



CADARN POB CYFIAWN

Craigfelen Primary School

Ysgol Gynradd Craigfelen



1957-2020



CADARN POB CYFIAWN

chwareae • dysgu • tyfu
play • learn • grow
dechrau'n deg • flying start

Learning together and having fun,
there's room here for everyone!

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there's room here for everyone!

Welcome | Croeso

This prospectus will give you a taste of the high standards of education and the wide range of opportunities, activities and experiences that are available to everyone at Craigfelen Primary School.

I hope that the pages which follow convey the safe, caring and supportive environment that underpins our successful and improving school and illustrate why so many visitors are impressed with our learning community. They should also show that the available facilities, whether academic, sporting or the arts are second to none and play a significant part in creating a purposeful and attractive learning environment for teaching and learning.

Above all, they are intended to show how we put our educational aims and beliefs into practice: how the pupils, staff and Governing Body work together with our partners to build a successful and improving school that we can all be proud of, a school where high standards are not just encouraged but expected of all.

– Headteacher

Our Vision | Ein Gweledigaeth

Craigfelen Primary School is:

- A caring school where all children are happy and well motivated. They will be challenged and achieve high standards through a fun and enriched curriculum.
- A school where all members of the school community have equal access to learning opportunities and enjoy growing and learning together.

Our school vision is well summarised by our pupils new learning motto:

'Learning together and having fun, there's room here for everyone!'
'Pawb yn dysgu gyda'i gilydd ac yn cael hwyl'

This builds on Craigfelen's traditional Welsh motto:

'Cadarn Pob Cyfiawn' 'The Righteous are Strong'

The motto **'Cadarn Pob Cyfiawn'** or as the children prefer to say **'Doing good makes us strong'** whilst steeped in tradition, underpins the schools vision and is itself reflected in the main school rule, one which every child knows:

'Treat others as you would like to be treated'



About us | Amdanon Ni

At Craigfelen Primary School we aim to provide a stimulating and secure environment where:

- all individuals are valued;
- individuals needs are met;
- everyone achieves their full potential;
- co-operation and friendliness are encouraged;
- effort and achievement are recognised and celebrated;
- similarities and differences are welcomed;
- moral and spiritual issues are explored;
- learning is enjoyable and challenging.



Practical activities, which encourage enquiry, are central to the curriculum

We aim to provide a well-resourced, broad, balanced and differentiated curriculum, relevant to the needs of each child, so that children can learn:

- from mistakes in an atmosphere of trust and learn from them;
- how to make informed choices
- to plan and evaluate their own work;
- to respect and care for themselves, for others and for the environment;

and can become:

- literate and numerate;
- effective speakers and listeners;
- active, independent and autonomous learners;
- creative, independent and questioning;
- caring and responsible members of the school community;
- physically active and able to develop a healthy lifestyle;
- motivated by an exciting and relevant curriculum.

“ ***The school provides a broad and balanced curriculum of good quality. The curriculum for under fives is good.*** ”

– Estyn



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Facilities | Cyfleusterau

Craigfelen is a well maintained and completely refurbished purpose built community primary school. The main building houses:

- 6 classrooms all equipped with PC/broadband internet and TV access
- All classrooms with interactive whiteboard facilities
- A 'Learning Lounge'
- A mobile laptop ICT suite
- Creative arts facilities
- Specialist art including professional stage/sound/light system and fully resourced band
- Sports hall
- All corridors and classrooms form part of the learning ethos of the school and are full of displays and pupils work
- Digital flat screen PA system
- Class Allotment and Growing Zones
- Flying Start facility for 2 year olds

The school also has onsite access to:

- Prince of Wales award winning Nature Reserve
- New rugby pitch
- Floodlit all weather court
- Tennis court
- Willow amphitheatre



Admissions | Derbyniadau

Children receive three terms nursery education during the academic year which includes their fourth birthday.

However, **if a placement is available** children can be admitted to the nursery following their third birthday. Nursery provision is on a half day basis (currently morning only). Prior to admission parents will receive notification of the admission date and “visit” times in order for their child to have the opportunity of spending a little time in the class before actually starting school.

Pupils enter full-time education (Reception) in the September of the year in which they are five. The school gives full consideration to the requirements of pupils with a range of disabilities.



Attendance | Presenoldeb

School hours:

Morning Session 8.50 am to 11.55 am

Afternoon Session 12.55 pm to 3.20 pm

Absences | Absenoldebau

Under the 1991 Pupil Attendance Regulations, every school absence must be accounted for by a satisfactory explanation.

This can be done by means of a note from the parent, a telephone message or personal contact. Failure to provide a satisfactory explanation for absence will lead to that absence being classed as “unauthorised”. Regular unexplained absences will subsequently lead to the involvement of the Education Welfare Officer.

The school has adopted a ‘first day contact’ policy. Following registration, if your child is not in school and we have not received an explanation, you will be contacted by a member of the school’s associate staff team.



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Sex and Relationships Education Addysg Rhyw a Pherthnasau

The PSE education programme incorporates sex education that is taught in a balanced way as agreed by the Governing Body.

The main emphasis is on relationships and moral issues that will reflect the needs of children as they develop through the school.

The programme is supported by local health service staff.

Parents have the legal right to withdraw a child from these lessons. If they wish to they must apply in writing.



Home/School Agreement Cytundeb Ysgol/Cartref

Copies of our Home/School Agreement are available from the school and are signed as part of the registration process.

We ask all parents to sign the agreement as it forms a key part to the strong links forged with home. It clearly outlines the expectations on all three parties, i.e. the school, the child and the parent. It is our intention that it will lead to a good understanding of the joint responsibilities and lay the foundation for a successful partnership between parents and the school.

“ Pupils’ behaviour and their attitudes to learning are very good ”

– Estyn



School Day/Session Timetable Amserlen

AM

8.50 – 9.00	Registration
9.00 – 9.15	Assembly
9.15 – 10.00	Session 1
10.00 – 10.30	Session 2
10.30 – 10.45	BREAK
10.45 – 11.55	Session 3

PM

11.55 – 12.55	LUNCH
12.55 – 1.00	Registration
1.00 – 2.10	Session 4
2.10 – 2.20	BREAK
2.20 – 3.20	Session 5
3.20 – 4.40	AFTER SCHOOL CLUBS

Extra Curricular Activities Gweithgareddau Allgyrsiol

Pupils are offered a wide variety of cross curricular activities to reinforce their learning and to develop their social skills. They form an essential part of the ethos of the school and children are actively encouraged to play a full part.

Some notable examples are:

- Instrumental tuition
- Nature Reserve sessions
- Inter house sport days
- Field trips and residential visits
- Rugby and netball teams
- Whole school Eisteddfod
- Educational visits
- Opportunities to compete at local and national level in music and sport
- Open access play opportunities
- Breakfast and after school clubs
- ICT club
- Choir
- Art club
- Eco club



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Special Education Needs

Darparaeth Anghenion Addysgol Arbennig

Our SEN policy and practice are regularly revised to meet the requirements of the SEN code of practice in terms of identification, assessment and support for individual pupils.

Our aim is to include pupils with Special Needs as far as possible into mainstream classes and engage every child in our inclusive curriculum. Where this is not entirely possible the school makes the provision of smaller teaching groups where pupils can receive specialist attention.

Those pupils identified through assessment with special educational needs but not awarded a full statement benefit from a range of support including 1:1 learning support, Catch Up and various literacy and numeracy recovery/booster sessions.

The work of the SENco is supported as necessary by the LEA Educational Psychologist and Behaviour Support team, whilst EMLAS supports children whose first language is not English. The school also fully implements the SALT programme.

More able and talented pupils are provided for by the individual subjects which use a range of extension materials and projects to ensure the more able are catered for appropriately. The MAT register and provision maps are also regularly updated.

“ The provision for pupils with special educational needs is very good. ”

– Estyn



School Council | Translation

Craigfelen Primary School has a strong and thriving student voice through its School Council.

The Council is made up from elected representatives from all year groups and meets regularly under the guidance of the designated member of staff to discuss and raise issues of concern. These can range from uniform, healthy eating to rewards and discipline.

Some of the pupils were asked for their thoughts on being a pupil at Craigfelen Primary School...

The best thing about our school is...

- ***We go on lots of trips and have lots of fun***
– Joshua Kai Evans, Year 1
- ***Paula our cook makes lots of yummy healthy dinners. I also love all the different committees you can join. I am part of the Eco Squad which I really enjoy. All of the teachers are very friendly and easy to talk to. They are good listeners and teach us lots of exciting things*** – KT Williams, Year 3
- ***The learning is exceptional and the teachers are helpful. We don't have any mean bullies here***
– Zahid Islam, Year 4
- ***The magnificent Enterprise activities such as the fantastic bank, the spectacular Graigos Café and the sensational Enterprise Troopers who run their own businesses. The best part of this is the amazing number of savers we have, who have saved over £18000 and the amount of money we have raised for school for our business projects*** – Jacob Humphries, Year 6
- ***The teachers explain things simply and they keep us safe***
– Emily Dennis, Year 5
- ***Our wonderful grounds including our gardens and nature reserve. We even won a Swansea in Bloom Gold Award!*** – Abbie Harries, Year 5
- ***All the staff because I can talk to them about anything that troubles me***
– Kyle Lewis Year 6



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Charging Policy | Polisi Codi Tâl

Children are provided with all equipment needed for use at school. 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. It is with regret that activities will have to be cancelled if insufficient money is raised to cover costs.



Initial Teacher Training Hyfforddi Darpar Athrawon

Craigfelen is a recognised centre for the training of new teachers. Our expertise in this area is recognised by the University of Wales with whom we have formed a strong partnership.

Parents can be confident that lessons with trainee teachers involvement will be closely monitored and the high standard of teaching maintained.

“ *The school provides good value for money.* ”

– Estyn





Security, Health and Safety Iechyd A Diogelwch

The school is enclosed, with a limited number of entry and exit points. We do not allow the pupils to leave the site without an adult at any time during the school day.

Parents and visitors are reminded to use the front entrance only. Parents are reminded not to park on the school pavements at any time. The main gate is shut at 9.00am prompt to prevent unauthorised vehicular access. Pupils who arrive late are required to inform the school administrative officer immediately.

The school operates a CCTV system throughout the site. In conjunction with the LEA and local police authority the school implements and adheres to a strict CCTV usage policy. The open access site is cleaned weekly and is totally secure during the school day. The school is pleased to be improving the site safety through involvement with 'Safer Routes to School' project.

Uniform | Gwisg Ysgol

Parents have agreed that they would prefer a school uniform. Pupils who attend Craigfelen Primary School should be proud to belong to the school and should wish to be identified with us by wearing our distinctive school uniform.

The uniform list is kept as brief as possible and with as much variation within the list as is reasonable, so as to avoid undue expenditure on the part of parents. An order form for uniform listing current prices is available from the school secretary.

The co-operation of parents ensuring a full and correct maintenance of the uniform is requested. It is suggested that all items of school clothing be clearly marked with the pupil's name. Parents are expected to provide their children with shorts, T-shirt, jogging bottoms, trainers/gym shoes, swimming costume etc. for P.E. Drama and Games. Children may need football togs. The head teacher reserves the right to send pupils home that either have inappropriate haircuts, jewellery, clothing or footwear.



“ Good provision is made for the support, guidance and welfare of pupils. The school offers a secure and caring environment in which children feel safe and valued. Staff know pupils well and provide effective personal support and guidance. Relationships between staff and pupils and pupils themselves are very good. ”

– Estyn

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Attendance Information Gwybodaeth Presenoldeb

If your child is due to attend a medical, doctor, dental or optical 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 unauthorised 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 in a 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. 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 indication of approximately how long your child will be away from school, and let us know if you require homework for your child if he/she is well enough to do it.

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), available from the School Secretary. We will not administer any medicines without the authorisation of this form. This is for safety reasons and in your child's interest. 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.

“ Good provision is made for extra curricular activities. ”

– Estyn

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 Welfare Officer can also help with information concerning free school meals and any other matters affecting your child's welfare. Please see Appendix for the latest information available regarding attendance.

Due to new Welsh Government guidance no family holidays can be authorised in term time.



The School Curriculum | Cwricwlwm yr Ysgol

Our curriculum is designed to provide all pupils with a broad and balanced education. Our intention is to maximise the potential of every child.

Learning takes place using a variety of approaches – cross-curricular thematic and discrete subject teaching. Current exciting themes include ‘Blood, Bones & Gory Bits’ and ‘Glitter and Glow’. Teachers closely liaise during the planning stage to ensure all aspects of the national and local curriculum are covered. Where possible and suitable, first hand experiences are incorporated into school activities to enrich children’s education. Educational visits, field studies, use of the local environment and visiting artists are all seen as experiences to complement and enrich our school curriculum and are regularly incorporated into class work. Each class is organised into a mixed ability split year class. The school fully implements the Foundation Phase and has a very positive adult to pupil ratio. The school fully implements the National Curriculum and Literacy & Numeracy Framework. Craigfelen has very good sports provision and is very well resourced for PE/Games.

Religious Education & Collective Worship

Addysg Grefyddol ac Addoli ar y Cyd

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the locally agreed religious Education syllabus. Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live. Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or to take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Use of the Welsh language

Defnydd o’r Iaith Gymraeg

Welsh is taught 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 St. David’s Day celebrations. Our teaching of Welsh is supported by the team of peripatetic Welsh teachers



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Community Centre | Canolfan Cymuned

Craigfelen has a strong partnership with the community.

Alongside contributing to many community events such as carol services and lantern parades, the school supports the work of Communities First team, runs Adult Learning in partnership with Gorseinon College and oversees Family Learning and Sure Start initiatives. In addition to organising 'open access play schemes' the school runs Graigos Cafe' – a pupil led cafe every Friday morning. The school has facilitated the development of a community centre sited on school grounds, providing resources, land and expertise to support the people of Craigfelen and the WAG community regeneration agenda.

Concerns or Complaints | Pryderon Neu Gwynion

Craigfelen has a strong partnership ethos with all our parents. We strive to maintain excellent relationship and communications with parents.

The partnership between school, parents and pupils is the key to a successful education at Craigfelen. However, we realise that from time to time the school may not be able to meet the expectations of every parent. In situations such as these, parents will rightfully expect a way in which they may express their concern or complaint. Most issues can be dealt with informally. If such attempts do not alleviate concerns then the complaints procedure can be activated by writing to the Head teacher.



School Policies | Polisiau Ysgol

We are happy to provide full copies of any policies to parents on request. Please make all requests to the clerk to the Governors by writing to: The Clerk to the Governing Body, c/o Craigfelen Primary School, Woodside Crescent SA6 5DP.

Environmental Education | Addysg Amgylcheddol

Environmental education is embedded throughout the school and links to many aspects of the curriculum. We are an Eco School and a Healthy School. We constantly work towards making our school more sustainable. In order to do this we are implementing the necessary steps to ensure this happens.

Our school eco code:

- O**nly use what you need
- U**nity is created by respect for others
- R**educe, reuse and recycle at all times.
- W**ater is precious – save it!
- O**pt to switch lights off when not in use
- R**ubbish – just bin it
- L**ets walk or cycle to school
- D**ecide to eat healthy & exercise



Appendices | Ychwanegiadau

This is updated regularly and includes various registration forms, school attendance and performance data and the Home School Agreement.





CADARN POB CYFIAWN

Pawb yn dysgu gyda'i gilydd ac yn cael hwyl!

“Craigfelen is a warm, welcoming, friendly school which provides a happy and secure learning environment for its pupils. There are good relationships at all levels and high standards...”

Craigfelen Community Primary School is a vibrant and happy school set at the heart of the village of Craigfelen.

Our large village primary school educates children who come from both the Craigfelen and wider Clydach communities.

Craigfelen is blessed with over five acres of beautiful landscaped grounds that includes a Prince of Wales Award nature reserve, floodlight all weather sports court, rugby pitch, tennis court, three attractive and secure playgrounds together with a willow garden.

Craigfelen aims to provide opportunities that get the best out of all our pupils, playing on their strengths, be they sporting, the performing arts, music or academic.

Craigfelen Primary School strives to enhance the life chances of all members of our community and places social inclusion, equal access and opportunity for all at the core of our teaching for learning philosophy.



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Craigfelen Primary School

Woodside Crescent, Clydach, SA6 5DP

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<https://swansea-edunet.gov.uk/en/schools/Craigfelen>

Twitter: @CraigfelenP