



Prospectus

September 2024

General Information

Ysgol Y Berllan Deg

Circle Way East,
Llanedeyrn,
Cardiff
CF23 9LD
Tel: 029 20 734152
Email: ysgolyberllandeg@cardiff.gov.uk

Headteacher:	Ms Mari Phillips
Chair of Governors:	Mr Wyn Griffiths
Type of school:	Welsh Medium Primary (3 -11 years old)

School organisation

Numbers on Roll (September 2024): 385 including 42 part time nursery

Lower School Nursery, Reception, Year 1, Year 2

Upper School Years 3, 4, 5 and 6.

Since September 2012 the school is within the catchment of Ysgol Bro Edern.

Times of the school day:

<u>Reception – Year 6:</u>	09:05 – 03:30
<u>Nursery:</u>	Morning session: 09:05 – 11:35 Afternoon session: 12:45 – 03:15

*The school bell will ring at 9am to enable children to be in the class by 9.05am

The school staff will take responsibility for the pupils from 8:50 am to 3:30pm
We ask for the parents' cooperation in ensuring that pupils arrive in school promptly in the morning and are collected promptly in the afternoon.

Due to health and safety reasons parents are not allowed to bring vehicles on the school grounds until after 4pm or without prior authorisation.

2024-2025 Term Dates

Term	Term starts	Half term starts	Half term ends	Term ends
Autumn	Monday 2 nd September 2024	Monday 28 th October 2024	Friday 1 st November 2024	Friday 20 th December 2024
Spring	Monday 6 th January 2025	Monday 24 th February 2025	Friday 28 th February 2025	Friday 11 th April 2025
Summer	Monday 28 th April 2025	Monday 26 th May 2025	Friday 30 th May 2025	Monday 21 st July 2025

Training Days For School Staff (no school for pupils)

02/09/24 (Monday): Training day for all staff
03/09/24 (Tuesday): Training day for all staff
23/09/24 (Monday): Training day for Bro Edern cluster staff
04/10/24 (Friday): Training day for all staff
31/01/25 (Friday) Training for all staff
21/07/25 (Monday) Training day for all staff

05/05/25 (Monday) May Day Bank Holiday (school closed)

Ysgol y Berllan Deg Vision

Motto

Tomorrow's future starts today.

Vision - Our aspiration

To provide an excellent environment for learning and for all pupils to achieve their individual potential socially and academically.

Mission – Our purpose

To provide education through the medium of Welsh in a happy, safe environment where pupils can discover, develop and achieve. We prepare pupils for the exciting future ahead.

Core Values – Our foundation blocks

- Welsh*** We learn and interact through the medium of Welsh and celebrate the culture and traditions of the whole of Wales.
- Development*** All children should have the opportunity to learn, discover and build upon their individual strengths and talents. We encourage achievement, confidence and independence so that they may reach their individual potential.
- Respect*** Each individual deserves equality of opportunity. By promoting an attitude of care, tolerance and trust and through developing self-respect and respect for others a happy successful community is formed.
- Safety*** Our school offers a happy, safe and friendly environment where all pupils should feel comfortable and valued.
- Partnership*** In order for pupils to benefit from the best possible education it is important for teachers, pupils and parents to work in partnership. Whenever possible we will also work with the wider community.

Absences

Regular attendance in school is essential to ensure each pupil's satisfactory development.

If your child is unable to attend school for an acceptable reason e.g. illness; please telephone the school before 9:00 a.m. or send an email or message on Myschoolapp.

See below the percentages for the 2023-2024 academic year:-

<u>%attendance</u>	<u>%authorised absence</u>	<u>%unauthorised absence</u>
94.8%	4.5%	0.7%

OUR CLUSTER VISION

The Bro Edern Cluster Curriculum aims to meet the needs of our pupils, who come from varied backgrounds in a mixed catchment area in eastern Cardiff, the capital of Wales.

The Four Purposes are at the heart of the Bro Edern Cluster Curriculum. Despite the fact that they are long-term aspirations, they need daily attention if they are to be realised.

Guiding pupils who are proud of their civic heritage in our capital city means that Welshness, the Welsh language and its historical development are all core to our vision.

Purposefully interweaving the areas of our curriculum ensures that the pupils of the Bro Edern Cluster benefit from the breadth of the curriculum, while concentrating on What Matters.

The diverse range of people studied in the Bro Edern Cluster Curriculum include role models to inspire the whole cross-section of cluster pupils.

Growing up in a multicultural city, where living and getting along with others is a key part of daily life, requires the encouragement of tolerance and respect in our pupils.

Fostering aspiration in our pupils means developing firm skills and strategies, enabling them to face success and failure. Perseverance and resilience are a key part of the growth mindset we nurture in our pupils.

Secure knowledge is the foundation on which cluster pupils gain experiences and build transferable skills, to be applied today and in the future.

Our pupils have a vital role to play as we face our planet's twenty-first century challenges, so instilling environmental responsibilities in our students is a crucial part of our work.

Our cluster's schools have the ability to transform the lives of our pupils. With us our pupils gain the knowledge, skills and experiences which will enrich the rest of their lives.

The roots and wings in the Cluster logo encapsulate this.

Homework

We ask for parental cooperation in ensuring that any homework set for pupils is completed and handed in on the day required. Full and clear instructions will be sent with any homework set in order that parents may give pupils any help necessary.

Nursery and Reception

No formal homework will be issued to the pupils in the Reception classes. We believe that parents may help their children most successfully by:

- ✓ reading regularly to them (this may be in English or Welsh – it is learning to enjoy books that is the most important at this stage).
- ✓ watching Welsh language television programmes on S4C regularly.
- ✓ ensuring that he/she can dress and undress independently, including tying shoelaces.
- ✓ ensuring that he/she can cope independently when needing to use the toilet.
- ✓ teaching him/her to recognise items of clothing (by reading the name labels that should be attached to every item of school clothing).
- ✓ talking to them. Give them the opportunity to discuss, question and express opinions.

Years 1 and 2

Reading – the pupils will either bring home flash cards or a reading book weekly. Full instructions will accompany the homework.

Years 3, 4, 5 and 6

Reading – the pupils will either bring home flash cards or a reading book weekly. Full instructions will accompany the homework. Welsh and English books will be sent home alternatively.

Years 3 and 4 pupils will be given homework every fortnight and Years 5 and 6 pupils will be given homework on a weekly basis. Full instructions will again be given with the homework set. The homework will follow from work done in the classroom. The work will vary in nature, e.g. keeping a diary, writing an essay, watching a particular TV programme, drawing, creating a model, playing a maths game etc.
See Homework Policy for more details (available at the school office).

Additional Learning Needs

Since September 2021, the Special Educational Needs framework has been replaced by a new and revised system called the Additional Learning Needs and Education Tribunal (Wales) Act.

Many children receive special educational needs education during their time at school. Some children have specific special needs, a physical disability or a special ability (More Able and Talented) that must be extended. Our aim is to meet the requirements of each child through careful planning, using a range of visual, auditory and kinesthetic strategies that enable learners to reach their full potential.

The school's Additional Learning Needs coordinator and the learning support assistants work closely with the classroom teachers and external agencies to ensure that every child has the opportunity to reach their full potential. A number of different interventions are used to support and develop pupils' literacy, numeracy, emotional and social skills.

Uniform

In order that every pupil can feel part of the school team it is expected that they all wear the school uniform every day. Much of the uniform can be purchased at a number of retail stores and supermarkets. YC Sports in Whitchurch Road are the official stockists of the school uniform. The school benefits from a percentage of the sale.

Winter uniform

Jumpers: emerald green (with school badge)
Polo shirts: navy (with school badge or plain)
Skirt/pinafore dress/trousers: navy
Shoes: black (trainers are not to be worn)
Socks: navy or white

Year 6 pupils can wear their green leavers' hoodies to school on the day of their physical education lesson and on school trips. They are expected to wear a school jumper or cardigan apart from these circumstances.

Summer uniform

Jumpers: emerald green (with school badge)
Polo shirts: navy or white (with school badge or plain)
Navy and white dresses: (striped or checked)
Tailored shorts: navy
Shoes: black or sensible sandals (trainers are not to be worn)
Socks: navy or white

Kit for Physical Education

Pupils are expected to come to school in their physical education kit on their allocated day every week.

Gymnastics and dance in the hall	Games and athletics outside
Plain white t shirts or school's coloured school team t-shirts	Plain white t shirts or school's coloured school team t-shirts
Navy shorts	Navy shorts
	Trainers or daps
	Tracksuit in the winter

Pupils may wear a wristwatch to school but not a 'smart watch'.

No other jewellery is to be worn.

If pupils have pierced ears (or other body piercing) please ensure that they only wear studs to school. The studs must be removed for Physical Education lessons. Teachers may not remove or replace studs; therefore it is essential that the pupil can cope independently.

In order to maintain standards of safety, neatness and cleanliness (and to avoid catching head lice!) all pupils with long hair (girls and boys) are expected to tie their hair back neatly for school.

Lunches

Free school meals funded by Welsh government are now provided daily by the school. The lunch menus have been devised by the authority's dieticians and following the Welsh Government guidelines. Vegetarian and Vegan options are available daily.

School dinners need to be ordered through Parentpay and parents need to choose the meals for their children before the midnight on the Sunday for the coming week.

Sandwiches

If a packed lunch is provided by the parents we ask for their kind cooperation in supporting our healthy school policy, by not including chocolate, sweets etc in the packed lunch box. **Due to the increasing number of pupils with allergies we do not allow nuts of any kind in school.**

Snacks

The pupils are welcome to bring fruit in to school for their morning break. In order to continue with our healthy eating policy sweets/ crisps/ chocolates etc are not to be brought to school. **Due to the increasing number of pupils with allergies we do not allow nuts of any kind in school.**

A free carton of milk is provided for the Nursery, Reception, Years 1 and 2 pupils every day.

Again, following our policy of maintaining a healthy lifestyle drinking water will be available for the pupils throughout the day. Please provide a water bottle for your child with their name clearly marked in order for it to be refilled as required. The bottle will be sent home at the end of every day and should be returned to school every morning.

Medicines and Accidents

Members of staff may administer medicines to the pupils. If your child has a medical condition that requires regular medication (e.g. epilepsy, asthma etc) please contact the Headteacher in order to make special arrangements.

Members of the staff have received first aid training by Ajuda Ltd, and hold up-to-date certificates. In a serious emergency the school will make every effort to contact the parent and will call for professional help.

Safeguarding / Child Protection

The Headteacher is the designated child protection officer for the school. In the absence of the Headteacher, Mrs Angharad Walpole (Deputy Headteacher) is responsible. School staff receive annual updates to training regarding child protection issues.

See the school's Safeguarding Policy for further details (available at the school office and on the school website).

Working In Partnership

We believe that it is only through working in partnership with parents that each pupil can achieve his/her full potential. Cooperation between school and home is essential for the good of the pupils.

If parents have any concerns about their child we ask that they contact the Headteacher immediately. It is only through discussion and working together that we can attempt to solve problems. In the same light, if the school has concerns over a pupil we will contact the parents.

In order to ensure that enough time may be given to any parent wishing to discuss a

problem with the class teacher we ask that you contact the Headteacher in the first instance. We can then arrange a mutually acceptable time for both in order to have a meaningful discussion.

Examples of Working in Partnership

Role of the School	Role of the Parents
* issuing regular newsletters giving information	* checking your child's bag every night to see if there is any correspondence/homework
* ensuring that every pupil feels happy and safe in school	* informing the school if you have concerns about your child's happiness or safety in school
* sending homework regularly and ensuring that it is marked	* ensuring that your child is given support to complete any homework issued
* ensuring that each pupil makes satisfactory progress	* informing the school if you have any concerns regarding your child's progress
* ensuring that each pupil is encouraged to make friends	* inviting your child's friends home for tea or to play
* contacting the parents if any member of staff has concerns over a pupil's general development	* contacting the school if you have any concerns over your child's general development
* listening and responding to any concerns a pupil may have	* listening and responding to any concerns your child may have

Home / School Agreement

When pupils join the school we ask that parents sign a home / school agreement.

See appendix C for copy of home / school agreement.

Pupils' Progress Reports

Two parents' evenings are held annually. During these meetings parents will have an opportunity to discuss their children's work with the teachers. At the end of the summer term a written report is provided for each pupil.

The school staff are available at any time, with prior arrangement, to discuss the work and progress of all pupils.

Discipline

We believe that it is essential for pupils to develop self discipline. From the beginning pupils will be taught to respect others, peers and adults alike. Through the example set by the staff they will learn to be courteous and considerate of other people's feelings.

We celebrate appropriate behaviour by holding special assemblies and rewarding pupils with stickers.

.

Occasionally some pupils will find difficulty in complying with the rules. Steps will need to be taken to help that pupil conform.

See the school Behaviour and Discipline Policy for more details (available at the school office).

If the school has any concerns over a pupil's behaviour we will contact the parents in order to work together to overcome any difficulties.

Complaints About the School

If a parent has concerns over any aspect of school life we ask that the headteacher be contacted in the first instance. More often than not problems can be resolved through discussion.

If a parent is still not satisfied after following the school's complaints procedures then they can write to the Chair of Governors by emailing

LlywodraethwyrL5@hwbcymru.net

If all else has failed you can write directly to the Education Authority:

Chief Schools Officer, County Hall, Atlantic Wharf, Cardiff CF10 4UW

See school's 'General Complaints Procedure policy' for further information (available at the school office and on the school's website).

Equal Opportunities

We believe that each individual, of whatever ability, race, religion or background deserves equality of opportunity to succeed in this school.

We are proud to be a school that welcomes pupils, staff and parents from different social backgrounds, race, sexuality, disability, religion, language, sexual orientation and age. We strive to create a community that celebrates diversity rather than prejudice.

DISABILITY

The school building is designed to provide access to pupils and staff with physical disabilities, as follows:

- Main entrance is easily accessed . Two disabled parking bays in the car park
- Doors are easily opened (low handles)
- Lift to first floor
- Disabled toilets on both floors
- Wide corridors
- Wide classroom doors
- Easy access to school hall
- Playground access on one level
- Easy access to school field

ACCESS TO THE CURRICULUM

The school curriculum is balanced and broad, and offers opportunities for all to succeed.

Activities are organised carefully with consideration given to the following:

- Academic ability of each pupil
- Physical ability of each pupil
- Interest and talent of each pupil
- Religious background of each pupil
- Social background of each pupil
- Ethnic background of each pupil

Admission to School

Cardiff County Council decide on the pupils who are admitted to the school.

Usually parents contact the school directly in the first instance. A meeting with the Head will be arranged and a guided tour of the school given. The school transfers the details of any prospective pupils to County Hall. From then the County officers contact the parents with either an offer or a refusal of place in the school. The Reception and Nursery pupils will start the first days of school in a staggered entry of around 10 children a time

Financial Contribution

In order to enrich the curriculum and to extend the pupils' experiences the school organises a number of visits and invites visitors to the school.

The school will ask the parents for a contribution towards the cost of any visit or visitor. The school does not make a profit when asking for contribution from parents. If any parent has difficulty in making a financial contribution the pupil will not be withdrawn from the activity arranged. This excludes residential courses and instrumental lessons.. Any financial meeting between parent and Headteacher will be regarded as confidential.

School fund money may be used to ensure equal access for all pupils to take part in activities. However, if the school has insufficient funds to make an adequate contribution the planned activity may have to be cancelled.

See the school's Charging Policy for further information (available at the school office and on school website).

Instrumental Lessons

We offer instrumental lessons to all pupils in Key Stage Two. Currently we offer harp, violin, flute, clarinet, piano and guitar lessons.

Payment will be asked for these lessons in advance in order to pay the peripatetic teachers. It is the responsibility of the authority's music service to organise the payments for these lessons.

Pupils are taught in small groups throughout the school day, and each lesson lasts approximately half an hour.

Extra Curricular Activities

Various extra curricular activities are provided weekly for Years 3-6 pupils, either during the school day or at 3.30pm. These can vary from term to term but can include netball, football, rugby, coding, gardening and choir to name a few.

Child Care

Child care facility is available at the school during some holiday periods. This is organised by Menter Caerdydd. Information is on the Menter Caerdydd website.

Child care is also available after school on Mondays to Fridays until 5.30pm. For further details please phone Trystan Francis on 07967568412.

Welsh Government Funded Breakfast Scheme

A free breakfast scheme funded by Welsh government is available at the school hall at 8am every morning. We use online registration in order to be able to offer each family who register at least one day a week in the breakfast scheme.

School Bus

The 822 bus service through Penylan to the school has now been extended and is partly funded by Cardiff Council. You can book a place on the bus and get more details by contacting the Adventure Travel company on 02920442040. Using the bus is convenient and a good way to avoid traffic on the roads or the problem of parking outside the school. It is also a good way to help improve the environment locally by reducing pollution from cars travelling to and from the school.

Teaching and Learning

All subjects are taught mostly through the medium of Welsh, except for English in Years 3- 6.

A variety of teaching methods are used such as; whole class direct teaching, group teaching and individual teaching. Pupils have the opportunity to learn through investigation, listening, discussion, questioning and self evaluation.

Health and Safety

The school's health and safety policy and the County guidelines are followed to ensure, within reason, the health and safety of all on the school site.

We ensure that:

- All pupils are supervised throughout the day
- All external doors are secured throughout the day
- All visitors sign in and wear a badge whilst on the school premises
- All visitors note the time of leaving the site
- A fire drill is held every term
- All staff receive an update to fire drill procedures every term
- Only visitor and goods vehicles enter the premises between 8 am and 4:00 pm
- The pupils only use the back playground
- That all school equipment and building is in good working order

The staff make every effort to ensure that all pupils' personal property is safe.

We ask that parents support the school by:

- Not sending toys into school with the pupils
- Labelling every item of clothing clearly with the pupil's name
- Not allowing their children to bring mobile phones to school

Pupils are not to bring balls or play equipment to school. Various items are provided for break time / lunchtime use.

See Health and Safety policy for further details (available at the school office).

Appendix A

Example of school/home agreement

Parents are asked to sign the agreement when their child starts at the school.

School / Home Agreement

Name of pupil.....

In this school we believe that only by working together can we give the best opportunity for the pupils to reach their full potential academically and socially.

The school's contractual commitment

We do our best to ensure that every pupil:

- * receive all support in order to succeed
- * achieve to the best of his ability
- * have every care
- * safe and learning in a comfortable and friendly environment

The parents' contractual commitment

We ensure that our child will:

- * complete any homework
- * bring the appropriate uniform / equipment to school
- * arrive at school on time
- * respect the rules of Ysgol Y Berllan Deg
- * understand the importance of speaking Welsh at school and supports the Welsh ethos of the school

Signed Parent

