

Birchgrove Primary School



Where every child is a star!

**Governing Body Annual Report  
to  
Parents / Carers  
2023-2024**

## Birchgrove Primary School Annual Report to Parents 2023- 2024

The governors would like to begin this report by thanking the staff of the school (teaching and non-teaching) for all their hard work on behalf of the pupils of Birchgrove Primary School. They would also like to congratulate everyone (staff, pupils and parents) on another successful and busy time for the school. It has been a challenge for everyone. This report covers the 2023/2024 academic year.

Mrs Christine Salter (Chair of Governing Body)

The Governing Body is committed to supporting the school in continuing to provide the best possible education for all its pupils. Our vision is encapsulated in our school motto 'Where Every Child is a Star' and the accompanying statement: Preparing children to step confidently into their futures, a community learning together. The staff, pupils and Governors were all involved in drawing up this aim.

### GOVERNING BODY

- The Governing Body and the Headteacher share responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the Local Authority.
- While the Local Authority is the employer of staff, the Governing Body and Headteacher have separate and particular responsibilities for the selection and management of staff.
- The day to day management of the school is the responsibility of the Headteacher.
- The full Governing Body meets at least once a term, usually more frequently. In addition, sub-committees meet regularly to discuss specific issues. They report to the full Governing Body for formal ratification of proposals.
- Copies of agendas and minutes of meetings are available for inspection at the school.

The following table displays details of the Governing Body of our school with their term of office end date in brackets after their name:

Mrs Christine Salter - Chair of Governors - (care of Birchgrove Primary School)

CLlr Graham Hinchey – Vice Chair of Governors - (care of Birchgrove Primary School)

Clerk to the Governing Body – Mrs Danielle Moore (care of Birchgrove Primary School)

Parent Governors	Community Governors
Mr T Morris (30/11/25)	Vacancy
Mrs E Lane (11/01/26)	Mrs F Conlon (30/09/27)
Mr J Grieve (01/02/28)	Mrs C Garland (1/7/26)
Mrs S Villarroya-Lidon (01/02/28)	Rev A Harwood (31/7/27)
Mrs E Gammon (11/01/26)	
Local Authority Governors	Staff Governors
CLlr M Ash-Edwards (28/9/25)	Mrs S Morgan HT
Mr D Walsh (31/1/25)	Miss P Broughton (18/9/26)
CLlr. G Hinchey (25/06/28)	Miss V Lewis (11/07/28)
Mrs C Salter (21/5/28)	Mrs V Hughes (23/03/28)

The next parent governor election is due to take place in November 2025.

The Governing Body has a number of sub-committees, both statutory and non-statutory:

# Birchgrove Primary School

## Annual Report to Parents 2023- 2024

### Statutory

- Staff Disciplinary, Dismissal, Redundancy, Grievance and Complaints sub-committees
- Appeals sub-committees
- Pupil Discipline and Exclusions

### Non Statutory

- Standards / Governor Development  
To consider all curriculum matters, including policy documents and all matters concerned with the children whilst at school.
- Health and Safety / Finance  
To consider all building matters including approval of budgeted works, inspection of buildings and grounds on an annual basis and compliance with the Environmental Protection Act 1990.  
To consider all financial matters including budget setting and monitoring of all expenditure.
- Personnel / Pay review  
To consider all senior personnel matters including pay and conditions, appointment of staff, criteria for redundancy, retirement and redeployment
- Pupil and staff Wellbeing  
To consider the wellbeing of all staff and pupils
- Performance Management

These groups meet when appropriate and all recommendations are reported to the full Governing Body for ratification.

### Attendance at meetings

The Full Governing Body met 5 times during the year 2023-24. It is important to mention that in addition to these meetings, all governors have additional and varying responsibilities as members of sub-committees; Link Governors to Year Groups; and as Link Governors for specific statutory requirements.

### Budget

The Governors' finance sub-committee meets regularly to monitor spending and reports back to the full governing body. For a full breakdown of expenditure for 2023-24, please see attached appendix.

### Gifts or Hospitality received by members of the Governing Body

None received

### Travel and Subsistence paid out to members of the Governing Body

None

Any person wishing to communicate with the Chair of Governors, the Clerk or any member of the Governing Body should address their communication to the school.

### STAFFING

The following table shows the composition of the Senior Leadership Team.

Headteacher	Mrs S Morgan
Deputy Headteacher	Miss P Broughton
Leader for standards, assessment and progress	Mrs B Jones
Leader for wellbeing and attitudes to learning	Miss R Oats
Leader for teaching provision and impact	Mrs L Jacobs
Additional Learning Needs Co-ordinator	Mrs L Jones

**Birchgrove Primary School**  
**Annual Report to Parents 2023- 2024**

**TEACHING STAFF**

The school structure for the academic year 2023–24 is set out below:

Reception RC	Mrs L Carroll
Reception RBC	Mrs H Barrett (0.5) / Mrs P Couper (0.5)
Year 1 1N	Mrs H Naish
Year 1 1O	Miss R Oats
Year 2 2J	Mrs R Pesticcio
Year 2 2G	Miss H Gibbon
Year 3 3J	Mrs B Jones
Year 3 3L	Miss V Lewis
Year 4 4B	Mrs S Bertelli
Year 4 4V	Mr A Volk (Miss R Tyler long term supply)
Year 5 5W	Mr C Warlow
Year 5 5M	Mrs E McNamara
Year 6 6H	Mrs L Jacobs
Year 6 6V	Miss P Broughton
PPA (Planning, Preparation and Assessment) cover	Mr L Williams (0.4) Miss R Davies HLTA (Mrs Z Sheikh 0.6 from Nov) Mrs S Martin HLTA (0.8) Mrs R Hunt (0.2)
ALNCo	Mrs L Jones
Headteacher	Mrs S Morgan

**NON – TEACHING STAFF**

**Teaching Assistants**

Reception- Miss Simmons, Mrs Pinnell (0.8,) Mrs L Rees, Mrs S Ahmed  
Year 1 – Ms A Milner, Miss R Hinksman, Miss Dix (0.4) Mrs S Roberts (0.4)  
Year 2 –Miss M Carruthers (then Miss K Stone), Mrs R Godden (then supply),  
KS2 - Mr D Correia-Prosser, Miss H Anthony, Miss S Daley Mrs V Hughes, Miss F Mears, Mr E Williams, Miss H Jermyn (0.4), Mrs C Lowy (0.6) Mrs Ogden (12 hours)  
ICT support – Mrs R Miles

**Admin Team**

Mrs J Thorne (0.8), Mrs D Moore (0.6), Mrs E Brady (0.4)

**Estates Manager** – Mr S Drane (20 hours)

**Cleaning Team** – Mrs Marchant, agency

**Kitchen Team** – Mrs N Goodall plus agency

**Midday Supervision Team** – Miss H Jermyn (3 days), Mrs Stone (2 days), Mrs Bourke, Miss H Lewis  
Miss F Mears (plus TAs on rotation)

**Breakfast Supervision Team**– Miss Mears, Mrs C Thorne (2 days), Miss H Lewis, Mrs S Akther

**STAFF DEVELOPMENT**

In order to keep abreast of developments, staff attend a wide range of courses and meetings appropriate to their responsibilities and the needs of the school. A few of these training sessions were held virtually again this year but most were held face to face.

Each year schools must allocate days to staff training (INSET) in addition to weekly twilight sessions. This year these have been used to prepare for the new school year, attending the National Education show, receiving training from Cath Delve on developing independent learning skills, promoting wellbeing, preparing for the new curriculum and self evaluation.

## Birchgrove Primary School Annual Report to Parents 2023- 2024

The teaching staff meet on Wednesdays after school for a twilight INSET session. Topics covered are related to priorities within the School Improvement Plan.

### SCHOOL ROLL

Birchgrove is a mainstream primary school where the majority of pupils come from homes where English is spoken. Admissions are made in line with the Cardiff Local Authority admissions procedures. Every school has a published admission number (PAN) which determines the number of places available.

There are two parallel single age classes per year group from Reception – Year 6. The standard admission number for each year group is 60.

The school roll can fluctuate during the year with families moving in and out of the catchment area. The numbers, as of July 2024, are set out below:

Reception	52
Year 1	57
Year 2	53
Year 3	60
Year 4	60
Year 5	60
Year 6	59
Total Pupils	401

### LANGUAGE CATEGORY

Birchgrove Primary teaches the curriculum through the medium of English. Welsh is taught as a second language. All classes have Welsh lessons. In addition, incidental Welsh is taught, role modelled and practised at every opportunity.

### SCHOOL SESSION TIMES

Year Group	Timings	School Hours
Rec, Year 1 & Year 2	8:50am – 12:15pm and 1:30pm – 3:30pm	5 hours 25 minutes
Years 3 & 4	8:50am – 12pm and 1pm – 3:35pm	5 hours 45 minutes
Years 5 & 6	8:50am – 11:45am and 12:45 pm – 3:35pm	5 hours 45 minutes

### ATTENDANCE

Our current attendance figures are very similar to the Welsh Government target of 95%. We will endeavour to continue to improve our attendance through careful monitoring. A ‘first day response’ system, which entails contacting parents of absent pupils on the first day of absence, if they haven’t contacted the school regarding their child’s absence, has been established. Due to the ongoing effects of the Covid pandemic and many holidays being taken in term time, attendance levels remain significantly below pre Covid figures.

	Autumn 2023		Spring 2024		Summer 2024	
	Authorised	Unauthorised	Authorised	Unauthorised	Authorised	Unauthorised
Reception	5.2%	0.3%	6%	0.3%	5.2%	1.2%
Year 1	4.4%	0.2%	5.5%	0.1%	5.1%	0.6%
Year 2	3.9%	0.6%	4.3%	0.3%	4.6%	1%
Year 3	3.8%	0%	3.6%	0.1%	4.4%	0.3%
Year 4	4.2%	0.2%	4.2%	0.1%	4%	0.5%
Year 5	5.2%	0.1%	5.6%	0%	5%	0.2%
Year 6	2.8%	0.2%	3.5%	0.4%	4%	0.4%

# Birchgrove Primary School

## Annual Report to Parents 2023- 2024

### TRANSFER TO HIGH SCHOOL

Birchgrove is a catchment school for Whitchurch High School. This is where the vast majority of pupils continue their education. Strong links have been established with the local cluster of schools (Whitchurch High School, Rhiwbina, Llanishen Fach, Hawthorn, Gabalfa, Coryton and Whitchurch Primary).

### TERM DATES

2024-25 Term Dates

Term	Term Start	Half Term Start	Half Term Ends	Term Ends
Autumn	Monday 2 <sup>nd</sup> Sept 2024	Monday 28 <sup>th</sup> Oct 2024	Friday 1 <sup>st</sup> Nov 2024	Friday 20 <sup>th</sup> Dec 2024
Spring	Monday 6 <sup>th</sup> Jan 2025	Monday 24 <sup>th</sup> Feb 2025	Friday 28 <sup>th</sup> Feb 2025	Friday 11 <sup>th</sup> April 2025
Summer	Monday 28 <sup>th</sup> April 2025	Monday 26 <sup>th</sup> May 2025	Friday 30 <sup>th</sup> May 2025	Monday 21 <sup>st</sup> July 2025

All schools will also be closed on Monday 5<sup>th</sup> May 2025 for May Day Bank Holiday.

### SCHOOL IMPROVEMENT PRIORITIES 2023 -24

Each academic year the Headteacher and her staff produce a School Improvement Plan. This important document represents the vision for improvement in the form of targets and actions and ensures a commitment to raise achievement in all areas of school life.

#### **Priority 1: To further develop, embed and refine the Birchgrove curriculum to ensure that it is broad, balanced and meets the needs of all learners.**

- New contexts introduced and trialled.
- Impact of curriculum changes evaluated and used to inform next steps.
- Assessment procedures reviewed and adapted to reflect changes in the new curriculum
- A range of authentic learning experiences utilised which include a range of relevant inputs from learners
- Continue to work with the cluster schools to ensure a shared approach and vision for the curriculum
- Continue to extend the diversity of the curriculum, ensuring that learning reflects a wide range of perspectives
- Make progress towards achieving the Rights Respecting silver award
- Provide appropriate professional learning for all staff to support them in developing the new curriculum
- Further progress made in Welsh charter silver award being achieved
- Pupils proud of their Welsh heritage and willing to share their experiences within and beyond the school

#### **Priority 2: To continue to extend and develop support for improving pupil and staff wellbeing**

- New measure for Wellbeing introduced and used to inform support and intervention
- Pupil attendance rates to be above 95%
- Majority of pupils to demonstrate improved wellbeing and involvement in school life
- Targeted interventions have a positive impact on all pupils
- Increased opportunities for pupils' voice to have an impact on teaching and learning
- Further strengthen and develop links with all stakeholders through face to face engagement and events.

**Birchgrove Primary School**  
**Annual Report to Parents 2023- 2024**

**Priority 3: To further develop leadership capacity across the school**

- Further strengthen and develop links with all stakeholders through face to face engagement and events.
- Increased opportunities for middle leaders to lead different aspects across the school
- Review and update leadership structure, roles and responsibilities
- Ensure leaders have clear and suitable accountability linked to the SIP
- Provide appropriate leadership professional learning as needed to fulfil their roles
- Ensure NQTs receive appropriate induction and support to successfully complete induction
- To include leadership targets for teachers within the performance management target

**ADDITIONAL LEARNING NEEDS**

The school employs an Additional Learning Needs Co-ordinator (ALNCo), Mrs Lucy Jones. Responsibilities include co-ordinating provision for Additional Learning Needs (ALN) across the school. Mrs Sarah Morgan is the Inclusion Manager.

The named Governor for Additional Learning Needs is Fiona Conlon. She meets with the Additional Learning Needs Co-ordinator (ALNCo) throughout the year. In the coming year this will change to Reverend Anna Harwood.

The implementation of the Additional Learning Needs Educational Tribunal (Wales) no longer requires the school to have a separate ALN policy. The ALN Code of Practice is the document through which the school ensures that its systems and processes meet the needs of all children with ALN. The ALN Code of Practice states that children should be at the centre of any decisions made regarding their additional learning needs. Through a person-centred approach, children should be provided with equitable access to all areas of the curriculum. Documents relating to ALNET, the ALN Code of Practice and processes within Cardiff Council for supporting pupils with ALN can all be found in the ALN section of the website.

Across the period 2023-2024 there were 17 pupils on the Additional Learning Needs (ALN) register. These pupils have a school maintained IDP. This number is an increase from the previous year but significantly lower than in previous years as ALNET states that only those pupils who require provision that is 'additional to and different from' their peers should be recorded on the ALN register. All pupils who require extra differentiation in the classroom or 'ordinarily available' interventions are recorded separately on the 'Initial Concerns' register.

INSET was delivered to staff in September 2023 to remind staff of the systems and processes for consideration of ALN. This included revisiting paperwork to be shared with parents and timelines to consider when requesting support from specialist teachers or educational psychology service.

Cardiff Local Authority have frozen the funding allocation for children with ALN for the coming year. At present schools receive lump sum funding for all pupils with ALN. Funding is no longer allocated to individual children. A working party led by the Local Authority are discussing possible changes to the way that funding is allocated to schools. This is necessary as schools are finding it increasingly challenging to meet the needs of all children effectively. Information regarding these changes can be found in the ALN section of the website or [www.cardiffeducationservices.co.uk](http://www.cardiffeducationservices.co.uk)

One pupil receives a Healthcare Plan in order to address their needs. This is written and maintained by the Local Authority and is reviewed annually.

During 2023-24 there were 29 pupils on the 'Initial Concerns' register this is more than double from the previous year. This is due to class teachers following new systems and procedures of recording and reporting

**Birchgrove Primary School**  
**Annual Report to Parents 2023- 2024**

concerns. Only 15 of these pupils are at Stage 2 of the concerns process which requires additional support from outside agencies such as specialist teachers, educational psychologist or neurodevelopmental pathway. These pupils are carefully monitored by class teachers regarding their provision and progress.

41 pupils between year 1 and year 6 received Free School Meals. 27 pupils who received Free School Meals (FSM) have received an additional learning intervention, including ELSA, over the last academic year.

In the summer term of 2024 there were 33 different ethnicities within the school. 80 children speak a different language at home. 27 different languages were spoken throughout the school. Second to English, Arabic was the most widely spoken language amongst our families.

The total budget for SEN 2023-24 budget settlement was 118,520.

All pupils from Year 2-6 took part in a Wellbeing Survey from Hodder Education. This enabled closer monitoring of wellbeing needs across the school and allowed staff to prioritise support.

Pupils in years 1, 3 and 5 took part in a non-verbal test. This assessed pupils' individual capabilities and highlighted children who would require extra support.

Interventions at a glance:

<b>Year Group</b>	<b>Literacy</b>	<b>Communication</b>	<b>Wellbeing</b>	<b>Other</b>
Rec	Identified Readers Precision Teach	Language Link Speech Link	Good Morning Books	
Year 1	Extra Reading/Phonics Precision Teach	TalkTime Language Links	ELSA (as required) ELSA Group	
Year 2	1:1 Reading Precision Teach Key words	Language Links		Handwriting
Year 3	Rapid Reading Phonics Precision Teach Mini-Rainbows 1:1 Reading		ELSA (as required)	
Year 4	Precision Teach Rapid Reading Individual Readers Key words Rainbow Readers		ELSA (as required) ELSA Group	
Year 5	Rainbow Readers Rapid Readers		ELSA (as required) ELSA Group TalkAbout 1:1 behaviour planning and monitoring	1:1 Maths interventions Handwriting

**Birchgrove Primary School**  
**Annual Report to Parents 2023- 2024**

Year 6	Rainbow Reading Spellings Readworks		ELSA (as required)	Maths 1:1 bespoke learning opportunities (1 pupil)
--------	---	--	--------------------	--

Parent groups

Families Learning Together from Cardiff and Vale College delivered a series of workshops for parents and their children with a focus on Literacy and Mathematics.

A Parent Support Network was trialled following a request from a parent. This proved successful for the parents involved but unfortunately did not attract as many participants as we would have hoped. This will continue in the coming year.

Future plans

- To explore and develop links with parents and carers both in Birchgrove and as a cluster
- To work alongside cluster school to explore resources to support pupils with social communication needs (the SCERTS model)
- To consider effective use of specialist teacher and educational psychology allowance that will benefit more pupils
- To further embed positive behaviour strategies and develop a consistent approach to recording behaviour incidents that is manageable for staff
- Working alongside the cluster, achieve Dyslexia Friendly Schools silver award
- To develop work in coaching and mentoring in order to support Performance Management

Provision for pupils with Additional Learning Needs is effectively monitored by the ALNCo, Head Teacher and senior leadership team through individual discussions, learning walks and book monitoring. Further support is available from specialist teachers or educational psychologist if ordinarily available provision is not sufficient to meet a need. Requests for additional support require evidence of intervention and curriculum modification over time as well discussions with parents.

Provision for all pupils is developed regularly and all staff adopt an inclusive approach to their classroom environments. The curriculum is differentiated and adapted to ensure all pupils have the opportunity to make progress.

All Individual Development Plans (IDPs) are developed through a person-centred meeting and include the needs of the child alongside their parents, teachers and other professionals. Pupils individual needs are described in line with the four areas of additional need outlined in the ALN Code of Practice: Cognition and Learning; Sensory and/or Physical; Emotional Health, Wellbeing and Behaviour; Communication and Interaction. All pupils with Statements of SEN have now been transferred to the new ALN system.

All IDPs have a regular review period of a year however, parents are often invited to meet with the ALNCo and/or class teachers to discuss ongoing progress. The ALNCo is available to discuss concerns relating to a child's ALN and can be contacted through the school office or ClassDojo.

The school website provides a platform for parents and carers to access information related to ALN including documentation from Welsh Government and well as the Local Authority.

## **Birchgrove Primary School**

### **Annual Report to Parents 2023- 2024**

The school work closely with Whitchurch High School cluster with Mrs Jones taking Cluster Lead responsibilities. This provides an opportunity to discuss provision for learners across the cluster, share best practice and offer training opportunities.

Consultations and support from LA staff have been invaluable throughout the year. Services used include: Educational Psychology Service; Specialist Teachers for Learning Support; Emotional Health, Wellbeing and Behaviour; Autism; Disability and Speech, Language and Communication.

School also regularly shares information and resources with: Speech and Language Therapists; the EMTAS team (Ethnic Minority and Travellers Advisory Service); Paediatricians; the Primary Mental Health Team, SCIP (Social Communication Interaction and Play); Occupational Therapy; and Health Visitors.

Although many families continue to work closely with SALT (Speech and Language Therapy). Therapists did not visit school to support pupils through the period 2023-24.

#### **FIXED TERM EXCLUSIONS**

There were 0 permanent exclusions in 2023-24.

There were 2 fixed term exclusions in 2023-24.

#### **SCHOOL PROSPECTUS**

A school prospectus in line with Welsh Government guidelines has been published and is updated annually. This can be found on the school website or is available from the school office on request.

#### **EXTRA-CURRICULAR ACTIVITIES**

A number of clubs and extra-curricular activities re-established themselves this year. They run after school and during lunchtimes. They included:

##### **Choir**

This very popular club run by Mrs Jones, Mrs Roberts and Mrs Hunt is open to any child in years 3-6. During the year, they have learnt a wide repertoire of songs and had a busy and successful year. They have sung for members of our local community as well as holding a delightful Carol Service and summer concert in aid of City Hospice.

##### **Music club**

Organised and led by Mr Williams pupils from years 5 and 6 chose and practised items to share with the local care home.

##### **Drawing Club**

This club run by Mrs Couper is held after school on Thursdays for pupils in years 4 -6. It is a fun and informative club to develop a wide range of drawing skills and to experience using a range of materials.

##### **Sewing Club**

Mrs Barrett ran an introductory sewing club for children in year 2 where the children have enjoyed sewing various items whilst improving their skills.

##### **Sports club**

Sports Club is available for years 5 and 6 pupils and run by Mr Williams and Miss Anthony. it is very popular and enables pupils to develop a range of different sporting skills

##### **Netball Club**

Led by Mrs Bertelli this club enabled pupils to develop their netball skills

## Birchgrove Primary School Annual Report to Parents 2023- 2024

### Hockey club

Similar to netball club the hockey club run by Miss Lewis enabled pupils to develop and practise a range of skills required to play hockey.

### Wellbeing Clubs

These clubs provides an ideal opportunity for pupils to relax and focus on a healthy mind whilst completing wellbeing activities including Lego and drawing. Pupils choose activities which focus on relaxing and creating a positive mindset.

### Book Club

Pupils from different year groups met to share favourite books and read together,

### STEM Club

Miss Gibbon and Miss Broughton ran a club for year 2 pupils aimed at developing science based concepts and ideas. The focus was on experimenting and asking questions whilst learning more about the world around us.

### Film Club

Pupils who attend film club enjoy watching and discussing different films with Mrs Naish.

### Minecraft Club

A club run by Mrs Miles to further develop Minecraft skills. This group also participate in working with other schools online.

### AFTER SCHOOL CLUB

**Superstars Wales** run an after school club for all children in the school. The club runs on site daily, from 3.30p.m. until 5.30p.m., offering a range of activities including sports, drama and craft. The cost per session is £8:50 which includes a snack. Superstars also offer clubs in the school holidays although these usually take place at another local school.

Running alongside our Breakfast Club, which is free and open to children from 8.05am each morning, these clubs offer working families safe, familiar and well-organised daily child care.

### SCHOOL VISITS, VISITORS AND EVENTS

The school is very fortunate to welcome many visitors and attend many visits throughout the year. The following is not an exhaustive list.

Reception	Visits from a vet, baby and mum, school nursing team, local police officers and a range of people who help us. Visit from Dinomania
Year 1	Visits to Newport Wetlands, local community and St Thomas's church for a Christingle service. Visits from paramedics, nurse, 'grandmother', 'baby' and Animal Zone.
Year 2	Visit to Rest Bay. Visits from Spectrum, fire service, and local people to discuss their roles. Virtual tour of St Fagans 1960s house
Year 3	Visits to Cardiff Castle, Bute Park, Bryngarw Country Park, St Fagans and Heath park. Visits from Technocamps, police horses and Anna McMorrin MP.
Year 4	Visits to the Royal Mint, Big Pit, Cardiff Bay, Bethel Baptist and Bethesda churches, Ogmore for a beach clean and the local area for litter picks.

**Birchgrove Primary School**  
**Annual Report to Parents 2023- 2024**

	Workshops from Technocamps, National Grid, Marine biologist, dentist, and Show Racism the Red Card
Year 5	Visits to Heath Park, NDEC Ebbw Vale, Llancaiach Fawr, Techniquet, University of South Wales, Bethesda church and Maindy cycling track. Visits from Animal Zone, fire service, local police officers, Technocamps.
Year 6	Visits to Crucial Crew, Chapter Arts, WHS for a range of sports tournaments, Senedd, Bethesda church, NDCE Ebbw Vale and Morfa Bay residential trip. Visits from Julie Morgan, Tax Facts ambassador, Technocamps, Lush, Magistrates in the community, Spectrum and Cycling proficiency training.
Small Group, Whole School or Key Stage Events	<p>Class Assemblies, Christmas plays, Christmas parties and discos, St David's Day, Sports Days, Christmas jumper day, Easter bonnet parade, Children in Need, Technocamps working with the Digidudes, rugby, Tesco carol singing and assisting with Foodbank collections, Families Learning Together project and a whole school workshop from Dwr Cymru.</p> <p>South Wales police have worked with pupils throughout the school on topics such as people who help us, stranger danger and drug awareness Ministers from local churches regularly visit to hold assemblies and talk to the children. A range of parental workshops and open door sessions including a focus on literacy and numeracy.</p> <p>A relative new venture this year was developing our link with Llys Enfys nursing home which saw groups of pupils go to the nursing home to entertain the residents with a range of musical items before chatting to them over a glass of squash and a biscuit. This was also extended in the later part of the year to attending Goldies singing groups.</p>

**COMMUNITY LINKS**

The Birchgrove PTFA exists to bring children, staff, parents and friends together socially in support of the school, to enhance the education of our children. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the PTFA when their child joins Birchgrove

Not all of our events are held as fundraisers, some are provided with the aim of giving the children a good time and as a way of thanking families for their continued support for the PTFA. Our biggest fundraisers are the two fayres at Christmas and in the summer which make up the major part of our annual fundraising efforts. Funds are also raised through activities such as discos, film night, prize draws, parent entertainment evenings, preloved uniform sales and our Friday Tuck Hub.

Despite the extremely difficult economic climate this year has been another fantastic year with £11,000 donated to the school through the PTFA. This has helped to finance the KS 2 sports day at NIAC, new portable interactive whiteboard, code-a-pillars, keyboard stand, equipment for Daphne the school dog, speakers, maths resources, books for reading corners and to supplement reading scheme.

The school also has strong links with the local PCSOs who visit the school regularly to talk to and educate pupils. 2 local councillors are active members of the Governing Body.

**DONATIONS AND FUND RAISING**

Thank you for all your unstinting support in all our fund-raising efforts. The following charities were supported this year:

## **Birchgrove Primary School** **Annual Report to Parents 2023- 2024**

- Children in Need
- Marie Curie
- Young Minds Trust
- City Hospice
- Poppy Appeal

The generous spirit and caring attitude of Birchgrove pupils (and their parents) continues unabated. The children enjoy planning events, bringing in items to sell, running cake stalls etc. for a variety of fun fundraisers. Many children continue with their independent fund-raising outside school.

### **EQUALITY**

We aim to provide a happy, caring environment in which all children can feel confident and able to learn. We seek to foster an environment of mutual respect and support between all staff, pupils, parents and carers and the wider community.

Our school is committed to eliminating any unlawful discrimination on grounds of Race, Gender, Transgender, Religion or Belief, Disability or Sexual Orientation, Pregnancy or Maternity, Marriage or Civil Partnership by creating an environment where every individual, regardless of ability or background, is able to participate and is valued fully as a member of the school community. Being opposed to all forms of discrimination and prejudice we promote a positive attitude towards differences and expect respect for people of all backgrounds.

Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the local community and through this involvement aims to provide positive images, which challenge stereotyped thinking.

Any language or behaviour which is racist, sexist, homophobic, disablist or potentially damaging to any group will not be tolerated and will be challenged and monitored. All incidents are reported and logged and reported to the Governing Body.

### **THE SCHOOL CURRICULUM**

Our school curriculum is designed in line with the Curriculum for Wales guidance. Staff plan learning opportunities through referring to the statements of what matter and descriptors on learning, ensuring challenge and progression. There are three progression steps. Progression steps are part of the descriptors of learning. They describe how learning should progress within each statement of what matters across the learning continuum.

Progression Step 1 = Nursery and Reception age pupils

Progression Step 2 = Year 1, Year 2 and Year 3 age pupils

Progression Step 3 = Year 4, Year 5 and Year 6 age pupils

The six areas of learning and experience (AOLE) and the four purposes underpin our curriculum design.

The six AOLES are:

- Mathematics & Numeracy
- Humanities
- Expressive Arts
- Health & Well-Being
- Languages, Literacy & Communication
- Science & Technology

## **Birchgrove Primary School**

### **Annual Report to Parents 2023- 2024**

A school's curriculum is everything a learner experiences in pursuit of the four purposes. It is not simply what we teach but how and why we teach it. Our curriculum design ensures that it meets the needs of our learners and the context in which the school is set.

The Four Purposes:

- Ethical informed citizens
- Healthy, confident individuals
- Ambitious, capable learners
- Enterprising, creative contributors

The mandatory areas of the Curriculum for Wales that span the learning continuum are:

- The cross-curricular skills of literacy, numeracy and digital competence
- The six areas of learning and experience (AOLE)
- Relationships and sexuality education (RSE)
- Religion, values and ethics (RVE)

Our underlying philosophy will always be that we strive as best we can to cater to each pupil's individual needs. This may lead to planning individual programmes of study and will certainly involve the grouping of children at times, in mixed ability groups or otherwise, according to needs. Flexibility is essential to give the child our best possible support.

#### **HEALTHY EATING AND DRINKING**

The school actively promotes healthy eating and drinking. Water is readily available for all children throughout the school day. Children are encouraged to bring healthy snacks to school and milk is provided for all pupils in reception, years 1 & 2. Fruit tuck is available throughout the school at a reduced cost.

#### **SCHOOL SPORTING AIMS AND PROVISION FOR SPORT**

At Birchgrove Primary we are very pleased to give sport and physical development a high priority. Our main aim is to meet the requirements of the Curriculum for Wales through our teaching and to extend our provision for sport through a planned involvement in voluntary extra-curricular activities. During the academic year, we were able to offer a range of clubs facilitated by school staff.

Throughout the year pupils were able to compete against other schools in a range of different sporting activities. We were also pleased to offer cycling proficiency training for year 6 pupils and safe scooter lessons for younger pupils.

We believe that physical activity is important because it promotes:

- A healthy lifestyle and develops positive attitudes to help cope with both successes and failures.
- An understanding of working within a safe environment to prevent injury to themselves or others.
- The development of interpersonal skills by helping pupils to be aware of their roles as members of teams or groups.
- Development of the personal qualities of commitment, fairness, and enthusiasm.
- Physical development and physical competence.

#### **COMPLAINTS**

The governors sincerely hope that any concerns and problems can be addressed by discussion with the Headteacher and staff prior to becoming an issue for the attention of the governing body and the Local Authority. The first point of contact in the event of a concern is always, out of courtesy, the Headteacher.

If there are however, issues which cannot be resolved then a copy of the school's procedures on complaints is available at the school or on the school website.

## **Birchgrove Primary School**

### **Annual Report to Parents 2023- 2024**

#### **PREMISES**

The last year has seen further improvements and refurbishment to the school environment, always a challenge with such an old building. The most significant improvement was repairs to the main roof and the installation of a ramp into the demountables.

#### **TOILET FACILITIES**

There are 7 sets of toilets available to the pupils; and 3 sets of staff toilets, including 1 disabled toilet. These are cleaned daily by cleaners employed by the Local Authority. The site manager is responsible for ensuring that toilet paper, soap etc. is available for use by pupils and staff and inspects. They are replenished as necessary. During PSE lessons we reinforce the need to wash hands after using the toilet, and pupil posters to promote hand washing are displayed throughout the school.

Finally the Governing Body wish to place on record their appreciation of all staff, teaching and non-teaching, permanent, temporary and supply, who have made a valuable contribution to the running of the School during the year.

# Birchgrove Primary School

## Annual Report to Parents 2023- 2024

CARDIFF COUNCIL/GYNGOR CAERDYDD  
SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2023-2024

1

Governing Body/Corff Llywodraethu of: Birchgrove Primary School

	Governor Approved Budget/Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/ Gwariant Cyflawnedig	
	£	£	£	£
<b>Staffing costs/Costau Staff</b>				
Teaching Costs/Costau Addysgu	1,024,853		1,015,411	
Special Needs Teachers/Athrawon Anghenion Arbennig	68,972		68,564	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n deun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	0		11,130	
Long Term Supply/Llanw Hir Dymor	37,829		58,311	
Special Needs Support Staff/Staff Cynorthwng Anghenion Arbennig	54,947		84,269	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyyr Meithrinfa/ Cynorthwion Athrawon / Cynorthwyyr	361,422		343,864	
Foreign Language Assistants/Cynorthwyyr iaithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwytywyr Canol Dydd	24,031		16,999	
Library Staff / Ailans Officer/Staff Llyfrgeil / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	54,584		50,913	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	12,489		8,795	
Other Staff Costs/Costau staff eraill	25,321		37,342	
Performance Management/Rheoli Perfformiad	0		0	
<b>Total Staffing Costs/Cyfanswm Costau Staff</b>		<b>1,884,248</b>		<b>1,895,508</b>
<b>Premises Related Costs/Costau Eiddo</b>				
Caretaking Staff/Staff Gofalwyr/Domestic Staff/Staff Domestig	29,642		28,691	
Grounds Staff/Staff y Tir	0		0	
Cleaning Costs/Costau Glanhau	44,927		41,922	
Energy Costs/Costau Ynni	46,300		43,847	
Rates/Cyfraddau	19,394		19,394	
Repairs and Maintenance/Atgyweiriau a Chynhaliath	22,636		8,224	
Water/Dŵr	4,725		4,887	
<b>Total Premises Related Costs/Cyfanswm Costau Eiddo</b>		<b>167,624</b>		<b>144,764</b>
<b>Transport Costs/Costau Cludiant</b>				
Pupil Transport Costs/Costau Cludiant Disgyblion	0		0	
Staff Transport Costs/Costau Cludiant Staff	0		0	
Vehicle Costs/Costau Cerbydau	0		0	
<b>Total Transport Costs/Cyfanswm Costau Cludiant</b>		<b>0</b>		<b>0</b>
<b>Supplies and Services/Cyflenwadau a Gwasanaethau</b>				
Teaching Materials/Adnoddau Addysgu	12,000		10,042	
Equipment, Furniture, Materials & music tuition/Offe, Dodrefn, Deunyddiau a hyfforddiant cardoriaeth	554		326	
Library Books & Materials/Lyfrau a Deunyddiau Llyfrgeil	0		0	
Catering Costs/Costau Arllyso	4,000		0	
Unallocated / Savings to be found/Arrian heb ei ddosbarthu / Cynllun	20,579		0	
Communications Equipment and Services/Offe a Gwasanaethau Cyfathrebu	3,483		10,485	
Consultants Fees/Floedd Ymgynghorwyr	0		0	
Examinations Fees/Floedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	4,000		16,489	
Clerk to Governing Body/Clerc y Corff Llywodraethu	1,013		554	
Other office costs/Costau swyddfa eraill	5,200		7,698	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	5,250		3,576	
Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliath a throulau	0		65	
<b>Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau</b>		<b>56,079</b>		<b>49,224</b>
<b>Central Services/Gwasanaethau Canolog</b>				
School Meals/Prydau Ysgol	0		0	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	17,009		15,423	
<b>Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog</b>		<b>17,009</b>		<b>15,423</b>
<b>Income/Incwm</b>				
Additional Central Funding/Nawdd Canolog Ychwanegol	-201,023		-49,327	
Community Education/Addysg Cymunedol	0		0	
Donations/Rhoddion	0		-35,577	
Lettings/Gosodiadau	-3,800		-6,430	
Other Income/Incwm eraill	0		-13,281	
Grant Income/Incwm rheit	0		-301,555	
Sales/Gwerthiannau	0		0	
School Meals Recharge/Talu am Brydau Ysgol	0		0	
Training and Tuition Income/Incwm Hyfforddiant	-17,400		-5,000	
<b>Total Income/Cyfanswm Incwm</b>		<b>-222,223</b>		<b>-411,170</b>

# Birchgrove Primary School

## Annual Report to Parents 2023- 2024

Interest on Investments/Llog ar fuddsoddiadau	0	-471		
School Investments/Buddsoddiadau Ysgol	0	471		
Withdrawal Investments/Buddsoddiadau Dileadau	0	0		
School Deficit/Gwariant Ysgol				
Temporary Loans/Benthyciadau Dros Dro	0	0		
Temporary Loans/Benthyciadau Dros Dro	0	0		
Interest/Llog	0	0		
	0			0
<b>Total Interest and Other/Cyfanswm Llog ac arall</b>				
	1,682,736			1,493,840
<b>Total Net Expenditure/Cyfanswm Gwariant Net</b>				
Less Uninvested Balance Brought Forward/Lai'r Balans na fuddsoddiwyd a ddygwyd ymlaen		-229,166		-19,394
Less earmarked Rates/Lai'r Cyfraddau a glustnodwyd		-19,394		-40,270
Contribution to / from balances/Cyfraniad i / o falansys				
		1,434,176		1,434,176
<b>Revised Net Expenditure/Gwariant Net Diwygiedig</b>				

Summary/Crynodeb	
<b>Total resources available in 2023-2024 / Cyfanswm adnoddau ar gael yn 2023-2024</b>	£
School balances Brought forward from 2022-2023/Balansau ysgol a ddygwyd ymlaen o 2022-2023	238,254
School Loans Brought forward from 2022-2023/Benthyciadau Ysgol a Ddygwyd ymlaen o 2022-2023	0
Prior Year Adjustment/Cyn Addasiad Blwyddyn	0
Total delegated resources/Cyfanswm adnoddau diprwyedig	1,453,570
<b>Total/Cyfanswm</b>	<b>1,691,824</b>
Actual Expenditure/Gwariant Cyflawnedig	1,493,840
Less change in investments/Lai'r newid mewn buddsoddiadau	471
Less Movements in Temporary Loan/Lai'r Symudiadau a Benthyciadau Dros Dro	0
Less variance in earmarked rates/Lai'r amrywiad â chyfraddau a glustnodir	0
<b>Total balance carried forward to 2024-2025/Cyfanswm Balans a ddygwyd ymlaen i 2024-2025</b>	<b>198,455</b>
<b>Statement of Balances Held/Datganiad Balansau</b>	£
Uninvested Balance as at 31st March 2024/Balans na fuddsoddiwyd ar 31 Mawrth 2024	188,897
Invested Balance as at 31st March 2024/Balans a fuddsoddiwyd ar 31 Mawrth 2024	9,558
Outstanding Loans as at 31st March 2024/Benthyciadau dros ben ar 31 Mawrth 2024	0
<b>Total Balances held as at 31st March 2024/Cyfanswm Balansau ar 31 Mawrth 2024</b>	<b>198,455</b>

for Corporate Director Resources  
Prif Cyfarwyddwr Corfforaethol Adnoddau

\_\_\_\_\_  
*I. Allwood*