



Croeso i / Welcome to:

Ysgol Gynradd Llangiwg Llangiwg Primary School

Address: New Road
Ynysmeudwy
Pontardawe
Swansea
SA8 4PJ

Telephone Number: 01792 863274

E-mail address: office@llangiwg.npt.school

Website Address: www.npted.org/schools/primary/llangiwgprimary

Twitter/X: @LlangiwgPrimary

Head Teacher/Designated Child Protection Officer: Mrs S. Jones

Deputy Head Teacher/Deputy Designated Child Protection Officer: Mrs V. Gibbon

Chair of Governors/Designated Child Protection Governor: Mr J. Evans

School Classification: Primary

Age Range: 3-11

Number on roll: 73 pupils

Language Category: English

Establishment Number: 671 2178

The information in this prospectus is correct and up to date at the time of printing
(revised September 2025).

Llangiwg Primary School Prospectus



MESSAGE FROM THE HEAD TEACHER:

Dear Parents/ Carers,

It is a great honour to be the Head Teacher of this wonderful school. I am proud of our pupils, staff, parents and Governors who all strive together to be the best we can be and continue to improve opportunities for our learners. As a Rights Respecting School, we strongly value pupil voice, and include our pupils in decision making and at the heart of everything we do. We work collectively to develop and nurture ambitious, capable learners through an enriching and engaging curriculum. Our staff deliver inspirational and innovative learning opportunities to foster and promote healthy, confident individuals, enterprising creative contributors and ethical, informed citizens of the local area, Wales and the world. I am passionate about ensuring our learners are safe, happy and enjoy their time at Llangiwo.

We know the importance that parents/carers play in their child's education, and welcome your involvement in your child's education, and in the life of our school. We ask your opinion on a regular basis, as well as inviting you into school as much as possible. We pride ourselves on being a warm, welcoming school and look forward to working together to achieve the best outcomes for all our learners.

Please feel free to speak to me during morning arrival and afternoon dismissal times or make an appointment with the school office if I am unavailable.

Kind regards,

S. Jones

Mrs. Sharon Jones
Head Teacher



MISSION STATEMENT:

Challenge The Mind – Release The Potential!

VISION:

Our vision at Llangiwo Primary School has been developed with pupils staff, parents/carers and Governors in the form of a song:



*"We are the community of Llangiwo School,
Creative and ambitious in all we do.
Being respectful and having fun,
Who's full of happiness?
EVERYONE!*



*Kindness, resilience and honesty,
As independent as we can be.
Being helpful and having fun,
Who's full of joy?
EVERYONE!"*





Aims:

- To build a safe and nurturing environment for all our pupils, ensuring that they benefit from attractive and stimulating physical surroundings, where diversity and individuality are encouraged and supported.
- To ensure that, through an inclusive ethos, every person is valued and respected regardless of gender, race, ability and disability.
- To encourage maximum attendance for every child.
- To develop a child-centred curriculum which is broad, balanced and differentiated to meet the needs of all pupils, ensuring that all efforts and achievements are celebrated.
- To provide opportunities for our pupils to develop an understanding of global citizenship and sustainable development.
- To develop all our pupils as independent and enthusiastic life-long learners and to equip them with the ability to make healthy life choices
- To provide a range of experiences that will develop our pupils' moral, social and spiritual understanding
- To encourage pupils to develop a caring attitude towards all members of the school and wider community enabling them to behave in a positive and responsible manner
- To develop a strong partnership between the child, parent, school and local community



Visiting our School

Llangiwg Primary has created a warm, caring and secure family atmosphere. Many people visit our school daily and therefore measures have been established to ensure the safety of all pupils, staff and visitors. Our school has a Traffic Management Plan by the Local Authority and there are clear visible signs to direct parents and visitors to and around our school. All external doors and perimeter gates are locked throughout the school day with an intercom system installed in the main office. All staff, visitors and volunteers are required to sign in on arrival and departure and will be given an identification lanyard which must be worn. All volunteers and visitors that will be working closely with our children will need to have a Disclosure and Barring Service (DBS) check. Each class teacher is responsible to the Head Teacher for the general care of your child at school. Adequate supervisory arrangements are made during break and dinner times and fire drills are carried out regularly. Pupils are expected to be collected at the end of the day by a parent or nominated representative with a safeguarding password. Parents may decide that their children in Year 5 and 6 are allowed to walk/cycle home on their own but must complete the Walking Home Alone Form as set out in our Walking Home Alone To and From School Policy. Our Health and Safety Policy clearly sets out the procedures to protect pupils, staff and the school premises.

Car Park and Parking

We appreciate that there is very little room for parents/carers to park near the school during the busy times of the day (drop off and pick up). We encourage all families who need to travel to school using their car to park sensibly on one of the surrounding roads and walk the short distance to school. The school drive has double yellow lines/markings on the road and pavement which indicates 'no loading or unloading at any time'. Parking and/or loading on these lines may incur a financial fine if spotted by a traffic warden etc. Unfortunately, unless there are exceptional circumstances which have been discussed and agreed by the Head Teacher the school staff car park cannot be used by parents/carers. The school car park is only to be used by the staff, contractors, and for emergency purposes. Please work with the school and wider community by parking safely to keep all our children safe. Thank you for your understanding.

Arrival and Dismissal procedures

In order to ensure the safe arrival and departure of our children both to and from school, and to ensure the school day runs smoothly, the following applies:

Pupils from Nursery to Year 4 must be brought to and collected from school by a responsible adult. Parents bringing or collecting pupils by car should not stop on the double yellow lines marked in front of the school gates. Neither should parents' cars



enter the school premises for the purpose of dropping pupils unless permission is granted from the Head Teacher. Pupils should not arrive in school before 8.40 a.m. unless they are attending Breakfast Club. Staff will be in the yards in both buildings to welcome and collect the pupils. Pupils will be dismissed to their parents/carers at 3.10 pm. by staff. Staff will not dismiss pupils to an unfamiliar adult unless the parents/carers have notified the school, or the adult provides a safeguarding password.

Home-School Agreement

On entry the school will provide you with a 'Home-School Agreement'. This agreement will outline the roles and responsibilities of the school, the class teacher, the pupil and the parent/carer. This agreement will be signed by all parties and returned to school and filed accordingly. Properly informed parents can play an extremely important role in the partnership between home and school. This partnership should provide each child with the best possible education in a secure and very caring environment. Our Home-School agreement is designed to outline the way staff, children and families work together at Llangiwo Primary School. We consider ourselves to be a part of our local community. When your child comes to our school, we welcome your involvement and ideas at every step of their journey.

Admission and Induction

We are an inclusive school that welcomes children from all backgrounds and abilities. We follow the LA admission regulations. Children can start nursery school the day after their third birthday, space permitting. It is the school's policy to admit Nursery age children after preliminary visits which will be arranged by the Nursery Teacher. It is important that the arrangements remain flexible to cater for the needs of the individual child. It should be noted that gaining a place in Nursery does not automatically guarantee a place in the full time Reception class.

Admissions are dealt with centrally with the Local Authority <https://www.npt.gov.uk/6573>. After accepting a place at any age, children and their parents will be invited into school to meet the staff and find out about school procedures. After the child has been admitted to school, parents will be invited to 'Meet The Teacher' meetings where they will have the opportunity to speak to staff about their child's/children's learning, receive vital information, have support completing forms etc. We are committed to establishing a partnership with parents and for this reason we ask that all parents enter into a Home School Agreement. This will be shared with you when your child starts school. A copy of this home school agreement can be found in the Parents' section of this prospectus. The Admission Policy can be viewed upon request.



Our School Day

Morning Nursery session begins at 8:40 a.m. and ends at 11:10 a.m.

FOUNDATION PHASE AND JUNIOR CHILDREN:

8:10a.m. - 8:40a.m.	Breakfast Club
8:40a.m.	The school day begins
8.40a.m. - 8.50a.m.	Registration/Zones of Regulation Check-Ins
8.50a.m. - 10.10a.m.	Teaching time (1hr 30 mins)
10.10a.m. - 10.25a.m.	Collective Worship (1:05 on a Friday - Seren Yr Wythnos assembly)
10.25a.m. - 10.45a.m.	Playtime
10.45a.m. - 12.00noon	Teaching time (1hr 15 mins)
12.00noon - -1:00p.m.	Lunch Break
1.00p.m.	Afternoon session starts
1.00p.m. - 3.00p.m.	Teaching time (2 hrs)
3:00p.m.- 3:10p.m.	Class Story/novel
3.10 p.m.	The school day ends

Total teaching time is 4 hours and 45 mins.

Attendance and Punctuality

We put a **considerable** emphasis on good attendance. Regular attendance at school is **very** important. Please have your child in school for an 8:40 a.m. start. This ensures that they will not miss important curriculum time and develops good habits for later life. Children can miss important educational and social aspects if they are late regularly. If your child does arrive at school late, you will need to sign the late register to ensure their attendance and the reason for lateness is logged. Pupils should only miss school if they are unwell or for a recognised religious holiday. If your child is absent for any reason, please try to inform school as soon as possible. This can be done by telephone or by letter. Please inform the school immediately if your child has an infectious illness. The school has an attendance policy, and we are committed to a working partnership with parents in order to achieve a standard of excellence in pupil attendance at our school. The schools' attendance data is used by the local authority, educational region and Welsh Government to make a judgement on our school. Annually the school sets a whole school attendance target. This target is shared to the community on the school newsletters, website and social media. A detailed policy on attendance can be viewed at school.

OUR ATTENDANCE TARGET IS 95% - PLEASE HELP US TO ACHIEVE THIS!



100% Attendance	0 Weeks of learning missed
95% Attendance	1 Week, 4 Days of learning missed
90% Attendance	3 Weeks, 4 Days of learning missed
85% Attendance	5 Weeks, 3 Days of learning missed
80% Attendance	7 Weeks, 3 Days of learning missed
75% Attendance	9 Weeks, 1 Day of learning missed

The Governing Body

Governing Body Our Governors are elected and represented by the local community, parents, teachers, staff and the LA. Governors serve a term of office of four years. The Full Governing Body meets at least termly with sub-committees meeting more regularly to discuss specific matters i.e. finance, the curriculum and Health and Safety. Our Governors are a group of people working together with a common purpose. Each Governor member has unique qualities, experience, skills and special interests that must be integrated with those of other members. The Governors of our school have no powers to act as individuals unless very specific tasks have been delegated to them by the Full Governing Body with the majority of functions and decisions exercised corporately. The Governing Body produces an annual report which is available on request. The community can request up to three meetings per year with the Governing Body via a petition. The Governing Body will hold a meeting within 25 school days of receiving the petition, providing that:

1. The petition contains the signatures of the required minimum number of parents of registered pupils at the school, which is the lower of the following:
 - (a) The parents of 10% of registered pupils, or
 - (b) The parents of 30 registered pupils (Calculated by using the number of registered pupils at the school on the date that the petition is received.)
2. The meeting requested by parents must be to discuss a matter relating to the school.
3. There will be no more than three meetings held during the year in which the first petition is received.
4. There are sufficient school days left in the school year for the meeting to be held. The meeting is open to all parents of registered pupils at the school, the head teacher/AHT



and any other persons invited by the Governing Body. As soon as reasonably practicable, the Governing Body must notify all parents of registered pupils at the school in writing, the date of the meeting and the matter to be discussed.

School Staff and Class Structure

The school is organised into mixed ability classes according to the age of the pupil. In general, pupils receive the greater part of their tuition from their own class teacher and a PPA teacher. Single age classes are arranged, when possible, but mixed age classes are organised when the needs are such. The school also has a Nursery. Attendance is on a part-time basis, in a.m. sessions. Admission to the nursery is achieved after the child's 3rd birthday providing that a Nursery space is available. Children are admitted to full-time education the September after their 4th birthday.

Staff	Position	Class/Year Group/School Site
Mrs S. Jones	Head Teacher	Both sites - based at Upper Building
Mrs V. Gibbon	Deputy Head Teacher / ALNCO	Reception - Year 2
Mr O. Ardolino	Teacher	Year 3/4
Ms H. Hayward	Teacher	Year 5/6
Mrs C. George	TA	Nursery AM Rec- Year 6 PPA (p.m.)
Miss L. Parry	TA	Nursery - Year 2 (a.m.) ELSA and Interventions (p.m.)
Mr E. Harris	TA	Year 5/6
Miss. M. Miller	TA	Year 3/4
Mrs T. Davies	School Clerk	Both sites - based at Upper Building
Kitchen and Catering	Position	Class/Year Group/School Site
Miss T. Calford	Cook	Based at Upper Building
Miss S. Griffiths	Kitchen Assistant	Based at Upper Building
Cleaning	Position	Class/Year Group/School Site
Miss L. Goldup	Cleaner	Both sites
Mrs J. Goldup	Cleaner	Both sites
Mr C. Jones	Caretaker	Both sites



Breakfast and Lunchtime arrangements

A free Breakfast Club which is funded by the Welsh Assembly is provided for all children. The club starts at 8:10a.m. daily during term time and offers each child attending a free breakfast of a choice of cereal, toast and fruit juice. The pupils will be supervised from 8:10a.m. to 8:40a.m. and there will be a selection of exciting games for them to play whilst they are waiting for school to start. Children must arrive for breakfast club between the times of 8:10a.m. and 8.30a.m. There will be NO admittance after 8:30am. School lunches are cooked on the premises and the wide variety of meals provided reflects a balanced, healthy diet and are good value for money. Milk or water is provided as a drink with the school lunch. The children are supervised by Lunchtime Supervisors/school staff. Children can bring their own packed lunch, but we do not allow any glass bottles or containers for safety reasons. Healthy lunchboxes are encouraged and monitored by lunchtime supervisors. Parents will be informed of any issues regarding food choices detrimental to the health of the child. All dinners are now free for pupils in Primary School.

Child Protection and Safeguarding

Llangiwo Primary School recognises its responsibility for child protection and takes care to protect and support all our children. The designated Safeguarding and Child Protection Officer is Mrs. S. Jones. The designated deputy Safeguarding and Child Protection Officer is Mrs V. Gibbon. The designated Governor for Safeguarding and Child Protection is Mr J Evans. Full details are available from the Child Protection Policy, which can be viewed in the school office.

Accidents and Illness

In the event of a pupil being taken ill, or in the case of a First Aider deeming it necessary, parents will be informed and appropriate arrangements made. In the case of major accidents or a child leaving the premises without permission, the emergency services will be summoned and parents informed accordingly. Where necessary, the school liaises with other caring agencies, such as the Medical, Dental, Health, Psychological and Educational Welfare Services, and also with the Comprehensive Schools to which children from this school normally transfer.



Medication

There are two categories of children who may need prescribed medication:

1. Children with a long-term illness, for instance, asthma. In such instances, arrangements will be made for their necessary treatment and a Health Care Plan may need to be drawn up.

2. Children with short term illnesses. Usually, a child who is ill enough to need medicine prescribed by a doctor should be at home being cared for by family. Any parents wishing to administer medication to their child on the school premises will HAVE to complete a form to enable us to pass on this information to emergency services, if necessary, in the case of an emergency. When your child is admitted to school you will be asked to complete a Health Care Plan if necessary. If your child has a potentially serious medical condition the school must be made aware. Periodically, the school nurse, dentist, visual and hearing specialist will visit the school to carry out routine health inspections, dental inspections, vision and hearing tests. Parents will be informed in advance. If deemed necessary, parents will be notified and advised to seek further help from either the School Health Service or their family doctor. From time to time there are outbreaks of headlice in school. Parents will always be kept informed if such an outbreak occurs. We ask that you are vigilant in checking your child's hair daily. The Health Service no longer takes responsibility for this.

Children Looked After

Children Looked After (CLA) are pupils whose care is facilitated by the Local Authority. Our main priority is to ensure the pupils' emotional and educational welfare is supported and developed through all aspects of school life. This can sometimes involve accessing where appropriate the Additional Learning Needs provision as described previously. The Headteacher is responsible for Children Looked After within the school. This includes working closely with the pupil, carers, social services and other agencies involved with the care of the child.

Additional Learning Needs

We believe that all children have an entitlement to the school curriculum and that every child should be able to attain the highest possible level of achievement for them as individuals. Every aspect of their development will be catered for – social, emotional, physical, intellectual and moral. The school follows the Welsh Government ALN Reform Act for the identification and assessment of additional learning needs. The Governing Body has, in cooperation with the Head teacher, determined a policy and approach which recognises the provision required for pupils with Additional Learning Needs (A.L.N.) ensuring that appropriate staffing, training and additional funding are made available. Mrs V Gibbon is the school's Additional Learning Needs Co-ordinator (A.L.N.C.O.), working



closely with all class teachers. The school's policy for Additional Learning Needs follows the national guidelines. Further information about additional learning needs in school is available from the ALNCo, Mrs V Gibbon.

Pupils With Disabilities

The ethos of the school is firmly based on fair play. Pupils are taught that those within the school are a family and that we take care of each other, whether adult or child. They are also made aware that each of us is different and that we should respect differences in people. Whatever the need; physical, learning or emotional, it is regarded with respect and help given as and when required. We will strive to meet the needs of all our pupils whatever they may be. The school has a Disability Access Plan that sets out proposed future improvements. This plan is reviewed regularly, and a copy is available on request. If your child has any type of disability, and you believe they will need extra support in school, please contact us in the term before they are due to start. We will then arrange a meeting between yourselves, staff in school and any other relevant professionals to ensure that strategies are put in place to meet your child's needs.

Strategic Equality Plan

At Llangiwo Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored, and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Llangiwo Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. Copies of the Strategic Equality Plan are available from the School Office.

School Security and Health and Safety

Every effort is made to ensure the school environment is a safe and healthy environment for our pupils. Regular fire drills/evacuations/lockdowns are carried out and regular checks on school equipment in the classrooms and on the yards, are undertaken. We have a member of staff responsible for health and safety and designated members of staff are trained in first aid. A Health and Safety Matrix is used to keep track of



equal to academic and artistic achievement. Extra-curricular sports clubs are run regularly after school. It is important that pupils bring PE kit to school to take part in PE lessons.

Listening To Our Learners

There are a number of pupil committees set up at the school. Every pupil in school is part of a committee. Our Pupil Voice Committees are:

School Council

Right Respecting Schools

Eco Committee

Criw Cymraeg

Digital Leaders

Healthy Schools

Every week, committee meetings take place on a Friday morning where pupils discuss agendas linked to their committee. A member of staff is responsible for each committee and minutes are taken and uploaded to our Pupil Voice File. Pupils' opinions are also sought through pupil questionnaires. Pupils' opinions and ideas are closely listened to and acted upon where appropriate to improve the quality of the learning, teaching and the school environment.

Human Rights

Throughout their time with us the pupils will have the opportunity to explore and discuss human rights and the rights of the child. Using the UNCRC and the Rights Respecting Schools framework we strive to ensure that pupils become empowered, respectful and knowledgeable individuals, well equipped to lead a safe and happy life.

Relationships and Sexuality Education (R.S.E.)

We need to help all of our young people to excel in all aspects of life, so they grow into adults who are healthy, confident individuals. Education should encourage and support young people to respect themselves and others, to value diversity, and give them the ability to build healthy, respectful relationships. The Curriculum for Wales includes developmentally appropriate Relationships and Sexuality Education (RSE). Young people should have the right to access information that keeps them safe from harm. This includes learning about healthy relationships, keeping safe, online and offline, and being confident to raise issues with responsible adults. RSE is designed to safeguard all our children and young people, supporting them to develop knowledge, skills and behaviours that will assist in protecting them throughout their lives. Great care has been taken to ensure that all learning within RSE will be developmentally appropriate, and the teachers,

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and achievement through the use of praise, and our weekly 'Seren Yr Wythnos' assembly. We also teach children to be proud of their own achievements. Children are encouraged to follow the school rules and reflect on their behaviour if necessary. Behaviour issues are discussed regularly in staff meetings. Where problems continue parents will be consulted. We find that partnership between school and home allows us to find reasons for any underlying problems the child may be experiencing in school. Any child experiencing continual behavioural difficulties will be helped by consultation with parents, and, if necessary, other support services.

Playtime and Lunchtime

Playtimes are supervised by members of staff. Children are encouraged to play games and play equipment is available for their use. The dinnertime period is supervised by support staff and Lunchtime Supervisory Assistants. The Head teacher or a senior member of staff is always available when required, as and when problems arise. Pupils are encouraged to bring in fruit for the morning break and water is freely available. Pupils are asked to provide a named water bottle for use in school. Children up to the age of 7 years receive free milk daily. School dinners are cooked on the premises. There is a healthy menu and vegetarians and children with other specific dietary needs are catered for. If you prefer, your child may bring a packed lunch. Please make sure they have a suitable food container. We encourage children to bring their leftovers home in order that you are aware of how much they eat. We also encourage parents to pack healthy lunches for their children. Fizzy drinks and sweets are not permitted.

Religion, Values, Ethics and Collective Worship

Collective Worship takes place each day in school. It is held in the Lower and Upper Buildings on Monday-Thursday, and there is whole-school collective worship on Fridays. We often have visitors from the community in to speak to the children during assembly, and the children's achievements are celebrated. Collective Worship is usually non-denominational, but broadly Christian in character. We are, however, committed to the principles of respect and tolerance for all religions and a range of cultural and religious beliefs may be studied as part of topic work. Parents have the right to withdraw their children from Collective Worship should they so wish and inform the school in writing. Religion, Values and Ethics is provided for all children as part of the curriculum and is in accordance with the Authority's agreed syllabus and current guidelines. The content of the RVE curriculum is designed to help to prepare our learners for life and work in a fast-changing and diverse world, as responsible and informed citizens.

The school has a Silver Eco Flag: learning about the environment is an important part of the curriculum and pupils' moral education.



Transition Arrangements

We have sound established links with Cwmtawe Comprehensive School. The Head teachers meet regularly to ensure that teaching and learning are compatible, and that pupils' needs are understood before transition. Events include Key Skills Days, Open Days and events for pupils and their parents to attend and visits from staff from Cwmtawe. This ensures continuity and makes the transition between schools as smooth as possible.

As we are a school over two sites, we ensure that we take every opportunity for all of our learners to be together on one site. We support the transition of new children in to our school which involves meeting with a member of Senior Leadership Team, their class teacher and visiting their class and the school site in general. We also liaise with the current school. We work closely with Cwmtawe Community School as our feeder secondary but also work with other schools to support the transition of our children from Llangiwo at the end of Year 6. There is an agreed Cluster Transition Plan in place. We also have connections with local child care and Day Nurseries in the area so that we can ensure the transition in to Early Years is as smooth as possible. We hold transition meetings with these services and families.

Road Safety

Children are instructed in all major aspects of road safety in school. The Road Safety Officers visit school regularly. The school will actively support the development of positive attitudes towards road use. This will be achieved through the teaching of appropriate road safety themes and topics.

School Uniform

School uniform is encouraged. The school uniform is as follows:

- Black or grey trousers / Skirt or pinafore dress
- Red jumper or red sweatshirt / cardigan
- White or red polo shirt
- Red or white checked dress / shorts.

Children will need trainers, shorts and T shirts for P.E. If young children do not have kit they will be required to take part and borrow kit from school. All pupils work barefoot for gymnastics and dance activities. Older pupils are expected to take responsibility for remembering kit. All pupils will need a bag to keep their kit in, which can be left in school. All uniform and P.E. kit including trainers should be named.



Swap Shop! We do have a number of pre-loved items of school uniform available here in school free of charge. If your child grows out of school uniform which is in good condition, we would love to have it to pass on to another family. We would also welcome pre-loved Christmas jumpers and St David's Day costumes/ Welsh rugby tops etc. We know how expensive all of these celebration days can be and we would like to do anything we can to help! In the interest of your child's safety, with the exception of small, stud earrings and watches, jewellery is not to be worn to school. Children will be asked to remove items of jewellery other than those previously mentioned. The school will not be held responsible for loss or damage to jewellery.

Parents and Carers

We are committed to fostering good parental relationships. We hope that the first day of your child's schooling will begin a positive partnership as we aim to encourage parents and teachers to work together for the benefit of the children. Children will be happier at school and achieve more highly if we work in an effective partnership. Children may bring home reading books, book bags and/or homework. Reading to your child and listening to your child read, daily, if possible, is part of our home / school partnership. We also ask for your co-operation in ensuring that any book and homework is returned on time. Please talk to your child's teacher if you want some ideas on how best to help your child. We operate an open-door policy, and parents are welcome to contact school at any time, although we do ask that you do not disturb teachers whilst they are teaching or before school in the morning. An appointment can be made with the teachers or the Head teacher by contacting the School Office. Any private matters which affect the education and well-being of the children will be treated with respect and understanding. Regular times for parents to meet teachers will be arranged throughout the year. This will give you an opportunity to discuss your child's progress. In addition to this, teachers will provide parents with information about what is being taught at the beginning of each term. At the end of the Spring Term every child will get a written report which will provide information on progression and next steps. The school also operates a Home / School Agreement, a copy of which is signed by parents of pupils on admission. This agreement sets out the aims of the school and what you can expect the school to provide for your child. It also provides guidance on what the school can expect from both you, as parents, and your child whilst they are in school. Newsletters will be sent regularly to keep you informed of what is happening in school and they will also include a diary of planned events. Our website is another source of information about the school, the curriculum and other events.

As a school we are committed to promoting the rights of the child as laid down by UNICEF. We seek to teach children their rights and the responsibilities which come with them. This is in order to empower children to become active citizens and learners of the



21st century. This home-school agreement reflects our commitment to working in partnership with you, but also, our commitment to ensuring that Children's Rights are at the centre of the work that we do.

United Nations Convention on the Rights of the Child.	Child's Responsibilities	Family's Responsibilities	School's Responsibilities
Article 28 & 29: Every child has... the right to education	<p>I will have everything ready to leave on time.</p> <p>I will come to school.</p> <p>I will try my best.</p> <p>I will learn from my mistakes and ask for help when I need it.</p>	<p>We will make sure our child has all they need for school</p> <p>We will make sure that our child has the best possible attendance</p> <p>We will talk to our child about their learning.</p> <p>We will attend any meetings about our child's progress and work with the school</p>	<p>We will provide a stimulating, creative and balanced curriculum</p> <p>We will track your child's progress and support them if necessary</p> <p>We will monitor attendance and speak with you when your child's attendance is worrying us.</p>
Article 18, 19 & 24: Every child has... the right to feel safe	<p>I will ask for help or seek support from a known adult when I need it</p>	<p>We will provide our child with the appropriate school uniform.</p> <p>We will encourage our child to speak to someone when they need to and listen to them at home.</p> <p>We will ask for help if we need it.</p>	<p>We will expect all children to wear appropriate uniform</p> <p>We will keep your child safe when they are with us and do everything we can to support their individual needs.</p> <p>We will involve families in this support and care.</p>



<p>Article 12,13 & 14 Every child has... the right to be respected</p>	<p>I will behave well during the school day, at any clubs and on school trips. I will behave respectfully at any extra-curricular events. I will show respect to staff, other children and my parents/carers.</p>	<p>We will model positive behaviour. We will attend events where possible We will suggest new ideas. We will show respect to the school staff and other families at school.</p>	<p>We will treat each child with dignity and respect when managing their behaviour. We will provide activities and events that will interest pupils of all ages and encourage families to attend and share ideas. We will respect our families and all who work here promoting the Rights of all of our community.</p>
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Educational Visits and Charges

The education we provide for children is free. We do not charge for any visits and activities that enrich the curriculum. However, when we arrange educational visits to complement and enhance the curriculum in school we may ask for a voluntary contribution. These visits are an integral part of the work in school and are recommended for all children regardless of financial concerns. Any parent struggling to meet any costs should see Mrs Jones. If we do not receive sufficient voluntary contributions, we may have to cancel the visit. If a visit goes ahead, it may include those children whose parents have not paid a contribution. We do not treat those children differently from others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child fully participates in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. The following is a list of additional activities organised by the school, these may require voluntary contributions. The list is not exhaustive:

- Visits to museums/activities linked to Concept
- Sporting activities/Outdoor adventure which require transport expenses
- Visits to the theatre
- Musical events



Wherever possible, we try to arrange visits for our pupils, relevant to the learning taking place in school. In principle, all educational visits should be freely available to all children. However, parents may be asked to make voluntary contributions to cover the cost of the bus or entrance fee for educational visits. Without such contributions, some events will be unable to take place. The school will at all times try to keep financial requests to a minimum, without restricting the range of educational experiences offered. Contributions may also be requested for visiting workshops to support areas of learning and experience. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission in any of these areas.

Clubs

We run a range of extra-curricular activities for pupils. These sometimes change depending on the time of year and all details can be found on the School Website and Parent Notice Boards. We currently offer Lego club, Dance Club, Book Club, Coding Club, Art Club.

Equal Opportunities

At our school we believe very strongly that all are equal, irrelevant of race or sex. We do not accept any negative stereotyping, and positive attitudes are promoted through PSE and during Assemblies. The school has a policy in place which is available for any parent on request. The school also has a comprehensive Strategic Equality Plan, which includes clear targets to ensure the development of a school community with a continued and developing emphasis on equality. This is available to view on the school website or, on request, from the school office.

Parent & Teacher Association (P.T.A.)

There is an active P.T.A, which organises a regular programme of fund-raising activities. The school is extremely grateful for the financial contribution the Association makes but also its contribution to the community life of the school. New members are always welcome, the growth of the Association helps in what is a very satisfying contribution to school life.

Complaints Procedure

We are sure that your child will be happy at Llangiwo Primary School. However, we would ask any parent who has a problem about school to tell us and we will try our best to resolve any difficulty. If, together, we can't solve the problem, the Head teacher will explain the complaints procedure to you. At any time you are welcome to contact Mr J Evans, Chairperson of our Governing Body. He can be contacted through the school office.

Llangiwo Primary School Prospectus



The Complaints Policy can be found on the school website. The information in this prospectus has been compiled in accordance with National Assembly for Wales Circular 14/01 – School Prospectuses, Guidance for Head teachers and Governing Bodies 2001. The information is correct at the time of printing – September 2025. This Prospectus will be reviewed and updated – at the end of the Summer Term 2026.



APPENDIX 1

Llangiwo Primary School
Llangiwo Primary School Prospectus



- o Listen to the person who is talking
- o Keep hands, feet, objects and unkind words to ourselves
- Complete my schoolwork

Name: _____

Signature: _____ Date: _____

APPENDIX 2

2025 - 2026 Academic Year

Llangiwo Primary School Prospectus



Period

Dates

Autumn Term 1	Monday, 1 September to Friday, 24 October
Autumn Half Term	Monday, 27 October to Friday, 31 October
Autumn Term 2	Monday, 3 November to Friday, 19 December
Christmas Holiday	Monday, 22 December to Friday, 2 January
Spring Term 1	Monday, 5 January to Friday, 13 February
Spring Half Term	Monday, 16 February to Friday, 20 February
Spring Term 2	Monday, 23 February to Friday, 27 March
Easter Holiday	Monday, 30 March to Friday, 10 April
Summer Term 1	Monday, 13 April to Friday, 22 May
Summer Half Term	Monday, 25 May to Friday, 29 May
Summer Term 2	Monday, 1 June to Monday, 20 July
Summer Holiday	Tuesday, 21 July to Monday 31 August

Schools will be closed to pupils for INSET/Staff Preparation (2025) on up to six days between Monday, 1 September 2025 and Monday, 31 August 2026.

APPENDIX 3



Publication Scheme / Freedom of Information Act

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes', which are contained in section 5 of the scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS)