

# YSGOL GYNRADD ABERBARGOED PRIMARY SCHOOL



*"Everyone Matters"*  
*"Mae Pawb Yn Bwysig"*

Aberbargoed Primary School  
Heol Ysgol Newydd,  
Aberbargoed,  
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Website: [www.aberbargoedprimary.wales](http://www.aberbargoedprimary.wales)

Head Teacher: Sally Everson

Chair of Governing Body: Mrs Kelly Bowd

# SCHOOL PROSPECTUS 2022-23



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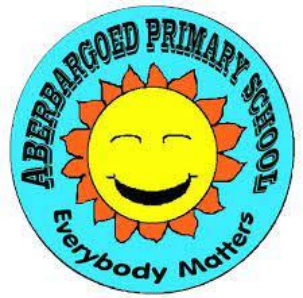
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Dear Parents and Carers,

Thank you for taking the time to read our prospectus

Aberbargoed Primary is a school which is deep-rooted in the local community it serves. Our mission, ethos and values of '*Mae Pawb yn Bwysig – Everyone Matters*' sets the strong foundations that every child needs to flourish and achieve their full potential.

We have a staff team and Governing Body who are fully committed to ensuring our learners develop into healthy, creative, confident, ambitious individuals, who are able to grow and succeed in their own, unique way.

We are proud to deliver high quality, varied learning experiences which support the children to thrive academically, socially and personally, and play an active part in society.

I encourage you to visit our wonderful school, its facilities, the dedicated staff and most of all, I am sure you will be impressed by the responsible, caring young people.

*Kelly Bowd*

Chair of Governing Body

*“Aberbargoed Primary School is a highly inclusive school that places a high priority on the well-being of its pupils.” Estyn, June 2022.*



# INTRODUCTION



- The purpose of this School Prospectus is to give you some information about Aberbargoed Primary School. We cater for the educational needs of boys and girls aged from three to eleven. We are an English medium community school seeking to develop our provision for all learners including adults through collaborative work with our associate schools and other agencies.
- The School is managed by the Headteacher and members of the Governing Body who have been elected or appointed as representatives of the local education authority, parents, staff, local business and the local community. A complete list of Governors is available on the school website. <https://www.aberbargoedprimary.wales>
- Aberbargoed Primary School is fortunate to have a large number of spacious class rooms. Eight of these are used for the day to day teaching and learning which goes on at the School. Each of the classroom areas is served by a shared work space area, cloakroom area and separate toilet facilities for boys and girls. There are additional facilities for adults and the disabled if required
- The school has a spacious hall which is used for a wide range of activities including physical education, assemblies, concerts and dining.
- In addition to the information contained in this Prospectus the school has a number of school policies in place. Parents/Carers and other interested parties are able look at completed policies by visiting our school website or by prior arrangement with the Headteacher within school.



## SCHOOL AIMS & OBJECTIVES

We aim to be an inclusive, learning school serving a learning community. That learning community comprises children, members of staff, parents, and governors as well as members of the wider community who may come into our school. We strive to create effective lifelong learners as we recognise that learning is a continual journey, which can broaden our horizons and enrich our lives. Learning is a lifelong process, which doesn't stop on the completion of a piece of work or on passing a test or exam. The term "learner" describes all members of the Aberbargoed Primary School Community – whatever their age or role. We aim to provide a learning environment that develops pupils' spiritual, moral, cultural and social development.

Our aims and objectives should be also set in the context of our core values. These are:



***“Everyone is welcome and people are always proud of you in our school.” Pupil voice.***

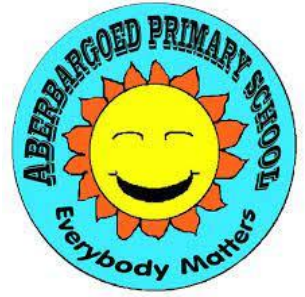
***“Our school believes in kindness and respect.” Pupil Voice.***



During Assembly on Wednesday 30th March 2022 the children from Reception through to Year Six described the behaviours they would like to see in our school. Pupils identified they expect successful learners to be:

- helpful, caring and kind;
- on task and focused;
- trying their best;
- listening well with listening ears and using good looking skills;
- hard working;
- respectful and polite;
- neat and tidy;
- confident and never giving up;
- calm;
- on time;
- willing to ask for help;
- proud of themselves;
- able to choose to do the right thing in order to earn lots of green points throughout the day

# ABERBARGOED PRIMARY SCHOOL STAFF



**Head teacher:** Miss Sally Everson

**Deputy Head teacher:** Mrs E Roach-Rooke

**Senior Leadership Team:** Mrs J Phillips and Mrs J Jeremiah

## **Teaching Staff**

- Mrs J Jeremiah - Additional Learning Needs Coordinator
- Mrs J Phillips - Progression Step 1 and 2 Leader
- Miss L Snailham
- Miss F Baber
- Miss J Harris
- Miss E Davies
- Miss K Phillips
- Mrs J Evans

## **Additional Practitioners**

- Mrs Hall-Moore
- Mrs O'Callaghan
- Mrs Collis
- Mrs Lehaj
- Mrs Barber
- Mrs Thomas
- Mrs White
- Miss Blunt
- Miss Tucker
- Mrs Butler

## **Administrative Staff**

- Mrs Attwood (Attendance Leader) and Miss Lewis

## **Caretaking and Cleaning**

- Mr Rowlands

## **Catering and Cleaning**

- The school's cleaning, Breakfast Club and lunchtime meals are provided and staffed by Caerphilly Catering & Cleaning under a Contract Service Level Agreement with the School.

## **Governors**

- Mrs Ceri Williams is the clerk to the Governing Body and can be contacted at Governor Support Division, EAS, Tredomen House, Hengoed, CF827WF
- If you need to contact a Governor, please kindly do so by letter via the school. A list of Governors is available on the school website.

# School Term Dates and INSET



Term dates can also be found by accessing the link on the CCBC website:

[Schools, term dates and closures - Caerphilly County Borough Council](#)

School will also be closed for an additional five/six days of staff training during the year. You will be informed of these dates at least two weeks before.



## THE SCHOOL DAY

Children are allowed to arrive in school **8.15am** for breakfast club. The last admission for breakfast club is 8.35am.

Let the school know if your child is going to be absent or late.

Children in Reception to Year 6 will be dismissed from school promptly at twenty past three.

**Children in Nursery, Reception, Years one and two are expected to be collected by a responsible adult.**

If your child fails to arrive home as expected please contact the school immediately.

# SCHOOL SESSION TIMES



Nursery Only	Starts	Ends
Doors open to classes	0850	
School Starts For Pupils	0900	
Registration and Morning Session (Breaks Taken Throughout Morning Session)	0900	1200

Reception to Year 6	Starts	End
Doors open to classes	0850	
School Starts For Pupils	0900	
Registration	0900	0905
Basic Skills/Spelling/Helpw'r Heddiw	0900	0915
Morning Session	0915	12.15 (Staggered lunch entry)
Morning Break	15 minutes taken flexibly through the morning.	
Lunch Time	A carousel of lunchtimes takes place between 12-1.30pm.  Reception to Y2 - 1 hour Year 3-6 - 45 minutes	
Registration	First five minutes following lunch break.	
Basic Skills/Mindfulness/Reading/Daily Welsh Games	1300	1315
Afternoon Session	1315	1520
Daily Mile	Taken flexibly in afternoon.	
School Ends For Pupils	1520	

# LUNCH TIME ARRANGEMENTS



Nursery pupils do not stay for lunch - however they are asked to bring a **small snack of a single piece of fruit** for mid-morning snack.

Your child may -

1. Have a school cooked lunch
2. Bring sandwiches from home.
3. Go home for lunch ( 12.15 p.m. - 1.00pm for Year 3-6)

Information relating to school meals, costs and eligibility for free school meals can be accessed on the CCBC website: [Primary school meals](#)

Meals currently cost £2.30per day (£11.50 per week) for a two-course meal and a drink. We ask for your help in sending a sensible packed lunch for your child, so promoting our healthy eating policy. Please include a piece of fruit and, at most, just one small chocolate bar.

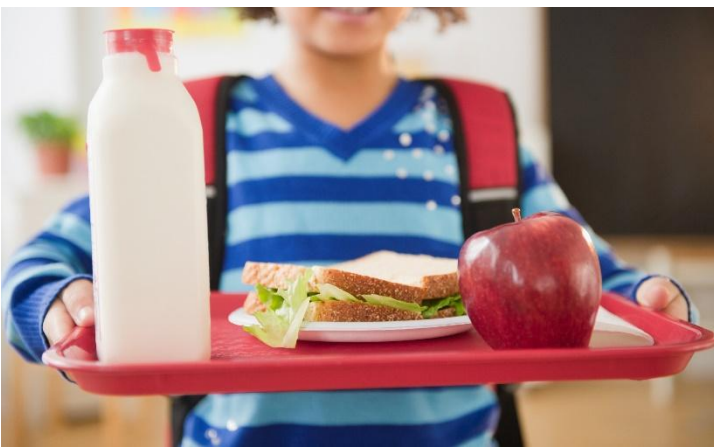
(Remember to label lunchboxes!) No glass bottles or cans are allowed at lunch time or on any other occasion for safety reasons. Children are supervised at lunch time by the Lunchtime Supervisors.

Pupils in Reception to Year 2 are entitled to Universal Free School Meals from January 2023. Pupils in Year 3 to Year 6 are entitled to Universal Free School Meals from September 2023. [Universal Primary Free School Meals \(UPFSM\) | GOV.WALES](#)

Parents who are in receipt of income support or job seekers' allowance can apply for free school meals.

Application forms for free meals are available online from the CCBC website. We will advise you, as necessary, as to the cost of school meals as and when it changes. [Apply for free school meals](#)

School operates a cashless system - to set up your digital account please contact the main office for support information.



# MILK AND WATER

School provides all children with a water bottle. Children in all classes may bring a sports bottle of still water to school. It can only be a sports bottle because they have a pull up / push down top and the water will not spill if it is knocked over. No metal water bottles should be brought to school. There is easy access to water bottles at almost any time during the school day. They will be refilled if required. One third of a pint of milk is provided each day during term time for each school child until the age of 7. Milk is provided FREE of charge. We are part of the European Milk Scheme.

***“The quality of care, support and guidance for pupils is a strength of the school.” Estyn, June 2023.***





# SCHOOL ADMISSIONS

The Admissions Authority for the School is Caerphilly County Borough Council LEA. Pupils are admitted to Aberbargoed Primary School in the term following their 3rd. birthday. The Admission Number (admission level/limit) which has been set for the School is 4/5 30 and capacity for 4-11 year olds is 210. Pupils attending Aberbargoed Primary School will normally transfer to Heolddu Comprehensive School in the September following their 11th. birthday.

The Governing Body implements its Equal Opportunities Policy fully with regards to the Admissions Policy. No child shall be refused admission to the School on the grounds of race, gender, creed, disability, ability or inability.

Further information on how this can be done is available from the LEA's Admissions Officer at Caerphilly County Borough Council and in the LEA's Starting School booklet.

<https://www.caerphilly.gov.uk/CaerphillyDocs/Schools/starting-school-booklet.aspx> or by accessing <https://www.caerphilly.gov.uk/schooladmissions>

## TRANSITION TO COMPREHENSIVE

At the end of the Summer Term, Year 6 pupils generally transfer to Heolddu Comprehensive School unless parents have applied for their child to receive secondary education elsewhere, or they reside outside the catchment area. Parents of pupils from out-of-catchment areas must apply to Caerphilly County Borough Council for permission for their child to attend Heolddu School. Being a pupil at a feeder primary does not guarantee placement.

# SCHOOL ATTENDANCE DATA



Regular attendance is essential if any child is to make real progress. Our school target is 97%+ attendance.

Please notify the school by telephone or letter if your child is absent, stating the nature of the illness. The school operates first day calling. Please contact the school by 9.30am to report an absence. If no message is received the school will call home to check. Parents are able to report an absence by calling 01443 875512.

If your child is brought to school late because of a visit to the doctor/dentist please report his/her arrival to the office. If you need to collect your child during the day for appointments, a note should be sent to the class teacher concerned or a call made to the school office to inform staff in advance. No child can be allowed out of school without the written permission of the parent.

The start of the day is a vital time for a child's progress. If they are consistently late they will miss key points of the morning lesson and will feel they do not belong to the class. Please ensure your child is at school on time.

Absences fall into two categories:-

1. Authorised (i.e. legal) medical reasons, annual family holidays (for which leave has been granted - maximum 10 days per year), residential visits.
2. Unauthorised (i.e. illegal) any reason where an explanation has not been received. Lateness is an unauthorised absence

These absences will be authorised except where consistent absenteeism gives cause for concern. Parents will be contacted in such cases. The school has adopted Fixed Penalty Notice Policy as laid down by CCBC.

## WELFARE AGENCIES

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

***"We try to have 100% attendance because if we are in school we can have fun and learn." Pupil Voice.***

# CHARGING AND REMISSION POLICY



The Governing Body of Aberbargoed Primary School recognises the valuable contribution made by the wide range of additional activities, including trips, clubs and residential visits towards pupils' education. The Governing Body seeks to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The full policy can be found on the school website:

[Statutory School Policies and Documents – Aberbargoed Primary School](#)



# CURRICULUM STATEMENT



A copy of the school's curriculum statement  
can be found on the school website:

[Curriculum Statement](#)

***"We are encouraged to  
challenge ourselves to  
be our best!"***

# SAFEGUARDING AND CHILD PROTECTION



Promoting The Educational Achievement Of Looked after Children (CLA) & Safeguarding/Child Protection.

The Headteacher, Sally Everson, is the Designated Safeguarding Lead. In her absence Mrs Elinor Roach-Rooke. Mrs Joanne Phillips and Mrs Jessica Jeremiah will deputise. Designated Safeguarding Leads have responsibility for promoting the educational achievement of Looked After Children and safeguarding/child protection. Copies of the School Policy for Safeguarding/Child Protection are available as is an Information Leaflet for Parents.

[Safeguarding Leaflet for Parents](#)



# ADDITIONAL LEARNING NEEDS

At Aberbargoed Primary, we understand that ALL children share the right to a broad, balanced, relevant and differentiated curriculum. We also acknowledge that all teachers are teachers of children with additional needs. The school endeavours to identify as early as possible children requiring ALN support and implements the code of practice in identifying and assessing special educational needs. The School's ALN coordinator is Mrs Jeremiah. The school is totally committed to the full inclusion of children with ALN and ensuring full access to the whole curriculum for all children. Where appropriate, Foundation Phase and National Curriculum modifications are catered for through individual programmes of work drawn up by the ALN coordinator/Class Teacher/learning support staff. If a child needs more support than the school can provide, the school, with parental consent, will seek advice and support from the appropriate outside agencies. The school has access to a number of agencies and LA support services including: Behaviour Support Services, Educational Psychology Services, Speech Therapists, Physiotherapists and Advisory teachers.

Full details of the school's ALN provision may be found in the school's ALN policy document which is available to parents on request from the Headteacher.




# EQUAL OPPORTUNITIES AND LEARNERS WITH DISABILITIES

The Governing Body has developed a policy on Equal Opportunities for all pupils, staff and parents. The school is keen to promote equal opportunities irrespective of an individual's ethnicity, religion, age, political views, ability or disability. Resources are available within school to help promote positive attitudes amongst children. Please see the policy and plan on the school website for further information: [Equality Policy & Plan – Aberbargoed Primary School](#)

## EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are provided by school free of charge a termly review of provision is undertaken and information provided to families.

Extra-Curricular Activities may be organised by staff to take place either during the lunch hour or after school. After school clubs will run from 3.20 until 4.15. Children will not be permitted to stay for a club without the written permission of parents/guardians or a completed general consent form

A young child with Down syndrome is smiling and holding a soccer ball on their head. The child is wearing a white t-shirt. The background is blurred.

***“Our clubs help us keep fit and healthy. They are fun activities that help our mental health.”***

# HOMEWORK



The School has drawn up a Home School Agreement. An interest in books is encouraged and children are expected to read at home each night with their parents. Book bags are supplied by the school. More formal homework takes the form of weekly tasks provided in a learning journey. This may normally include pieces of work for Project work, Mathematics or English and should be related to the work/skills development which is ongoing in class. At some point during each term, children may have a Home Task to complete. Access to online learning platforms including Mathletics, Purple Mash and Google Classroom are also available for learners to develop their skills.



***“Homework encourages us to be creative.”***

# COLLECTIVE WORKSHOP



Whole school acts of collective worship take place on Tuesday and Friday 9.15am, and are class based with flexible timing Tuesday - Thursday. The School holds an act of collective worship lasting 15-20 minutes each day. As required by law our Assemblies are broadly Christian in nature but they also include stories from other religions and cultures. Assemblies are also used to celebrate the achievements of children at our school and will include the presentation of awards, certificates and trophies each week. Parents who may wish to withdraw their children from these Assemblies should discuss this with the Headteacher.

## SEX AND RELATIONSHIPS EDUCATION

Young people should have the right to access information that keeps them safe from harm. This includes learning about healthy relationships, keeping safe, online and offline, and being confident to raise issues with responsible adults. RSE is designed to safeguard all our children and young people, supporting them to develop knowledge, skills and behaviours that will assist in protecting them throughout their lives.

This is critical to building a society which treats others with understanding and empathy, whatever their ethnicity, social economic background, disability, sex, gender or sexuality.. For further information on this statutory aspect of the curriculum and the RSE code please use the link: [Relationships and Sexuality Education \(RSE\)](#)





## MEDICINE IN SCHOOL



Children should not bring any medicines to school. The Governing Body has decided that members of staff should not administer or store any medicines (except for storing medication, inhalers etc. for those children suffering from asthma.) In some cases where there are exceptional circumstances, special arrangements can be made after discussions between the parents and Headteacher and on completion of the necessary forms and disclaimers. In certain circumstances children may be allowed to self administer medication under supervision.

## INJURY/ILLNESS IN SCHOOL



Several members of the school staff are qualified First Aiders. They will apply the necessary First Aid treatment when appropriate. In cases which are regarded as serious the school will immediately contact the parents or other emergency contacts. If it is not possible to do this, then the school shall telephone the Ambulance Service and arrange for the child to be taken to Hospital in the company of a member of staff. In exceptional circumstances the School may arrange for the child to be taken to Hospital by a member of staff. All accidents are recorded on appropriate Accident forms and CCBC is notified when appropriate.

**\*Parents and Carers are responsible for advising School of  
Changes in Emergency Telephone Numbers\***



# SCHOOL UNIFORM



The School Uniform is:-

- Grey, black or navy blue trousers/shorts/skirt, white polo shirt, red sweatshirt/cardigan;
- Pupils may wear the red summer dresses during warmer weather.

Parents may buy these items in local shops. Children should always be sent to school in appropriate clothing and footwear. Please make sure that your child's clothing and other property is clearly labelled with his/her name.

Children should wear shorts and T shirts for PE. They will also need to wear appropriate footwear for outdoor lessons.

Pupils taking swimming lessons should wear suitable clothing and may need to wear swimming hats and verrucae socks etc. if necessary.

School recognises that some children will wish to wear items of jewellery. Children will be allowed to wear certain items of jewellery provided they do not present any likelihood of injury or accident. Children will be allowed to wear stud earrings but will not be allowed to wear earrings which hang or dangle and could be caught or snagged.

Children may be asked to remove or cover items of jewellery for certain activities.

Any items of jewellery brought to school shall remain the responsibility of the child and parent. The school accepts no liability or responsibility for the loss of, or damage to, any items of jewellery or any accidents caused by the wearing of such items.



# MOBILE PHONES AND SMART WATCHES

While we fully acknowledge that parents may want or need their child to bring a mobile phone to school, e.g. if they walk to and from school without adult supervision or if they are visiting a relative overnight, we discourage pupils from bringing mobile phones to school. Smart watches that have the capability of making calls or sound recordings are not permitted in school.

On occasions when children bring mobile phones to school these should be turned off before entering the school site and placed in designated lockable cupboards within the classroom at the start of the day. Mobile phones should remain off until pupils exit the school site. At no time should pupils access their mobile phones through the school day.

Parents and Carers are advised that Aberbargoed Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.



# WORLD OF WORK EXPERIENCE

At Aberbargoed Primary School we recognise the value of introducing our pupils to the world of work. This happens as part of mini-enterprise activities. Our focus of developing effective, collaborative learners who can work as part of a team mirrors the examples of methods of working in many industrial settings eg Apple.

In addition we host many students on work experience weeks as part of their secondary education or college placements.

## HOME SCHOOL AGREEMENT

A copy can be downloaded from the school website: [Home School Agreement](#)

*"Our school encourages us to reach for our dreams."*



# BEHAVIOUR



Positive behaviour is promoted and celebrated at Aberbargoed Primary. The Governing body are committed to providing a learning environment where bullying is not tolerated. For further information regarding behavioural expectations see the school website for policies.

## Rewards:

- Weekly prizes for top behaviour points
- Weekly certificate in celebration assemblies
- Headteacher rewards
- Positive Postcards
- Golden Phone Calls
- Attendance Rewards - Monthly individual competitions, weekly class competitions and certificates.



# COMPLAINTS PROCEDURE

The Governing Body recognises that parents/guardians and others will often visit the School with concerns and inquiries. The Governing Body treats all concerns and complaints seriously. The Governing Body operates a three stage approach to resolving those concerns.

The first point of contact for all concerns should normally be the School. The school operates a three stage approach to resolving concerns about our school.

In the first instance the point of contact will be your child's class teacher. If you are unhappy with the response at this point you can ask the headteacher to investigate your concerns.

Following that you have a right of appeal to the Complaints Committee of the Governing Body.

A full copy of the Complaints Policy is available on request.



