

Tongwynlais Primary School

Ysgol Gynradd Tongwynlais

Annual Governors' Report

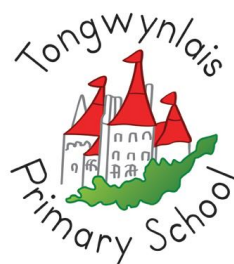
School Vision

*"A community of learners that values the effort and achievement of all:
setting challenging goals, developing lifelong skills and positive
values to equip them for an ever changing world."*



2017

'Llwyddiant i Bawb' 'Success for All'



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Chair of Governors' Annual Letter November 2017

As you will know, towards the end of the summer term, Tongwynlais Primary School and Coryton Primary School distributed a consultation document on the proposed Federation of the two schools. The documents were given to all parents, carers and all other stakeholders, including the local authority. Following the summer holidays, we arranged a drop in session for anyone looking for more information and towards the end of September, we held public and staff meetings in both schools. Comments could also be submitted directly to the Local Authority with a closing date of 6th October. We are pleased to say that not one objection was received and, although we had just three parents attend the three meetings, the comments made by them, and others, were in support of the proposals. The joint committee of the governors met during October and prepared a report which was in favour of proceeding to Federation and this was approved, unanimously, by both governing bodies this Monday, 20th November. Tongwynlais and Coryton Primary Schools will now formally federate on 1st April 2018. We believe that this will offer many benefits and look forward to the new arrangement. The schools have been working together now for over a year and, from a day to day point of view, for you, as a parent or carer, the change will not be noticeable as it will be business as usual.

That business is of course providing our pupils with the best of learning experiences and the teachers and staff with the best of working environments and we hope that you will agree that, wherever possible, we achieve that. The governors and staff continuously monitor the performance of the school, and the pupils, both against our, and their targets and against other similar schools in Cardiff, and elsewhere in Wales, to ensure that the outcomes continue to be the best they can for our pupils. Last year, Tongwynlais again achieved the Welsh Government 'Green' school category. We aim to maintain this position from our recent categorisation meetings; we hope that this will be the case when the lists are published in January 2018.

Whilst the children only see play and learning, a lot has to be done to make and keep the school running and successfully proving that learning is fun, with all children achieving high standards. These standards and achievements are constantly being monitored and improved with the governors helping, questioning and being fully involved in maintaining the school's strong performance. In that aspect, we are pleased that the school continues to be a regional 'Professional Learning Hub' and delivers professional development programmes and training to other schools. We also continue to be a Thinking School and again this year, delivered a presentation at the 2017 national Thinking Schools' Conference.

In addition to the teaching and learning, we also have to maintain the building so that it keeps the weather out and provides a safe environment. We have some old buildings and there are always things to be done and improvements or maintenance planned. Recently, that included a new boiler and repairs to the roofs.

With the school well into preparation for the Christmas period, we are looking forward, as I know all the children are, to the usual excellent Christmas Concerts both in school and in other village celebrations and we look forward to seeing you in school.

We wish you all a lovely Christmas and look forward to a happy, healthy and successful 2018. While you enjoy the holidays, please remember the importance of the children being in school every day. Just a week away during term can affect a child's learning so for the children's benefit please see that they get to school every day.

The governors are pleased to commend this report to you. If there however are any issues raised in this report that you would like to discuss, or any other matters you wish to talk about, please raise them with the school or contact one of the governors.

Happy Christmas!



Councillor Mike Jones- Pritchard Chair of Governors

Governing Body of School Autumn 2017

Name	Address	Type of Governor	End of term of office
Mr Gary Stirling	57 Greenmeadow Drive, Tongwynlais, Cardiff. CF15 7LW	Community	11.04.20
Mrs Michelle Burge	Tongwynlais Primary School, Merthyr Road, Tongwynlais, Cardiff. CF15 7LF	Teacher Rep	22.01.21
Mrs Elizabeth Rivers	c/o Tongwynlais Primary School	Non-teaching representative	26.04.19
Kath Haggarty Vice Chair	5 Birch Hill, Tongwynlais, Cardiff. CF15 7LL	LA Appointed	25.09.20
Mike Jones-Pritchard Chair	32 Castle Coch View, Tongwynlais, Cardiff CF15 7LA	LA Appointed	29.6.21
Mrs Ceri Lane	c/o school	Community Council	19.11.21
Mrs Sharon Dore	16 Cae Lewis, Tongwynlais, Cardiff. CF15 7LQ	Community	26.03.19
Mr Matthew Phillips	133 Glan y Fford, Taffs Well, CF15 7SQ	Parent	16.06.20
Mrs Victoria Gale	c/o school	Parent	01.02.20
Mrs Tracey Cleverdon Deputy Head	Tongwynlais Primary School, Merthyr Road, Tongwynlais, Cardiff. CF15 7LF	Ex-officio	N/A
Mrs Amelia Thomas	19 Queen Street, Tongwynlais, Cardiff, CF15 7NL	Community	01.12.19
Mrs Sally Phillips	c/c Tongwynlais Primary School	Headteacher	N/A
Mr Ian Warburton	c/o Cardiff City Council County Hall Atlantic Wharf Cardiff CF10 4UW	Clerk	N/A

Gifts or Hospitality received by members of the Governing Body

None received.

Travel and Subsistence paid out to members of the Governing Body

None

Policies reviewed / adopted by the Governing Body

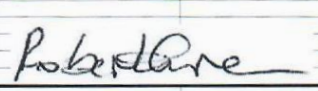
Complaints Policy, Safeguarding Policies, Anti-bullying, Attendance and Well-being (staff) Charging and Remission. Finance Regulations, HR Manual, School Pay Policy, Health and Safety

Financial Statement for 16/17

SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2016/17

This financial statement has been provided by the Local Authority – see following pages

THE CITY OF CARDIFF COUNCIL/GYNGOR DINAS CAERDYDD				
SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2016-2017				
Governing Body/Corff Llywodraethu of: Tongwynlais Primary School				
	Governor Approved Budget/ Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/ Gwariant Cyflawnedig	
	£	£	£	£
Staffing costs/Costau Staff				
Teaching Costs/Costau Addysgu	470,105		470,736	
Special Needs Teachers/Athrawon Anghenion Arbennig	0		0	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	0		0	
Long Term Supply/Llanw Hir Dymor	12,000		12,123	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	32,878		53,042	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyyr	128,146		131,361	
Foreign Language Assistants/Cynorthwyyr Ieithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwylywyr Canol Dydd	10,986		14,248	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	28,942		29,329	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	2,000		2,520	
Other Staff Costs/Costau staff eraill	35,000		44,463	
Performance Management/Rheoli Perfformiad	0		0	
Total Staffing Costs/Cyfanswm Costau Staff		720,057		757,823
Premises Related Costs/Costau Eiddo				
Caretaking Staff/Staff Gofalwyr	12,509		13,429	
Domestic Staff/Staff Domestig	6,794		6,221	
Grounds Staff/Staff y Tir	2,000		1,950	
Cleaning Costs/Costau Glanhau	25,997		24,777	
Energy Costs/Costau Ynni	10,200		7,662	
Rates/Cyfraddau	7,620		6,683	
Repairs and Maintenance/Atgyweiriau a Chynhaliath	17,700		16,110	
Water/Dŵr	3,000		2,743	
Total Premises Related Costs/Cyfanswm Costau Eiddo		85,820		79,575
Transport Costs/Costau Cludiant				
Pupil Transport Costs/Costau Cludiant Disgyblion	0		0	
Staff Transport Costs/Costau Cludiant Staff	1,000		549	
Vehicle Costs/Costau Cerbydau	0		0	
Total Transport Costs/Cyfanswm Costau Cludiant		1,000		549
Supplies and Services/Cyflenwadau a Gwasanaethau				
Teaching Materials/Adnoddau Addysgu	23,000		33,651	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	2,000		352	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	0		0	
Catering Costs/Costau Arlwy	2,300		2,299	
Unallocated / Savings to be found/Arian heb ei ddosbarthu / Cynllion	7,565		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	5,200		5,089	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	8,000		9,331	
Clerk to Governing Body/Clerc y Corff Llywodraethu	990		1,005	
Other office costs/Costau swyddfa eraill	293		1,877	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	5,000		5,094	
Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliath a threuliau	0		31	
Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau		54,348		58,728
Central Services/Gwasanaethau Canolog				
School Meals/Prydau Ysgol	8,720		8,720	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	35,810		34,896	
Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog		44,530		43,616

Income/Incwm				
Additional Central Funding/Nawdd Canolog Ychwanegol	-123,112		-37,832	
Community Education/Addysg Cymunedol	0		0	
Donations/Rhoddion	-10,000		-12,794	
Lettings/Gosodiadau	-6,500		-7,425	
Other Income/Incwm arall	0		-43,407	
Grant Income/Incwm rhent	0		-107,432	
Sales/Gwerthiannau	0		0	
School Meals Recharge/Talu am Brydau Ysgol	0		0	
Training and Tuition Income/Incwm Hyfforddiant	0		-2,626	
Total Income/Cyfanswm Incwm		-139,612		-211,515
Interest and Other/Llog ac Arall				
Interest on investments/Llog ar fuddsoddiadau	0		0	
School Investments/Buddsoddiadau Ysgol	0		0	
Withdrawal Investments/Buddsoddiadau Dileadau	0		0	
School Deficit/Gwariant Ysgol	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Interest/Llog	0		0	
Total Interest and Other/Cyfanswm Llog ac arall		0		0
Total Net Expenditure/Cyfanswm Gwariant Net		766,143		728,775
Less Uninvested Balance Brought Forward/Llai'r Balans na fuddsoddiwyd a ddygwyd ymlaen		-17,453		
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd		-7,620		-6,683
Contribution to / from balances/Cyfraniad i / o falansys				18,977
Revised Net Expenditure/Gwariant Net Diwygiedig		741,070		741,070
Summary/Crynodeb				
Total resources available in 2016-2017 / Cyfanswm adnoddau ar gael yn 2016-2017				
	£			
School balances Brought forward from 2015-2016/Balansau ysgol a ddygwyd ymlaen o 2015-2016	17,453.16			
School Loans Brought forward from 2015-2016/Benthyciadau Ysgol a ddygwyd ymlaen o 2015-2016	0.00			
Prior Year Adjustment/Cyn Addasiad Blwyddyn	0.00			
Total delegated resources/Cyfanswm adnoddau dirprwyedig	748,690			
Total/Cyfanswm	766,143.16			
Actual Expenditure/Gwariant Cyflawnedig	728,775.13			
Less change in investments/Llai'r newid mewn buddsoddiadau	0.00			
Less Movements in Temporary Loan/Llai'r Symudiadau a Benthyciadau Dros Dro	0.00			
Less variance in earmarked rates/Llai'r amrywiad â chyfraddau a glustnodir	-937.91			
Total balance carried forward to 2017-2018/Cyfanswm Balans a ddygwyd ymlaen i 2017-2018	36,430.12			
Statement of Balances Held/Datganiad Balansau				
	£			
Uninvested Balance as at 31st March 2017/Balans na fuddsoddiwyd ar 31 Mawrth 2017	36,430.12			
Invested Balance as at 31st March 2017/Balans a fuddsoddiwyd ar 31 Mawrth 2017	0.00			
Outstanding Loans as at 31st March 2017/Benthyciadau dros ben ar 31 Mawrth 2017	0.00			
Total Balances held as at 31st March 2017/Cyfanswm Balansau ar 31 Mawrth 2017	36,430.12			
for Corporate Director Resources Prif Cyfarwyddwr Corfforaethol Adnoddau				
				

School Improvement Plan, Priorities and Targets for 2017/18

Below is the summary version of the school's strategic plans for improvement in 17/18. These are drawn from the school's own evaluation of its improvement needs, local and national priorities. It has been agreed by the Governing Body.

To further develop high quality curriculum leadership, innovative provision and pedagogy moving towards 'Successful Futures'.

1. To begin to innovate in the new 'Areas of Learning and Experience' focusing on developing curriculum leadership teams and the principles and pedagogical purposes of the new curriculum for Wales.
2. To begin to use the new Professional Teaching Standards for Wales working with a pioneer partner school focusing on 'Pedagogy' to underpin high quality curriculum innovation and provision.
3. To strengthen and empower pupil-voice in curriculum planning in key stage.

To further raise standards and provision for Digital Competency across the school.

1. To continue to refine curriculum planning for all pupils in both key stages to apply the DCF is developed in meaningful, progressive and stimulating learning opportunities.
2. To continue to increase staff capacity in **digital competence** across the school to ensure that 100% teaching and learning of ICT is at '**least good**' with many aspects of **excellent** practice in all classes.
3. To improve the recording and monitoring of pupil progress in ICT by further developing the use of **Computing Unlocked® assessment tracking tool**.
4. To further develop the role of the **Digital Leaders** to empower pupils to support the learning of other pupils and adults.

To raise standards and improve provision in Maths and Numeracy in Foundation Phase and Key Stage 2.

1. To develop an 'in-house' bespoke curriculum for 'Mathematical Development' that will raise attainment & address the recent content 'changes' in the Maths national curriculum in Foundation Phase. (**see target data TBC**)
2. To increase more-able boys' attainment at **Outcome 6** in the Foundation Phase in Mathematical Development and secure aspirational Outcome 6 maths targets for boys in 2017.
3. To develop a more flexible approach to maths provision across key stage 2 that includes 'contextualised learning' for both teaching and applying 'Data Handling' and 'Measures' skills.
4. To strengthen Maths provision for the less-able (including efsm) with intervention programme '*Maths Factor*' that will reduce 'learning gaps' for agreed target groups. (**%data TBC after screening**)

To improve care and support for learner well-being: improving outcomes and 'raising attainment for all groups of learners.

1. To deepen teachers' understanding of the teaching and learning '**needs**' of different groups of learners (including the more-able, boys and efsm).
2. To improve the in-house processes and systems for '**early identification**', '**tracking**' and '**intervention planning**' for individuals and groups.
3. To introduce a new high quality, accredited **pupil counselling** programme which provides emotional support for those pupils with identified needs.
4. To further strengthen approaches to promoting family and community engagement for identified groups of learners.

To further increase the capacity of strategic and distributed leadership through school-to-school support and engagement programmes

1. To further develop strategic executive and senior leadership skills through a deepening collaboration with partner schools.
2. To continue to deliver a high quality programme of **Professional Learning Hub school-to school** events that deepens staff's skill level and confidence as highly effective and reflective practitioners
3. To develop '**Reflective Practice**' that improves pedagogy across the school by implementing an innovative '**peer coaching model**' in collaboration with partner school.

End of Key Stage Assessments **Asesiadau diwedd Cyfnodau Allweddol** Comparative Report: **Tongwynlais Primary School**

Foundation Phase

This report uses data for 2016 for LA and Wales comparative information

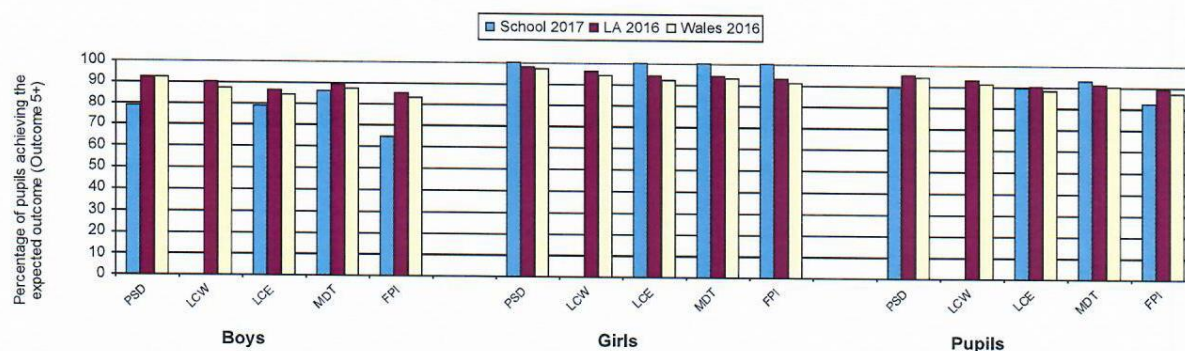
Tongwynlais Primary School
Cardiff

LA/School no: 681/2137

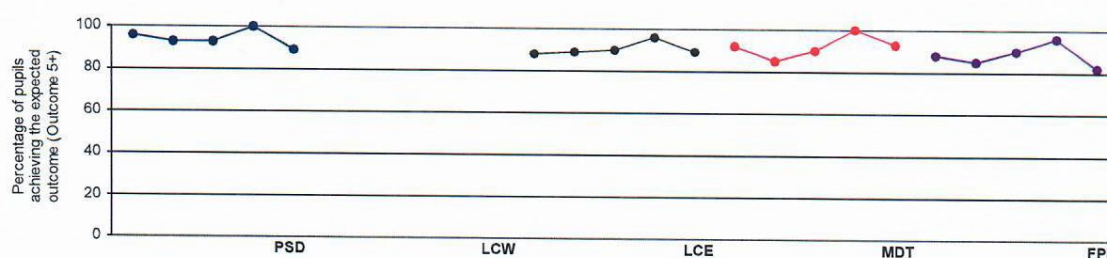
School comparative information: Foundation Phase Outcomes 2017

Percentage of boys, girls, and pupils achieving at least the expected outcome (Outcome 5+):

	Boys			Girls			Pupils		
	School 2017	LA 2016	Wales 2016	School 2017	LA 2016	Wales 2016	School 2017	LA 2016	Wales 2016
PSD	79	92	92	100	98	97	89	95	94
LCW	0	90	87	0	96	94	0	93	91
LCE	79	86	84	100	94	92	89	90	88
MDT	86	89	87	100	94	93	93	91	90
FPI	64	85	83	100	93	91	82	89	87



School Performance over time (2013 - 2017)



Notes:

- = No historical data available
- Areas of learning: PSD = Personal and social development, well-being and cultural diversity; LCW = Language, literacy and communication skills (in Welsh); LCE = Language, literacy and communication skills (in English); MDT = Mathematical development; FPI = Foundation Phase Indicator. To achieve the FPI, a pupil must achieve at least the expected outcome (Outcome 5+) in both PSD and MDT and either LCW or LCE.
- If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.

End of Key Stage Assessments Asesiadau diwedd Cyfnodau Allweddol

Comparative Report: Tongwynlais Primary School

Key Stage 2

This report uses data for 2016 for LA and Wales comparative information

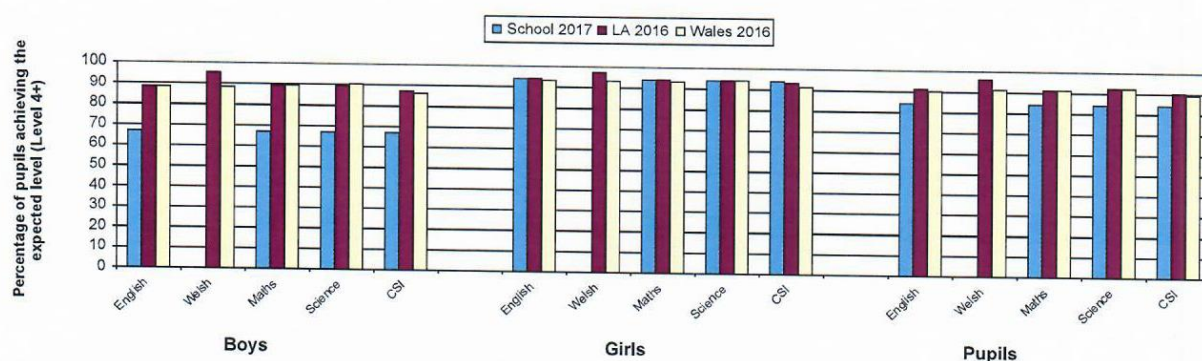
Tongwynlais Primary School
Cardiff

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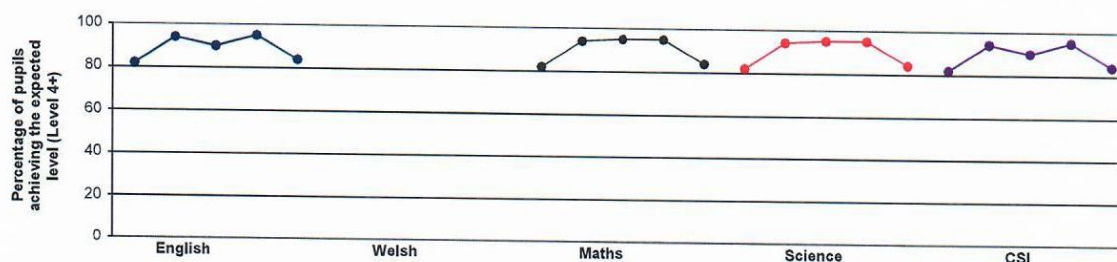
School comparative information: National Curriculum Assessments 2017 Key Stage 2

Percentage of boys, girls, and pupils achieving at least the expected level (Level 4+):

	Boys			Girls			Pupils		
	School 2017	LA 2016	Wales 2016	School 2017	LA 2016	Wales 2016	School 2017	LA 2016	Wales 2016
English	67	88	88	94	94	93	84	91	90
Welsh	0	95	88	0	97	93	0	96	91
Maths	67	89	89	94	94	93	84	91	91
Science	67	89	90	94	94	94	84	92	92
CSI	67	87	86	94	93	91	84	90	89



School Performance over time (2013 - 2017)



Notes:

- Figures for Welsh refer to attainment in Welsh first language only.
- CSI = Core Subject Indicator. To achieve the CSI a pupil must achieve at least the expected level 4 in both Mathematics and Science and either English or Welsh first language.
- If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.

School Aims / Nodau'r Ysgol

We aim to:

Celebrate the **diversity** of our city and promote our rich cultural heritage and team ethos as a community school in Wales.

Promote **sustainability** and a shared responsibility for the future of the village and the wider world.

Ensure all our pupils fulfil their potential and develop a **love for learning** embracing literacy, numeracy and technology skills.

Enable our pupils to become caring and confident individuals, experiencing freedom of **choice**, whilst showing **respect** and **tolerance** for all.

Enhance our pupils' **creativity** and **thinking** through a lively and **engaging curriculum**



Pupil Attendance 2016/17

Unauthorised absences include absences for which no parental explanation is offered, where a child is absent for reasons which are not covered within the local authority's guidance or where a child is absent for family holidays during term time.

In 2016/17 our overall attendance for children of compulsory school ages was 95.4% (*not yet validated*) which sits above Cardiff and Wales averages and is a slight dip on 2015/16. The unauthorised % is not available at the time of publication.

School Links with the Community

Cysylltiadau Ysgol â'r Gymuned

The school prides itself on the strong and positive links we have within both the local and broader communities that we serve. Our school is at the heart of village life and works hard to proactively support community events and organisations.. These include the local Community Council, the 'Village Hall' group and the local churches where many of our children and their families may worship. We are, in return, well-supported by these groups and organisations to ensure that our children develop strong and positive community values and principles. We believe we are successful in developing and extending our children's understanding of community and citizenship through these links.

We are a single-form entry school with a popular 48 'place' Nursery that has grown considerably in recent years leading into our 'over-subscribed' 28 place Reception class each year. Our Nursery and Reception classes work closely with TAG (a

private, wrap-around child-care provided both onsite and in a nearby hall for before and after-school sessions).

We also aim to ensure the smoothest transition for our Year 6 pupils as they move to the secondary school of their choice. Most children move onto Radyr Comprehensive School and this partnership is very well-established although a



number of children move onto Bishop of Llandaff each year too. Visits are planned each year, giving opportunities to attend a range of Induction Days. Liaison projects enabling pupils to undertake pieces of work which bridge primary school to high school have been very successful. Regular 'Transition Meetings' take place between teachers of all local schools on a regular basis and each school has a transition plan in place.

Local partnership working is also extended to our primary cluster with whom we work closely on various shared activities including: a range of 'learning activities' and also for the statutory End of Key Stage assessment moderation.

During the current academic year, our children have had the opportunities to engage with a very wide range of people from various agencies from within the immediate community and beyond. .

Our biggest partnership however is with our parents and carers who give the school tremendous levels of support. A number of parents and 'friends of the school' regularly volunteer and help-out in classes and around the school as well as supporting after-school activities. When we have themed topics in school, we are pleased that so many parents and carers are willing to join in sharing their knowledge, skills and understanding with our children. Our highly successful **National Science Week** programme was mostly delivered by parents and carers with careers in Science or Technology.

Pupils have opportunities for developing economic and industrial awareness through visits and surveys of local shops and businesses. We continue to develop our links with industry and business; such links include: Careers Wales, Recycling Projects and strong links with the Community Police Officers and School Liaison Officer, PC Durani. Our police liaison officer visits the school several times each term to work with different classes covering a range of topics around personal and social well-being.

Our school choir has an excellent musical reputation with a long and rich background. It involves many children of all ages in a range of musical events and activities that include: performing at the Whitchurch and Tongwynlais Festivals and Christmas concerts in both the church and village hall. We see the musical skills learnt in school as a direct link to a community that is very proud of its well-established of its tradition including the local choral society and brass band.

Our popular weekly Gardening Club is run by local community members and contributes to the vibrancy of village life by producing the hanging baskets around the village during the summer months. We also take part in the annual RHS Cardiff show and the children are supported by parents to produce a themed wheelbarrow for the exhibiton.

The school recognises the immense value of the community capital that such events and activities generate and are pleased and proud to work with our neighbours and many local partners including the Tongwynlais Community Council, Wales and West Housing Association and local businesses.

School Governors with specialist skills and knowledge support the school's work and parents and helpers from the community regularly help in the classroom and beyond. Our Friends of Tongwynlais Primary are also extremely proactive and well-supported, raising much appreciated funds for the school and the children. In recent years, the Friends have



purchased play and PE equipment, staging and iPads for the school.

Our partnership work as an accredited 'Thinking School' means that 'Thinking Schools International' regularly send parties of visiting teachers to work alongside our staff and children

and observe how they develop and apply their use of Thinking Maps, Habits of Mind and 'Thinking Hats' to support learning. Most recently the school has also led two training days for colleagues from other schools as well as delivered at national conference.

School Term Dates

Dyddiadau Gwyliau

2017-2018	Begin	Half Term		End	School Days
Autumn Term	4.09.2017	30.10.17	3.11.17	22.12.17	75
Spring Term	8.1.18	19.2.18	23.2.18	29.3.18	54
Summer Term	16.4.18	28.5.18	1.6.18	24.7.18	66

2018-2019	Begin	Half Term		End	School Days
Autumn Term	3.9.18	29.10.18	2.11.18	21.12.18	75
Spring Term	7.1.18	25.2.18	1.3.18	12.4.18	65
Summer Term	29.4.18	27.5.18	31.5.18	22.7.18	5

Fixed-term Exclusions (children aged 5 or above) PLASC school data Census day JAN 2017

There were 0 permanent exclusions in 2016/17

There were 2 fixed exclusions in 2016/17.

Provision for Pupils with Additional Needs

Plant ag Anghenion Addysgol Arbennig

In January 2017 (*when pupil numbers were collected by the Welsh Government*) the pupils with Special Education Needs were as detailed in the table below:

Register of SEN*	
School Action (SA)	21%
School Action Plus SA +	7%
Statement	2%
totals	31%

* PLASC school data JAN 2017

As well as offering one-to-one support for pupils with 'statements of special educational needs', the school operates a system of early identification of educational learning needs and provides a well-planned programme of early intervention and support programmes to learners. Current programmes include literacy interventions, WellComm, SAIL, Speech and Language Links, Rapid Readers and Rainbow Readers, Toe-by-Toe and PAT for spelling; Catch-up Numeracy and NIPpers for maths. The school also offers 'Spirals' for younger children and a ELSA programme (Emotional Literacy) in order to build social skills, confidence, self-esteem and to offer direct 1:1 or small group support for children as needed.

Most pupils show significant and accelerated progress as a result of these learning interventions and make good 'within year' progress. When progress is not as rapid as expected then the school is able to draw on outside expertise for specific advice and support for the children.

Welsh Cymraeg We are an English medium primary school with very few children coming from a family where a parent speaks Welsh in the family home. Welsh language skills have a high priority in our school and learning to speak Welsh has been an ongoing development priority for staff as well as the children in recent years. All children, from Nursery to Year 6, learn Welsh as part of the Foundation Phase Orders and National Curriculum for KS2. All children have Welsh Language lessons and the opportunity to practise their oral Welsh skills on a daily basis in the class. We work closely with our Athrowas Fro who visits the school to support and develop teaching and learning in Welsh as a second language. In 2014 the school introduced a new programme of work for Welsh into school which has been developed by the Central South Consortium to meet the needs of children and teachers to ensure teaching is consistent, progressive and suitably challenging for all across the school and between schools. By the end of 2015 we were already seeing a positive impact on raising standards in Oracy in Welsh. 'Listening to Learners' which is carried out on pupils in Year 2, 4 and 6 by a third party, shows progress is consistently 'at least' good across the school by the end of 2016/17 with measurable progress being consistently recorded within the year.



We also recognise the need for children to practise these new language skills and we routinely use incidental Welsh through the school day. We have the 'Cwestiwn y Pythefnos' (question of the fortnight) which is used to encourage the children to use Welsh at home and as well as in school. Other areas of the curriculum, such as history and geography, music and art, also offer opportunities to share an understanding of Welsh culture and customs, history and traditions.

Staff use incidental Welsh when talking with children and each other around the school and staff (including both teachers and teaching assistants) have benefitted from attending extended Welsh second Language training courses which have been paid for by Welsh Government. The have ranged in length from one week to several months to ensure the children have the opportunity to learn Welsh in a setting where the Welsh Language is promoted.



Toilet Provision and Cleanliness Tŷ Bach

We provide all members of our school community with the appropriate access (and clean, adequate facilities to encourage them) to the school toilets and to enable them to wash their hands thoroughly afterwards. The school provides the basics of liquid soap, warm water and paper towels to ensure hand hygiene compliance and posters are displayed to encourage good personal hygiene habits. The number of toilets available meets Welsh Government recommendations. All toilets are cleaned on a daily basis by Local Authority cleaners and the physical environment is well-maintained to ensure that the toilet environment meets the needs of all our children and adults. All

statutory "Health and Safety" checks are made in respect of the toilet area.

The school follows the guidance from Welsh Government as detailed in "**School toilets: Good Practice Guidance for schools in Wales**". This document can be downloaded from: <http://wales.gov.uk/docs/dcells/publications/120124schooltoiletsen.pdf>

The School Prospectus

In line with the Welsh Government's document '*Education (School Information) (Wales) Regulations 2011*', the school updates and publishes an annual School Prospectus. Our School Prospectus is fully compliant with these regulations and also includes photographs and other information that gives both the context and a flavour of school life at Tongwynlais Primary School. Copies of this document can be downloaded from the school website or are available on request from the school office.

School & Class Organisation 16/17

The children are organised in single-form entry classes according to age and there is a morning and afternoon Nursery cohort. In Foundation Phase we have Nursery and Reception (lower FP) and Years 1 and 2 (upper FP). In Key Stage 2 we have four classes.

Mrs Sally Phillips	Headteacher	School Leadership and Organisation, Deputy CPO, Staff and Pupil Welfare, Discipline, Curriculum overview: planning and organisation, Assessment and Thinking Skills, Performance Management Leader, Training and Development leader, Health and Safety Officer
Mrs Tracey Cleverdon	Acting Head of School (DHT)	Designated Child Protection Officer, Looked After Children, E Safety Officer, Additional Needs Co-ordinator, Teaching Assistant Mentor, Performance Management Team Leader, Equal Opportunities Co-ordinator, Learning Co-ordinator for Personal and Social Development, Well Being and Cultural Diversity.
Mrs Helen Williams	Leader for Learning KS 2 (TLR holder) Year 5 Class teacher	KS2 Leader, Transition Co-ordinator, Leader for Language, Literacy and Communication Skills, Performance Management Team Leader
Mrs Michelle Burge	Acting Deputy Head Leader for Learning – lower Foundation Phase (TLR holder) Reception Teacher	Lower FP Leader, Class Teacher Reception, TAG link teacher Performance Management Team Leader, Learning Coordinator for Physical Development and IT/ICT , Senior Mentor ITT
Ms Caroline Williams	Leader for Learning – upper Foundation Phase (TLR holder) Year 2 class teacher	Upper FP Leader, Class Teacher Year 2 Leader for Numeracy & Mathematical Development Performance Management Team Leader
Miss Rebecca Newton	Year 1 class teacher	Year 1
Mrs Michelle Dewey	Year 4 Teacher PT	Year 4
Mrs Hannah Jones	Year 4 Teacher PT	Year 4
Mrs Claire Knight	Year 6 Teacher	Year 6
Mrs Vicky Baldock	Teacher PT Nursery	Nursery Welsh Leader
Mrs Elaine Stockdale	Teacher PT	Nursery Science Leader
Mrs Helen Robertson	Year 3 Teacher	Class Teacher Year 3 temp TLR3 for ICT
Ms Ashley Bobeldijk	Year 1 Teacher	Maternity Leave 17/18
Mrs Naomi Woolley	Teacher PT	Class Teacher
Miss. Lucy Chiplin	Senior Teaching Assistant/HLTA	Foundation Phase/ KS2/Information Technology Support
Miss. Elizabeth Rivers	Senior Teaching Assistant	Foundation Phase
Mrs Julie Woods	Teaching Assistant	Foundation Phase Forest School Leader
Mrs Sian Coomber	Teaching Assistant	Small Group Intervention
Mrs Claire Thomas	Teaching Assistant	Foundation Phase
Mrs Emma Foley	Teaching Assistant	ELSA , KS2/FP TA
Mrs Emma Gomez	Teaching Assistant 1	1:1 KS2(Covering Mat Leave)
Mrs Gale Jolly	Teaching Assistant	1:1 Foundation Phase
Mrs Anna Roach	Teaching Assistant 1	1:1 Foundation Phase
Mrs Leanne Davis	Teaching Assistant	Maternity Leave
Miss Lydia Dunstall	Teaching Assistant	Teaching Assistant
Mrs Lesley Baker	School Administrator	
Mrs Sue Traylor	P/T Admin Support	
Mr Paul Stanton	Caretaker	
Mrs My Lam	MDS	
Mrs Jacky Jones	MDS	
Mrs Lynda Brown	MDS	
Ms My Lam	MDS	
Mrs Baker-Bowen	MDS	
Mrs Alyson Rawlinson	School Cook/ Breakfast Club Coordinator	
Mrs Diana Thomas	Catering Assistant / Breakfast Club	

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