



Ysgol Gynradd Cefn Fforest Cefn Fforest Primary School



**‘Living and Learning
Together’**

**School Prospectus
2026-27**

Welcome to Cefn Fforest Primary School

The Head teacher, Staff and Governors are delighted to welcome you and your child to Cefn Fforest Primary School.

Communicating with parents is a priority at Cefn Fforest Primary School. Newsletters, invitations to special events, reports, consultations and an open-school policy will all contribute toward the development of a sound home-school partnership which will do much to enhance your child's education and progress. The purpose of this prospectus is to provide you with comprehensive information, which will help you to understand many aspects of the life of the school and its current procedures. We hope that you will find it both helpful and informative.



Living and
Learning
Together

School Address: Cefn Fforest Primary School
Central Avenue
Cefn Fforest
Blackwood
NP12 3JU

Telephone No: 01443 830602
01443 830449

Head Teacher: Mrs J. Farmer
Deputy Headteacher: Mrs S Jayne-Willis

Local Authority: Caerphilly County Borough Council
Council Offices
Caerphilly Road
Ystrad Mynach
CF82 7EP

Telephone No. 01443 815588

Director of Education: Mr Paul Warren

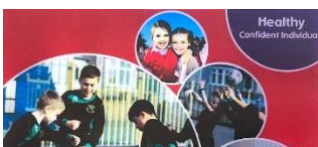
Chair of Governors: Mr C Hawker
Vice-Chair: Mr S Williams
Parent Representatives: Mrs J Mills
Mrs R Collins
Mrs K Carter
Mr K Osbourne

Educational Welfare: Mr I Penrose
Officer (EWO)

Email: cefnfforestprimary@sch.caerphilly.gov.uk

Twitter: @CefnPrimary

Website: www.cefnfforestprimary.co.uk



OUR SCHOOL AIMS-

We will develop a sense of 'Cynefin', where we are proud of the Heritage, Culture and language of Wales

We are committed as a whole school community to the sustainability of our planet and the impact we have

We are a safe, secure, welcoming school that promotes preparation for lifelong learning through authentic, exciting and enriching experiences

We are a healthy school who promotes the Physical, Mental and Emotional well-being of all of the school community

We will provide a sense of fairness and respect for one another and a knowledge and respect for cultures and traditions as a member of a diverse society and our wider school community

We have a culture of developing Ambitious, Capable Learners, where risk taking, and resilience is everyday practice.

We will develop 21st Century citizens ready for the Digital World



CEFN FFOREST PRIMARY SCHOOL

MISSION STATEMENT



TO BE A SECURE AND HAPPY SCHOOL

IN WHICH OUR CHILDREN ARE VALUED

AND SUPPORTED TO ACHIEVE

THEIR FULL POTENTIAL

DATES FOR 2024–2025

Academic Year:

	START OF TERM	HALF TERM	END OF TERM
AUTUMN	01/09/2026	26/10/2026 - 30/10/2026	18/12/2026
SPRING	04/01/2027	08/02/2027 - 12/02/2027	19/03/2027
SUMMER	05/04/2027	31/05/2027 - 04/06/2027	20/07/2027

School Closure

INSET training: Currently 6 days per annum. Our INSET days for 26-27 are:

Tuesday 1st September 2026
Friday 2nd October 2026
Friday 18th December 2026
Monday 15th Feb 2027
Tuesday 4th May 2027
Tuesday 20th July 2027



The School Accommodation.

The school is split onto two sites; Foundation Phase is the newer building and Key Stage 2 are in the Victorian building across the road. Outdoors there are four hard play areas.

Garden and grassed areas adjoin the Infant Buildings, outdoor stage and reading areas.

We have an extensive Outdoor Learning Area, which includes the provision of a polytunnel and small animals.



Please note that the school grounds are the property of Caerphilly County Borough Council. There is no public right of way through the grounds and it is the council's policy not to allow unauthorised use, which constitutes trespass. These rules are intended for your child's safety.

On visiting the school, please report to the main office in the Junior Block where all visitors must sign in. If you need to pick your child up early at any time, please report to the Main Office where, staff will then arrange for you to collect your child. Please do not enter the Infant site unless you have reported to the school office. Should you wish to speak to any member of staff or if you need to collect your child early, please contact the school office on arrival at the outside gate.

There are currently 300 pupils on roll and 43 Nursery pupils. The Nursery accommodates part time pupils attending either the morning or afternoon session.



We have a private childcare provision on site called 'Cefn Fforest Rising Stars'. They offer, am/pm sessions. It is also possible for your child to attend Cefn Fforest Rising Stars and have wrap around care until the School Nursery Session starts, enabling your child to attend full time. Places are limited – please contact Jenna Morrill on 01443830449 or 07307167156, if you feel you could benefit from this service.

The current charge is £18.00 per session for 2.5 hrs sessions and £20.00 for wraparound services. They accept childcare vouchers and are part of the free childcare provision for Wales.

The School also hosts two **Local Authority**, Complex Needs SRB classes –Both Classes cater for FP and KS2 pupils. Each class has a high ratio of staff to pupils, to meet the needs of the pupils that are placed here by the Local Authority. Children are placed from all over the authority into our bases and integrate fully into School life.

SCHOOL TIMES.

<u>TIME</u>	<u>INFANTS</u>	<u>JUNIORS</u>
Morning school begins	9.00 a.m.	9.00 a.m.
Morning school ends	12.00 p.m.	12.00p.m.
Afternoon school begins	1.00 p.m.	1.00 p.m.
Afternoon school ends	3.15 p.m.	3.30 p.m.

During the mornings before school, we request that all parents of Infant (Nursery – Y2) children wait with their child until the class teachers receive them at the relevant entrance. Junior (Y3-6) children will be admitted onto the junior yards no earlier than 8.50a.m, where staff will be on duty. However, during wet and very cold mornings children can enter school building at 8.50 a.m. Children should not arrive before 8.50 a.m.

The school normally hosts a Breakfast Club, which is available from 8 – 8.45 a.m. in the Junior Canteen. Please register with the Cook. Application forms are available from the school office.



**THE STAFF AT CEFN FFOREST PRIMARY
2026/2027**

Headteacher	Mrs J Farmer
Deputy Headteacher	Mrs S Jayne-Willis
Nursery	Mrs S Mitchell
Reception	Mrs E Setchell
Year 1	Mrs S Lawn
Year 2	Mrs Carr
Year 3	Mrs N Kemp / Mrs C Sadler
Year 3/4	Mr Kalinka
Year 4	Mr Morgan
Year 5	Miss Drinkwater-James
Year 6	Mr A Colwill
SRB Classes	Mrs K Main Mrs Cociorva
ALNCo	Mrs K Main / Mrs Jayne-Willis
PPA Teacher / Outdoor Learning	Mrs S Tunbridge
Pupil and Family Support Worker	Mrs Morton

THE STAFF AT CEFN FFOREST PRIMARY

Administration Staff

Mrs B Phillips
Mrs E Jones

Teaching Assistants

Mrs H Drinkwater-James
Mrs S Furnival
Mrs T Davies
Mrs D Davies
Mrs L Thomas
Miss L Hibbert
Miss K Parry
Mrs J Smith
Mrs S Smith
Miss L Mason
Mrs A Roach
Miss Pontin
Miss JL Parfitt
Mrs S Banks
Ms Evie Edwards

Caretaker

Mr A Fitzgerald

Canteen Staff

Mrs S Williams
Mrs M Smith
Mrs J Weed

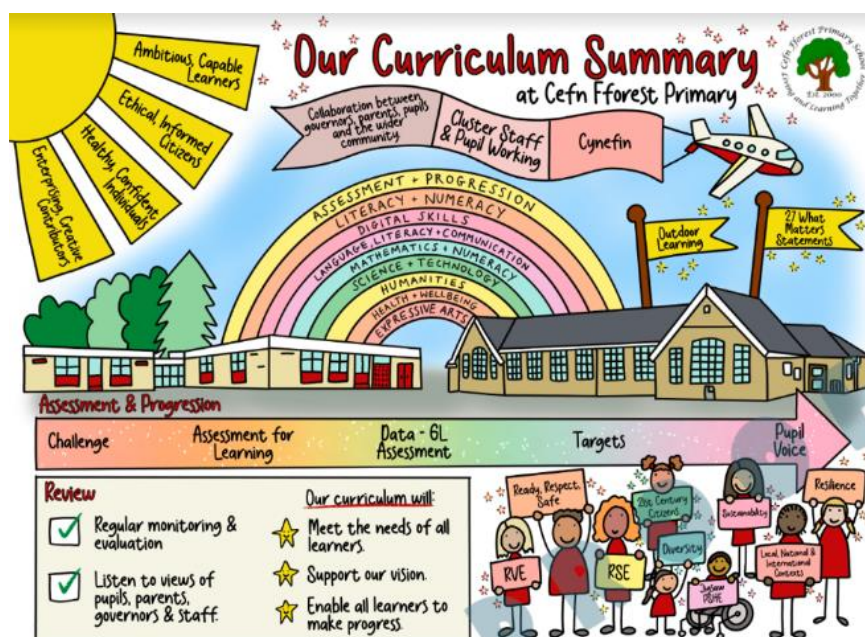
Mid-Day Supervisors

Mrs M Kibble
Mrs L Newall
Miss L Marshall
Mrs L Thorpe
Mrs S Banks
Mrs D McKenzie

Our school curriculum is everything our pupils will experience as they begin and continue their educational journey with us here in Cefn Fforest Primary.

Over the last couple of years, we have worked collectively as a School Community to seek the opinion of all stakeholders to design a curriculum that is authentic, relevant to children in Cefn Fforest and Wales and meets the need of all of our learners.

It is a broad and balanced curriculum that engages ALL pupils, regardless of ability and is accessible to all.

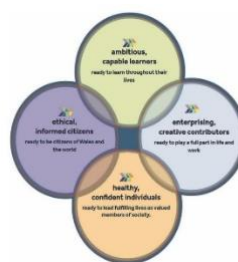


At the heart of our Curriculum here in Cefn Fforest, are the **Four Purposes** - the starting point and aspiration for every child and young person in Wales.

Pupils can explain how everything they do, leads towards achieving them.

Our staff here in Cefn Fforest have worked extremely closely with other schools within the Blackwood Cluster to develop a Cluster approach to Curriculum Design

So, whilst we have our own Cefn Fforest Curriculum that is relevant to our pupils and local community, we have also ensured that all our pupils are experiencing a consistent approach for a smooth transition to Secondary School.



The curriculum is organised into **Six Areas of Learning (AOLE's)**

- Humanities
- Health and Well-being
- LLC – Language, Literacy and Communication

- Maths and Numeracy
- Science and Technology
- Expressive Arts

AOLE'S

Humanities	Health and Wellbeing	LLC
<ul style="list-style-type: none"> ✚ Geography ✚ History ✚ Religion, Values and Ethics ✚ Social Studies ✚ Business Studies 	<ul style="list-style-type: none"> ✚ Physical Health and development ✚ Mental Health ✚ Social and Emotional Well-being 	<ul style="list-style-type: none"> ✚ English ✚ Welsh ✚ International Languages ✚ Literature
Maths and Numeracy	Science and Technology	Expressive Arts
<ul style="list-style-type: none"> ✚ Conceptual Understanding ✚ Communication using symbols ✚ Fluency ✚ Logical Reasoning ✚ Strategic 	<ul style="list-style-type: none"> ✚ Biology ✚ Chemistry ✚ Physics ✚ Computer Science ✚ Design and Technology 	<ul style="list-style-type: none"> ✚ Music ✚ Art ✚ Drama ✚ Dance ✚ Digital Media



Cross Cutting Themes:

Threaded throughout the curriculum are our cross-cutting themes and Cross curricular skills ...

Diversity
Relationships and Sexual Education
Human Rights
Careers and work-related experiences
Local, National and International Contexts

Cross Curricular Skills:

Literacy
Numeracy
Digital Competency

Outdoor Learning

Outdoor learning is a key part of our New Curriculum for our pupils at Cefn Fforest.

We truly believe that when pupils have a healthy mind, they can learn more productively.

Learning in the outdoors and animal care has been a big part of our investment here.

Nursery and Reception pupils are catered for within a purpose-built area with extensive space, outdoor areas and soft surfacing. Year 1 and Year 2 pupils are all within spacious classrooms all set up with outdoor areas, shade and shelter.

All pupils have access to our outdoor area, which houses chickens, rabbits, fire pit, log circle, polytunnel and varying allotments.



Progress in the Early Years – Progression Step 1

In the first few weeks of school, we shall undertake a 'baseline assessment'. We do this informally in the classroom as part of the school day. We continue to assess your child's progress through the year and this enables us to measure his/her

progress. Baselines are taken on Entry and Exit to Nursery and Reception years.

You will be given feedback including parents' evenings in the Autumn Term and again in Spring Term, during the Summer Term your child will receive his/her Annual Report. You will also be invited to 'workshops' that will suggest ideas to help learning at home become interesting and FUN!

We aim to provide a secure but challenging environment, which will stimulate your child's curiosity to find out about the world around him/her and wonder at it! An exciting time indeed!

Assessment in Progression Step 2 and 3

Assessments confirm what children know, understand and can do. Every teacher records and monitors their pupils' progress against the National Curriculum Programme of Study and the enriched curriculum. All pupils will receive an annual progress report in the Summer Term. Pupils sit annual Personalised Assessments that are set by Welsh Government

The Personalised Assessments are taken throughout the year. The purpose of these assessments is to find out children's strengths and areas for improvement so that their teachers can help them develop their skills. After your child has completed a personalised assessment, their teacher can see feedback on their skills and progress which helps the teacher to plan the next steps for your child's learning.

Ongoing day to day assessment throughout the year is undertaken by Teachers by observing, listening, talking, questioning, marking and focussing upon a specific skill or concept. We use a range of written, oral and diagnostic tests to support and confirm teacher assessments upon pupil performance and achievements.

All feedback will be shared with parents at Parents evenings and via the Annual School report

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RSE

Welsh Government decided to standardise the teaching of RSE to make it more equitable for everyone.

RSE is mandatory for all learners aged 3 – 16. Parents and carers no longer entitled to withdraw their child/young person from RSE. It focuses on the following elements:

- ✚ relationships and identity
- ✚ sexual health and well-being
- ✚ empowerment, safety and respect

Pupils with Additional Learning Needs.

ALN, or Additional Learning Needs, is the term used in Wales for pupils who need extra support in school. A new Additional Learning Needs (ALN) system is due to replace the previous Special Educational Needs (SEN) system between September 2021 and August 2024.

During the three-year implementation period, to make sure children continue to receive the support they need, the ALN system will operate alongside the SEN system.

This means until a child moves to the ALN system, the SEN legislation and the Special Educational Needs Code of Practice for Wales continues to apply, and children will continue to benefit from the support available via the existing SEN system.

Additional Learning Needs and Education Tribunal (Wales) Act 2018 states that:

(1) A person has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision.

(2) A child of compulsory school age or person over that age has a learning difficulty or disability if he or she— (a) has a significantly greater difficulty in learning than the majority of others of the same age, or (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.

(3) A child under compulsory school age has a learning difficulty or disability if he or she is, or would be if no additional learning provision were made, likely to be within subsection (2) when of compulsory school age.

Additional Learning Needs provision within Cefn Fforest Primary School is the responsibility of all staff – an Additional Learning Needs Policy has been formulated by the Governing Body. Children are registered according to their needs following the requirements of the New Additional Learning needs Code of Practice.

Where necessary a one page profile or individual development plan (IDP) is drawn up and reviewed regularly to support progress.

We liaise with a range of support agencies including the Educational Psychology Service; Occupational Therapists; Speech Therapists, Advisory teachers for the visually impaired and others.

If a child needs to be referred to the Educational Psychology Service you will be asked first and kept informed. The Additional Learning Needs Co-ordinator (ALNCo), is Mrs K. Main and the Governor responsible for overseeing these procedures is Mrs D Cassley.

At Cefn Fforest Primary School we have two SRB classes of pupils that attend a small setting and structured placement, both classes cater for pupils with Complex Needs.

If you have a child attending the Complex Needs Class, an Educational Psychologist, following careful assessment of his or her need, will place him or her there. Children in these classes follow the National Curriculum as other children in their year group. They also participate fully in every aspect of school life, including extra-curricular activities.

You may inspect a copy of the school's Additional Learning Needs policy by applying to Mrs J. Farmer the Head teacher.



We pride ourselves on providing a caring environment for our children and encourage a strong sense of community. From an early age we emphasise the difference between right and wrong in the daily work and play of the school. Rules are kept simple but relevant to everyone, they are there to



support the safety and well-being of all our children, and ensure the smooth running of the school.

We expect high standards of behaviour and find that our pupils usually rise to these. However, on occasion, there may be some cause for concern and if this is the case we will immediately involve you as parents, so that the situation can be resolved. A copy of the school's Behaviour Policy can be obtained from the school office.

Good behaviour, high standards of work and personal progress are all celebrated in a number of ways throughout the school. Sporting, creative and musical achievements are amongst those we recognise during class times or assemblies. Celebration Assembly and Stars of the Week are celebrated on a Friday. Please encourage pupils to bring in certificates or awards they receive outside of school so we can celebrate their achievements with them.

In Years 2 to 6 two pupils from each class are selected to act as School Council members. The School Council helps to identify priorities within the school and is seen as a valuable way to develop mature and responsible attitudes amongst pupils of which the school is justly proud. We also have an Eco Committee, Sports and Wellbeing Ambassadors, Digital Leaders and Criw Cymraeg in which pupils participate



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

Assemblies

School Assemblies are usually held in the Infant or Junior halls. We sometimes invite visitors to assemblies, and these have included ministers from local churches, chapels and charitable groups such as NCH. Our assemblies address a wide range of moral issues and we try to awaken in pupils a sense of wonder and awe at the beauty and diversity of life. If, for religious

reasons you wish to withdraw your child from Assembly, please contact the school to discuss.

Pastoral Care

We believe that our role in the pastoral care of your young child is very important. In the first instance, it is the responsibility of the class teacher. We encourage pupils to feel secure and confident so that they may confide in their class teacher or any other member of staff with whom they feel at ease. We have a Family and Support worker who is available to support both pupils and their families.

We understand that parents may feel apprehensive on a number of issues as your child progresses through the school. One such issue is when a suspicion of bullying may be felt.

Children are encouraged to tell an adult if they have any worries of this nature. As a staff we are aware that both the perceived 'victim' and 'bully' will need our support.

In the event of any concern for pupils we will monitor the situation and consult you as necessary. The school's Governing Body have adopted an Anti-bullying Policy, which is available for inspection.



Extra-Curricular Activities

We offer a wide range of extra-curricular activities for your child, which will help them to develop their talents and interests.



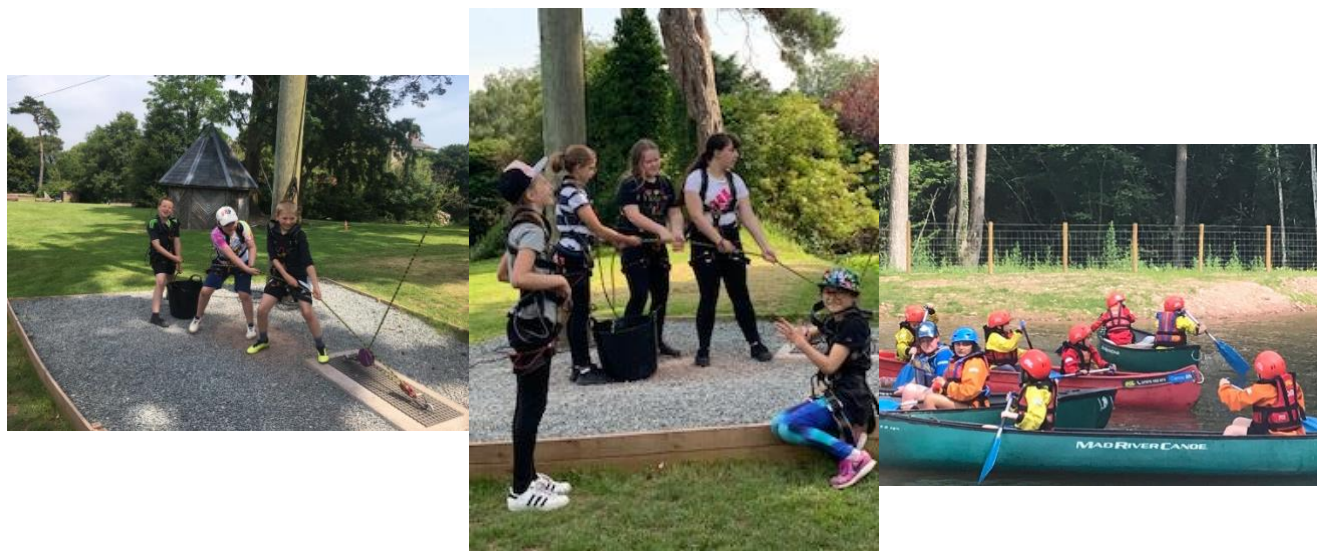
After school clubs
of physical,

We shall need your consent for your child to participate in any of these sporting events, matches and competitions are all part of the school's calendar of events – we sometimes need help to accompany these so please let us know if you can assist us in this.

Educational visits are planned regularly to enhance classroom learning. They include visits to places of interest such as St. Fagans, Llancaiach Fawr, St. Thomas' Church, and Cilfynydd.

Any visit your child makes will need your consent. We take care to have appropriate staffing levels for each age group and are always grateful for parental help to accompany us.

Visits are also made to the school, which are greatly appreciated such as theatres, puppet groups, dance and musical groups.



Welcoming Parents to School

Your child will spend a great deal of his/her young life in our care and therefore we encourage parents to visit us so that you can discover the opportunities given to them.

We hold meetings before children are admitted to the Nursery and Reception classes and always encourage visits by the children themselves to gain that first-hand experience.

Each Summer term we hold a 'Changeover Day' when your child can spend the day in the class they will be attending in September – we find that this can do much to ease that transition.

Evenings are set-aside in the Autumn, Spring and Summer terms for parental consultations – to meet with your child's class teacher. These can be invaluable so we ask you to attend these please. Annual progress reports are also sent to you in the Summer Term each year.

Currently under the Covid Restrictions, these are being held virtually or via phone calls.

You are welcome to contact the school at other times to discuss any concerns with your child's class teacher or Mrs J. Farmer, the Head teacher. We would advise you to make an appointment with the school secretaries.

Special Events

We are always delighted with the support parents give to the school on occasions such as our Harvest Festival, Christmas Carol Services, St. David's Day and Sports Days.



GENERAL INFORMATION

Attendance/Punctuality

The importance of full attendance and punctuality cannot be too strongly emphasised. Irregular attendance and lateness not only disrupts the child concerned but also the rest of the class. Attendance and being in school on time is paramount to your child making the most of school life. Please note that Infants and Juniors start at 9.00am and the registers are closed at 9.10am. The Class teacher will monitor lateness and persistent lateness will be passed on to the Educational Welfare Officer.

ABSENCE

1. If you are aware of your child's absence in advance e.g. a medical appointment, please send a note to the class teacher **before** the absence, contact the School Office. Many older children walk to school and for assurance of parents and staff, we need to know your child has arrived safely and is attending school. There may be an occasion when your child is absent from school, so in order to safeguard your child the school will endeavour to check on absent children.
2. For those absences not known in advance such as illness **please ring the school before 12pm.** If we do not receive an explanation, by phone or by letter, by the time your child returns to school an unauthorised absence will be recorded. Please note that the School Office has a member of administration team available from 8.30am until 3:30pm. **At the end of the absence please send a note to the class teacher.**
3. If you know that you will be taking your holiday during the school term, **please collect a Holiday Form from the School office** Please note that only five days for holiday leave per school year is allowed and only if attendance is over 95%.
4. If the school has any concern regarding your child's attendance – whether due to periods of absence or regular lateness, then we shall contact you first and then inform our Educational Welfare Officer, Mr Iestyn Penrose, who may call you to find the reasons.

Educational Welfare Officer (E.W.O.)

Our procedures for referral are as follows:

- Attendance registers are checked weekly.
- E.W.O. will visit any ongoing absence, which is unexplained.
- For repeated absences a warning notice will be issued informing parents that their child is not attending school regularly.
- Repeated warnings could lead to legal proceedings.

Our current EWO is Mr Iestyn Penrose

He can be contacted on: 07702948722

Please help us improve our attendance by sending your child regularly to school.

Accidents/Illness in School

Should your child become unwell or have an accident in school and we feel that he/she would be more comfortable at home then we shall do our best to contact you. If we are unable to contact you then we shall keep your child in school until the end of the session.

If following an accident we feel that your child needs hospital attention then we shall try and contact you so that you may accompany your child. If however, we are unable to contact you then we shall take your child to hospital and inform you as soon as possible. With any head injuries it is always our policy to inform parents.

It is therefore essential that you provide us with your home telephone number and additional contact number(s).

Emergency ~Contact Numbers

In September you will be given a form to complete with a telephone number where you can be contacted in an emergency (home, work, relative or neighbour). Please state the name of the person who is likely to answer the telephone and their relationship to you (your employer, child's grandparent, etc.)

Access for disabled pupils.

Since the school is on a split site the accessibility is variable according to the type of building.

The Infant Department has ramped access with a disabled toilet facility. It also has further toilet shower facilities for younger pupils.

The Junior building has ramps with access to a disabled toilet facility and overhead hoist for wheelchair pupils. It also has a stair lift for stairs from classroom corridor to toilet facilities.

Dogs are forbidden access to the school premises.

Only working guide dogs are allowed on the school site.

Admissions

Children are admitted to the school in line with the admission policy of the Local Education Authority. Reception pupils are usually admitted at the beginning of the Autumn term in the year they are five years old. School admissions are dealt with in the LEA by Emma Strathdee. Tel. 01443 864814

Charging and Remissions Policy

In Line with the 1988 Education Reform Act Governors have determined the following policy for charging and remission. The cost of any out of school activity, which is not funded by the Authority, will be met by contributions made voluntarily by parents. The school endeavours to inform parents four weeks in advance of an educational visit. If the contributions made do not meet the actual cost of the activity the visit may be cancelled for all pupils. If you have any difficulties regarding payments please see a member of staff as soon as possible we will do our very best to support you.

The Governors expect that parents will pay towards the cost of repairing or replacing school property – books, furniture, fittings, etc. damaged or defaced as a result of their child's unreasonable behaviour. This also applies to any school property that is lost by a child.

Complaints

Any queries relating to your child's education or general issues about school should in the first instance be discussed with your child's Class-teacher. Issues that cannot be resolved can be directed to the Deputy Headteacher or Headteacher if there is a serious breach of school rules. In practise almost all issues can be resolved speedily within the school.

The Governing Body follows the guidance of the Authority in adopting complaints procedures. A copy of the school's complaints procedures are available at the school, or on our website, if you feel your complaint needs further investigation.

Equal Opportunities

The Governing Body of this school is committed to a policy of equal opportunities. It is our intention that the same quality of opportunity must be offered to all, regardless of gender, cultural background, religion, language and special education need. Comments of racial discrimination will not be tolerated and the Caerphilly LEA's guidance requiring all racial incidents to be reported to them will be adhered to. It is our aim to create an ethos where 'Living and Learning Together' is put into practice for all to recognise.



Health Problems

It is important that teachers know of any health problems that your child has. Please will you tell us of any that you think are important (e.g. asthma, hearing or eyesight problems). Labelled asthma pumps need to be in school for immediate use by your child.

Head lice/Nits

This problem is experienced in every school. Contrary to popular opinion, lice thrive best on clean, short hair and can only travel from scalp to scalp when heads come into direct contact.

The pest is easily treated so do not panic. Your health visitor, G.P., or Local Pharmacist will be able to advise you as to the treatment recommended by the Authority.

The Nurse in school no longer examines hair. It is the parents' responsibility to examine families' hair. Please check your family each week for signs of head lice. If your child does catch head lice it would be helpful to inform us so that we can tell other parents to be extra vigilant.

If you need further information school has a supply of helpful leaflets.

N.B. Regular Combing (not brushing) of the hair damages the adult lice and will be helpful.

In the unlikely event of the school being first to discover your child has head lice - we will contact you immediately to make arrangements. To avoid embarrassment, we always deal with this issue sensitively.

Home – School Reading

Children are encouraged to regularly take home a fiction book of their own choice. Parents are asked to find a quiet time of about 10 minutes to read and discuss the book with their children. We also ask you to comment in the home-school reading record. Regular reading at home is essential to your child making progress.

Homework

As well as the home-school reading, other home-based tasks are set. You can assist greatly by helping your child to learn spellings and number facts, revising multiplication tables etc. Weekly homework may also be set. This may be via a learning log, an online platform, such as TT Rockstars or My Maths, or via our Google platform or Class Dojo.

All children from Y1- Y6 have access to their google classrooms and will be given their log in details at the start of the academic year.

Tasks are sent home to ensure that your child has fully understood their work and is able to apply their new found knowledge on a home task activity.

There may be times when children will be asked to complete unfinished class work at home, to avoid falling behind in their understanding. This may also be the case when children have been absent from school for a long period of time.

Jewellery

The wearing of jewellery is not permitted because of the danger to the wearer and the security risk to the staff and to the school.

School does not accept responsibility for damaged or lost jewellery and/or valuables. Jewellery is best kept for enjoying at home and after school hours. Your co-operation will be very much appreciated.

Litter Policy

The school works towards the Eco Schools Award. We make great efforts to keep our grounds free from litter and children are aware of their responsibilities in this. Attractive waste bins are accessible in playground areas. There are a range of recycling bins around the school and we encourage the children to use these whenever possible.

Leaving the Premises

Please report to the School Office in the Junior Building on arrival in order to collect your child early from school.

If you have arranged a medical or dentist appointment during school time do not ask older children to make their way home or meet you at the gates.

We ask you to impress upon your child that they must **NEVER** leave school without permission. The dangers of this should be firmly pointed out to children, including older pupils.

If your child does ever leave the school without permission, we will inform you immediately. As this is a very serious situation we ask parents to visit the school immediately after the event – with the child – to discuss the matter and any action to be taken to

prevent this re-occurrence. We must insist that a child cannot be re-admitted to school unless this discussion has taken place with parents.

Lost or Damaged Property

Children's lost property is kept in a box in school. Cloakrooms must be cleared at half term and term endings to allow free access for cleaning. Articles of clothing left behind are removed from pegs and placed in the lost property box. It is advisable for a parent or parent representative to search for lost property as children, particularly young children, cannot always identify their own property. To help us identify your child's property please mark all items with your child's full name.

School Meals

All pupils have the choice of a cooked meal provided by the school's service, bring sandwiches from home, or they may go home for their lunch. Up to three sittings are held each day in the Infant School Hall and in the Junior Dining Room. Currently ALL pupils in Reception to Y6 can receive Free school meals from the Welsh Government.

Only pupils attending wrap around for Nursery are required to pay for school meals. As we now have a cashless dinner system called 'Upay' all school dinners are to be paid for using this. If you contact our school office – Mrs Jones will be able to provide you with the necessary information you require. The cost per day is £2.75 for nursery pupils. Any enquiries regarding payment of dinner monies should be made to Mrs S Williams or Mrs E Jones, the school secretaries.

If the payment for school meals falls into arrears, we will contact you by text message initially and then letter. Our accounts are audited and managed by the LEA, who insist that all meals are paid for in advance preferably on the first day of the school week.

A menu is displayed in each dining area and copies are available from the School Office.

Pupils may bring a drink, but cans and glass bottles are not permitted. Water fountains are available in KS2.

Children who go home for lunch should not return until the **end** of the lunch break.

Free School Meals

If your child is eligible for Free School Meals under the old system, to receive any additional grants, you will still need to apply in the normal way. Please contact Mrs S Williams or Mrs E Jones in the office, who will be happy to advise.

All pupils who are attending a school visit, a packed lunch may be ordered in advance from the school canteen. Please enquire at the office to order at least 2 weeks in advance where possible.

Snacks

We hold healthy school status. Only fresh fruit is permitted as a mid-morning snack. Some classes provide this service for a small charge. Please ask class teacher for details.

Medication

We have received a directive that teachers should not give medication.

If your child needs short-term medication e.g. completion of a course of antibiotic, would you please arrange:

- (i) for your child to go home for medical attention at dinner time,
- (ii) arrange to come to school yourself to administer the medicine.

However, an unwell child that is on a course of antibiotics is better off resting and recovering at home.

Where there is a need for long-term ongoing medication e.g. asthma, diabetes, please inform the Class teacher. In these cases medication can be brought to school and left for the child to take, but a consent form must be completed. Asthma inhalers for infant pupils are kept centrally in a medical cabinet for pupils to access.

KS2 pupils are allowed to keep their inhalers with them in class. It is important that parents check the 'use by' date upon the asthma medicine bottle. Please inform your child's class teacher regarding any changes in medication or medical condition.

No Smoking Zone

The school has a no smoking policy and this policy applies to all social occasions at all locations within the school.

Parking

Parents are kindly asked to be aware of parking safely outside the school grounds. The road outside school is a potentially dangerous place and care needs to be taken to ensure safety. Please do not park your car on the zigzag lines and do not double park. Walking to school can be a more enjoyable and safer activity and will help us all to stay fit!

Safety Education/Police Liaison

Through liaison with the Police and other bodies, the children are made aware of dangers around them such as roads, railways, water, buildings sites, drugs and 'strangers'. A structured programme is delivered throughout the school in order for children to make right choices and manage their own safety.

Safety Outside School

The school crossing patrols are on duty each day before and after school. Close liaison exists between the school and the crossing patrol. Please keep children safe by using the crossing patrol.

Protecting and Safeguarding Children

At Cefn Fforest Primary school we value our children and their futures. With this in mind we have a child protection policy designed to keep our pupils as safe as possible. As a parent or carer of our pupils you have a vital role to play. Please read the leaflet available in school or on our website, which outlines our procedures.

School Security

Security of pupils during the day is of great importance. The school doors are closed after the pupils have entered the school at the beginning of the session. After 9.10am pupils that

are late need to be taken to the School Office. This will ensure that your child receives an attendance mark and that a dinner or sandwich meal can be ordered.

School Uniform

We encourage children to wear school uniform to promote a sense of pride and belonging to Cefn Fforest Primary School - Please support us in this. Uniforms can be easily purchased from major superstores in Blackwood. Many parents find it much easier to manage than when children choose from their wardrobe. Logo items are available to order from CC Sports, Bargoed through the School Office.



Our uniform is designed to be smart, practical and good value.

Winter: White/Grey shirt/blouse
 Grey trousers/skirt/pinafore
 Red pullover/cardigan/sweatshirt.
 School Tie.

Summer: White Polo shirt
Grey cotton shorts/red/white checked/striped dress.

P.E. White 'T' shirt
Dark shorts/track suit
Plimsolls / black daps

Nursery Yellow/white polo shirt
Red tracksuit with school logo

Map of the school site:

