



children can start the day with some cereal or toast, with fruit juice or milk. They can take part in activities with friends. The Breakfast Club is free of charge under a Wales Government initiative.

Book fairs are held regularly in school. Commission is received by the school in the form of free books.

Our Choir at Brangwyn Hall, June 2019



SUPPORT FOR CHARITIES

Cwm Glâs Primary School regularly gets involved in all manner of fund-raising and competitive activities. We believe that by incorporating such aspects into the life of the school, we maintain a strong, positive perception of Cwm Glâs Primary School, not only from within, but from the community at large.

Pupil Voice is a strong feature within this remit. They make decisions about our fund raising priorities and often plan fun ways to support others. Every autumn, at harvest time, we collect and donate food for Swansea Foodbank, working with Mr Dave Ward.

Our Foodbank Collection, October 2018



ASSESSMENT INFORMATION

Our most recently available assessment information is published as Appendix F.

However, such basic information in the form of tables, derived from brief tests, which measure only a small part of total school life, may not be the best indicators of a successful, or even an unsuccessful school. It does not indicate the progress that your child has made since starting at Cwm Glâs Primary School. In our opinion, the best information concerning your child's attainment and achievement can be had from your child and your child's teacher and we would urge you to talk to both of

them to find out how your child is doing. Should you wish to discuss the information in the table, please do not hesitate to contact the Headteacher.

Your child will also be assessed on entry into Cwm Glâs Primary School. Welsh Government National Tests in Numeracy and Literacy are administered each May, Y2-Y6. Information gathered from these tests is used to determine progress of individuals and to inform the teaching of individuals, groups of pupils and the class.

PROGRESS IN SETTING AND MEETING TARGETS AGAINST END OF KEY STAGE PERFORMANCE INDICATORS

Targets for pupil attainments are incorporated into the annual School Development Plan, published during the Autumn Term. Progress in meeting these targets is published in the Governing Body's Annual Report to Parents in the Autumn Term of each year.



Foundation Phase Sports' Day July 2019

THE SCHOOL'S SPORTING AIMS AND PROVISION FOR SPORT

All classes have PE. and Games lessons as part of the Health & Wellbeing AoLe. Parents are expected to support P.E. lessons by ensuring that suitable kit is brought to school at the start of term (which is returned home every holiday for washing). Swimming lessons are provided at Morrision Comprehensive School's swimming pool, for all Junior pupils in rota. The school policy and scheme of work for PE can be viewed on request.

The school makes full use of any opportunities for coaching from experienced sports people.

A Sports Day is held annually during the Summer Term. The community is invited to join this event as a spectator or supervisor for team games.

In order to promote co-operative and healthy play, the schoolyard has been marked with playtime games. In September 2018, physical play equipment was installed in the Foundation Phase playing area.

Extra-curricular sports activities are offered depending on the season (e.g. football, rugby, netball).

KEEPING IN TOUCH

As stated earlier, we welcome parental involvement at all levels. If you have any spare time to come into school and work with us, you will be made very welcome. When your child starts at Cwm Glâs Primary School there are a number of opportunities for the teacher and parent to get together to discuss ways in which children can be helped at home.

In the main entrance foyer, and inside the Nursery entrance foyer, there are notice boards to help keep parents informed. There is also a message TV screen in the main entrance foyer. Headteacher Newsletters are sent home each half term and we use 'Teachers2Parents' text messaging service to keep you informed. Effective use is made of Twitter to communicate school news, photos and information on a daily basis.

You can contact us or find out information by:

☎: (01792) 771693

e-mail: Cwm.GlasPrimary@swansea-edunet.gov.uk

🌐: www.cwmglasprimary.org

During the autumn and spring terms you will be given the opportunity to discuss your child's progress with the Classteacher. A written report is provided in July.

Parents and the wider community are invited to contribute to school life by:

- talking to children about specific interests;
- demonstrating particular talents;
- sharing skills;
- bringing objects to school for the children to see, handle and talk about;
- talking to the children about their job/way of life e.g. policeman, cook, mother, postman, examiner, etc.

All this helps enrich the curriculum and experiences that we offer children.

If you have a message or quick question to ask please see your child's teacher during lining-up time in the morning (8.45 a.m.), or pop in immediately after school. If you would like a longer time to talk with either the Classteacher or the Headteacher, a time can be arranged. Staff are very willing to talk with parents, but please, not when they are teaching.

The school has a comprehensive list of policies regarding the curriculum and other aspects of the school's life. If you wish to see some aspect of the school's documentation, please contact the

Headteacher to make arrangements to view them or visit the website.

Y6 Prefects 2019/20



School Council Foundation Phase 2019/20



Class 3



Class 4

Do we succeed in giving our pupils a voice?

"A powerful example is the inclusive approach to creating valuable opportunities for pupils to take responsibility in a wide range of pupil-led forums. For example, the 'Reading Rocks', school council and healthy school ambassadors contribute very effectively to the life and work of the school."
2018 Estyn Inspection Report

School Council KS2 2019/20



Class 5



Class 6



Class 7



Class 8



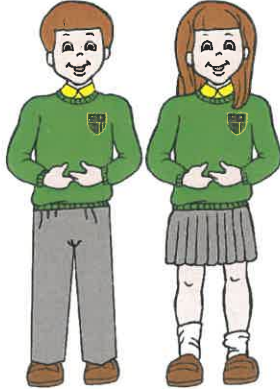
Class 9



Class 10

WHAT DO YOU DO IF YOU ARE NOT SATISFIED WITH YOUR CHILD'S EDUCATION OR IF YOU HAVE A COMPLAINT?

- We expect all pupils, staff and parents to listen carefully and respectfully to each other.
- Minor complaints should be dealt with by the Classteacher. If you are not satisfied, contact the Headteacher.
- All serious complaints must be explained to the Headteacher so that an investigation can take place. This is best done in a calm, civilized manner.
- Formal complaints must be made in writing.



- Parents who are unhappy about something should contact us at once. The Headteacher will always meet concerned parents in order to resolve difficulties.
- If you feel that your complaint has not been resolved you may wish to make a complaint to the Chair of Governors (or another member of the Governing Body). The school has a Complaints procedure – a copy of which is available upon request.
- If the problem is still unresolved you should inform the Director of Education, in writing. A further attempt will then be made to resolve the problem, if at all possible, before recourse to the official Complaints Procedures.
- Details of the Authority's Complaints Procedure are available at any school, Education Department of the Local Education Authority or Public library.



**Eco Captains
2018/19**



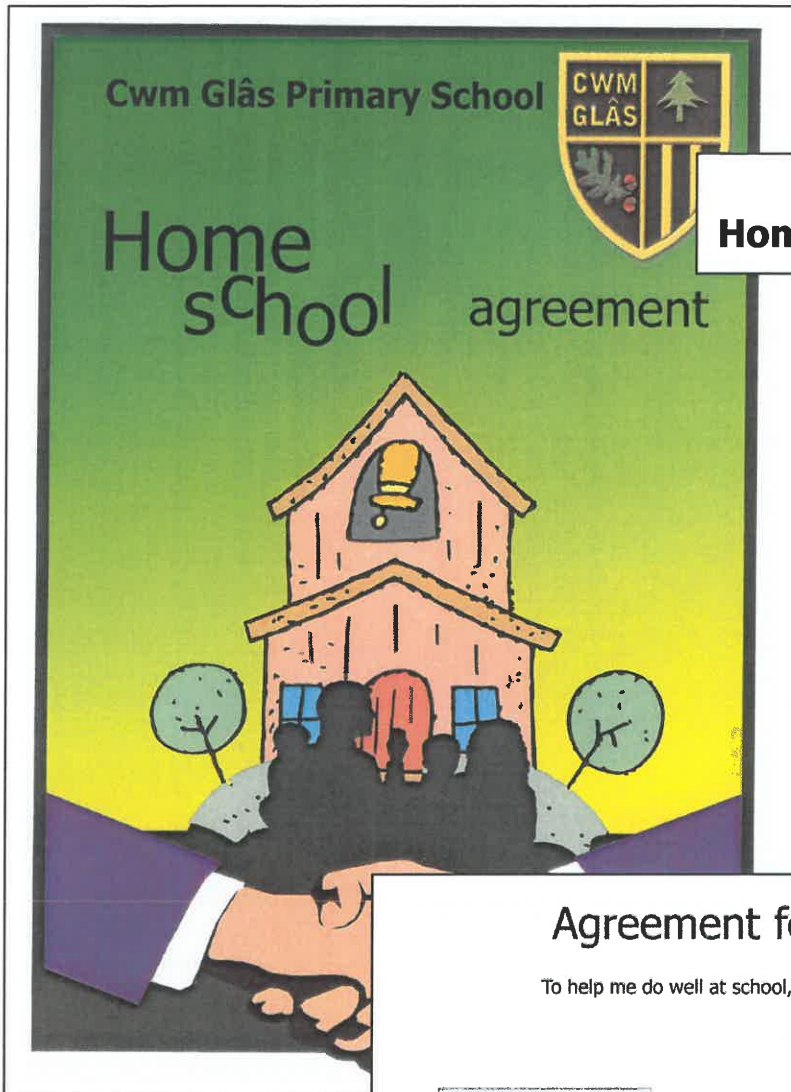
**Reading Rocks
Librarians 2018/19**



**Health & Safety Team
2018/19**



**Digital Leaders
2018/19**



Appendix A Home School Agreement

Agreement for pupils

To help me do well at school, I will do my best to :

Home school agreement



listen carefully to the teacher so that I know what I am expected to do.



work hard and concentrate on my lessons.



be at my best behaviour at all times by being polite and helpful to grown-ups and other children.



walk quietly around the school and not run.



arrive at school on time.



remember my gym kit, and show good sportsmanship at all times.



do my homework when it is given and hand it back on time.



wear school uniform as often as possible.



be honest and truthful.



Agreement for parents/carers

To help my child at school, I will do my best to:

Home
school agreement



make sure that my child attends school regularly and inform the school the reason for any absences.



see that my child arrives at school and is collected promptly at the beginning and end of the school day.



work with the school to ensure my child behaves well.



try to make sure that my child wears his/her school colours..



attend Parents' Evenings and discussions about my child's progress at school.



support my child with his/ her homework.



let you know if there are any problems that may affect my child's ability to learn.



reply to any school correspondence.



Agreement for school

The school will do its best to:

Home
school agreement



make sure your child works hard and is encouraged to do his/her best.



contact you as soon as possible, if we are concerned about your child's progress.



keep you fully informed about your child's progress.



set your child regular homework tasks including reading.



deliver a balanced and carefully planned curriculum which meets with the needs of your child and the requirements of the National Curriculum.



welcome you into the life of the school and keep you informed on the work that is planned for your child.



provide a range of activities designed to enrich your child's experience.



Appendix B Term dates 2019/20 & 2020/21

School term and holiday dates 2019/2020

Holiday dates and bank holidays

Term	Term begins	Term ends	Mid-term holiday		Term begins	Term ends	Total days
			Begins	Ends			
Autumn 2019	Monday 2 September	Friday 25 October	Monday 28 October	Friday 1 November	Monday 4 November	Friday 20 December	
	40				35		75
Spring 2020	Monday 6 January	Friday 14 February	Monday 17 February	Friday 21 February	Monday 24 February	Friday 3 April	
	30				30		60
Summer 2020	Monday 20 April	Friday 22 May	Monday 25 May	Friday 29 May	Monday 1 June	Monday 20 July	
	25				35		60
Total:							195

Please note: all schools in Wales will be carrying out English and maths tests with Y2-Y9 children in early May 2020. Holiday requests will NOT be authorised for this period.

School term and holiday dates 2020/2021

Holiday dates and bank holidays

Term	Term begins	Term ends	Mid-term holiday		Term begins	Term ends	Total days
			Begins	Ends			
Autumn 2020	Tuesday 1 September	Friday 23 October	Monday 26 October	Friday 30 October	Monday 3 November	Tuesday 22 December	76
Spring 2021	Monday 4 January	Friday 12 February	Monday 15 February	Friday 19 February	Monday 22 February	Friday 26 March	55
Summer 2021	Monday 12 April	Friday 28 May	Monday 31 May	Friday 4 June	Monday 7 June	Friday 16 July	64
Total:							195

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a Direction on term dates

Cwm Glas Primary does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government.



Visit us...



Headteacher: Mr. N. Craven-Lashley B.A. Ed. (Hons) M.Ed.
 Deputy Head: Mrs. R. Edwards B.A. Ed. (Hons)
 e-mail: Cwm.GlasPrimary@swansea-edunet.gov.uk www.cwmglasprimary.org
 ☎: (01792) 771693 ☎: (01792) 796054 📧 @CGPrimary



Appendix C Form for the Administration of Prescribed Medicines

This is available from the school office, and **must** be completed before any medicine is given. This form is also downloadable from our web-site
www.cwmglas.ik.org

Request for the Administering of Prescribed Medication in School *(Updated Dec'17)*

Dear Parents/Carers,

The shaded areas below must be completed before medicine can be administered to any child in the school. This is essential in the interests of safety and therefore we expect all parents to cooperate with this request. Please make sure that all medicines (including asthma pumps) are clearly labelled with the child's name. Check also that medicines have not exceeded a best before date. On rare and immediate occasions, school may contact you to achieve consent over the phone for basic things such as a plaster or Calpol. Whilst these are not considered prescribed, it is still essential to gain consent.

Yours sincerely,
Mr. N. Craven-Lashley

Mr. N. Craven-Lashley
 Headteacher

Please cut off and return this section to your child's teacher or hand to the school Admin Office staff.

I, (name of parent / carer)			
of (address)			
am the parent / guardian of		Child DOB	
request that my child be administered (medicine name on the container)			
at this dose			
Time of administration			
Medicine expiry date			
Duration of treatment			
Parent / Guardian signature		Date	



Appendix D - School Attendance Report

NB. This is the latest available attendance data at publication date

Benchmark Key:	
Top quartile	Green
2 nd quartile	Yellow
3 rd quartile	Orange
Bottom quartile	Red

% Unauthorised Pupil Absences

2010	2011	2012	2013	2014	2015	2016	2017	2018
0%	0%	0%	0%	0%	0%	0%		

% Pupil Attendance

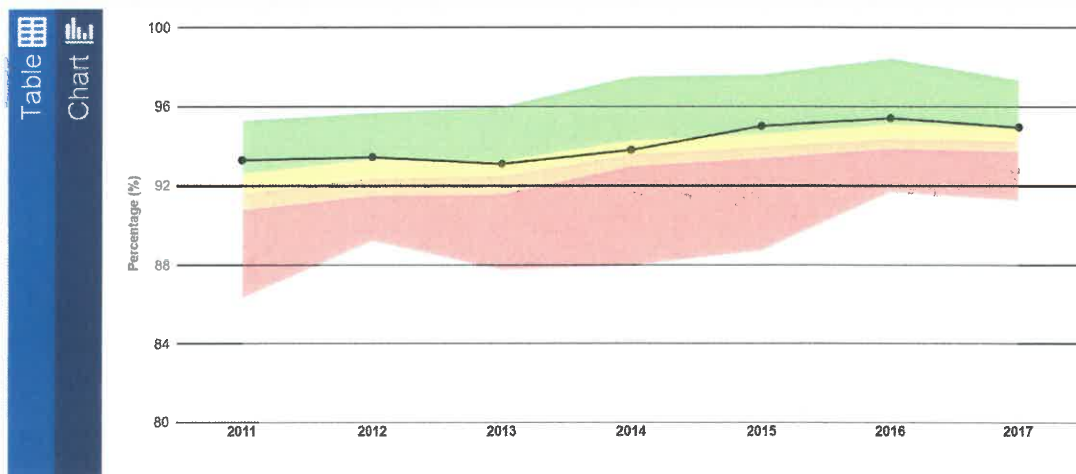
2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
93%	93.6%	93.1%	93.3%	93.4%	93.1%	93.8%	95.2%	94.7%	93.5%	92.9%
TARGET										
91.8%	91.9%	92%	92.1%	92.2%	92.3%	92.4%	92.4%	95%	95.1%	95.1%

Commentary:

- Pupil attendance rates have been in the top quartile for 6 of the last 9 years
- Attendance targets, based on an average for the benchmark group, have been exceeded for the last 8 years
- In 2017-18, school missed out on being Q2 by just 0.3% and Q1 by just 1%. During that year, the school suffered significant staff challenges within the Admin team, whilst embracing the new ERW codes and strict absence management systems. Furthermore, the school attendance dip follows a Swansea and National trend for that year
- In 2018/19, the school happily admitted 3 ALN pupils on a reduced / part time arrangement. As an inclusive school, we take pride in being able to do this. However, this meant that 570 half day sessions were marked as 'absent' despite the fact that the children were not expected to attend. School has voiced frustrations regarding this

• % Attendance during the year (Primary only)

Percentage of half-day sessions attended by pupils of statutory school age during the academic year.



Appendix E Request for Leave of Absence for Annual Holiday

This form is available from the school office, and must be completed and sent to school ten working days before your holiday. This form is also downloadable from our web-site www.cwmglas.org



Headteacher: Mr. N. Craven-Lashley B.A. Ed. (Hons) NPQH
Deputy Head: Mrs. R. Edwards B.A. Ed. (Hons)
e-mail: Cwm.GlasPrimary@swansea-edunet.gov.uk @: www.cwmglasprimary.org
☎: (01792) 771693 ☎: (01792) 796054 @CGPrimary
Holiday/Absence Request Form



Section A - To be completed by Parent/Guardian at least 7 days in advance of the release time requested

Holiday dates from to

Number of school days which require authorisation.....

(N.B: A maximum of 10 school days per child in any one academic year may be authorised by the Head Teacher)

Parent/Carer to complete			School to complete	
	Name	Class	Attendance % this year so far	Holiday absences?
Child 1				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 2				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 3				<input type="checkbox"/> yes <input type="checkbox"/> no
Child 4				<input type="checkbox"/> yes <input type="checkbox"/> no

Due to child protection procedures please supply the address your child(ren) will be staying at during his / her absence from school and a contact telephone number.

Holiday Address :

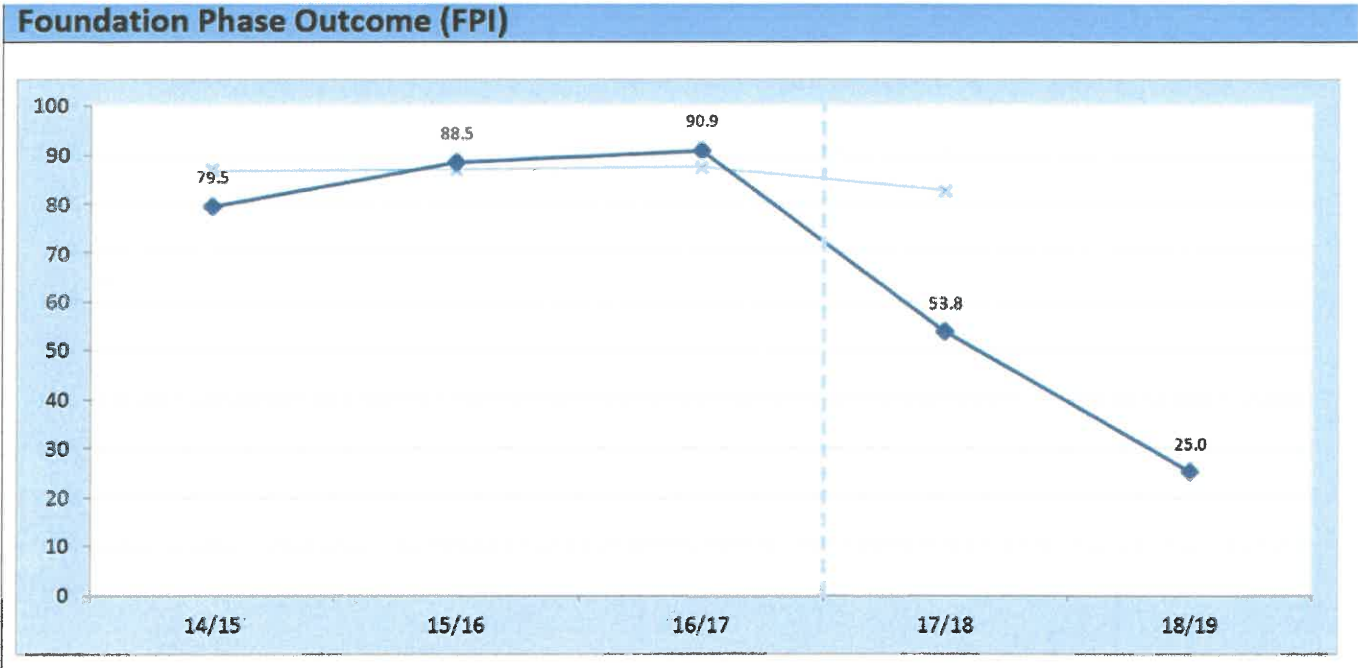
.....

Contact Telephone No:

Signed..... **Date**.....



**Cwm Glâs Primary School
Foundation Phase 2014/15 -2018/19 Results**
All figures are percentages of pupils in Year 2



*Ahead of 2018 data, the Foundation Phase Outcomes were realigned, meaning that pupils had to achieve the equivalent of the previous O6 to achieve the new O5 and so on. This negatively impacted on the data

*In 2017/18, the cohort comprised of 46% FSM and documented ALN pupils who struggled to achieve Outcome 5 (national expected) in Literacy. This reduced the number of pupils who were able to achieve Literacy, Numeracy and PSD in combination at Outcome 5 or better. However, the picture at Outcome 6 (above national expected) was much stronger.

*In 2018/19, the cohort again comprised of a high number of FSM (31.3%) and ALN pupils. That said, the cohort made at least GOOD or BETTER progress from their Reception Baseline in Autumn 2016:

- ENGLISH / LITERACY: 67.8% of the cohort made expected or above expected progress
- MATHS / NUMERACY: 66.7% of the cohort made expected or above expected progress

PROGRESS	ENGL	ENGL %	WELS	WELS %	MATHS	MATHS %	PSD	PSD %
Below Expected Progress	9	32.1			10	33.3	5	16.7
Expected Progress	16	57.1			14	46.7	14	46.7
Above Expected Progress	3	10.7			6	20	11	36.7
TOTAL	28	100.0			30	100.0	30	100.0

FOUNDATION PHASE FSM BENCHMARKING PERFORMANCE 2012 – 2017

How do I use these charts?

Benchmarking compares the performance of one school against others who have similar levels of pupils with free school meals (FSM). FSM is regarded as the main indicator of social deprivation in schools. This allows a comparison of the performance of a school against others who are in the same FSM category, and who might therefore have a similar intake of pupils from deprived backgrounds. For the purposes of these charts, schools have been grouped together with other schools that have similar levels of free school meals. For example:

The green section represents the highest performing 25% of schools with similar levels of free school meals to this school. Therefore if the data point for this school is in the green area, its attainment levels are higher than many other schools with similar levels of pupils from deprived backgrounds.

The red section represents the lowest performing 25% of schools with similar levels of free school meals to this school. Therefore if the data point for this school is in the red area, its attainment levels are lower than many other schools with similar levels of pupils from deprived backgrounds.

● Pupils achieving the expected outcome in the Foundation Phase areas of learning

Represents the percentage of pupils achieving at least outcome 5 in "Personal and social development, well-being and cultural diversity", "Language, literacy and communication skills - English" / "Language, literacy and communication skills - Welsh" and "Mathematical development" in combination.

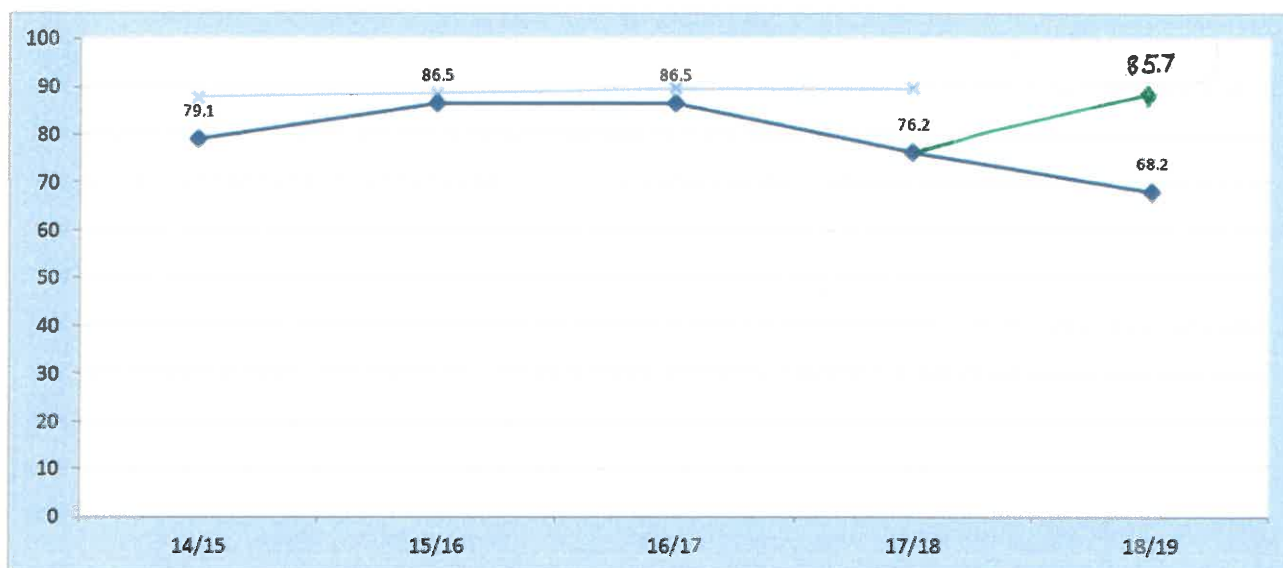


*It is worth noting that Benchmarking has ceased being used as a tool for measuring school effectiveness since 2018.

Cwm Glâs Primary School
Key Stage 2 2014/15 - 2018/19 Results
All figures are percentages of pupils in Year 6, including STF Unit pupils

Core Subject Indicator (CSI)

Chart 14: Percentage of pupils achieving the CSI: 2014/15 - 2018/19



*It is worth noting that this data at Y6 includes the pupils who are in our Special Teaching Facility (STF) who are not targeted to achieve the Core Subject Indicator (CSI). The Headteacher disaggregates the data each year to offer an accurate account of each Y6 cohort's attainment.

*In 2018/19 there were 5 STF pupils within the Y6 cohort. When disaggregated, the actual % of pupils in Y6 who achieved the Core Subject Indicator (CSI) was **85.7%** of which the school and pupils are justly proud

KS2 FSM BENCHMARKING PERFORMANCE 2011 – 2017

How do I use these charts?

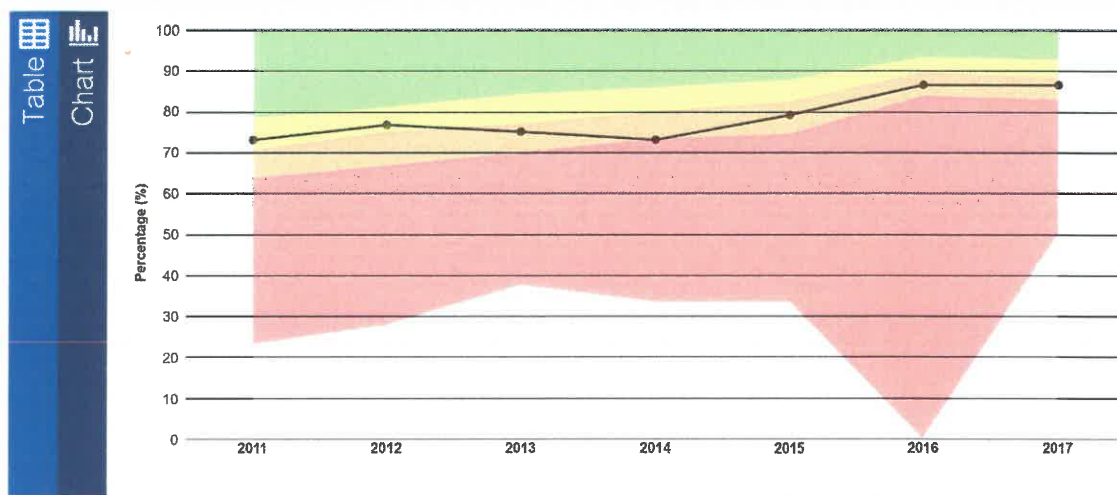
Benchmarking compares the performance of one school against others who have similar levels of pupils with free school meals (FSM). FSM is regarded as the main indicator of social deprivation in schools. This allows a comparison of the performance of a school against others who are in the same FSM category, and who might therefore have a similar intake of pupils from deprived backgrounds. For the purposes of these charts, schools have been grouped together with other schools that have similar levels of free school meals.

The green section represents the highest performing 25% of schools with similar levels of free school meals to this school. Therefore if the data point for this school is in the green area, its attainment levels are higher than many other schools with similar levels of pupils from deprived backgrounds.

The red section represents the lowest performing 25% of schools with similar levels of free school meals to this school. Therefore if the data point for this school is in the red area, its attainment levels are lower than many other schools with similar levels of pupils from deprived backgrounds.

% Pupils who have reached the expected level - Core subject indicator

Represents the percentage of pupils achieving at least level 4 in English or Welsh (first language), mathematics and science in combination.



*It is worth noting that Benchmarking has ceased being used as a tool for measuring school effectiveness since 2018.

Performance Data at Y6 excluding the STF Pupils, is summarised below at Level 4+
As you can see, we are consistently within the first and second benchmarking groups

English					Maths					Science					CSI																																	
12/1	13/1	14/1	15/1	16/1	12/1	13/1	14/1	15/1	16/1	12/1	13/1	14/1	15/1	16/1	12/1	13/1	14/1	15/1	16/1																													
3	4	5	6	7	3	4	5	6	7	3	4	5	6	7	3	4	5	6	7																													
2	1	1	1	2	3	2	1	1	1	1	1	1	1	1	2	3	2	2	2																													
Brief Commentary of Disaggregated Data																																																
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Appendix G

Fair Processing Notice

Fair Processing Notice: What the School, Local Education Authority and Government does with Information it Holds on Pupils

Subject

This leaflet tells you what the National Assembly for Wales, Swansea Local Education Authority (LEA) and your school do with your or your pupil's personal and performance information (data).

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with:

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.



Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Other information

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on you, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- the Headteacher of your/your pupil's school;
- Swansea LEA on 01792 636535;
- the National Assembly's Data Protection Officer at: The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's Office help line can be contacted on 01625 545745;
- information is also available from www.informationcommissioner.gov.uk

Privacy Notice: What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

Appendix H

Privacy Notice

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Swansea Local Authority (LA) and Cwm Glâs Primary School.

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Welsh Assembly Government (WAG) & Local Authority (LA)

The Welsh Assembly Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WAG and LAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Organisations who may share personal information

Information held by the School, LA and the Welsh Assembly Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Assembly Government, LA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;

- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any "data controller". The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school website www.cwmglas.ik.org or for those pupils/parents where this is not practical, a hard copy can be obtained from the school office.

Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

Other information

The Welsh Assembly Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Data Protection – GDPR May 2018+

The [EU General Data Protection Regulation](#) (GDPR) outlines six data protection principles that organisations need to follow when collecting, processing and storing individuals' personal data. The data controller is responsible for complying with the principles and must be able to demonstrate the organisation's compliance practices.

We've listed the six principles here:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality

If you wish to discuss what data the school requires, how it is stored and used, please make an appointment to speak to the Headteacher or the Data Protection Officer for the City & County of Swansea. Likewise, if you suspect there has been a data breach, please raise this concern immediately.