

Birchgrove Primary School



Where every child is a star!

Prospectus

2023-2024

This prospectus will give you a flavour of our school. You are very welcome to ring the school to make an appointment to visit and look at our facilities first hand. Staff will be more than happy to show you around and answer any questions that you may have.



**Birchgrove Primary School
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Cardiff
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Birchgrove Primary is an English Medium,
Co-educational, Community Primary School

www.birchgrovecardiff.co.uk

<https://twitter.com/birchgroveprm>

Headteacher: Mrs Sarah Morgan
Deputy Headteacher: Miss Paula Broughton
Chair of Governors: Mrs Christine Salter

INTRODUCTION

Croeso i Ysgol Gynradd Llwyn Bedw

Welcome to Birchgrove Primary School where every child is a star. Here you will find a highly professional and committed team of teachers and non-teaching staff who are all dedicated to providing a high quality education for your child.

As parents you play a vital role in educating your child both before and after he or she enters school and we actively encourage your continued involvement. We have an open door policy. Please contact us whenever you feel it necessary and conversely, we may ask to see you on occasions. An open dialogue between home and school is essential if each child is to achieve their full potential.

We enjoy the practical help and support of parents in many aspects of daily school life and hope that you too may be able to participate to help us foster an enthusiasm for learning in all children.

We look forward to your child joining us and taking full advantage of all the opportunities we can offer.

You may also like to browse our web site for another view of school life: www.birchgrovecardiff.co.uk or alternatively look at our Twitter feed which can be accessed from the home page of the website or Twitter.com. Our Twitter handle is: @BirchgrovePrm

OUR VISION

Our vision is encapsulated in our school motto: "Where every child is a star" and accompanying statement: "Preparing children to step confidently into their future, a community learning together". This was drawn up by pupils, staff and Governors and is proudly displayed around the school.

EQUAL OPPORTUNITIES

At Birchgrove Primary School we recognise and celebrate the fact that our school, the Birchgrove community, the city of Cardiff and Welsh society is made up of people from diverse backgrounds and life experiences. It is important that all pupils are prepared to live in such a society.

The school is committed to working towards Equality regardless of race, age, gender, faith, sexual orientation, language or disability. We aim to create an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is

valued as a member of the school community. We, therefore, promote positive approaches to difference and foster respect for people of all backgrounds.

The school values and encourages involvement of people from all sections of the community and, through this involvement, aims to provide positive images which challenge stereotyped thinking.

The school is opposed to all forms of prejudice and discrimination based on race, age, appearance, gender, faith, sexual orientation, gender identity, language or disability. Language or behaviour which is racist, sexist, homophobic, disablist or potentially damaging to any group will not be tolerated and will be challenged. The school takes its responsibility to monitor and report on such incidents seriously and uses this information to plan strategies to combat such incidents. We share this information with the LA to help shape actions to combat intolerance across the city.

PUPILS WITH A DISABILITY

In line with the Equality Act 2010 we have an action plan in place to increase access to our school in the widest sense and ensure that teaching and learning is fully accessible to all pupils.

This is an ongoing process, as different children will have different needs, but the main aims are to improve access for pupils and prospective pupils with disabilities to:

- Our school building & services
- The curriculum
- The provision of information in a range of ways

All children are treated as individuals and the steps we are taking are to ensure that children with a disability are treated as favourably as others in all aspects of school life.

Prospective parents are welcome to consult with us and visit the school in order to assess the provision we can make for their child.

HOME-SCHOOL AGREEMENT

In setting our Aims and Objectives we fully appreciate that our success depends on us working in partnership with all parents for the benefit of the children. Each of us has responsibilities and expectations and, to this end, we have drawn up a Home School Agreement which we would ask all new parents to consider and sign. A copy of this Agreement is in your child's welcome pack.

GOVERNING BODY

The Governing Body is responsible for the conduct of the school within the broad framework of the Local Authority's policies. It is a voluntary body which meets regularly and has an important role to play in providing the forum for discussion of issues concerning the school including finance, buildings, staffing and curriculum. It plays a significant part in developing with the Headteacher and staff, the aims and objectives of the school and its community and generally supporting the school's endeavours. Inspectors found that our governors are very supportive of and knowledgeable about the school.

The Governing Body is representative of the local community and includes community governors, local authority representatives, parents and staff. A full list can be found on the school website.

Any of the Governors may be approached for discussion or advice on relevant issues.

Our Chair of Governors is currently Mrs Christine Salter who can be contacted via the school office on 02920 628204.

In particular, you may be interested to know that our Parent representatives, elected by parents of the school, are:

Mrs Laura Molloy
Dr Silvia Villaroya Lidon
Mr Trefor Morris
Mrs Emma Gammon
Miss Emma Lane

PARENTAL INVOLVEMENT

As parents you will be invited to three open evenings each year. The first in the Autumn Term will be a general discussion on how your child has settled in their new class and an opportunity for you to raise any issues you may have. The second evening, in the Spring Term, will provide a more detailed assessment of how your child is progressing and what steps may need to be taken to enhance continued progress. The final meeting is held in the Summer Term after you have received a comprehensive written report. It is an Open Afternoon when you may visit to look at your child's work and other displays throughout the school. If you feel the need for further discussion at this stage, you may make a separate appointment to speak to the class teacher.

Teachers may also have informal discussions with parents at the end of a school day or by inviting parents in. This is a two way process and, if you have any concerns, you should feel free to raise them with the class teacher initially or with the Headteacher. If you need a lengthy discussion, you are advised to make an appointment at the end of the school day.

During the year you will also usually be invited to your child's class assembly as well as other Concerts, Carol Service, Leavers Assembly in the Summer term and other events such as Sports and Cultural Days.

If you have a particular talent, or wish to help in school, you are very welcome to participate. Parents, grandparents and other voluntary helpers regularly assist on school trips, listen to children reading and help in after school clubs as well as with many other activities. They provide invaluable support to both teachers and children.

Regular newsletters are sent out to keep you up to date with all events and can be found on the school website.

P.T.F.A.

There is a thriving Parent, Teacher and Friends Association, which is very supportive of the school. The committee organises many social and fund-raising activities for children, families and parents. The considerable funds raised provide many extra resources, which benefit each and every child.

All parents are automatically members of the association and are warmly welcomed at all events. New parents are particularly welcome.

The committee is elected each year at the Annual General Meeting in the Spring Term and regular meetings are held thereafter. If you are unable to attend these meetings, help is always needed at the events and would be very welcome.

News of current events can be found on the PTFA notice-board in the playground and on the PTFA Facebook page.

THE SCHOOL SITE

Birchgrove Primary School has been at the heart of the local community since it was built in 1896. It stands on a site of over 1 acre in the heart of a popular residential and shopping area, close to major roads and the University Hospital of Wales.

We are a Community Primary School admitting children from the year in which they are 5 until the age of 11. Eight classes are housed in the main building with a further six outside.

In 2002 the school benefited from the opening of a new hall that provides spacious and modern facilities for Assemblies, P.E. activities, school concerts and visiting theatre groups, as well as P.T.F.A and community functions. It also includes kitchen and dining facilities for children who choose to have school dinners.

The old school hall has been converted into a learning area of continuous provision for older pupils. It has facilities that enable independent learning for small groups (e.g. in IT and Literacy) as well as providing the space for two or more classes working together.

There is a safe, enclosed yard for playtimes and P.E. activities. The yard has seating and planted areas for the children to relax in. Our colourful playground markings provide many opportunities for imaginative play.

The Horsa Hut was refurbished in the autumn of 2008 to provide an attractive setting for younger classes with direct access to outdoor learning and play.

The smaller yard has been developed as provision for reception classes.

We also have 2 new learning pods for small group work.

ADMISSIONS PROCEDURES

Cardiff's Local Authority is responsible for applying the regulations on admissions fairly and equally to all those who wish to attend our school.

We are an inclusive school that welcomes children from all backgrounds and abilities, regardless of gender, race, faith, sexual orientation, language or disability.

The only restriction we place on entry is that of number. Our standard admission number is 60, with a maximum of 30 children in each class.

PROCEDURE FOR ADMISSION TO RECEPTION CLASSES

Children are admitted to reception classes in the September following their fourth birthday.

- All applications for Reception to year 6 are dealt with via an online service via this link:

www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Applying-for-a-school-place/Pages/default.aspx

- A meeting for new parents/carers of children joining our Reception class will be held in the Summer term and details regarding a starting date will be given after this time.



Applications for children in other year groups can be made by the same link. If there is room in the appropriate year group; parents/carers will be invited to visit the school in order to make admission arrangements.

If admissions are over-subscribed and we cannot offer a place, parents/carers may appeal to the Local Authority.

TRANSFER TO HIGH SCHOOL

Children move to Secondary School in the September following their eleventh birthday. The school to which the majority of our pupils transfer is Whitchurch High. However, a place is not guaranteed. Admission to Whitchurch High School will be authorised by the school and not the Local Authority, as is the case with all other high schools in Cardiff. Parents will be given information during the terms leading up to the transfer and may apply to other secondary schools in Cardiff. Advice about this is given at the time. It is the parents' responsibility to secure a place for their child at a high school and we would strongly advise you to complete all the necessary paperwork promptly and adhere to deadlines.

We have very well-established links with Whitchurch High School. In the months leading up to transfer teachers from the school visit our Year 6 children to talk to them about the move.

SCHOOL UNIFORM

Our uniform is both practical and comfortable and gives the children a sense of pride in belonging to the school community.

The official school uniform, with the 'Star man' logo, is available from YC Sports who have a shop in Whitchurch village and on Crwys Road. Further details of the full range of clothing available are included in your welcome pack.

Pupils do not have to wear badged uniform with the school logo. Suitable alternatives are available from many other shops and supermarkets.

The winter uniform is grey or black trousers, skirt or pinafore with a red or white polo shirt and a red sweatshirt, jumper or cardigan.

In the summer, children may wear similarly coloured shorts and polo shirts or choose a red gingham or jersey dress.

Pre-loved uniform is available to purchase from the PTFA. Details are included in your welcome pack.

In the interests of safety, could you please ensure that your child wears suitable shoes for school.

ALL items of clothing and footwear must be clearly labelled with your child's name either by sewing in a name tag or writing the name on the garment's label. Jewellery, apart from watches, should not be worn to school. Pupils with pierced ears should wear only studs. Apart from the risk of loss, there are many practical activities in which it constitutes a hazard to both wearer and other children.

P.E. KIT

The school PE kit is a yellow short-sleeved T-shirt, with the Star logo embroidered on the left hand side, together with black shorts or joggers. The school PE kit is also available from YC Sports or from other suppliers. Again the star logo is not mandatory.

Trainers or plimsolls should be provided for outdoor Games activities.

All children must change from their everyday uniform for PE and Games activities. Should you decide not to purchase the official kit, we would ask that you provide similar clothing for your child. Fashion clothes are neither suitable nor safe for this curriculum area.

For health and safety reasons, earrings should be removed, or taped over, before PE. Watches should be taken off and left in the safekeeping of the teacher. No other jewellery should be worn to school, as previously stated.

LOST PROPERTY

Lost property is kept on display on pegs inside the entrance to the old hall. It is kept there for two weeks and then bagged to be sent to a local charity shop.

Although we make every effort to return property to its rightful owner, we always have an enormous amount of clothing and other items left at the end of every term. We would urge you again to ensure that all your child's clothing and possessions are clearly labelled so that we can return them to you promptly.



SCHOOL TIMES

Gates are open from 8:45am

Reception, Year 1 and Year 2

Morning session: 8.50am to 12 noon

Afternoon session: 1.15pm to 3.30pm

Years 3 & 4

Morning session: 8.50am to 12 noon

Afternoon session: 1.00pm to 3.35pm

Years 5 & 6

Morning session: 8.50am to 11.45am

Afternoon session: 12.45pm to 3.35pm

Punctuality in the morning is very important in ensuring that children and classes are settled quickly for their first lesson. The class register is taken promptly and any late arrivals marked accordingly.

The main school gates are locked for safety reasons by 9.00am and admittance to the school after this time is only possible through the secure door at the main office.

BREAKFAST CLUB & AFTER SCHOOL CLUB

Breakfast Club is free to all children in line with Welsh Assembly guidelines. It opens at 8.05am each morning when parents register their children and then leave them in the care of the Breakfast Club Supervisors. Unfortunately, places are limited and if there is not a place available, your child's name will be placed on the waiting list.

Superstars Wales offer an after-school club for all children in the school. The club runs on site daily, from 3.30pm until 5.30pm offering a range of activities including sports, drama and craft. The cost per session is £8.50 which includes a snack.

PLAYTIMES

For pupils in years 1 to 6 there are two playtime sessions per day. One session takes place in the morning and one in the afternoon. Both are fully supervised by at least two members of staff. Pupils in reception classes have access to the outdoors throughout the day.

During wet playtimes, children remain in their classrooms under supervision.

For safety reasons they are not allowed to remain in school during normal playtimes, unless there are exceptional circumstances.

COLLECTING CHILDREN FROM SCHOOL

At the end of the school day children in the Rec, Yr 1 & Yr 2 are to be collected from the doors closest to their classrooms. They will not be allowed to leave until an authorised person is there to collect them. Yr 3, 4 5 & 6 children are released from their classrooms.

SCHOOL CLOSURES

Parents are always informed by email of any school closures. Whenever possible messages will also be sent by Class Dojo.

Six INSET days are held during the school year. You will be informed of these well in advance. Term dates can be found on the school and council websites.

CHANGE OF CIRCUMSTANCES

The school must be informed of any change of address, telephone number, email address, medical conditions etc as soon as possible in order that records are kept up to date. Provision of a current, emergency telephone number is also essential in case we need to contact you during the school day.

Where parents live separately, details for both parents should be supplied so that school reports and other information can be given to each parent if they so require.

ABSENCES

Our attendance record is very good and, in order to maintain this, you must inform us of the reason for every instance of your child's absence from school. You may telephone or email the school - birchgroveprm@cardiff.gov.uk. This should be carried out as soon as is practicably possible ideally on the first day of absence and certainly within the week.

When you have advance knowledge of an appointment during the school day, we would be grateful if you could inform us prior to the absence.

HOLIDAYS

Holidays taken during term time are strongly discouraged and, in line with Local Authority guidelines, are recorded as unauthorised absences. For some absences, you may also be issued with a Fixed Penalty Notice. Please see the information on the school website for more information on when these may be issued.

MEDICAL CHECKS

The following routine medical checks will be carried out whilst your child is with us. You will be informed of them in advance.

Children in the Reception class will have a medical check-up with the School Nurse when they will be tested for vision, hearing, height, weight and general medical condition.

All Reception children will undergo an audio test.

Occasional dental checks may also be carried out by the Health Authority. You will be informed of these as appropriate.

Our School Nurse provides a very helpful service. If you have any concerns over health or behavioural issues, she can arrange to discuss them with you.

Children from Reception to Year 6 are offered a nasal flu vaccine at some point during the Autumn Term.

ADMINISTERING MEDICINE

Arrangements to administer medicine in school can only be made when a child is suffering from a long-term condition, or if completing a course of antibiotics, which needs to be taken **more** than three times a day. In such cases requests should be made in writing on the appropriate form obtainable from the school office. The form will clearly state the name of the child, the name of the medicine, the dose and the times of administration.

Children with asthma should have ready access to their inhalers which must be labelled with the child's name and class. Class teachers should be advised of the condition.

SICKNESS AND ACCIDENTS

If your child complains of feeling ill during the school day their condition will be assessed by the teacher and a first aider, if necessary. Mid-day supervisors will bring the matter to the attention of the teacher on duty. Should we feel it advisable for them to go home; we will contact you straight away. Your child will then be cared for until your arrival.

If your child has been ill with sickness and/or diarrhoea, they should remain absent from school until **48 hours** after the last bout of illness. This is in line with Public Health regulations in order to prevent the spread of infectious illness. If your child has any other form of infectious illness, and you are unsure of whether or not they should attend school, you should consult your doctor or the school for more advice.

Despite our best efforts, accidents do sometimes happen during school activities. If your child does have an accident, their condition will again be assessed by a qualified first aider. In cases of minor injury, your child will be treated immediately. If we feel that your child needs treatment that we cannot provide, or if it is preferable for them to go home, you will be notified immediately. They will be cared for until your arrival. In the rare case of emergency situations, it may be necessary for us to take a child for treatment at a local surgery or hospital. You will, of course, be informed of this.

COVID-19 Any child who tests positive for COVID should follow the current Welsh Government guidance.

A record of all accidents that happen on the school site is maintained in line with Health and Safety policies.

SAFETY

The health and safety of your child is our prime concern. To this end we have put the following measures in place:

- The school gates are locked by 9.00am and admission to the site after this time is only possible through the secure door at the office.
- The school gates are also locked at 3.45pm when after school activities may be taking place in school or on the yard. Parents need to collect children involved in such activities from the school office.
- The site is covered by CCTV 24 hours each day.
- The Caretaker patrols the site daily for possible hazards.
- Regular Health and Safety checks are undertaken throughout the school premises.
- Children are alerted to fire procedures and fire drills are regularly practised.
- The School operates a No Smoking policy.
- Scooters should be dismantled at the school gates.
- Dogs are not allowed on the site unless they are a service dog.

CHILD WELFARE & PROTECTION

We have a responsibility to ensure the welfare and protection of every child in our school. All staff, both teaching and non-teaching, have been trained in the procedures to follow

should they have any concerns. They have a duty to share information where necessary and refer cases of concern to the appropriate agencies.

The designated child protection officer and teacher in charge of Looked After Children within the school is Mrs Sarah Morgan (Headteacher). The deputy officers are Miss Paula Broughton (Deputy Headteacher) and Mrs Lucy Jones (ALNCo).

We aim to support looked after children with all aspects of their education, monitor their achievements and assist them in overcoming barriers to success, ensuring they achieve their full potential. We liaise closely with a range of agencies to support the child and ensure that a high quality personal education plan (PEP) is put in place.

SCHOOL MEALS

Universal free school meals are provided for pupils in line with the Welsh Government and local authority guidelines. Alternatively, pupils can bring a packed lunch. Cooked dinners must be ordered in advance via ParentPay.

Free school meals

Primary school pupils will get free school meals if their family receives:

- Income Support
- Income Related Employment Support Allowance
- Income Based JobsSeeker's Allowance
- Guarantee Element of State Pension Credit, or
 - Child Tax Credit with an income less than £16,190
 - Universal Credit if the net household earnings is less than £7400.
 - Families who get Working Tax Credit do not qualify.

For children having packed lunches, we would ask that you provide a paper serviette for reasons of hygiene. Glass containers, fizzy drinks and sweets are **not** allowed.

We also request that no nuts are included as we have children on site who have severe nut allergies.

A team of experienced Mid-day Supervisors and Teaching Assistants look after the children during the lunch break. The Headteacher and/or a Senior Leader is also on duty at this time.

TUCKSHOP AND DRINKS

Younger children are provided with a choice of fruit and vegetables each day for their snack. We ask for a contribution of £1.50 each week to help cover costs. This can be paid weekly or termly.

For older children we run a very successful fruit tuck shop during morning and afternoon play sessions. A range of seasonal fruits and vegetables are on sale for the children and staff at a cost of 20p - 30p. Alternatively children may bring their own fruit tuck. Crisps, cereal bars and biscuits are not allowed at playtime. All children in the school are encouraged to bring in a bottle of still water daily. This will be kept in class for drinking when necessary and may be refilled at our water cooler.

Modern research highlights the benefits of drinking water in aiding concentration. Free milk is also available daily for all children in the younger classes.

ORGANISATION OF CLASSES

Pupils are grouped, according to age, in fourteen classes. In all classes, children work at their own level and care is taken to support or extend children when necessary.

Teachers and children are supported in their work by a team of talented Teaching Assistants (TAs).

All teachers are entitled to 10% of their weekly working time out of the classroom to undertake planning, preparation and assessment (PPA time). Experienced teachers and Higher Level Teaching Assistants (HLTAs), well known to the children, are then timetabled to take the same classes for the same lessons on a regular basis. This ensures continuity of our standards.

Children with additional learning needs are supported by trained Teaching Assistants and Higher Level Teaching Assistants who are organised and co-ordinated by the Additional Learning Needs Co-ordinator.

Organisation and Development of the Curriculum

Wales is currently undergoing a significant change to its approach to education in schools across the country. In September 2022, Primary Schools in Wales started to fully implement the new curriculum.

The new Curriculum for Wales

At the heart of the new curriculum for Wales are the 4 Core Purposes - the starting point and aspiration for every child and young person in Wales. The aim of the School Curriculum is to support its pupils to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The curriculum will be designed around Areas of Learning and Experience (AoLEs):

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication,
- Mathematics and Numeracy
- Science and Technology

The cross - curricular responsibilities of literacy, numeracy and digital competence are interwoven through all areas of learning and experience.

The What Matters statements for each of the AoLE's from the new curriculum form the basis of all planning. Contexts for learning are identified by staff and planned in such a way as to allow learning to be pupil led and contextualised in a creative and stimulating way.

Teachers plan detailed programmes of work with built in ongoing assessment, careful record keeping and monitoring and evaluation at all levels. Such measures ensure continuity, progression and development. All teachers are responsible for the teaching of the children in their classes. All staff contribute to the School Improvement Plan which is the driving force of the school in terms of identifying priorities for school improvement.

THINKING SKILLS

Birchgrove Primary School is very proud to have been accredited as a Thinking School. Thinking skills and a positive Growth Mindset are at the heart of effective teaching and Learning. We are committed to providing all children with the opportunity to develop thinking strategies across the curriculum. We encourage all children to think reflectively, critically, creatively and flexibly about their learning and to demonstrate independent and cooperative learning skills. Our approach to learning generates high levels of achievement as well as excitement and enthusiasm for learning.

WELSH

Welsh is taught as a second language. Children progressively develop their skills in oracy, reading and writing. Younger children are introduced to the language through simple phrases and sentences, songs, games, poems, Welsh stories and folk tales. For older children Welsh builds upon and expands the language previously experienced by introducing more complex language patterns.

Within all lessons, there will be opportunities to develop bilingualism. Teachers use incidental Welsh when giving instructions and praise and introduce some subject vocabulary. Children are encouraged to use Welsh words and phrases in lessons and around the school.

CYNEFIN

Within the new curriculum there is a strong emphasis on the development of '*Cynefin*'. (This is a place where we feel we belong, where the people and landscape around us are familiar and the sights and sounds are reassuringly recognisable. It is the historic, cultural and social place which has shaped and continues to shape the community around it). This sense of cynefin will not only allow pupils to develop a strong sense of their own identity and well-being, but to develop an understanding of others' identities and make connections with people, places and histories elsewhere in Wales and across the world. This cynefin is not simply local but provides a foundation for a national and international citizenship.

We celebrate St David's Day each year with a school Eisteddfod. Children have the opportunity to take part in many different competitions and activities related to Welsh life including: music, art, craft, dance, sport and cooking. It culminates in a traditional Bardic ceremony with the Chairing of the Bard - the winner of a Year 6 poetry writing competition.

INFORMATION TECHNOLOGY

Children are taught IT skills progressively in order that they can confidently use ICT to support their work in other subjects.

The school has Wi-Fi and each classroom has an interactive whiteboard to enhance delivery of lessons and to support the development of ICT skills and digital competency across all curriculum areas. The old hall has extra ICT facilities for the independent use of children in the adjoining classes.

We have rules for responsible internet use and can assure you that, as far as is possible, children's access to the internet is limited to secure sites and is fully supervised.

We also have over 150 iPads and 200 chrome books which are in constant use throughout the school.

You will receive a permission form which needs to be discussed and signed by both parents and children. It should be noted that to post comments that cause harassment, alarm or distress on social networks or any other media sites is a criminal offence and will be treated as such.



We ask parents to sign up to National Online Safety to support the school's commitment to online safety.

<https://nationalonlinesafety.com/>

With the rapid changes in modern technology, we are constantly striving to develop our expertise and resources in order to ensure that children have access to up-to-date practice in a safe environment.

MUSIC

In music children are given the opportunity to develop their performing, listening and appraising talents as part of the music curriculum. All children are also involved in singing practices. From year 2 onwards children are given the opportunity to learn to play a range of musical instruments, including ukuleles, recorders and drums. Peripatetic tuition is offered in brass, strings, woodwind, percussion and guitar for which a charge is made by Cardiff Music Service.

PHYSICAL EDUCATION

Despite our restricted site we have a very positive attitude towards the value of sport. Children develop control, co-ordination and fitness through dance, games, gymnastics and outdoor adventurous activities.

Pupils have two PE lessons per week, one inside and one on the school playground (weather permitting). They need to bring in the appropriate kit for each lesson.

Children have the opportunity to learn the skills of a wide range of ball games including football, cricket, baseball, hockey and netball at Key Stage 2. They also practise athletic techniques during the summer term.

As part of the curriculum Year 6 children are offered the opportunity to pursue outdoor and adventurous activities during a residential week at an activity centre.

Each year, we hold a Sports Day at NIAC for older pupils and weather permitting, we hold a Fun Day on the school site for younger pupils. Parents are invited to attend both events.

RELIGIOUS EDUCATION

Whilst we have no affiliation to any particular denomination, Religious Education in the school is broadly Christian. The programme of study that we have developed studies other world faiths in order to instil respect for religious and moral values as well as a tolerance of, and interest in, the beliefs and practices of other races and religions.

All staff promote a code of conduct whereby children are made aware of, and learn to care about, the needs of others.

Regular assemblies are led by teachers or visiting speakers and children are encouraged to take part.

Under the new Curriculum parents will no longer have the right to request that their child be withdrawn from Assemblies and R.E. lessons.

Relationships and Sexuality Education (RSE)

At Birchgrove we believe it is important to provide a comprehensive, coherent and well planned programme of RSE to help pupils cope with their physical, emotional and moral development.

Under the new curriculum Relationship and Sexuality Education aims to gradually empower learners to build the knowledge, skills and ethical values for understanding how relationships, sex, gender and sexuality shape their own and other people's lives. It seeks to support learners' rights to enjoy equitable, safe, healthy and fulfilling relationships throughout their lives.

From September 2022, these lessons became statutory which means that parents no longer have the right to withdraw their child from these sessions.

ADDITIONAL LEARNING NEEDS

From September 2021, the Special Educational Needs framework was replaced by a new and reformed system called Additional Learning Needs and Education Tribunal (Wales) Act (ALNET).

The ALNET Act 2018 is just one aspect of the overarching ALN transformation programme. At the heart of these reforms is a focus on inclusion, putting children and young people at the centre and ensuring they are supported to reach their full potential.

The overarching aims of the Bill are to create:

- A unified legislative framework to support children and young people aged 0-25 with ALN in schools and further education

- An integrated, collaborative process of assessment, planning and monitoring which facilitates early, timely and effective interventions
- A fair and transparent system for providing information and advice and for resolving concerns and appeals.

Definition of ALN according to the Act:

A child or young person of compulsory school age has ALN if he or she:

- a) Has a *significantly* greater difficulty in learning than the majority of others of the same age or,
- b) Has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of the facilities for education of a kind generally provided for others of the same age in mainstream schools

It is the responsibility of the Additional Learning Needs coordinator (ALNCo), teachers and governors to decide whether a child has ALN. When making this decision consideration needs to be given to a range of factors. Practitioners should refer to the definition of ALN within the act, have regard to the guidance on the application of this definition and apply it to the individual circumstances of the case. Where it is determined that the pupil has ALN, the ALNCo must prepare and maintain an Individual Development Plan, unless certain circumstances apply.

Individual Development Plans are statutory legal documents. Where additional learning provision is needed, this will be documented in the plan. Schools have a duty to ensure that this provision is provided and this will be reviewed and monitored as required.

Pupils who do not have Additional Learning Needs but who require some extra support with their learning will do so through a range of interventions run by trained teaching assistants and overseen by the ALNCo. This support will be documented through individual targets which will be shared with parents and reviewed regularly. The class teachers will track and monitor the progress of these children to ensure that the correct intervention is being provided at the right time. Interventions will either be carried out individually or within a small group. Depending on the level of support needed, some interventions will take place outside of the classroom.

All class teachers adapt their teaching styles, practices and class organisation to meet the needs of all children to ensure that every child has equal access to the curriculum.

A member of the Governing Body is named as having a particular interest in, and responsibility for, additional learning needs.

If you would like further information about the changes that are happening, please follow the link:

<https://gov.wales/sites/default/files/publications/2020-09/additional-learning-needs-aln-transformation-programme-guide.pdf>

PROVISION FOR MORE ABLE AND TALENTED CHILDREN

In our school we aim to provide a curriculum that is appropriate to the needs and abilities of all of our children. We plan our teaching and learning in such a way that we enable each child to reach for the highest level of personal achievement. This policy ensures that we recognise and support the needs of those children in our school who have been identified as 'more able' or 'talented'.

DEFINITIONS

The term 'more able' refers to children who possess a high level of academic ability (potentially or demonstrably) in one, or more, subject areas.

Children may have an exceptional talent in a particular area. This could be within the school curriculum, but talents such as leadership, creative imagination or highly developed social or sporting skills may also be acknowledged.

AIMS & OBJECTIVES

- To ensure that we recognise and support the needs of all our children.
- To enable children to develop to their full potential.
- To provide a rich and challenging curriculum.
- To offer children the opportunities to generate their own learning.
- To encourage children to think and work independently.
- To consider the well-being of the child by offering emotional, social, spiritual and intellectual support.

HOMEWORK

It is our policy for children to undertake homework, in some form, from the Reception onwards. Initially the homework will be in the learning of key words and it will gradually build up to more formal homework as the children progress through the school. This may involve reading, spelling, times tables, research (learning logs) or other maths work. We hope that this will aid their progress during the Primary years and be an introduction to the disciplines of independent home learning.

The class teacher may also send work home relating to the current context for learning. Children from year 2 access online maths programs- these are engaging online learning resources to support and develop their learning in Maths. Pupils will be set homework on these platforms regularly.

ASSESSMENT AND REPORTING

A Baseline Assessment of a child's ability is made on entry to school. Thereafter, assessment of progress is an on-going process.

Class tests are given at intervals and standardised tests are used annually in Years 2 to 6 to track individual progress.

Welsh Government Reading and Mathematics Procedural and Reasoning tests are also used in Years 2 to 6.

Whilst tests are useful indicators of a child's progress, they also give information on learning needs. The results of tests are used diagnostically to indicate future teaching needs and to identify those children who may have additional educational needs.

Parents are invited to discuss their child's progress at two Parents' Evenings in the year and will receive a comprehensive written report at the end of each academic year.

PEER SUPPORT

Children are encouraged to care for and support each other from an early age. This may be working together in class or playing cooperatively on the playground.

As the children mature they take on other responsibilities. Year 6 children help with lunches and pupils help run the Fruit Tuck Shop.

ECO SCHOOL

In order to make environmental awareness an intrinsic part of our school life and ethos, we are a registered Eco school, and have achieved the Green Flag.

We have an Eco club who meet regularly to discuss and act upon issues relevant to the school and they have been involved in carrying out an environmental audit, recycling, discussing the playground facilities and helping with the school grounds.

EXTRA CURRICULAR ACTIVITIES

The staff at our school provide many opportunities for children to become involved in extra-curricular activities at lunchtimes or after school. These include sports such as football, choir, sewing, art, writing, film, chess, IT, Lego Club and STEM club. A full list of current opportunities can be obtained from the school office.

SCHOOL VISITS AND VISITORS

Educational field trips add another dimension to a child's learning enabling them to experience what they have read or been told about at first hand. Such visits are, therefore, planned as part of the curriculum we offer. They may include visits to historical sites, places of worship or geographical locations studied.

Parents' permission for such visits is sought in advance and we may, when necessary, ask for a voluntary contribution to cover costs. Please see our Charging policy.

Risk assessments are carried out by our experienced staff in advance of any visit.

We also take many opportunities to invite visitors to school. They may be individuals to talk to the children or theatre and music productions to give performances. Some of these visits are funded by the PTFA for which we are very grateful.

BEHAVIOUR

As a school, our emphasis is on positive behaviour management rewarding by praise, and other incentives, children who act and behave in the expected manner.

Clear boundaries of acceptable behaviour are continually reinforced.

The reward system in our school includes the following:

- Weekly whole school Achievers' Assemblies.
- Class stars awarded weekly.
- Reward stickers and stars.
- Positive comments on children's work.
- Positive oral encouragement and praise.

Small breaches of discipline are dealt with by the class teacher or Mid-day supervisors during dinner breaks. More serious cases of poor behaviour are reported to Senior Leaders. If such behaviour persists, parents will be informed and invited in to discuss the problem.

Bullying is unacceptable and will not be tolerated.

As a school we have a statutory duty to report any incidents of a racist or homophobic nature.

Sanctions for unacceptable behaviour are understood and accepted by the children.

These may include:

- Discussion of the reasons for the behaviour.

- Writing about the problem.
- Missing play or lunch breaks.
- Accompanying a duty teacher during break time.

We have a policy on Anti-Bullying which is available for inspection or on our website.

THE LOCAL COMMUNITY

Our school is very much part of the local community. Visits to the local neighbourhood play an important role in our learning programme, as do the contributions made by local people who come into the school.

Our Summer and Christmas Fayre are both well supported by local businesses through advertising and donations of raffle prizes and children have been welcomed to visit many local enterprises.

An awareness of the dedication and caring of people who help in the community is brought to the children's attention through the regular visits and talks from our community policeman and through visits from other community services.

COMPLAINTS PROCEDURE

Birchgrove's complaint procedures follow the Local Authority guidelines. All complaints from parents will be dealt with as quickly and efficiently as possible and are usually resolved at an early stage. The full complaints policy is available on the website or on request from the school office. In summary, the 3 stages are:

- Stage 1 - informal stage - raise concern with appropriate member of staff.
- Stage 2 - Headteacher investigation - contact a member of senior leadership team who will investigate.
- Stage 3 - Governors' review - write to chair of Governors to investigate.

PUBLICATION SCHEME

We try to make the information in our school prospectus as comprehensive as possible. Under the Freedom of Information Act, however, you may also, if you wish, request information in the following areas:

- Governor's Documents - information published in the Governors Annual Report and other governing body documents.

- Pupil and Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

You can request a copy of the information you want from the school or visit our website:

www.birchgrovecardiff.co.uk

Copies of the following are available on our website:

- Freedom of Information Policy
- School Privacy Notice
- School Data Protection Policy

You can contact the school by telephone, email or letter:

Email: birchgroveprm@cardiff.gov.uk

Tel: 02920 628204

Address: Birchgrove Road, Heath, Cardiff, CF14 1RR

To help us process your request quickly please clearly mark correspondence '**PUBLICATIONS SCHEME REQUEST**' (in bold capitals). Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing or pay a large postal charge we will let you know the cost before fulfilling your request. Information published on our website is free.

SCHOOL DATES ACADEMIC YEAR 2023 - 2024

	Term Begins	Half Term Begins	Half Term Ends	Term Ends
AUTUMN	Monday 4th September	Monday 30th October	Friday 3rd November	Friday 22nd December
SPRING	Monday 8th January 2024	Monday 12th February	Friday 16th February	Friday 22nd March
SUMMER	Monday 8th April	Monday 27th May	Friday 31st May	Monday 22nd July

Monday 4th September 2023 will be INSET day for all LEA Maintained Schools.

Further INSET Days are:

Friday 6th October

Monday 22nd July 2024

Further dates for remaining INSET days will be given in due course.

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

SCHOOL ATTENDANCE 2022 - 2023

Attendance	Authorised Absence	Unauthorised Absence	Overall Absence
95.2%	4.3%	0.5%	4.8%