



Llannon Community Primary School Prospectus





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Dear Parent/Guardian,

It is with the utmost pleasure that I welcome you and your child(ren) to Llannon Community Primary School. This is a happy school that is very active in the community. Our main aim as staff is to ensure that your child(ren) is/are happy and develop appropriately in all curriculum areas. To achieve this, we encourage pupils and parents alike to join wholeheartedly in the life of the school. We appreciate all our pupils and firmly believe that their time in the primary school should be rewarding and fulfilling.

Thank you very much for choosing Llannon School.

Yours sincerely,
N.Davies (Headteacher)



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Although every effort has been made to ensure that the information in this Prospectus is correct, there may be changes that are beyond our control. Any changes that do occur during the year will be notified to the parents through circulars and letters. If, however you do have any queries or would like any further information please do not hesitate to contact the school.

THE SCHOOL

Ysgol Llannon is a primary school for pupils aged between 4 and 11 years old. The school is situated in the village of Llannon, about half way between the towns of Aberystwyth and Aberaeron. The school is maintained by Ceredigion local authority. Welsh is the main language medium of the school and the aim is to ensure that pupils are completely bilingual by the time they transfer to the secondary school.

ADDRESS

Llannon C.P. School
Stryd yr Ysgol
Llannon
Ceredigion
SY23 5HX

Website: www.llannon.ceredigion.sch.uk
E-mail: DaviesN964@llannon.ceredigion.sch.uk
prif@llannon.ceredigion.sch.uk
Twitter: @Ysgol_Llannon
Tel: 01970 202 478

STAFF

Head Teacher:	N.Davies
Teachers:	E. Lionel-Williams
	E. Davies
	M. Lewis
Teaching Assistant:	N. Jones
	E. Hosken-Jones

GOVERNORS

The school has a full governing body who meet regularly to discuss school business and who are wholly committed to maintaining and improving school standards and performance.

The Chairman of the Governing Body is **Gareth Evans**.

SCHOOL HOURS

Morning session:	9.00 - 12.00
Break:	10.30 - 10.45
Lunch time:	12.00 - 13.00
Afternoon session:	13.00 - 15.30
Break:	14.30 - 14.45

LANGUAGE CATEGORY

Welsh is the school's main language of internal communication.

Communication with parents and carers is in either English, Welsh or bilingually as needed.

This is a school with a strong Welsh language ethos at its core, supporting and enabling learners' Welsh language use in all social context in and outside of school.

With Reception pupils to year 2, all learners are taught fully in Welsh, with English being used on occasion to ensure understanding during early immersion.

From aged 7 onwards at least 80% of learner's school activities (both curricular and extra-curricular) will be in Welsh.

OUR AIM

- To develop ambitious, capable learners, ready to learn throughout their lives;
- To develop enterprising, creative contributors, ready to play a full part in life and work;
- To develop ethical informed citizens of Wales and the world;
- To develop healthy, confident individuals ready to live fulfilling lives.

OUR VISION

We are very proud to share our strategic purpose and aspirations for every pupil. Our vision has been created in partnership, steered by our community and owned by our children, staff, governors and parents. We engaged and consulted with the pupils, parents, stakeholders and the wider society in order to ensure a voice for everyone.

The school is a safe and supportive community of pupils, staff, governors and parents. Every individual is valued and strives to reach their full potential in a culture of inspiration where success is celebrated.

Llannon school strongly believes that pupils should be at the heart of the teaching and learning process and that pupils should own their school and constantly make informed choices about what and how they learn and therefore embed the 12 pedagogical principles below to achieve the vision is essential.



- maintain a constant focus on the general purposes of the curriculum
- encourage pupils to take increasing responsibility for their own learning
- supporting social and emotional development and positive relationships
- encourage collaboration
- challenge all the pupils by encouraging them to recognize the importance of sustained effort in meeting expectations which are high but which they can achieve
- use a combination of methods, including those that promote problem solving, creative and critical thinking
- setting tasks and choosing resources that build on previous knowledge and experience and generate interest
- create real contexts for learning
- use assessment principles for learning
- regularly reinforce cross-curricular opportunities, including literacy, numeracy and digital competence, and provide opportunities for pupils to practice them
- use a combination of methods that include direct teaching
- extending within and across areas of learning and experience

| CREATIVITY ♦ INDEPENDENCE ♦ RESILIENCE

OUR VALUES

- To create positive values towards learning.
- To offer encouragement and support at all times, raise self-confidence and self-worth.
- To create a careful, inspiring environment where the pupils can grow and learn.
- To celebrate achievement and successes.

AIMS OF THE SCHOOL

- To give individual attention to every child.
- To ensure that all children develop and work to the best of their ability.
- To create a happy family atmosphere in an attractive environment
- To ensure a close relationship between the home and the school.
- To develop lively, enquiring minds, including the ability to question and argue rationally and to apply themselves to tasks, they should also develop physical skills.
- To acquire understanding, knowledge and skills in adult life and for employment in a fast changing world.
- To use number, language and ICT/digital competency skills effectively.
- To develop personal moral values, respect for religious values, tolerance of other races, religions and ways of life.
- To understand the world in which they live and the interdependence of individuals, groups and nations.
- To appreciate human achievements.

THE CURRICULUM

The curriculum has been drawn up to ensure access for everyone taking into account the pupils' age, ability, level of support and interests.

If the staff recognise that a pupil has difficulty/s or if a parent raises a concern about a child's development the school will make an assessment of the additional learning need(s) and provide appropriately by placing them on a register of needs additional learning that leads to a plan of suitable intervention or purposeful differentiation for him/her on the classroom floor.

Our curriculum is based on the content of the four core purposes and tries to realise the Four Purposes of the Curriculum for Wales for every pupil and therefore our curriculum has been designed to develop:

- Ambitious, capable learners who are ready to learn throughout their lives
- Enterprising, creative contributors who are ready to play their full part in life and work
- Principled, informed citizens who are ready to be citizens of Wales and the world
- Healthy and confident individuals who are ready to live life realising their aspirations as valuable members of society

The curriculum promotes the holistic skills below which form the basis of the four purposes namely,

- Creativity and innovation
- Critical thinking and problem solving
- Planning and organizing
- Personal effectiveness



More often than not, the pupil's voice steers the activities on the classroom floor and beyond.

At Ysgol Gynradd Llannon, we encourage our pupils to...

- Develop Languages, Literacy and Communication by all means, so that they may be purposeful and meaningful methods of communicating, including listening, speaking, reading, writing and appreciating literature in their first and second language;
- Develop Mathematical and Numeracy skills and understanding;
- Develop Scientific and Technological skills and understanding in a fast-changing world;
- Develop self-expression and the Expressive Arts through music, drama, art and design, together with design and technology;
- Develop the Humanities in its entirety by:
 - ◊ Nurturing the understanding of the environment and the world around them, e.g. through living lessons, eco council, healthy schools, etc.
 - ◊ Creating awareness and appreciation of neighbourhood, language, pupil culture and environment; and be aware of other periods and places; and
 - ◊ Respecting varied religion and cultures.
- Develop Health and Wellbeing by:
 - ◊ Providing a full and purposeful curriculum for physical education;
 - ◊ Nurturing lively and investigative minds, including the ability to question and debate logically and respond to tasks;
 - ◊ Nurturing self-control when using equipment in all aspects of the curriculum;
 - ◊ Nurturing self-discipline practice;
 - ◊ Creating awareness of the need for personal hygiene, gentleness and courtesy;
 - ◊ Promoting safety and e-safety practices at the school, at home and in society.

The curriculum is broad in content, differentiated in nature and structured so that the pupils receive specific lessons in Language (Welsh and English from the age of 7) and Mathematics

The curriculum covers the concepts and provides rich opportunities and authentic learning experiences to develop the concepts set out in the statements of what is important within the 'Code Statements of What is

Important' Important' and includes provision for teaching and learning each of the Learning and Experience Areas.

The curriculum develops the pupils' cross-curricular literacy, numeracy and digital competence skills, ensuring that these permeate all areas of learning and experiences and that the pupils have opportunities to use their skills across the curriculum.

The curriculum provides for the Relationship and Sexuality Education Code in a way that is appropriate from the point of view of the learners' development and provides a pluralistic Religion, Values and Ethics education for Reception learners and provides for the teaching and learning of Religion, Values and Ethics for those learners in Year 1 and above.

Promoting knowledge and understanding of human rights and the UNCRC is central to the curriculum.

RELIGIOUS EDUCATION

A whole school Christian service is held regularly and a short Christian meditation/service is held every morning. The service will normally be under the care of the Headteacher but from time to time the pupils are expected to participate by reading, singing, reciting or/and playing an instrument. The vicar takes the service on occasions. You have the right to withdraw your child/children from the religious periods but you are expected to send an official letter to the Headteacher explaining your reasons. Religious Education is taught to all children in the school. The lessons include learning about other religions as part of the work plan. Parents can exclude their child from Religious Education lessons by making a written request to the Headteacher.

HOMEWORK

Homework is set regularly throughout the school. Additional work is set at parents' request and pupils are encouraged to read at home. All pupils are welcome to borrow books from the school and Foundation Learning pupils are encouraged to take reading books home regularly. It should be noted that the school expects parents to pay for any resource/book that returns to the school in an unacceptable condition.

SEX EDUCATION

In Llannon School we strongly believe that our pupils should receive the knowledge, experiences, skills and support that enable them to live happy, healthy and successful lives. Building and maintaining positive relationships is key to achieving this. In embedding the teaching of Relationships and Sexuality Education (RSE) in our curriculum, pupils will learn how to build positive relationships, keep themselves and others safe and be able to identify harmful situations, especially in a technologically advanced society. Central to this learning is knowing their rights and being able to identify when and how to access support. RSE will be taught throughout the curriculum and will be inclusive and developmentally appropriate which will be influenced by what our pupils know, what they think they know and what they need to know. RSE is a mandatory requirement in the Curriculum for Wales for all learners 3-16 and it is no longer possible to withdraw from RSE.

PHYSICAL EDUCATION AND SPORTING ACTIVITIES

Sport and associated activities are important within the lessons and experiences provided by the school and are strongly promoted. All pupils have weekly physical education lessons and the swimming lessons are on a rota system during the year. The pupils are transported free of any charge by bus to Aberaeron in order to receive the swimming lesson. This normally happens during the Christmas and Easter terms. The school also enters all area sport competitions and competes in Urdd events whenever possible. Pupils are encouraged to practice their skills regularly and may have extra sessions before any competition.

The school is also part of the Bronze Ambassadors scheme that promotes and encourages pupils to lead activities. The school's ambassadors plan, provide and lead a weekly games/activity session for all pupils.

There is no set PE or swimming kit but parents are expected to provide suitable clothing for these activities. Pupils are allowed to wear their kit to school PE days in order to avoid changing issues and difficulties.

INSTRUMENTAL TUITION

Pupils are encouraged to play instruments and lessons are provided by LEA peripatetic teachers. There is an annual fee payable to the council for lessons but if a parent or pupil shows an interest then personal circumstances will be discussed with the school on an individual basis. However, it is expected that a pupil receiving lessons must commit to regular practice.

ASSESSMENT

Arrangements for assessment are an integral part of the day-to-day practice which is suitable for all learners. The arrangements include making assessments when receiving pupils and carrying out those assessments for each child/pupil at specific times in order to ensure continuous assessment of each pupil and child throughout the school year. The arrangements include opportunities to work within the school and with other schools to develop a common understanding of progress, planning for transitioning learners between schools and providing information to parents and carers so that they understand the progress their child is making do.

PASTORAL CARE

The Headteacher is in charge of the internal organisation, course of education, management and discipline of the school. The teacher is responsible for the welfare and education of his/her class. A child is not allowed to leave school early without a request from the parents. The Headteacher's and the teacher's responsibility for the children will start at 8:45 in the morning and end at 3:45 in the afternoon.



SCHOOL COUNCIL

The school has an established school council which is a body of elected pupils representing the needs and wishes of every pupil within the school in formal meetings with the teaching and auxiliary staff. The main purpose of the council is to be a strong and positive voice for all the pupils and to contribute to improving the school's ethos, objectives, standards and expectations. The council guarantees structure and order for the opinions and needs of the whole school including members of staff. The council meet regularly and make a presentation to the governors annually. The pupils also develop a number of sub councils/committees. These can vary yearly but always include 'Criw Cymraeg' and 'IT Wizards'.

These are encouraged to be independent and self-led but staff are always on hand to help.

SCHOOL UNIFORM

Pupils are encouraged to wear school uniform, as follows:

Girls

School sweat shirt
Black trousers or skirt
Polo shirt
Black shoes

Boys

School sweat shirt
Black trousers
Polo shirt
Black shoes

Contact the school for information on ordering school sweat shirts and polo shirts.



ADDITIONAL LEARNING NEEDS

It is recognised that certain pupils require additional assistance in basic subjects. They are given the same opportunity as other pupils to integrate completely. Following parental consultation and assessment of the pupil, the school will provide appropriate support. A child that requires additional support may be referred to the LEA after consultation with parents. The school receives the LEA's service to aid pupils with additional needs. All pupils on the ALN register have personal targets. These targets drive their individual education plans which are monitored and updated regularly. It's possible that the school will admit pupils with physical needs, but it's expected that the school discusses them with the LEA in order to assess if the school make the necessary arrangements to meet his/her needs.

We will be following guidance from Welsh Government and the Local Authority ALN team with regard to implementing the new ALN system for the prescribed cohorts of learners.

DISCIPLINE AND SCHOOL RULES

Within the school, pupils are encouraged to respect the staff, their fellow pupils and their property. All areas beyond the playground are out of bounds without teacher's permission. All rubbish must always be put in the bins provided. When children cycle to school they must not ride their bicycles in the playground. Clothing must be clearly marked with the child's name, especially coats, trainers and wellingtons.

Pupils are not allowed to eat sweets on the school premises. No glass bottles to be brought to school. Common sense is the order of the day.

HOME/SCHOOL AGREEMENT

We are very pleased to have your child with us in school. We want every child to feel happy and secure within the school family. We also want your child to make as much progress as possible and to reach their own potential. Every member of staff will do his/her utmost for each child. Please see us at once if you or your child is unhappy about anything. The SCHOOL/PUPIL/PARENT AGREEMENT outlines expectations and commitments and is renewed yearly and pupils, parents and staff members are expected to sign this contract as soon as it is issued. If a parent/guardian is concerned about the contract then they should discuss the matter with the teacher or Headteacher.

ORGANISATION

The pupils are taught in classes of mixed age and ability.

Each teacher is responsible for the general development of their own class and the pupils are taught using various strategies as appropriate.

Certain aspects of the work are taught in themes or as subjects in order to reinforce specific skills in specific areas.

SCHOOL ADMISSION

The school conforms to the LEA admissions policy which states that there are three admission dates during the year for children of school age: January 1st, April 1st and September 1st.

Children applying to the LEA for admission to the school must have their fourth birthday in the term before these dates. Parents are advised to make applications for school admission using the following link:

www.ceredigion.gov.uk/resident/schools-education/school-admissions



EQUAL OPPORTUNITY

All pupils are given the same opportunities within the school regardless of race, ethnic background or religion. Inclusion is paramount at our school. We pride in our ability to offer education that does not differentiate between children. We strive to ensure equal opportunity for every pupil.

PUPILS WITH DISABILITIES

We strive to ensure equal opportunity for disabled pupils where it is possible but at times it may be necessary to assess or reassess provision based on individual situations. The LEA has certain criteria that must be met and a process that has to be followed when a disabled pupil wishes to be admitted. Each request of this nature will be dealt with on an individual basis and the views of all concerned will be taken into account. At present the school campus is accessible to wheelchairs. Any future developments on the campus, including building work, would ensure equality for disabled pupils, staff and visitors. Any such developments would be overseen by appropriate officials and regulators in order to guarantee this. The school is equipped to deal with pupils who have physical disabilities but the school is obliged to contact the LEA should a pupil with physical disabilities wish to be admitted in order to assess whether the school is suitable for the needs of the pupil. The school has staff toilets in line which do not meet disabled needs whilst at the same time having good general toilet facilities available to all pupils.

SCHOOL GUIDELINES FOR CHILD PROTECTION

In line with the child protection guidelines, teachers and school staff at our school have a duty to identify signs of possible abuse or neglect, and refer their concerns without delay to the designated Child Protection Persons at the school or the Social Services.

Concerned about a child?

Please contact the following if you are concerned that a child is suffering from harm, neglect or abuse. The Social Services will investigate and make the necessary arrangements to safeguard the child; offering advice and guidance to facilitate families with the required support.

The Designated Child Protection Persons at Ysgol Llannon are:

N. Davies and E. Lionel-Williams

Contact telephone number: 01974 202 478

School Governor with responsibility for Child Protection is:

Cllr Keith Henson

Designated Child Protection Officer for Ceredigion County Council:

Kizzie Garner-Hughes

Kizzie.Garner-Hughes@ceredigion.gov.uk

01970 633668

If there is a Child Protection allegation against the Head teacher, the contact person at Ceredigion County Council should be contacted.

Parents are hereby made aware/reminded that when a child makes an allegation against a family member or someone at the household, then, parental consent to make a referral to Ceredigion Social Services WILL NOT be sought by the school. The Social Services Department and the Police will need to speak to the child as soon as possible if it is believed that a crime has been committed.

SECURITY

All possible precautions are taken where the pupil's and staff's safety is concerned. The school is surrounded by appropriate walls and fencing with gates to the front. There is one entrance to the campus. One is for pedestrians and one is for vehicles. All visitors to the school must report to a member of staff on arrival, sign the signing in book and wear identity badges if appropriate. A member of staff supervises the pupils on the yard at break times and at dinner time and the pupils are supervised at the gate at home time. Fire drills are practised once a term and reported to the governing body. A health and safety audit is carried out on an annual basis in order to meet the maintenance requirements for the building.

LINK WITH PARENTS

It is hoped that you will keep closely in touch with the school to learn of your child's progress. Please remember that parents are always welcome to discuss any concerns with staff, and should you have any problems, please do not hesitate to contact the class teacher or Headteacher.

CLOSURE OF SCHOOL DURING INCLEMENT WEATHER

Should the school not open due to weather conditions then it will be announced on Radio Ceredigion but every effort is made to keep the school open. If having taken due consideration of the inherent difficulties and dangers for school pupils, it is decided to close the school during the day, parents will be informed and advised to pick up their children or of other arrangements that have been made.

ABSENTEEISM POLICY

Parents are asked to inform the school if their child is absent for whatever cause. An e-mail to school or a letter of explanation or should be sent to the school on the pupils' return.

In cases of continuous absence, the Headteacher must inform the LEA. If a child needs to visit the doctor/dentist, the child will be released from the school. However, parents are asked not to keep their child away for the whole day if at all possible. Efforts to make appointments during school holidays are appreciated.

FAMILY HOLIDAY TAKEN DURING TERM TIME

At Ysgol Llannon, we want all of our pupils to achieve success, so it is important that parents do their best to support pupils in attending school for the full 190 days in an academic year, as stated in the Education (School Day and School Year) (Wales) (Amendment) Regulations 2006.

Under the Education Act (1996), it is the responsibility of the parent to ensure that their son/daughter attend school.



Regular school attendance is essential and losing a school can have a significant impact on achievement over the course of a year.

To support our drive to increase pupil attendance a decision has been taken by ERW, our regional Education Consortium, that no absences due to holidays during term times will be authorised by Head-Teachers. This means absences due to pupils being taken on holiday during term time will be recorded as unauthorised.

We hope that you can support this policy and arrange your holidays around the existing 175 days the schools are closed through weekends and school holidays and help us support your child in achieving success in school.

Attendance and punctuality are important. If your child is absent a telephone call is expected and this should be followed by a letter to explain the absence. The school register closes at 9:10am for the morning session and at 1:10pm for the afternoon session.

DATA COLLECTION

The school collects information about pupils and their parents / guardians at admission to school and for specific purposes during the school year. Every effort is made to ensure the accuracy and security of the data collected which is collected. Individuals have certain rights of access to personal information held on them and these are outlined in our Fair Processing Notice.

ACCIDENTS AND MEDICINE

If a child has an accident in school the staff will attend. If a child needs further attention, parents will be informed. Should the school be unable to contact a parent, it may be necessary for a member of staff to contact the doctor/hospital and then inform the parent/guardian. The school has a recognised First Aider. Teachers are not allowed to give a child any medicine unless the parent gives permission in writing by filling in the appropriate form which is available on request. Parents are welcome to visit the school during lunch time hour to administer medication to his/her child if necessary.

SUPPORT SERVICES

The following Health Services are available:

- Medical inspection.
- School nurse services.
- Educational Psychology Service.

SCHOOL MEALS

School meals are provided, with dinner money being paid online through 'Parent Pay' which is arranged by the Ceredigion County Council. If you think that you qualify for free school meals, forms may be obtained from the Local Education Authority. Pupils wishing to bring their own packed lunch may do so and are supervised like others. Dinner costs can be discussed with staff members.

There is a national rolling programme of free school meals for certain groups of pupils. Please get in touch to discuss this matter further.

MONEY IN SCHOOL

Pupils are not encouraged to bring money into school. It is advised that the child's name is displayed clearly on envelopes etc. if money has to be brought in.

AFTER SCHOOL CLUBS

The school also runs an after school Spanish club during the year.



SCHOOL ACTIVITIES

The school aims to provide pupils with a wealth of activities throughout the school year, such as:

- Aberaeron Sports Association competitions
- Urdd Gobaith Cymru club and activities during the year
- School concerts/Christmas shows
- Christmas/Harvest services
- Various Competitions
- Raising money for local and national charities
- Annual Eisteddfod (Singing and recitation performances by the pupils)

SCHOOL PTA AND FRIENDS

The school is very proud of its community links and the 'PTA' and friends meet at least once a term and organises various activities during the year to raise money for the school. The money is used for the benefit of your children and in order to lessen the financial contributions of parents. We hope that you will support their efforts. The fund is audited at the end of every school year.

HOW TO MAKE A COMPLAINT

Complaints in the first instance should be discussed with the class teacher or Headteacher. Every effort will be made to resolve the matter informally at school level. If this has not been possible then the complaint should be sent in writing to the school, and the Headteacher will follow the school's complaints policy and procedures. However, if a complaint is made against the Head teacher, please contact the Chair of Governors.

Thank you for reading our prospectus.

**Please discuss these, or any other, matters further
with a member of staff.**



Notes for the year

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY



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