

GWAUNFARREN PRIMARY SCHOOL

Ysgol Gynradd Gwaunfarren



High Standards, Solid Foundations

SCHOOL PROSPECTUS 2026 – 27

Prosbectws Ysgol

WELCOME

Croeso



This prospectus is designed to provide you with information about our school and to answer any questions that you may have. Gwaunfarren Primary School is set in the town of Merthyr Tydfil. The school has 277 pupils on roll and caters for children from the ages of 3 to 11. It is a happy, caring learning community as well as a lively and exciting school for pupils and their families.

We believe in involving parents in the education of their children and always seek to develop strong, positive relationships with you. We need your support, interest and co-operation to make sure that your child's years with us are happy and fulfilling. The school is very busy with many opportunities for educational visits and experiences that enrich the curriculum. In addition, there are many extra-curricular clubs for your children to join as they progress through the school.

The positive ethos, excellent behaviour and committed staff culminate in pupils making very good progress from their starting points. Should you need to discuss any aspect of your child's education please contact the school office to arrange an appointment with the Headteacher or your child's teacher. We will do all we can to ensure a successful education in the most important years of your child's life.

Kind regards,
Mr A Lewis
(Head Teacher)



CONTACT INFORMATION

Gwybodaeth Cyswllt



**Alexandra Avenue
Merthyr Tydfil
CF47 9AF**



01685 351810



office@gwaunfarren.merthyr.sch.uk



<http://www.gwaunfarren.merthyr.sch.uk/>



Gwaunfarren Primary School

SAFEGUARDING & PASTORAL



All staff at Gwaunfarren are concerned with the safeguarding and welfare of all children.

Mrs Francis (Family Liason Officer) is always available to speak to any parents who may have concerns they wish to discuss and is always ready to talk to pupils during the school day.

The school adheres to its Safeguarding Policy, based on a model policy provided by the Cwm Taf Morgannwg Safeguarding Board.

The named Child Protection Officers for the school are currently:

Mr Andrew Lewis - Headteacher (Designated Safeguarding Officer)

Mrs Amy Bibby - Deputy Headteacher

Mrs Ceri Stephens - SMT

Miss Louise Evans - SMT

Miss Jo Warren - SMT

Mrs Gaynor Francis - Clerk/ FLO

The Governor with responsibility for safeguarding is Mr Chris Davies.



OUR STAFF

SMT



Mr A. Lewis
Headteacher



Mrs A. Bibby
Deputy Headteacher



Mrs. C. Stephens
SMT

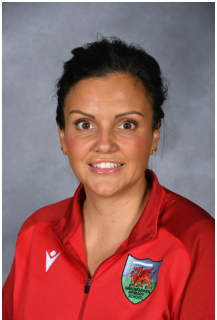


Miss L. Evans
SMT



Miss J. Warren
SMT

OUR TEACHING STAFF



Mrs K. Morgan



Mrs V. Butler



Mr
A. McCarthy



Mrs C. Cross



Mr R. Chislett

OUR SUPPORT STAFF



Mrs K. Mason



Mrs. S. Pike



Mr A. McLoughlin



Mrs K. Pulman



Mrs K. Reid



Mrs E. Evans



Mrs N. Powell



Mrs E. Munkley



Miss E. Edwards



Mr E. McMahon



Miss K. Jones



Miss S. Hayden



Mrs R. Filipe

OUR STAFF



Mrs G. Francis
Clerk



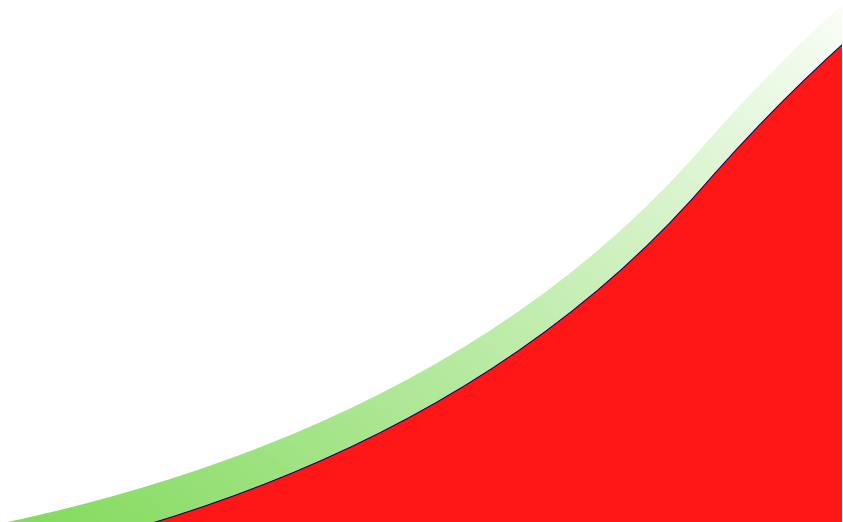
Mr. M. Jones
Caretaker



Mrs L. Evans
Cleaner



Mrs C. Thomas
**Kitchen Staff/
Cleaner**



OUR VISION



At Gwaunfarren we view relationships as the most significant factor that influences success at our school. We want everyone to feel and experience a sense of belonging, safety, love and respect. We believe that when people, especially children, are genuinely valued and nurtured as individuals, they feel a sense of purpose and understand their place in a community. When this happens in schools, children engage and thrive with high levels of well-being and develop a love for learning.



Every day, everyone is valued. **Pawb yn bwysig.**
Every day, everyone achieves. **Pawb yn gweithio'n galed.**
Every day, everyone is happy. **Pawb yn hapus.**
Every day, everyone is a team. **Pawb gyda gilydd.**

To create a school community where everyone is happy, feels safe, is valued, shows respect, reaches their potential and has the skills to support them through their lives.

MOTTO:- "High Standards, Solid Foundations"

Every day, everyone is valued. Pawb yn bwysig.

- Showing a mutual respect for each other.
- Encouraging everyone to do their very best.
- Building and developing upon individual strengths and talents - PRAISE.

Every day, everyone achieves. Pawb yn gweithio'n galed.

- Striving for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Striving to be a centre for truly excellent teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

Every day, everyone is happy. Pawb yn hapus.

- Providing a welcoming, safe, happy school.
- Listening to and respecting EVERYONE.
- Taking pride in ourselves and our achievements, enabling children to become confident and successful learners. Celebrate success.

Every day, everyone is a team. Pawb gyda gilydd.

- Working together and supporting each other
- Striving to be the heart of our local community and an important part of our society; building and joining communities locally and beyond.

OUR AIMS

School Aims	
Pupils' Progress - Achievement and Standards	We want to create a school: • Which has high standards of achievement • In which all lessons taught are good or better • Where a clear emphasis is placed on Reading, Writing and Numeracy • Which prepares pupils for the next stage of their education • Which challenges our pupils to achieve their full potential
Pupils' Personal Qualities - Personal Development and Well Being	We want to create a school in which pupils: • Are happy and safe • Achieve behaviour and standards we are proud of by following the 'Gwaunfarren Way' • Are independent in their learning • Begin the journey of lifelong learners • Promote respect for themselves, others and the environment • Develop enquiring minds and a spirit of curiosity
Resource Management - Quality of Provision	We aim to create a school: • Which makes the most of the local environment in pupils' learning • Where staff are committed to their own learning journey and the sharing of quality practice • Which achieves value for money • Which provides training/career progression for other professionals
Leadership & Management	We aim to create a school: • Which has excellent Leadership & Management • Which creates leaders at all levels • Which communicates effectively with stakeholders
What Makes Gwaunfarren Primary School Special?	We aim to create a school which will: • Place the emphasis on having fun • Place a strong emphasis on music, sport, art and drama • Encourage pupils, staff, parents, governors and local community to work together as a team • Embrace technology • Promote outdoor learning • Being a partner in the education of our pupils and being committed to working in partnership

OUR SCHOOL



OUR IMPROVEMENT PLAN



Gwaunfarren Primary School

High Standards, Solid Foundations

SDP Targets

2026 - 27

Embedding a Self-Reviewing School Culture Through Collaborative and Distributed Leadership.

This priority focuses on developing a culture of continuous improvement where all staff, pupils and governors contribute to evaluating and improving the quality of education. Through collaborative working, coaching partnerships and professional dialogue, staff will be encouraged to reflect on their practice, share expertise and learn from one another to strengthen teaching and learning across the school.

The school will further develop leadership at all levels by providing opportunities for staff to engage in coaching, peer observations, professional enquiry and curriculum review. A strong emphasis will be placed on building staff confidence in self-evaluation and ensuring that evidence is used effectively to inform future improvements. Pupil voice groups and governors will also play a more active role in shaping school improvement priorities and evaluating their impact.

This work will support the development of a professional learning culture where reflection, collaboration and shared responsibility are embedded in everyday practice. By strengthening distributed leadership and creating meaningful opportunities for all stakeholders to contribute, the school will increase its capacity for sustainable improvement.

Improve the effectiveness of outdoor learning provision through purposeful experiences, progressive skill development and high-quality resources.

This priority focuses on embedding high-quality outdoor learning as an integral part of the school's curriculum. Through the development of purposeful learning experiences, progressive skill development and enhanced outdoor environments, pupils will have regular opportunities to apply and extend their knowledge, skills and understanding in meaningful and authentic contexts.

The school will establish a whole-school approach to outdoor learning, supported by staff training, curriculum planning and the development of high-quality resources. Investment in orienteering, Forest School provision and outdoor learning environments will provide engaging opportunities for pupils to develop independence, resilience, problem-solving and collaborative skills. Staff will be supported through professional learning to ensure that outdoor learning is planned effectively and contributes positively to pupil progress.

This work will strengthen pupils' wellbeing by promoting confidence, physical activity, engagement and a greater connection with the outdoor environment. It will also support the development of literacy, numeracy and digital skills through purposeful cross-curricular experiences.

Develop and improve learner effectiveness across the school

This priority focuses on strengthening pupils' effectiveness as learners by developing greater independence, improving assessment for learning and ensuring consistency in feedback, reading and communication across the school. By embedding high-quality teaching approaches and providing pupils with regular opportunities to reflect on their learning, the school aims to help learners understand their progress, identify next steps and take increasing ownership of their development.

A key aspect of this work will be improving reading outcomes through the consistent implementation of Sounds Write and evidence-informed reading strategies. The school will also raise the profile of Welsh and British Sign Language (BSL), creating meaningful opportunities for pupils to develop communication skills and confidence in a range of contexts.

The priority will further strengthen learner independence by encouraging pupils to make choices about their learning, respond to feedback and become active participants in the learning process. In mathematics, a consistent approach to developing reasoning, problem-solving and real-life application will support pupils to build secure conceptual understanding and confidence.

Through a coherent whole-school approach to teaching, assessment and communication, pupils will become more reflective, resilient and effective learners.



GWAUNFARREN PRIMARY SCHOOL

Our School Goals

2026~2027



1

We Are Leaders!

- ✓ Share our ideas
- ✓ Help improve our school
- ✓ Work together
- ✓ Take responsibility



2

We Learn Outside!

- ✓ Explore and investigate
- ✓ Solve problems
- ✓ Build confidence
- ✓ Learn through outdoor adventures



3

We Are Effective Learners!

- ✓ Read every day
- ✓ Use Welsh and BSL
- ✓ Learn from feedback
- ✓ Become independent thinkers



We learn,
we grow,
we succeed
together!

OUR SCHOOL VALUES



RESPECT

We treat everyone with kindness.



TEAMWORK

We work together and achieve more.



TRUST

We are honest and can count on each other.



SUPPORT

We help and encourage each other.



HAPPINESS

We enjoy school and celebrate success.



NURTURE

We care for ourselves, others and our school.



HIGH STANDARDS, SOLID FOUNDATIONS



Pawb yn Bwysig

♥ Pawb yn Hapus

♥ Pawb Gyda'n Gilydd



PUPIL NUMBERS

Nursery	29
Reception	24
Year 1	26
Year 2	30
Year 3	29
Year 4	32
Year 5	36
Year 6	37

January Numbers 2026



OUR CLASSES

Class	Teacher	Support
Nursery/ Reception	Mrs Morgan	Miss Reid Miss Edwards
Reception	Mrs Cross	Miss Thomas
Year 1	Mrs Butler	Miss Jones
Year 2	Miss Evan	Mrs Pulman
Year 3	Mrs Stephens	Mr McMahon Mr McLoughlin Mrs Evans Mrs Munkley
Year 4	Mrs Bibby	
Year 5	Miss Warren	
Year 5/ 6	Mr McCarthy	
Year 6	Mr Chislett	
PPA	Cross Phase	Mrs N Powell
Catch Up		Mrs S Pike

OUR SCHOOL DAY

Breakfast Club	8.00 - 8.45
School Gates open	8.45
Foundation Phase	9.00 - 3.20
Key Stage 2	9.00 - 3.30

Foundation Phase	
Session 1	9 - 10.15
Break	10.15 - 10.30
Session 2	10.30 - 12.00
Lunch	12.00 - 1.00
Session 3	1.00 - 2.00
Break	2.00 - 2.15
Session 4	2.15 - 3.20

OUR SCHOOL DAY

Key Stage 2	
Session 1	9 - 10.35
Break	10.35 - 10.50
Session 2	10.50 - 12.00
Lunch	12.00 - 1.00
Session 3	1.00 - 2.20
Break	2.20 - 2.35
Session 4	2.35 - 3.30





Most children make good progress most of the time but if your child should encounter any difficulties in progressing, no time is wasted in acting promptly and notifying you. The school will use its Universal Learning Provision (ULP) to support your child quickly to make progress in any area of concern. This could be additional reading, specific short-term programmes, or other methods of support available to all children, if required. There is no need to fall within the definition of ALN to access support.

For learners who have significant difficulty in learning, greater than the majority of children their age, or where ALP isn't helping a child to make adequate progress, our ALN policy outlines the next steps. We follow Additional Learning Needs and Educational Tribunal Act (Wales) Act and all guidelines laid down by the Local Authority to ensure that we carry out our statutory duties to assess and make provision for children with Additional Learning Needs. See the school's ALN policy for further detail.



Parents are involved in this process and we rely on their support from the very beginning. Parents who are concerned about their child's progress should make an appointment to discuss this with their teacher at the earliest opportunity. They may then seek additional support and advice from Mrs A. Bibby, our Additional Learning Needs Co-ordinator.

At Gwaunfarren Primary School we are committed to providing an education that meets the individual needs of all our children. We regularly screen and assess all pupils to identify areas of need and match our teaching to pupils' abilities and progress levels. If we feel a child has a specific learning difficulty, we obtain parent consent to make a referral to an external support agency such as School Health, Education Psychology Service and other support services, as well as collaborating with parents and families.



Mrs A. Bibby
Deputy Headteacher/ ALNCO

GOVERNING BODY

Governor	Name
Community Governor	Mrs Beth Jones
Community Governor	Mrs Dawn Williams
Community Governor	Mr Huw Williams
Community Governor	Mrs Kayleigh Morgan
LA Governor	Mr Matthew Jacklin
LA Governor	Mrs Bethan Campbell
LA Governor	Mrs Maria Thomas (Chair)
Parent Governor	Mr Lynsey Murphy
Parent Governor	Mrs Rebecca Murphy
Headteacher	Mr Andrew Lewis
Parent Governor	Mrs Linsey Barrett
Staff Governor	Mrs Sarah Pike
Teacher Governor	Mrs Louise Evans
Clerk to the Governors (non-voting)	Mrs Siobhan Price

BEHAVIOUR

Our Behaviour Policy places high emphasis on developing a school ethos that is positive, where relationships are key priority, and where the needs of behaviour are examined carefully and supported. We celebrate good behaviour, achievement and success.

We believe that high standards of behaviour are vital and necessary to create an atmosphere in which effective learning can take place. All staff encourage a sense of commitment to the school amongst pupils and their parents.

Parental support is crucial, and we strive to build up effective relationships with all parents. All children must be respectful and courteous with staff and other children and are expected to follow class and school rules.

Swearing or fighting is not tolerated under any circumstances. Parents will be contacted if behaviour is causing concern and requires further support. Parents are urged to support us in our efforts to ensure that our children behave in a hardworking, reasonable and socially acceptable manner at all times.



BEHAVIOUR



Behaviours that we don't want to see...

Swearing

Not following instructions

Name calling

Fighting

Disrespecting staff/ others/ equipment

Refusing to work



What will happen...

Friendly conversation

Spend time in a calm space

Time Out

Taken to SLT

Contact Home

Meeting with parents

Time off site



ANTI-BULLYING

The Welsh Government definition of bullying is:

Behaviour by an individual or group, repeated over time, which intentionally hurts others either physically or emotionally.

Bullying is a form of unacceptable behaviour, but not all unacceptable behaviour is bullying. Bullying usually has three key elements and can take place face-to-face or online.

- ▶ It is intentional or deliberate hurtful behaviour.
- ▶ It is repeated behaviour that usually happens over a period of time.
- ▶ The person or people being bullied feel powerless to defend themselves.

Incidents of bullying in Gwaunfarren are few, but in any community where children are growing up and developing skills in managing relationships, this does occasionally occur. It is advisable to speak with school staff when concerns are noticed, to prevent escalation and solve issues for your child as soon as possible.

The school has an Anti-Bullying Policy and a copy is available on request or on the school's website. As part of the Local Authority's approach to bullying the school is required to report all incidents.



ADMISSIONS

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Gwaunfarren Primary School, the admissions authority is Merthyr Tydfil County Borough Council also known as the Local Authority (LA).

In the case of church voluntary aided schools, the admissions authority is the governing body of the individual school.

Within the County Borough each school has its own designated catchment area. Most parents/carers send their child to the 'local' school, but some parents/carers exercise their right to state a preference for a different school. In all cases parents/carers of pupils who are due to change schools in September will need to indicate, on the official application form, their preferred school.

No-one has an automatic right to attend a school but all of the official applications, submitted before the closing date will be considered. On-line admissions ([ApplyForASchoolPlace](#)) is open for all relevant parents/carers. Hard copy applications will be available upon request and will need to be returned to, School Admissions Team, Schools Department, Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ in order to match parents'/carers' preferences with the availability of places at the school of their choice.



Primary Education

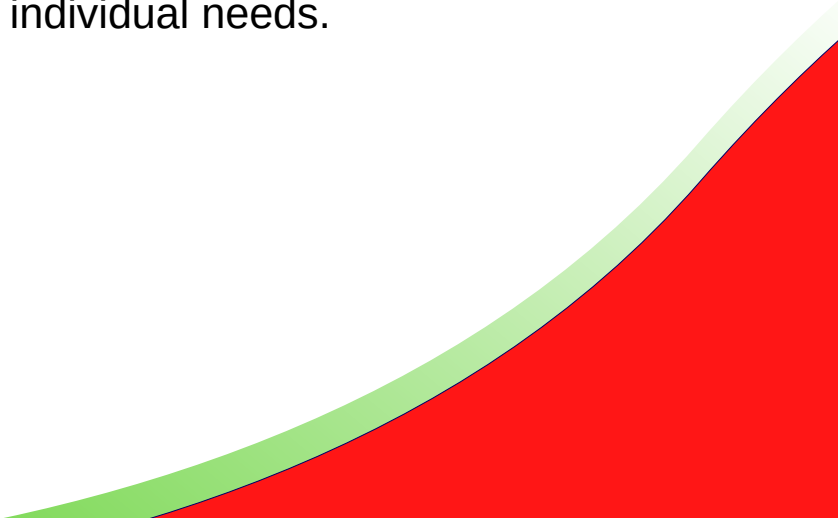
Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. All children are entitled to start school at the beginning of the school year (September) in which they become five. Children will be able to attend school when they are aged three or four and parents should discuss this provision with the staff at School Admissions Team, Schools Department. Children between the ages of 3/4-11 years are recognised as pupils receiving primary education. In Merthyr Tydfil primary education is provided in a primary school with pupils aged 3/4-11 years of age.

Admissions to Reception Class

Parents/carers of children attending a nursery class in a school, or a feeder nursery school, have to apply for a place in the main school when the child reaches the age for admission to primary school. Such children do not transfer automatically.

Admission to Primary School

Pupils who attain the age of five during the school year may be admitted to Foundation Phase departments at the commencement of the school year in September. If parents/carers wish their child to attend a primary school which does not serve their locality they should contact the Schools Department, School Admissions Team for advice (01685 724620). Applications for such admissions should be made as early as possible and as stipulated with the published arrangements. Gwaunfarren Primary School also offers full-time Nursery provision. However, parents/carers have the option to choose part-time provision if preferred. Entry into the Gwaunfarren nursery class takes place in September, January and sometimes in April, depending on available spaces. Pupils are usually admitted at the age of 3 or 4 and places are offered on a full-time or part-time basis depending on individual needs.



Transfer to KS2 Class

Children entering our Key Stage 2 classes will do so on the first day of the Autumn Term following their seventh birthday. As with Foundation Phase classes the Welsh Assembly Government has pledged to reduce KS2 classes to 30 or less.

Criteria to Pupil Entry

WHAT HAPPENS WHEN TOO MANY CHILDREN APPLY FOR PLACES?

If the number of preferences received for a school is below the school's admission number, all applications for admission to the school will be granted. Places cannot be reserved for 'in catchment' children unless they are children of reception age whose parents have applied for their entry to school to be deferred until a later date in the same school year. If there are more applicants than places available the local authority will apply the following oversubscription criteria in order to determine the allocation of available places:

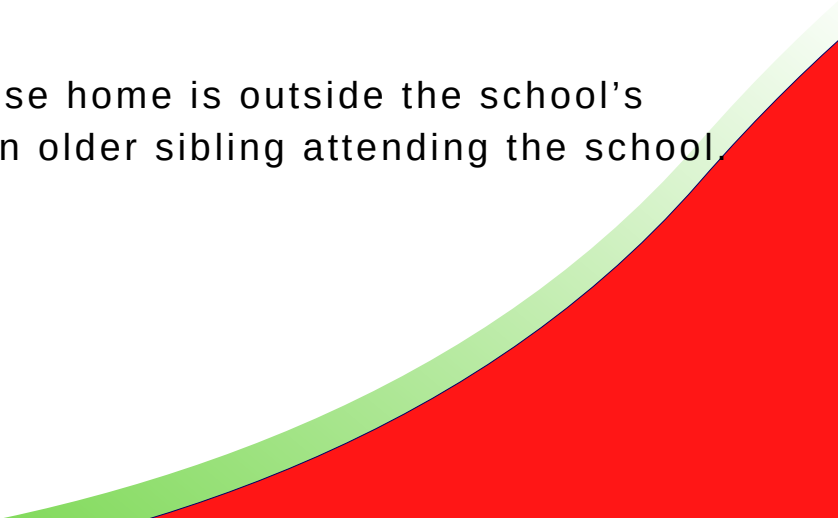
Priority Category 1: 'Children Looked After' (children in public care) and previously 'Children Looked After'.

Priority Category 2: Children whose home is inside the school's catchment area and have an older sibling attending the school from the same address, at the date of application, who will continue to attend that school.

Priority Category 3: Children whose home is inside the school's catchment area who do not have an older sibling attending the school.

Priority Category 4: Children whose home is outside the school's catchment area and have an older sibling attending from the same address, at the date of application, who will continue to attend 10 that school in September.

Priority Category 5: Children whose home is outside the school's catchment area who do not have an older sibling attending the school.



For the avoidance of all doubt the reference to 'home' in the oversubscription categories above and the 'tie breaker' below refers to the actual location of the residential dwelling in which the child lives.

Please note that:

- Childcare/childminding arrangements or a parent's place of work cannot be taken into account when applying admissions criteria.

The date a parent/carer requests with a school that their child's name be put on their school's initial list is not a criteria for entry and does not guarantee a place; it merely enables an application form to be sent out at the correct time.

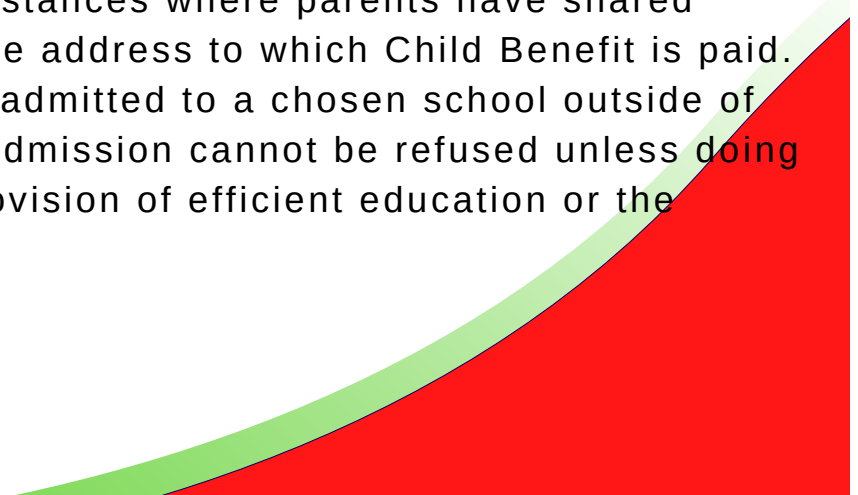
Children will be classified as siblings if;

- (a) they are half or full brother or sister
- (b) they are an adoptive brother or sister
- (c) they are children living full time/permanently in the same household ☐

Please note that cousins, nephews and nieces are not counted as siblings. ☐
In relation to secondary school, siblings must be in years 7 to 11 of the relevant school in September.

Tie breaker

Children will be admitted up to the Admission Number in order of priority as outlined above. If, within any one of the priority categories listed, all the applicants cannot be offered a place, preference will be given to children living nearest to the school. Distance will be measured by the authority using the shortest, safe walking route between the home address and the nearest open school gate. For the avoidance of doubt, in areas where no safe walking route has been identified by the authority, the shortest driving route between the home address and the nearest open school gate will be used. The distance will be measured by using the authority's 'mapping schools' electronic system only, in order to ensure equality of opportunity to all applications. Measurements calculated by any other system will not be considered. The home address in instances where parents have shared responsibility for children, will be the address to which Child Benefit is paid. 'Children Looked After' will also be admitted to a chosen school outside of the normal admissions round. The admission cannot be refused unless doing so would seriously prejudice the provision of efficient education or the efficient use of resources.



CHARGING POLICY

The school believes in promoting extra, enriching, educational activities such as visits and visitors. The School Governors recognise the valuable contributions that visits, visitors and other educational activities can make towards stimulating and enriching the work done in school. When educational visits are organised it is sometimes necessary to request that parents make a contribution towards the costs.

The costs of all visits are kept to a minimum and advance notice and payment plans are in place for residential visits, to allow parents to make small weekly payments if they so wish.

No child will be excluded from an activity because of an inability or an unwillingness to contribute. However, if we receive insufficient voluntary contributions we reserve the right to cancel.



SCHOOL UNIFORM

The school takes pride in its school uniform. We firmly believe the uniform gives the children a sense of identity.

Following on from consultation with parents and pupils, school uniform has been compulsory since September 2020.

We would ask all parents/carers to support the school's efforts to maintain the standard form of dress throughout the school by providing the children with school uniform.

Cloakrooms and Storage

All pupils have access to coatpegs and storage within our cloakroom areas to store their belongings during the school day. Likewise storage is available in class for other personal items. We do ask that Pupils only bring in drawstring style bags with them to school and not backpacks.

Lost Property

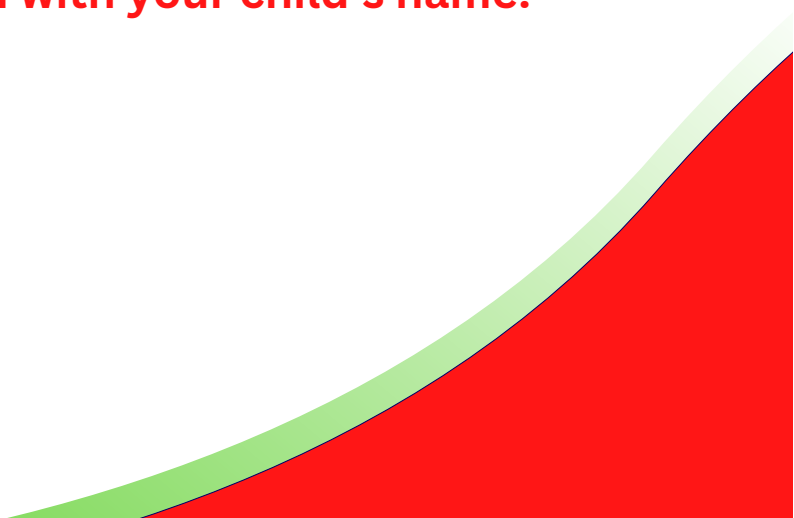
Please ensure that all items of your child's belongings are labelled clearly with his or her full name. We actively encourage the children at School to be responsible and independent and to look after their own belongings. However, if they do mislay any items we have a Lost Property box situated in the school office.



SCHOOL UNIFORM

Girls Winter	White Polo shirt Red cardigan or sweatshirt Long white socks or tights in white, red or grey Grey skirt/Jogging suit
(Summer)	As above or: Red and white gingham dress (Checked or striped are quite acceptable)
Boys	Jogging Trousers/Grey Trousers White Polo Shirt/Red Sweat-shirt
Girls	White Polo Shirt/Red Sweat-shirt Black shorts and White T-shirts for boys and girls

Uniform items are no longer sold at the school, but can be purchased from various outlets in Merthyr Tydfil. However, we often have recycled uniforms, in very good condition, that can be requested from the school (*See Mrs Francis) N.B. We would appreciate it if all uniform could be clearly labelled with your child's name.



PE Kit

Children need a plain white T. Shirt and a pair of black or blue shorts for P.E. lessons. For outside P.E. and games lessons, the children need a pair of trainers. All P.E. kit should be clearly labelled with your child's name. Currently, children wear their P.E. kit on a day they require it, to save time in changing. For swimming girls must wear a one piece costume.

Lost Property

Anything that the children lose around school will be taken to the lost property box. Items that are properly named are returned to the owner immediately. Anything that is not named will be kept until the next holiday when it will be disposed of. Please ask at the office if your child has lost anything and we will do our best to find it. However, we cannot be held responsible for any item that is lost or stolen. Please don't bring anything non-essential, or of high value to school.

Jewellery

The children may only wear single stud earrings and a watch to school. This is for all of the children's safety and also the security of any jewellery. No other jewellery is acceptable and your child will be asked to remove it. Jewellery **MUST NOT** be worn for P.E.

School Meals

School meals are provided by Merthyr Tydfil Catering and are cooked on the premises. If your child has any special dietary requirements, please inform the office.

School dinner money is collected by ParentPay (Electronic System) and your child will be set up on the system when they join our school. The LA will advise parents who wish to enquire about their child's entitlement to free school meals. Pupils are allowed to bring a balanced, packed lunch. Please pack in a suitable container and label with your child's name. There is no refrigeration available, so please think carefully about lunch choices.

The school has a free Breakfast Club and registration forms are available from the Headteacher. The club opens at 8.10 a.m. and children must arrive before 8.30 a.m. Children are escorted from the club to their classrooms at 8.55 a.m.

Please do not arrive for breakfast club before 08:05 am

ATTENDANCE

Attendance

Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. The progress of pupils is affected by non-attendance at school. Children are expected to attend school every day, punctually, unless there is a valid reason for not doing so.

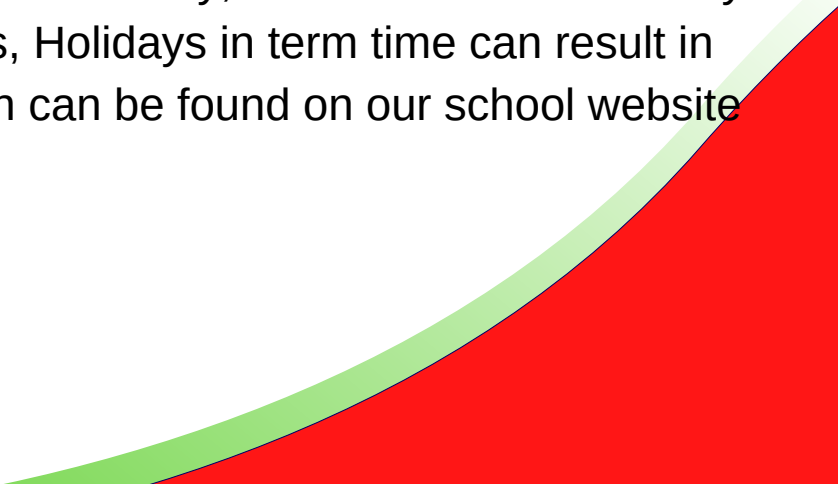
Authorised Absences

It is inevitable that there will be times when your child will need to be absent from school. It may be because of a visit to the hospital for example. Whilst we would ask that, where possible, appointments are made outside school hours, we acknowledge that in certain circumstances it is not possible. At these times, we ask you to notify the school in advance, either in a short note to the class teacher or by telephoning the school office.

Should your child be absent through illness, we ask that you contact the school on the morning of the first day of absence so that we know that your child/children are safe at home. If you are unable to contact the school, we request that you send in a brief note on your child's return to school stating the reason/s for absence. We operate a first day calling system where, if the school is not contacted, a member of school staff will contact you.

Holidays within Term Time

We ask parents to try their best to arrange holidays in official school breaks. Any requests for holidays during term time cannot be authorised (apart from exceptional circumstances). Please contact the school in writing, via email regarding the length and purpose of the holiday, with exact dates and any family circumstances. In some cases, Holidays in term time can result in FPNs being issued. More information can be found on our school website regarding Holidays in Term time.



ATTENDANCE

Education Welfare Officer (EWO)

The Education Welfare Officer visits regularly and can advise families with educational welfare problems. They may also be used by the school to monitor punctuality, to check on persistent, unexplained absences, or to support families that we are concerned about.

Care of our Pupils

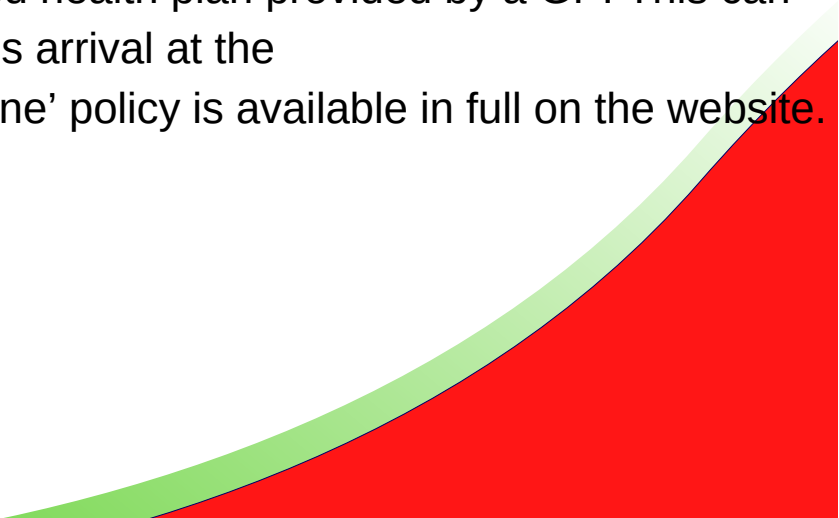
Ensuring your child is cared for and looked after, whilst at school, is of great importance to us. If you have any queries at any time then you are very welcome to come and speak to your child's teacher

However, please remember that after school is the best time, as the teacher has his/her class to prepare for, and to look after, at the beginning of school. You should always go to the main office to ask if the teacher is available – in the interests of school security, please, do not enter the school to look for them. If your child's teacher is unavailable, short messages can be passed on via the school office or sent directly via ClassDojo. If necessary an appointment can be made for the earliest possible opportunity.

Regular opportunities will be provided for all parents to meet with teachers during our allocated Parent Evening meetings to discuss your child's progress and any potential concerns that staff may have.

Medicines

At Gwaunfarren Primary School we are unable to distribute any medicines to pupils, unless a child has a specialised health plan provided by a GP. This can be discussed further upon your child's arrival at the school. Our 'Administration of Medicine' policy is available in full on the website.



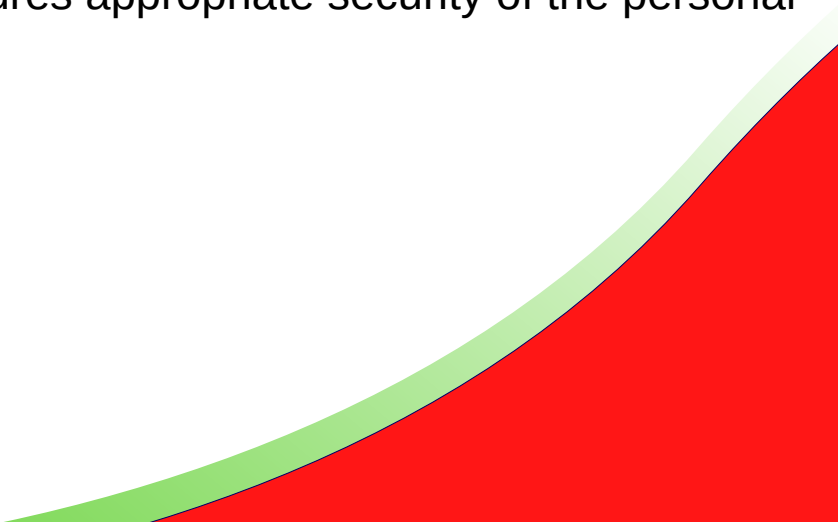
GDPR

As a public body, there are certain tasks that will require us to process your child's information under the basis of 'Public Task'. During your child's time at school, we will process a large amount of information about them, in order to provide them with the best possible care and support within their education. At Gwaunfarren Primary School data protection is given a high priority, and we do all we can to ensure that your information is held securely.

As part of this prospectus pack you will find a guidance booklet entitled 'Your Child's Data' which gives a simple explanation to how our school processes your child's data. This is also available on our website. Please find below a brief overview of how we establish Data Protection procedures within Gwaunfarren Primary School.

Processing Data

At Gwaunfarren Primary School there are 6 core objectives that we adhere to when processing information about our pupils. As a school, we will ensure that all information held about your child will be;

1. Processed lawfully, fairly, and in a transparent manner;
 2. Collected for specific, explicit and legitimate purposes;
 3. Adequate, relevant and limited to what is necessary;
 4. Accurate and, where necessary, kept up to date;
 5. Kept in a form no longer than is necessary
 6. Processed in a manner that ensures appropriate security of the personal data.
- 

GDPR

The collection of Personal Information

The school collects information about pupils and their parents or legal guardians when they enroll at school.

The school also collects 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:

- Providing effective 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;

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
- Information on the ethnic origin and National Identity of pupils
- Medical information needed to keep pupils safe while in the care of the school
- Information on attendance and any disciplinary action (e.g. exclusions)
- Information about the involvement of Social Services within individual children.



GDPR

Organisations who may share Personal Information
Information held by the school, LEA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for examples with;

- Joint Education Services (JES)
- 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 Government, 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 inspection authorities, where the law requires that information to be passed on so that they can do their work;



YOUR RIGHTS

Your Rights

You have certain rights under Data Protection Act, including a general right to be given access to personal data held about your child. 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 so wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access personal data regarding your child, then please complete a 'Subject Access Request' form, available on the school website.

Please note that in some instances, particularly where Child Protection cases are involved, you may not be entitled to view all information held on your child for legal purposes.

Keep us up to date

It is very important that you keep the school informed of any changes to personal information, such as address, mobile number etc. This will allow us to maintain our records in line with Data Protection guidelines. We will share with you the information we hold during Parents Evening (annual), for you to check that the information we hold about your child is accurate.



OUR CURRICULUM

We are currently implementing our New Curriculum for September 2022. We are so excited to start this work, built on the ideas of staff, parents, children, governors and the wider community!

Gwaunfarren Primary School's curriculum aims to provide a secure, happy and caring environment where pupils can develop intellectually, socially and emotionally.

The curriculum, designed by teachers in our school, will support your child with creative lessons with a focus on positive experiences, knowledge and skills. It will suit their needs and help them reach their full potential.

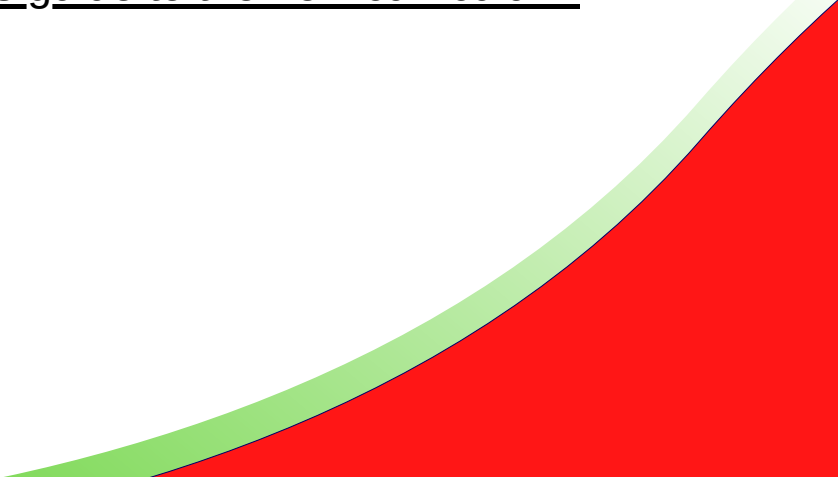
The purposes of the school's curriculum is that pupils are continuously having experiences that will eventually make them:

- ▶ Ambitious, capable learners.
- ▶ Enterprising, creative contributors.
- ▶ Healthy, confident individuals
- ▶ Ethically, informed citizens.

The school's curriculum intent statement is available through the school website.

Useful Link

<https://hwb.gov.wales/curriculum-for-wales/a-young-person-s-guide-to-the-new-curriculum-forwales/> - Young persons guide to the new curriculum



OUR CURRICULUM

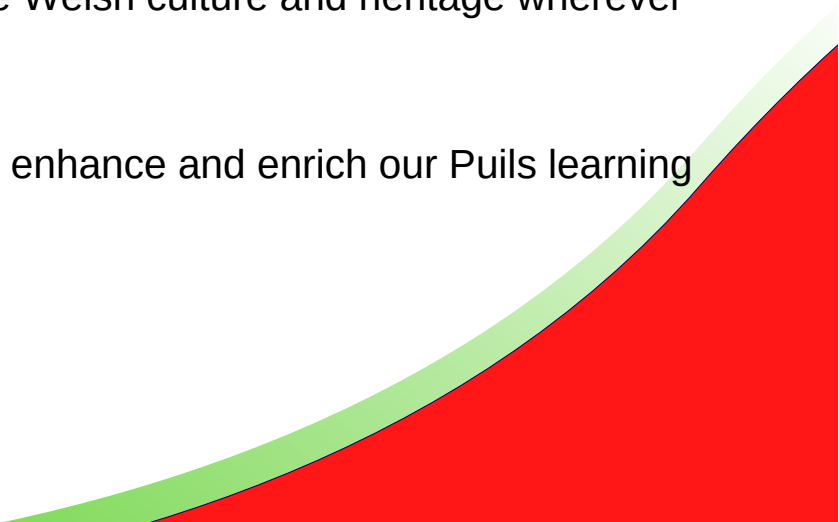
Within Gwaunfarren Primary School, we deliver an active, engaging and experiential curriculum to the learners at our school. Within curriculum we aim to develop Pupils skills and abilities across a range of areas of learning and experience. These areas include;

- Language, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology
- Humanities
- Expressive Arts
- Health and Wellbeing

Here at Gwaunfarren Primary, we provide children with a broad and balanced curriculum that encourages them to become independent learners. We provide a wide range of activities to help your child learn and develop skills through a range of focussed tasks, enhanced and continuous provision, whilst giving the children the opportunity to work as an individual, in pairs, groups and as a whole class. These activities are available both indoors and outdoors wherever possible, whatever the weather! To develop enquiry skills children will sometimes be working independently in both their indoor and outdoor learning. Pupils are also involved in the setting and monitoring of their own short term targets and all children join with the rest of the school for daily collective worship.

Whilst the main language of instruction is English, pupils are encouraged to speak Welsh to their peers and other adults whenever possible. There is a comprehensive development and progression programme in place for Welsh language development, and a 'Tocyn Iaith' strategy is employed in each classroom to encourage its use. We give pupils the opportunity to experience Welsh culture and heritage wherever possible.

We also utilise trips, visits and visitors to enhance and enrich our Pupils learning experiences.

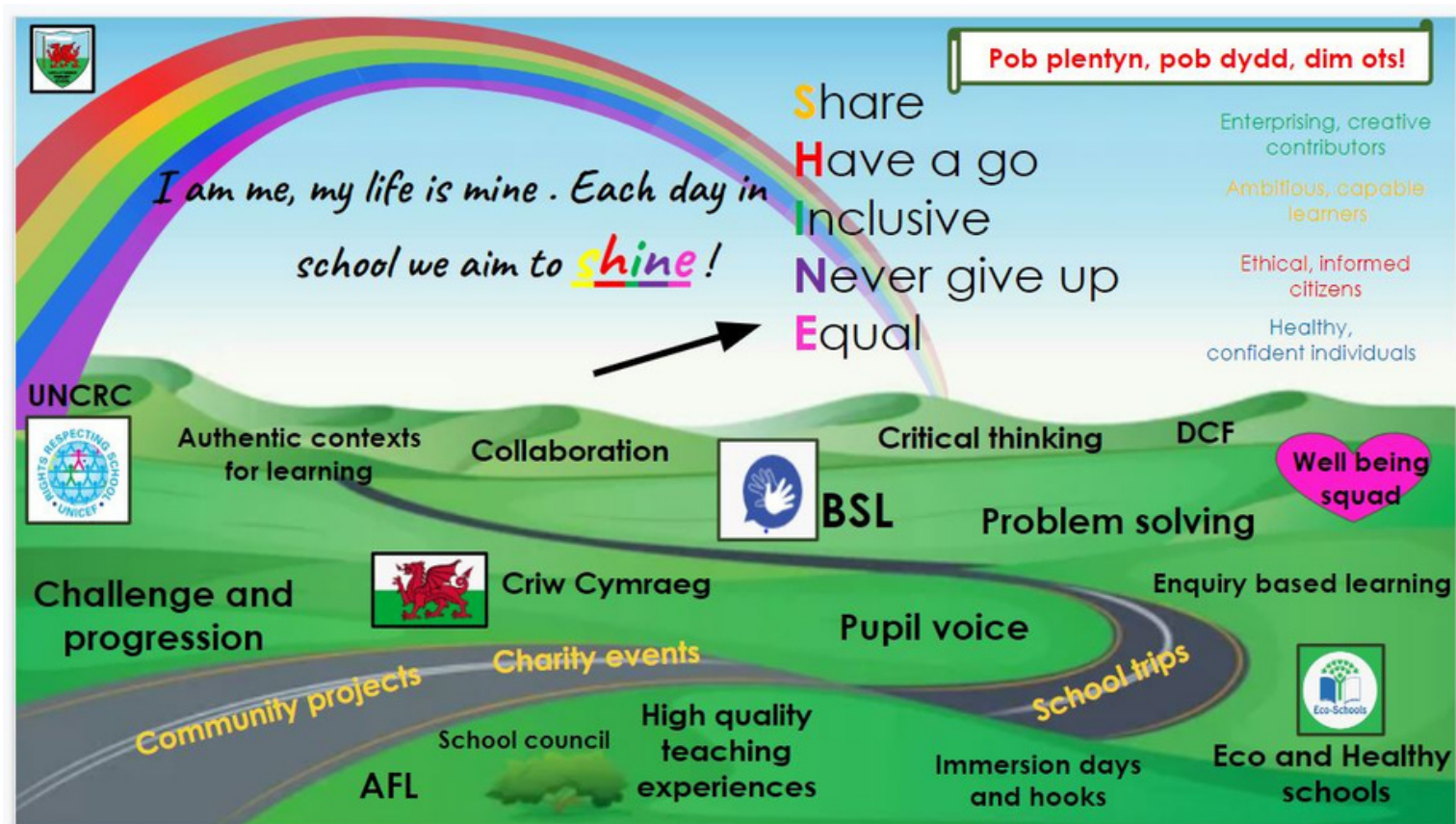


OUR CURRICULUM

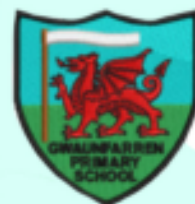
We at Gwaunfarren aim to provide high quality teaching experiences, which excite and motivate children in the classroom and beyond. Teachers will be the facilitators of learning. Considering the needs, views and stages of learners they will design fun, challenging and progressive experiences. Pupils will have opportunities to influence their learning by developing “I wonder” questions from which their enquiry based learning can take place. Immersion days or hook experiences will spring board themes and pupils’ engagement is captured through awe and curiosity.

Our learners will have opportunities to work in ways that enhance their learning and also contribute to driving school improvement through pupil voice groups.

Learners will participate in community projects, go on school trips, welcome visitors to the school and raise money for charities to also enhance their learning experiences.



The Gwaunfarren Journey....



ABC's of curriculum

Aspire

Aspire for excellence

Cultivating authentic learning for future leaders

Believe

Believe in potential

Embracing Cynefin and diversity to unlock every child's potential

Create

Create brighter futures

Providing quality learning experiences to shape tomorrow's innovators



Ethical

Healthy

Enterprising

Ambitious

OUR MASCOTS

Gwaunfarren's Mascots



Ambitious Amy

- ✓ Loves solving problems
- ✓ Works hard and strives to achieve
- ✓ Is always up for a challenge
- ✓ Loves learning.

Ethical Edwyn

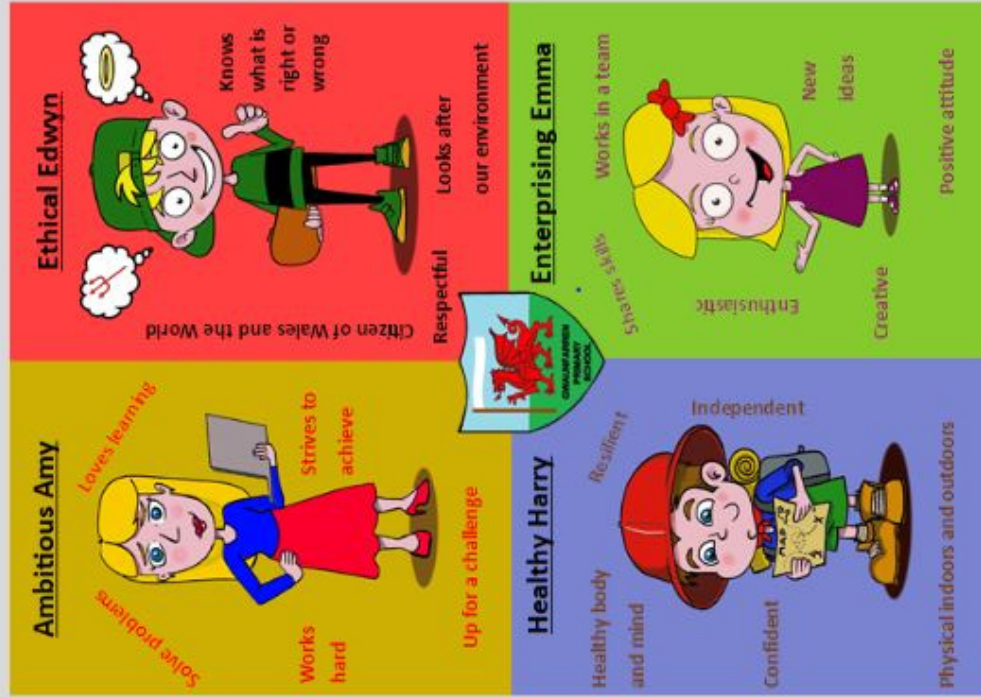
- ✓ Knows right from wrong
- ✓ Looks after the environment
- ✓ Is respectful and understand his rights
- ✓ Is a citizen of Wales and the world

Healthy Harry

- ✓ Shows resilience
- ✓ Is confident and independent
- ✓ Physical indoors and outdoors
- ✓ Has a healthy body and mind.

Enterprising Emma

- ✓ Shares skills and works as a team
- ✓ Is enthusiastic
- ✓ Creative and offers new ideas
- ✓ Keeps a positive attitude



WELSH LANGUAGE

At Gwaunfarren Primary School we have a keen interest in promoting the Welsh language and Welsh culture within our school.

Welsh Language Development

We are committed to encouraging pupils and teachers to use the Welsh language in and around the school and Welsh is learnt as a second language in all classrooms. Classes have pupils who act as a Helpw'r Heddiw, reinforcing Welsh language patterns and encouraging others to ask and answer questions in Welsh, whilst across the school the use of 'Tocyn Iaiths' help to promote and encourage pupils' use of the Welsh language.

Welsh songs and prayers feature in assemblies and displays highlight relevant Welsh phrases and words. Staff within the school use the Welsh language daily as a means of delivering instructions to pupils, as well as using it incidentally throughout the school day, so that pupils become used to hearing and using the Welsh language themselves.

We also want Welsh to not only be used within school, but throughout a child's life as well. We have transition plans in place for when pupils leave us to attend their chosen secondary school and we provide parents with Welsh vocabulary books to encourage the use of Welsh at home.

Curricwlwm Cymreig

We are very fortunate that here in Wales we have a rich history and culture which we believe should be celebrated. Wherever possible, topics will incorporate aspects of Welsh life which celebrate Wales and Welsh culture. Our annual Eisteddfod is an example of one of the ways in which we promote curricwlwm cymreig, where pupils take part in a number of competitions through the medium of both Welsh and English.

EXTRA CURRICULAR ACTIVITIES

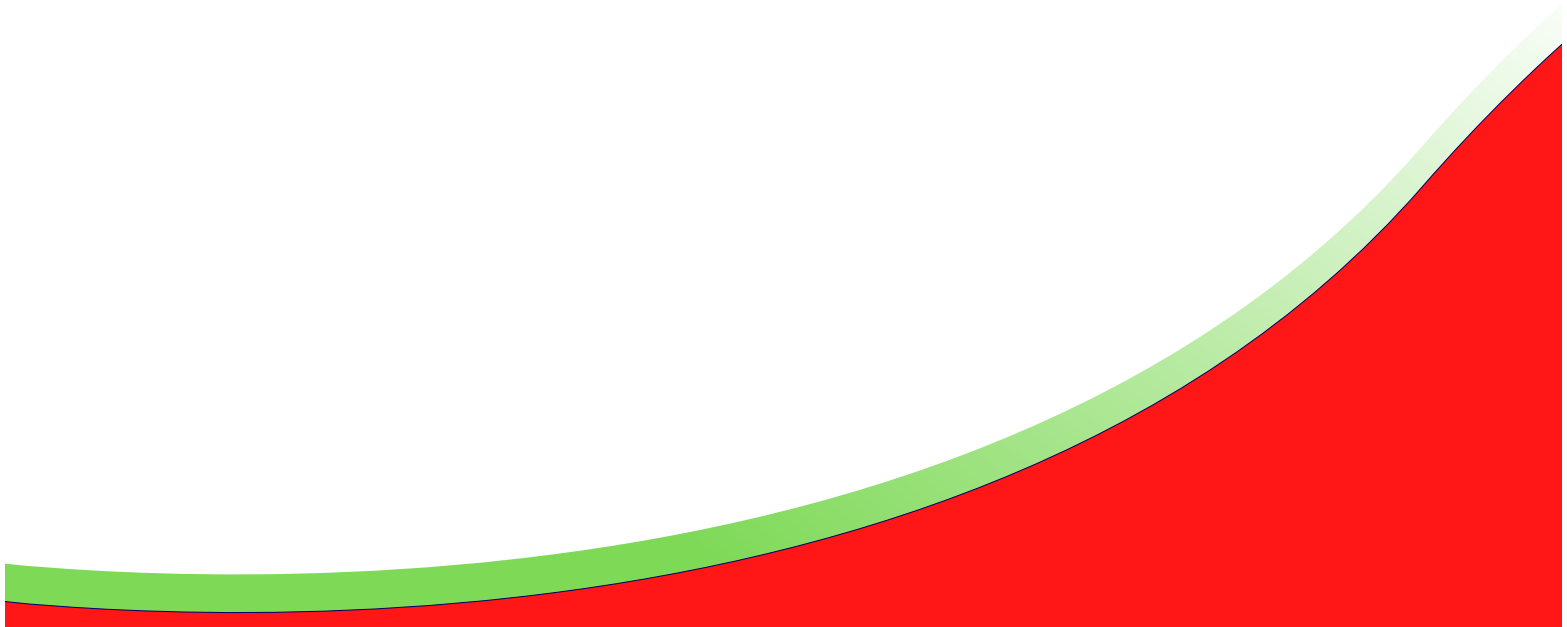
Sporting Aims

The school aims to encourage all pupils to enjoy sport and to develop physical co-ordination and competence. We strive to instil in children an understanding that sport contributes towards a healthy lifestyle. Participation in team sports encourages co-operation and the ability to cope with success and failure.

However, the school also allows opportunities for children who are reluctant to participate in these types of session to enjoy games that focus on building skills, teamwork and a love of exercise through a “REAL PE” approach in balance.

Extra-Curricular Clubs

A range of clubs are offered to learners. These include netball, football, IT Code Club and a creative club. Information about clubs are communicated to parents through our social media and Dojo accounts.



Homework

All children are given homework according to their age and development. Please help your child to complete homework by providing them with a quiet place to concentrate. Each class teacher puts information every term on the class pages of the school website outlining arrangements for homework. Listening to your child read or sharing books is a very important part of homework across the school, but as children get older they will have spelling lists, multiplication tables, etc. to learn. Other homework tasks could include carrying out research, drafting ideas for stories, completing class work, etc. The school uses 'Seesaw' to share learning completed in class with parents. Your class teacher will give you a QR Code to use to get set up. School welcomes constructive and motivational comments about your child's learning. All children have a Home/School Reading Record Book and parents are encouraged to make comments and support home school communication about their child's learning.



ACCIDENTS AND EMERGENCIES

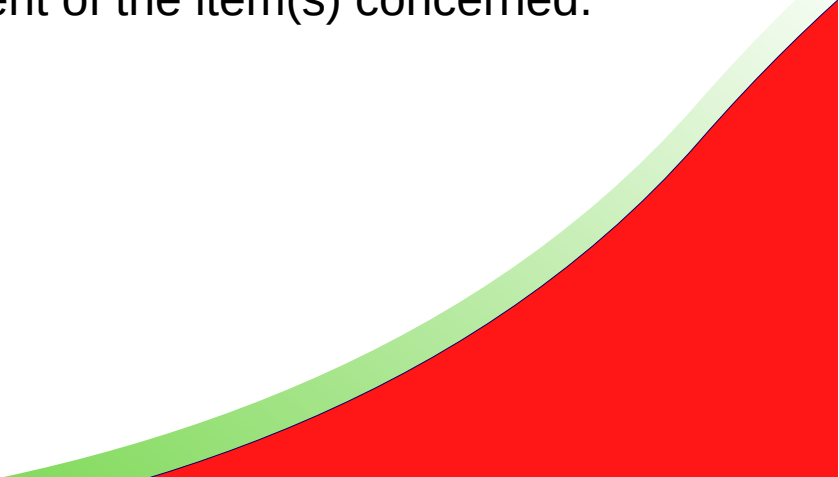
Occasionally accidents occur or children feel ill. It is vital that we are able to contact you in an emergency. Please ensure that you have completed our Emergency Contact Form and returned it to the School Office. In the unlikely event of an accident or emergency at school we will immediately try to contact you using the information which you give us on your completed contact form. If this is not possible the Headteacher or his delegate will assume parental responsibility and will act as any caring parent would under the circumstances. If you do not wish the Headteacher to assume this responsibility, e.g. in the case of medical treatment, please make this clear on the contact form and also bring it to the attention of the Headteacher. It is vital that contact forms are up to date.

Minor Incidents

Minor accidents will be treated by a qualified first aider. In the event of a child receiving a bump to the head it is the school's policy to inform parents even if the child is well enough to remain in school. If we are unable to contact a parent, this information will be sent home in note form.

Vandalism

Should school property be damaged by a child or children as a deliberate act of vandalism, then a request may be made to the parent for the cost of repair or replacement of the item(s) concerned.



Emergency Closure

In exceptional circumstances it may be necessary to close the school at short notice. We will make every effort to contact parents through the school texting service and through the school website, council website and local radio stations. Should snow prevent the school from opening, a decision will be made as early as possible and parents informed at the earliest possibility.

Medical Appointments

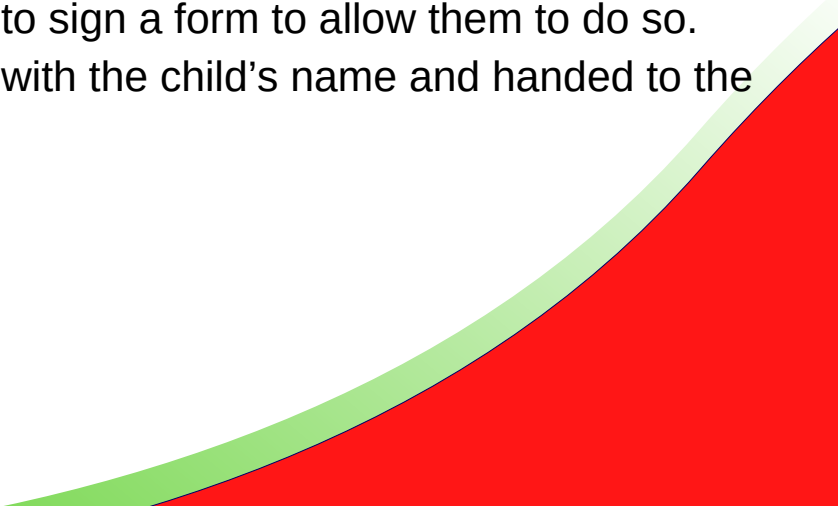
Please notify the school of any medical or dental appointments that your child has to keep. Whenever possible, please try to arrange appointments after school or during school holidays. It is not our practice to allow children to leave the school during school time without an accompanying adult. Please make sure that you report to the office if you need to collect your child.

Medical Provision

There are regular medical and dental inspections in school, which are carried out by the school medical service. Parents are asked to sign consent forms to allow the inspection to occur. Parents will be informed in advance if their child is to be seen and may attend if they so wish.

Medication in School

The teachers or staff are not legally obliged to administer any medication to children during the school day. However, in exceptional circumstances where medication is essential and where it is difficult for parents to come into school to administer the medication to their child, or administer around the school day, (Preferred option) the Headteacher or Deputy Headteacher may agree to do so. Parents will be required to sign a consent form absolving staff of responsibility in such a case. The school will only administer prescribed medicines with clear pharmacy labels. Any children with asthma inhalers or Epi-pens to be used / administered in school will also need to sign a form to allow them to do so. Medication should be clearly marked with the child's name and handed to the teacher on arrival at school.



Equal Opportunities

At Gwaunfarren Primary School, discrimination on the basis of colour, culture, origin, creed, gender and ability is unacceptable. We endeavour to further this objective by creating within our school a happy, caring environment, where each individual is respected and valued.

We aim to educate, develop and prepare our pupils for life to enable them to coexist in society as well-balanced, tolerant, open-minded individuals. If you would like more information on our Equality procedures at Gwaunfarren, our detailed Strategic Equality plan is available for scrutiny from the main school office and website.

Site Security, Safety and Safeguarding

Gwaunfarren Primary has invested in ensuring that the school site is safe for Pupils and Staff. There are a number of ways we have achieved this including:

- ▶ Security fencing
- ▶ CCTV installed across the site to ensure activity at entrance and exit points is monitored and recorded.
- ▶ Exterior lighting installed to provide adequate light during darker months.
- ▶ ID badges and visitor badges used throughout the school
- ▶ Controlled Access across the site.

If you wish to discuss site security further then please contact the Head Teacher who can provide you with more information.

The school's Designated Safeguarding Person is Mr A Lewis. The Deputy Safeguarding leads are Mrs A Bibby, Mrs Ceri Stephens, Miss L Evans and Mrs G Francis



CLA (Child Looked After)

At Gwaunfarren Primary School we aim to include all pupils in school life, regardless of background or home situation. The school works with local authority support officers and social workers to provide support for pupils who are long or short term foster care. Our aim is to integrate, support and value children who are placed in care in the same way we would any other child. If you wish to discuss any aspect of this, please get in touch with the school. The Inclusion Leader is our designated CLA officer and responsible for promoting the educational achievement of looked after children.



TERM DATES 2026-27

Academic Year 2026/2027

TERM	TERM BEGINS	HALF TERM STARTS	HALF TERM ENDS	TERM ENDS
AUTUMN 2026	Tuesday 1 September	Monday 26 October	Friday 30 October	Friday 18 December
SPRING 2027	Monday 4 January	Monday 8 February	Friday 12 February	Friday 19 March
SUMMER 2027	Monday 5 April	Monday 31 May	Friday 4 June	Tuesday 20 July

INSET DAYS 2026 – 27



**GWAUNFARREN
PRIMARY SCHOOL**
LEARN • GROW • SUCCEED TOGETHER

2026/27
ACADEMIC YEAR
INSET DAYS

-  **1 SEPTEMBER 2026**
-  **2 SEPTEMBER 2026**
-  **2 OCTOBER 2026**
-  **15 FEBRUARY 2027**
-  **19 JULY 2027**
-  **20 JULY 2027**

 **SCHOOL WILL BE
CLOSED**
FOR ALL PUPILS ON THESE DATES.

