



**Awards**  
We are pleased to be able to share with you some of the awards we have received as a school:

We are all learners together. We have high expectations of the whole community in which the ethos of effort and success is jointly celebrated.

We celebrate the family ethos of our school providing a caring and nurturing approach within and outside the school environment.  
We aim to become a community school by welcoming and involving all outside agencies and voices of the community through creative, cultural and physical activities.

**Our Aims**  
We aim to provide an inclusive school by integrating our school community in a sensitive but purposeful manner where each individual whatever their background feels special.  
full potential.

We provide an all inclusive school where we aim to be at the heart of the community. We are a friendly family with in a nurturing and well being environment which supports and celebrates the efforts, success and participation of all our learners who can and want to learn to their full potential.

**Our Vision at Parc Lewis is that:**  
On behalf of the staff and governing body, I am delighted to welcome you and your child to our school and hope that the time spent with us will be educationally, socially and morally rewarding. Parc Lewis Primary school is a happy, caring, secure school where children, parents, staff and governing body work as a team. We strive to generate a warm, caring atmosphere in which all children can flourish and achieve their full potential.

**Parc Lewis Primary School**

**Our Staff**  
**Foundation Phase:**  
*Early Years Unit:*  
Mrs Long, Mrs Jones, Mrs Perry,  
Mrs Lacey, Miss Morgan, Miss Davies  
*Year 1*  
Miss Jones, Mrs Jones  
*Year 2*  
Mrs Henshaw, Mrs Cross,  
*Key Stage 2*  
*Year 3*  
Mrs Hughes, DH (Mrs Griffiths)  
*Year 4/5*  
Mrs Gogherty  
*Year 4*  
Mrs Goddard, ALNCO  
*Year 5*  
Miss O Connell  
*Year 6*  
Mrs John (SNSA Mrs Badman)  
**PPA Cover:** Mrs Morgan  
**SNSA:** Mrs Murphy-Wise,  
**School Clerk:** Miss Jones  
**Caretaker:** Mr Griffiths  
**ELSA:** Mrs Griffiths, Mrs Morgan

**Local Authority Members:**  
Mr Davies  
Mr Lewis - Chair of Governors  
Cllr Powderhill  
**Minor Authority:**  
LEA  
Mr Kiff  
Mr Jones  
Mr Herbert (VC)  
Mr Minton  
Mr Adekola  
Mrs Webber  
**Parent Governors:**  
**Staff Representatives**  
Headteacher  
Mrs Goddard  
Mrs Perry  
Mr Roberts

**Our Governing Body**  
The Governing Body is made up of parents, teachers, local council representatives and community representatives, who are elected, nominated or co-opted. The governing body has legal duties, powers and responsibilities and are appointed to work with the Headteacher to help decide what is taught within the school, how the school budget is spent, interview and select staff and set policies for the school. Our governing body consists of these members:

**Breakfast Club**  
We run a free breakfast club in our hall from 8.10am to 8.50am. Children are given a choice of cereals, toast and a drink which is followed by activities.

Our school day begins at 8.55am, please can you ensure your child is punctual. We want your child to form good habits, lateness does interfere with their education and can disrupt other children. If your child arrives at school after the register is taken then you will need to sign our late book from 9am each day. As part of our special assembly on a Friday we award Dewi Dragon to the class with the best attendance for that week. You can find out which class gets the dragon on our school twitter feed.

**Punctuality**  
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**School Uniform**  
A school uniform contributes to a sense of belonging to the school community and gives our pupils a feeling of pride in their school. Our pupils wear blue jumpers or cardigans, grey trousers, skirts or pinafore dress and a white polo shirt or a blue and white check dress for girls in the summer. Polo shirts and jumpers can be purchased with the school logo embroidered.

**Admissions**  
Starting school is a very important time for you and your child. We want to work with you to make sure the transition is smooth and rewarding for your child. Entry of children to school is controlled and administered by Admissions Authority (RCA). Each school has a catchment area. Most parents choose to send their children to the local school within this catchment area. They have the right to state a preference for their children to attend any school. Children are admitted to our Full Time Nursery the term after their 4th birthday. We will work with you to build up their time in school because a happy start is important for a successful school career.

**Moving on—Transfer to Hawthorn High School**  
After completing Key Stage 2 here at Parc Lewis Primary School our children transfer to Hawthorn High School in the September following their eleventh birthday. We work very closely with Hawthorn staff to make all transitions as smooth as possible by regularly taking the pupils in Year 6 to partake in sports activities, to work on projects together and to meet their new teachers and friends. In May we also go as a cluster of schools to the Llangrannog Urdd Activity Centre for a two night residential stay where the children will mix with their future year group from the High School.

**Our Results**  
We assess our pupils at the end of the Foundation Phase and the end of KS2 and this data is sent to the Local Authority and the Welsh Assembly Government. All pupils from Y2—Y6 sit the National Reading & National Numeracy Tests each May. We also regularly report on our attendance figures.

Our End of Foundation Phase Assessment Results 2019- 2020				
Subjects	School	Wales	School	Wales
	Outcome 5+		Outcome 6	
Language, Literacy & Communication	89%	84%	26%	34%
Mathematical Development	92%	87%	37%	34%
Personal & Social Development, Well-being & Cultural Diversity	96%	93%	48%	59%
	School		Wales	
Foundation Phase Outcome Indicator	91%		83%	

School Opening Times
Teachers are on duty from 8.50am and our school sessions are as follows: Full time Nursery & Rec 8.55 - 3.15 pm Year 1 & 2 8.55 - 3.20 pm KS2 8.55 - 3.25 pm Morning break 10.30 - 10.45 am Lunch break 12.00 - 12.55 pm

Term Dates for 2020- 2021
AUTUMN TERM 01.09.20 to 18.12.20 / Half Term 26.10.20 to 30.10.20 SPRING TERM 04.01.21 to 26.03.21 / Half Term 15.02.21 to 19.02.21 SUMMER TERM 12.04.21 to 20.07.21 / Half Term 31.05.21 to 04.06.21

**Important Information**  
We take the security of our pupils very seriously and have a buzzer for the door with CCTV to allow the clerk to see everyone coming to the school. Visitors are asked to sign in. All staff are DBS checked. The grounds are covered by CCTV cameras. The school is designated as a 'No Smoking Zone'. Please do not smoke anywhere within the school grounds. We actively encourage our families to respect the road markings outside the school and not park on the zig zag and double yellow lines.



YSGOL GYMRADD  
**PARC LEWIS**  
PRIMARY SCHOOL

# School Prospectus

**Headteacher: Mr A Roberts**  
**Chair of Governors: Mr M Lewis**

**Parc Lewis Primary School**  
**Broadway**  
**Treforest**  
**Pontypridd**  
**CF37 1BE**

**Telephone: 01443 486836**  
**Email: admin.parclewisprimary@rctcbc.gov.uk**  
**Twitter: @Parclewis**

*“One Family Shining Brightly”*  
*“Un teulu yn disglerio’n llachar”*



## Foundation Phase Curriculum

Our school follows the Foundation Phase Framework and combines high standards with a broad and rich curriculum. There are seven areas of learning:

- Personal & Social Development, Well-Being & Cultural Diversity
- Language, Literacy & Communication
- Mathematical Development
- Knowledge & Understanding of the World
- Creative Development
- Physical Development
- Welsh Language Development

We plan our learning activities using themes which provide an exciting, hands on curriculum relevant to today's world. Our staff plan carefully to ensure there is continuity, progression, challenge and support as learning is a journey and children acquire knowledge at varying speeds. We teach according to the stage of development of a child enabling them to achieve their potential. Learning takes place indoors and outdoors and we work hard to create a vibrant, inviting and stimulating learning environment.

## Sport

There are a wide range of sporting activities undertaken in each class during the year. Reception, Year 1 and Year 2 have timetabled PE sessions which include gymnastics, creative movement, athletics, games and health and fitness activities. During PE lessons we expect the children to wear shorts, t-shirt and trainers or bare feet if learning gymnastics or dance in the hall.



## Welsh

Welsh is taught as a second language and we encourage the pupils to use it everyday. We use a Helpwr Heddiw in each class to give commands for the teacher and have a phrase/word



## RE

We follow guidelines laid down by the Local Authority and Religious Education follows a broadly based Christian tradition whilst taking into account and celebrating other religions and cultures. Parents can request a copy of our RE Scheme of Work.

## Collective Worship

Our school participates in a daily act of collective worship, which is mainly Christian in character and in it's various forms provides a focus for the school as a community. Parents may exercise their rights and withdraw their children, wholly or in part, from collective worship but should first discuss this with the Headteacher.

## School Nurse

Our School Nurse is based in the local health service. Her role includes advising parents and school on health matters and carrying out routine checks on vision, hearing and physical growth throughout your child's time here in school.

## Dental Services

Dental screening is sometimes carried out in school. Parents are notified in advance and invited to come to a meeting. No treatment is carried out in school. The Nursery, Reception and Year 1 children are taking part in a national health board initiative and brush their teeth daily after lunch. You will need to sign a permission letter, in order for your child to take part.



## First Aid

All members of staff have attended first aid training and the school is well equipped with basic first aid equipment. If your child has an accident or bump to the head we will contact you or the emergency contact as soon as possible. Minor injuries are recorded and we will inform you when you collect your child at the end of the day.

## Medicines in school

We adhere to the LA guidelines on administration of medication in school. **We ask you to complete a consent form in the school office so that we may administer prescribed medicine. All medicine must be taken to the school office so that it can be stored and administered safely.** All children who need medication on a regular basis for conditions such as epilepsy, asthma or diabetes should give duplicate medication to the school office so that they have access to it at all times.

## Absences

If your child is absent please contact the school by telephone to report your child's reason for absence. There will be someone in the school office from 8.30am each morning. Please ensure that you also send an absence note, upon the return of your child/ren to school. Thank you.

## Collecting Children

Please phone the school or let the class teacher know when you bring your child in the morning if someone else is collecting your child. If your child has an appointment and you need to collect your child early please bring the appointment letter to the school office.



## Special Educational Needs

At Parc Lewis Primary all children are valued equally regardless of their abilities, aptitudes, interests and behaviour. Each child is entitled to a differentiated curriculum. However, some children may experience considerable difficulties in learning at some stage of their school life and those children have additional learning needs (ALN). All children's progress is assessed and monitored throughout their school life and if additional needs arise an individual education programme (IEP) is created.

If necessary, there will be liaison with the Educational Psychologist or other agencies. Parents are consulted throughout all stages and encouraged to work with the school and SENCO, Mrs Hughes, to achieve the best outcome for their child.

## Able and Talented

We aim to provide a curriculum that is appropriate to the needs and abilities of all children. We plan our teaching and learning in such a way that we enable each child to reach for the highest level of personal achievement. It is important to understand what we mean by more able and talented pupils.

The term 'able pupil' refers to a child who shows exceptional ability in one or more of the academic elements of the school curriculum.

The term 'talented' refers to a child who shows exceptional practical/performing abilities.

We challenge and extend children according to their individual ability.



## Assessment

All children are assessed on entry to school using Welsh Government and Local Authority guidelines.

Throughout each year your child is in school, teachers will assess your child's progress each term using both teacher assessment and standardised tests and these results are used to set targets for each child. We share their progress with you

## Behaviour and Discipline

We expect high standards of behaviour and our School Council have created the School Rules. We encourage our pupils to consider others and take responsibility for their actions. We reward children for positive behaviour by awarding stickers and certificates. KS2 follow our Good to be Green strategy. Matters of discipline are dealt with initially by the class teacher. If a situation demands further attention, the Headteacher takes responsibility for disciplinary measures. We will then consult

## Equal Opportunities

It is our policy to ensure that every child and member of staff is given equal access to all aspects of school life, whatever their race, gender, religion, ability, language or cultural background.

## Sex Education

Our main focus is to foster positive relationships which celebrate friendship and valuing each other. Y5 & Y6 children are also visited by the school nurse to discuss issues such as puberty.

## Safeguarding

At Parc Lewis Primary we have a responsibility to safeguard and promote the welfare of children. Under the Children's Act 2004 we are required to pass on information which gives rise to concern about a child's welfare.

Our designated Child Protection Officer in school is Mr Roberts (Headteacher) or Mrs Hughes (Deputy Head) and our Child Protection Governor is Mr Lewis.

RCT MASH Co-ordinator for schools is Deborah Davies (01443 742927) or you can refer to Children's Services (01443 486731).

## School Policies

Policies are available from the school office, which cover all aspects of school life. If you wish to have further information and study any of these please contact the office.



## Complaints Procedure

If a parent has any worries or complaints about the education their child is receiving they should not hesitate to submit a letter to the school, requesting a meeting with the class teacher or Headteacher. Often matters can be dealt with at this stage. However if you are not entirely satisfied with the response then you can formally write to the Governing Body and then if necessary subsequently to the Local Authority.

## Community Partnerships

We have excellent links with key members of our community such as local business, PCSOs and churches.

## FOPS (Friends of Parc Lewis School)

Our PTA is made up of parents, friends and members of staff and we welcome new volunteers. They work hard to raise funds for our school through a variety of events.

## Parents Involvement

We welcome parents and carers into our school and believe that we are partners with you in the education of your children. We do all we can to run the school in an open and welcoming way and if there is any information, help or guidance you need then please do not hesitate to ask.

Some things can be dealt with immediately, whilst for others an appointment can be made.

We have parents evenings in the autumn and spring term to discuss your child's progress and send home a written end of year report in the summer term.

## Homework

Each class gives a half term task for you to carry out with your child and this is written on the termly class newsletter. We encourage parents to work with their child at home by hearing them read on a daily basis and recording it in their reading diary. Just 10 - 15 minutes a day can accelerate a child's reading progress dramatically. In Year 1 and 2 we often have weekly homework tasks to practice new skills linked to what they have learnt during the week. We are always pleased to discuss ways in which parents can help their child at home regarding their education. KS2 classes have set days where numeracy and literacy homework is expected. Frequency will depend on the age of the child.

## Eco Schools

We are an Eco School and have been working toward our Green Flag Award. We have a democratically elected Eco Committee with children from each class. All our pupils are Eco Warriors and work together to understand how to look after our environment.



## School Visits

All children enjoy visiting new places and we feel it is an essential part of their learning. We usually plan a trip based on our theme each term linked to different areas of the curriculum. We are of course, reliant on voluntary contributions from parents to ensure these trips can take place.

## Charging and Remissions

The school may from time to time ask for voluntary contributions from parents to enable a particular activity to take place which supplements the normal curriculum. A letter outlining each activity and detailing costs will be sent home.

## Snack Time

We encourage the children to eat healthily at break time and they can bring in a snack of fruit or vegetables. All Foundation Phase age children are provided with a bottle of milk at break time.



## Water Bottles

Our children have access to their water bottles or water fountain throughout the day and we believe it is important for them to be encouraged to drink healthily at a young age.

## Lunchtimes

Parents have a choice for their child's lunchtime arrangements.

School meals are cooked in school and served on the premises. The menu is planned to provide a dietary balance suitable for young children.

School dinners cost £2.55 per day and £12.75

per week. **Please can all dinner money be sent in to the school office each Monday for the week ahead in an envelope clearly marked with your child's name, class and amount enclosed.**

If your child has a packed lunch we would ask you to provide a balanced nutritional lunch as a healthy diet is extremely important.

## Sun & Safety

We spend a lot of time outdoors during the day and during warm weather please can you ensure your child has a named sunhat in school each day. Before you send your child to school in sunny weather please can you apply a long lasting waterproof sunscreen.

## Extra-curricular clubs

We offer after school club opportunities for the children. These include:

### INFANTS

- Games Club (Y1 & Y2)
- Cooking Club (Rotates)
- Creative Club (Y2)

### JUNIORS

- School Council
- Speak Up (Y3 & Y4) Science Club (Y2 to Y6)

- Football Club (Y3 to Y6)
- Gymnastics (Y3 to Y6)
- Rugby (Y5 & y6)
- Creative Club (Y3)
- Digital Club (Y5)

