



# Gofal, rhannu, dysgu

# School Prospectus

## 2023 – 2024



## Our vision principles: Our vision for everyone at Colcot Primary School is;

- to inspire ambition, creativity, integrity and compassion - nurturing a desire for lifelong learning.
- to be proud of who we are and where we come from by celebrating our rights, heritage and culture.
- to equip our children with the skills, knowledge and experiences to succeed in an ever-changing world through a local and global dynamic and exciting curriculum.
- to awaken inquisitive minds and develop a sense of wonder and curiosity about the world around them.
- to strive to be respectful and empathetic - supporting each other in creating friendships and happy communities.



# Our mission statement

We are a Rights Respecting School, which is at the heart of our community. We strive to support each learner to achieve their full potential. We provide a safe, happy, nurturing and inspiring environment where all learners can thrive and flourish to become the best that they can be.

At Colcot Primary School we will;

- encourage self-belief and ignite interest and a passion for learning
- promote success through nurturing skills and strengths and creating the environment where children can succeed.
- build relationships by taking the time to get to know learners and their families well, so that we can better understand their needs and how we may best support them.
- treat all learners and their families with respect, kindness and empathy, instilling these values in their day-to-day lives. We will support learners to demonstrate these attitudes in their relationships with others.
- encourage our children to make positive contributions and to take advantage of the opportunities that are available to them.
- celebrate diversity and include all in our proud, caring and happy school.





## Core Values - Character Strengths

At Colcot Primary School we all believe in these core values and character strengths for everyone and promote each one throughout the year;

- ▶ January - Zest and Vitality
- ▶ February - Fairness
- ▶ March - Social Intelligence
- ▶ April - Forgiveness
- ▶ May - Self Control
- ▶ June - Honesty
- ▶ July - Perseverance
- ▶ September - Team work
- ▶ October - Humour
- ▶ November - Bravery





# School Motto

## Care, share, learn

## Gofal, rhannu, dysgu

Dear Parent

I should like to take this opportunity to welcome new parents and children to the school as well as addressing our existing families. The most important elements of a successful learning environment are the happiness, contentment and security of the children. This can only be achieved by the school, the family and the local community working together in harmony. Our aim is for all pupils to reach their potential, and together we will help them reach their goals.

I hope this prospectus, which may not answer all your queries immediately, will, nevertheless, provide a comprehensive and informative guide to most of the philosophy, organisation and management of the school. We pride ourselves on the broad, balanced and full education we provide our children from Progression Step 1 -3.

We are proud to say that visitors to our school comment on the warm welcome they receive, the positive ethos at the school and the polite and courteous pupils. Our priority is to ensure that all pupils are able to achieve and be the best they can. Pupils achieve more when they are happy and want to learn. We make every effort to ensure that all pupils are given the opportunity to share their learning with their peers and their families and learn from each other.

Should you have any questions about the school or think that we can further help your child in any way, please do not hesitate to contact myself, a member of staff or one of the school's governors.

Yours sincerely,

*N E Pule*

## Chair of Governors Welcome

Dear Parents and Carers,

Our Prospectus gives us the opportunity to welcome new pupils and families into the School community. We hope you will enjoy the experience and thrive as part of our growing team. It also gives us the opportunity to congratulate our pupils on their achievements and extend our thanks to the staff for their ongoing support to make such achievements possible. We are greatly looking forward to another successful year ahead.

The teachers have high expectations for the children at Colcot Primary School and want them to learn and prosper. This would not be possible without the encouragement that the children receive from home. The appreciation of the governors goes to all families who give that vital support to children at all stages of their school life. We look forward to developing strong parental links this year, through a variety of different projects and through the work of the Family Engagement Officer Mrs Kayani.

Teaching and learning is a strength of the school and this is evidenced in the inclusive curriculum and the exciting learning opportunities on offer. We will keep you updated on your child's progress via the website which is updated regularly and also on our Facebook and Twitter feeds.

The School is committed to developing the health and well being of all members of the school community. There is a strong commitment to promoting a healthy lifestyle and we encourage you to support the school and you children.

The School has a strong committed team, led by Mrs Cule and her Leadership Team working to ensure that pupils have the best possible education at Colcot Primary School. With the continued support and involvement from everyone within the School community we look forward to yet another successful school year.

Yours sincerely,

Martin Peplow (Chair)

## Governing Body

### **Governor**

Mr Martin Peplow  
Mrs N E Cule  
Mr S O'Connell  
Mrs L Sanderson  
Mrs A Kayani  
Ms J Williams  
Mrs C Turner  
Mrs S Capelin  
Mrs N Jones  
Mrs M Wilkinson  
Ms A Skinner  
Ms B L - Edwards  
Mr M Holmes  
Mr A Williams  
Mr R Roberts  
Ms C Vallance  
Ms J A – Frassinelli

### **Appointed By**

Community (Chair)  
Headteacher  
Teacher Representative  
Teacher representative  
Staff Governor  
Parent Governor  
Parent Governor  
Parent Governor  
Parent Governor  
LA  
LA  
LA  
LA (Vice Chair)  
Community  
Community  
Community  
Minor Authority

### **Chair of Governors:**

Mr M Peplow  
41 Ffordd Cwm Cidi,  
Woodland Rise,  
Barry  
Mpeplow1@btinternet.com

### **Clerk to Governors:**

Mrs J Western

Governors understand their roles and support the school effectively –  
ESTYN 2018

## 2023/2024 Term Dates

**Mon 4 Sept 2023 and \*Monday 22 July 2024** will be designated INSET days for **all** LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 6 May 2024** for the May Day Bank Holiday.

\*It is intended that this INSET Day will either be taken on Mon 22 July 2024 or at an alternative time for example in the form of twilight sessions.

### Significant dates:

**Christmas:** Monday 25 December 2023

**Good Friday:** 29 March 2024

**Easter Monday:** 1 April 2024

**May Bank Holidays:** Monday 6 May 2024 and Monday 27 May 2024

#### Autumn 2023

##### Start:

Monday 4 September 2023

##### Half Term:

Monday 30 October - Friday 3 November 2023

##### End:

Friday 22 December 2023

##### No. of School Days:

75

#### a. Spring 2024

##### Start:

Monday 8 January 2024

##### Half Term:

Monday 12 February - Friday 16 February 2024

##### End:

Friday 22 March 2024

##### No. of School Days:

50

#### Summer 2024

##### Start:

Monday 8 April 2024

##### Half Term:

Monday 27 May - Friday 31 May 2024

##### End:

\*Monday 22 July 2024

##### No. of School Days:

70



## Classroom Staff

HT - Nia Cule

DHT - Shaun O'Connell

AHT - Claire Bosomworth

ALNCo - Jodie Rose

Progression Step 1 and 2 Leader - Louise Sanderson

Progression Step 3 Lead - Zoe Thomas

Nursery Lead - Sian Stevens (HLTA)

PPA Cover - Josh Rush (HLTA)  
Greig Halliday (HLTA)

### Teachers

Rebecca Humpage

Victoria Noble

Ruth Ellis

Zoe A'Hearne

Owen Greenow

Deane Clash

Monique Hibbert

Mollie Hopkins

Fran Stephenson

Karen Parsons

### Learning Support Assistants

Nicole Davies

Hannah Stokes

Julie Sydenham

Sophie Alloway

Liz O'Brien

Danielle Lane

Tracy Everitt

Jennie Bennett

Laura Campbell

Gail Williams

Callum Binns

Misty Davies

# Support Staff

Mrs J Pyer  
Miss A Davies  
Mr. D Payne

Business Manager  
School Admin. Support (P/T)  
School Caretaker

## Kitchen

School Cook –

Mrs N Gooderham

## Head Cleaner

Miss S Thomas

Breakfast Club Staff \_\_\_\_\_ Mrs N Gooderham , Mrs T Rees, Mr S Rice, Mrs H Maguire, Mrs S Riggott, Mrs S Miller and Ms Leah Pearce

## Midday Supervisors

Mrs S Riggott, Mrs C Romain, Mrs H Maguire, Ms C Holmes, Mr S Rice and Ms L Pearce



# Our School day

Breakfast Club 8 a.m start

School gates are open from 8.45 a.m

- ▶ Registers are taken from 8.55 a.m. - 9.05 a.m
- ▶ Morning Break 10.30 a.m. - 10.45 a.m.
- ▶ Staggered Lunch 12 - 1.30 p.m
- ▶ Afternoon Break 2.30 p.m. - 2.45 p.m
- ▶ End of day - 3.30 p.m.
- ▶ Morning Nursery 9 a.m - 11.30 a.m.
- ▶ Afternoon Nursery 1 p.m - 3.30p.m.
  
- ▶ Our expectation is that all children are in their classrooms at 8.55 a.m and ready to learn. Children who are late must be brought to the School Office and must be signed in.
- ▶ Our younger children must be collected from school by an adult. Older siblings and family members can collect if they are 16+ years old and if this has been agreed by the school.
- ▶ Breakfast Club is available for N - Year 6 children - the menu changes every day and includes cereal, yogurt, toast and a drink.
- ▶ N - Year 2 children will be provided with a healthy snack and Years 3 - 6 are asked to bring a healthy snack from home. Our expectation is that the children will only have fruit or nuts and water as a snack.



# Playtimes and lunchtimes

- ▶ The children have access to the field and the playground and the staff on duty encourage team games and other activities.
- ▶ We also have a climbing frame and fitness trail for the older children to access.
- ▶ When the weather is wet the children will go outside for fresh air and use the playground. If the weather is extremely wet the children will stay in their classrooms and the teachers will stay with them to supervise - colouring and table top games will be provided.
- ▶ Lunchtime staff supervise the children when they are in the dining hall and outside. Some children have additional staff to support them at lunchtime
- ▶ Children can choose a school meal or to bring a packed lunch. The older children have the option to choose a baguette, jacket potato or cooked meal. As salad bar is available.
- ▶ The Leadership Team are on duty every day both in the dining area and outside area.





## DAY TO DAY ORGANISATION

### **Admissions**

The school will follow and adhere to the current admissions policy of the Vale of Glamorgan LA.

Visits for parents and children of the new intake to Nursery for each term are arranged at the end of the school term preceding the term during which the children will be admitted. On these occasions information regarding all aspects of school organisation will be available; parents will meet relevant staff and visit the areas where their children will spend their time.

For parents of all children seeking admission other than those above, appointments may be offered with the Headteacher or senior staff if appropriate and they will have a meet and greet session.

Parents will be asked to complete admissions forms prior to their child starting and will be asked to show a copy of the child's birth certificate.



### School/Parent Contacts (Complaints Procedure)

When parents have concerns there are a number of direct points of contact which can and should be used in order that issues can be dealt with promptly, transparently and efficiently. Most immediate would be the class teachers. If the issue needs the attention of the Headteacher or senior staff an appointment is necessary in order that a sufficient period of uninterrupted time is devoted to the subject of concern. If the problem is urgent then the school will always seek to respond immediately, other priorities or emergencies permitting.

All official complaints should in the first instance be made in writing to the Headteacher who will clarify the matter and then, if necessary, make the appropriate formal arrangements to investigate the matter and report back.

In the event of an unsuccessful resolution then the matter should be referred, again in writing, to the Chair of Governors. **Please note that Governors should not be approached, officially or unofficially, as this would prejudice any investigation and disqualify them from any involvement in the proceedings.**

The Vale of Glamorgan LA may review the School's procedure in dealing with the complaint but will not investigate or make a judgement on the decision itself. Investigation of complaints is entirely the responsibility of the School and the Governing Body.

The school sincerely believes its effective relationships with parents and the local community, and the strenuous efforts it makes to satisfactorily resolve issues transparently, fairly, thoroughly and promptly via informal procedures, will mean that the above official procedures will be rarely called upon.

## Vehicle Access

We do not allow any vehicle access during the school day. The gates are locked between 8.30 a.m. and 3.45 p.m.

Any vehicles requiring access must contact the school office before accessing the site.

## Administering medication

A member of the Leadership Team will administer medication during the day. Our expectation is that parents complete the appropriate forms and ensure that there is sufficient medication in school. We also expect parents to inform the school of any changes to the medication.

## Charging

Parents will be requested to make a contribution towards any school organised function where a fee is charged to the school. If insufficient contributions are forthcoming, indicating that a deficit may arise which will have to be met by the school, then the school reserves the right to cancel the function. With the exception of non-returnable deposits, all paid monies will be returned in full.



## Attendance

Attendance is a key priority for our school. Attendance is monitored weekly and parents are contacted if there are concerns for their child's attendance. If the school feel it is necessary they will make a referral to the Inclusion Service.

Our school target this year is 91%

Our expectation is -

- Parents will contact the school on the morning of an absence and provide a reason for absence
- The school admin officer will contact the parents of any child whose absence isn't explained.
- The school will make contact with parents on day 3 of an illness - unless it is an illness expected to exceed 3 days absence
- The Attendance Officer will monitor attendance weekly
- Parents will be contacted if their child's absence is below 91%
- If there is no improvement after 3 weeks a referral will be made to the Inclusion service.
- A reward system will be in place for children above 91% attendance
- Family Holidays in term time will not be authorised







## School Uniform

►Our expectation is that the children wear school colours. Badged uniform is available from our suppliers Ruckleys and A Class Apart, however this is not a requirement.

►Our uniform is

►Black joggers, trousers or skirt

►White, black or yellow polo shirt

►Black sweatshirt

►Black shoes or trainers

►PE Kit

►Black joggers or shorts

►White t - shirt

►Older children can come to school wearing their P.E Kit. Younger children are encouraged to bring their P.E kit in a bag and leave in school. Changing for P.E is part of the younger children's learning.

►We do not encourage children to wear jewellery to school for health and safety reasons.

# Communication

## School to families

Twitter

Facebook

E.Mail

Phone

Letters

Gateway App

Seesaw

Newsletters

## Families to school

E.Mail

Phone

Letters

# Designed for All - Colcot Curriculum

A school's curriculum is everything a learner experiences in pursuit of the four purposes. It is not simply what we teach, but how we teach and crucially, why we teach it. Curriculum development is at the heart of Colcot Primary School and we seek to raise standards for all, tackle the attainment gap, and ensure an education system that is a source of national pride and confidence.

We are now using inquiry based learning focusing on authentic learning that allows our learners to explore, discuss, and meaningfully construct concepts and relationships in contexts that involve real-world problems and projects that are relevant to the learner. We have identified that it is essential for our learners to have opportunities to gain knowledge and skills of the world around them, particularly focusing on 'Cynefin' (understanding our Welsh heritage).

As a school we have identified the importance of outdoor learning in our curriculum. Therefore we have planned for lots of opportunities for our pupils to engage with the curriculum outdoors in various locations around our community. For example we have used Porthkerry and Barry Island to enhance the learning and to allow our learners to apply their skills and knowledge in real life contexts.

An integral part of preparing for the new curriculum is engaging with parents and informing them – or reminding them – about the changes to come.

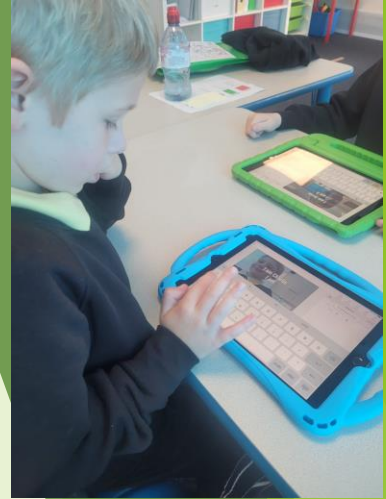
# Curriculum for Wales

## Progression Step 1 and 2, 3 – 8 Year olds.


At this stage the main learning blocks of learning experiences are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad rich curriculum using an integrated approach the aim is to develop the children's interests whilst also recognising their level of maturity. These are important years where pupils learn how to observe, listen, respond and develop not only as individuals but as caring members of the school community.

This model is in place for children in the N, R, Y1, Y2 and Y3. The “Integrated Day” operates with discrete Literacy and Numeracy sessions. This involves the children working through a number of preset tasks at their own pace throughout the day. The overriding factor in planning work in all classes and all subjects is appropriate and accurate differentiation for each ability group. The children's work will be designed to suit their ability.

The curriculum is designed to ensure the implementation of the Curriculum for Wales and to reference the Areas of Learning.







### Progression Step 3, 8 - 11 Year olds.

The essential skills of communication, literacy and numeracy will be the central focus of the curriculum. As the pupils understanding increases more time will be given to the four AOEs - Humanities, Expressive Arts, Science and Tech, Health and Wellbeing. The curriculum will still take place within an integrated theme where it is meaningful and relevant. The teaching will be led in an Inquiry based format. Children will be encouraged to develop self - confidence, independence in learning and higher order skills in a range of situations.

## Curriculum for Wales

# RSE and RVE

Relationships and Sexual Education.

As a school we cover this area of learning fortnightly through the main topics, during our Collective Worship time and use the Jigsaw scheme.

Religion, Values and Ethics.

As a school we cover this area of learning fortnightly through the main topics, during our Collective Worship time and using the Discovery scheme.





# Assessment

As a school we complete the following assessments -

- Personalised Assessments in Reasoning and Procedural Mathematics, and Reading
- Non Verbal Assessments
- Salford Reading
- SELFIE
- Motional
- Single Word Spelling Tests

# Additional Learning Needs

As a school we ensure the needs of all children through high quality teaching and learning provision.

Our Universal Provision includes:

- whole class teaching
- effective differentiation
- collaborative group work
- individual and small group interventions
- appropriate and reasonable adjustments to enable access to the school environment, curriculum and facilities





# Pupils with disabilities

We are an inclusive school.

As a school we effectively promote equality of access and opportunity for all.

We are robust in our efforts to tackle social disadvantage.



# Home learning

- ▶ As a school regular home learning activities are encouraged.
- ▶ Our expectations are that reading and spellings are practiced regularly at home.
- ▶ Tables and basic number concepts should also be practiced regularly.
- ▶ During the year there will be additional activities linked to the inquiry work that is being covered in the classes which could include art and creative activities.





# School Councils

- We have an Eco Council, School Council, Criw Cymraeg and Rights Respecting Council.

# Family Conferences

The school arranges 2 family conferences during the year, one in the Autumn and one in the Spring Term.

The children will lead these meetings and share their learning with their family. There will also be an opportunity for the children and teachers to share the next steps of learning.

The school will produce an end of year report for parents in the Summer term detailing the child's achievements in the areas of learning.



# Our Community

At Colcot we believe in the importance of strong community links. These links can be developed as part of the curriculum and can involve local businesses and local partnerships.

We develop these links in many different ways and our Family Engagement Officer plays a key role in this work through different projects.

We offer weekly adult learning sessions.





# Security

All visitors must sign in on entry to our Reception Office.

All visitors must wear a lanyard, different coloured lanyards are given to parents, supply staff and visitors.

Our main gates are on a security lock and visitors can only gain access to the school site when office staff allow them.