Ysgol Gynradd
Trelales
Primary School

PROSPECTUS



Well Street. Laleston, CF32 0LF 01656 815610 www.trelalesprimaryschool.co.uk

Shine bright and be your brilliant best!

Byddwch yn llachar a byddwch yn wych!

Expolore, Discover, Wonder, Imagine, Succeed!





Croeso! Welcome!

A warm welcome to Trelales Primary School and the Trelales Family. I hope this prospectus will give you a flavour of our lovely school, of which we are all very proud. You are very welcome to make an appointment to visit the school and experience first-hand the facilities and what we have to offer.

At Trelales Primary School we create a school built on respect, where children can develop self-confidence and reach their potential in the many areas of our broad and balanced curriculum.

We have high expectations of our children in terms of learning, behaviour and attitudes and aim to provide your child with the experiences, knowledge and skills they need to become independent learners and to inspire them to 'Shine bright and be their brilliant best!'.

We are proud of the atmosphere of friendliness, inclusion and co-operation, which is always evident in our school. We recognise that every child is special and has their own contributions to make.

We value all our children and believe that their time in school should be rewarding and fulfilling. We pride ourselves on getting to know each of our children as individuals and celebrating their achievements and progression together. We believe in community and value close co-operation with our parents/carers.

As parents/carers, there are several things you can do to help:

- Do reassure your child(ren) about school; talk to them positively about their teacher, the activities they are doing, the friends they are making and the happy time they will have

- Keep us informed of any significant details relating to your child's education. For example, tell us of any allergies, major health problems, or personal circumstances, which might be significant. This information will be regarded as confidential and will help us to care even more effectively for your child

- Do not hesitate to come and see us if there is a matter you wish to discuss or concerns you wish to share

We actively encourage parents to become involved in their children's education and look forward to working with you in the future. We wish your child a happy introduction to the school and successful progress through their time with us. We strongly believe that your involvement in this process is crucial, and we will provide frequent opportunities to keep you informed about the ways in which we are working with your child. We are keen to have parental involvement at all levels where possible and if you have any spare time to come into school and work with us, we would love to have you. We look forward to working in partnership with you and your child.

By working together, we can ensure that our children are both happy and successful at school.

About Our School



Trelales Primary School is situated in the beautiful and quiet village of Laleston, which is just outside of Bridgend. The original school opened in 1927 and has grown in size since, with several extensions over time. We are spoilt with extensive grounds for the children to use and enjoy, including; a large playground, gardening area, orchard, grassed area with climbing frame, a nature area, a multi use games area (M.U.G.A) and large playing field adjacent to the school. We admit children from Nursery age to Year 6 and we currently have one class per year group from Nursery - Year 6. We can admit a maximum of 30 children per class.

Breakfast Club

Trelales provides a breakfast club facility daily. Doors open and 8.20am and close at 8.30am. The club concludes at 8.50am when pupils are taken to their classrooms. Children are provided with toast, cereal, yogurts, fruit, fruit juices, milk or water. The service is facilitated by Bridgend County Borough Council's Catering Services.

After School Childcare

An after school childcare facility is provided at Trelales facilitated by a company called Simply Out of School. The club is situated in the main building of the school and pupils accessing the club are collected by staff from their classrooms. The provision runs from 3.30 - 5.30pm (3:00pm for Nursery pupils). This is a paid service and contact details for this can be obtained from the school office.

School Session Times:

Year group	Timings
Nursery	8.50 - 9.00 Doors open 9.00 - 15.00 Lunch 11.30-13.00
Reception	8.50 - 9.00 Doors open 9.00 - 15.30 Lunch 11.50 - 13.00
Years 1-6	8.50 - 9.00 Doors open 9.00 - 15.30 Lunch 12.00 - 13.00

From 8.50am each morning, class teachers are present in the classroom to meet and greet the pupils before the start of the school day and registration at 9.00am.



School Uniform

We believe that wearing a smart, consistent uniform helps foster a sense of pride and belonging in our school community. All pupils are expected to wear the correct uniform every day, as it reflects our high standards and commitment to learning. We are grateful for your support with this.

The uniform is as follows:

- Bottle green jumper, cardigan, fleece or hoodie
- Yellow polo shirt
- Black or grey trousers, shorts, skirt or pinafore dress (with black or grey tights)
- Green and white check summer dresses
- Black school shoes or black trainers that are practical and comfortable
- PE kit – black or grey shorts or joggers white round neck t-shirt or house T-shirt that is available to buy via the Friends of Trelales.
- An appropriate coat for the outdoors

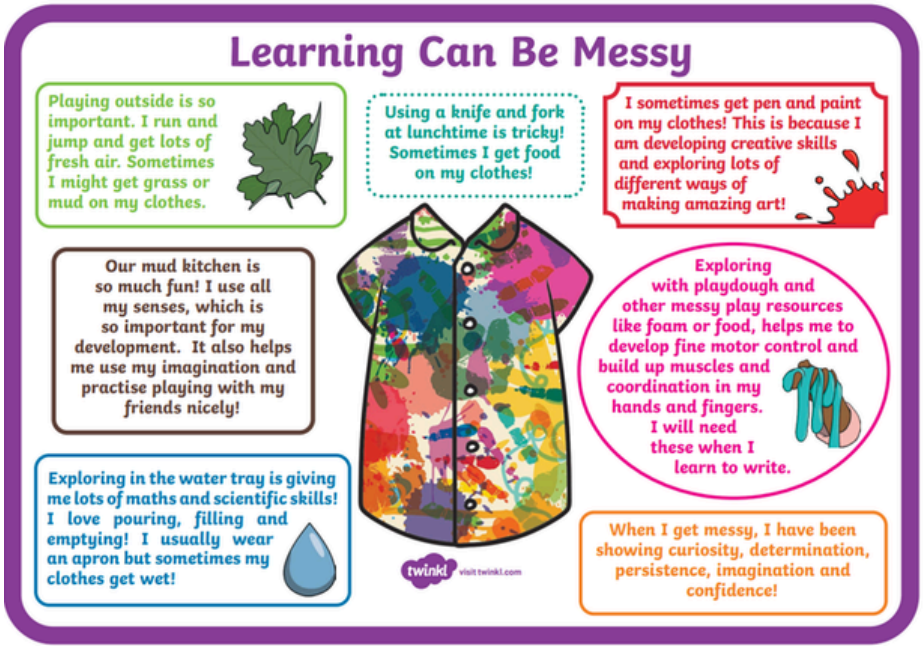
Badged uniform is available in Bridgend school uniform shops and local supermarkets sell a plain version.

Children are permitted to wear PE kit to school on their allocated PE days. With a school jump on top. For children who attend after school sports, we ask that they wear uniform on these days and bring their kit to change after school for the club they are attending.

Please ensure that your child's clothing has his/her name on ALL items. There is a swap shop or PTA stand for preloved uniform items at several points throughout the year.

Jewellery: For health and safety reasons pupils are not permitted to wear jewellery in school with the exception of a pair of stud earrings if they have pierced ears. Wearing jewellery of any kind can be dangerous for your child because the jewellery may get caught or accidentally pulled which can cause a painful and unpleasant accident.

For anyone struggling to purchase uniform we encourage you to speak to the school office who can provide you with support around this through applying for a School Essentials Grant.





Medication

It is essential that the school is informed of any medical conditions or requirements your child may have. Parents and carers must complete a medical information form, which is available from the school office or on our website. This ensures we can provide appropriate care and support during the school day. If your child requires medication to be administered at school, please contact the office to discuss arrangements and complete the necessary consent forms. All medication must be clearly labelled and handed directly to a member of staff—children should not carry medication in their bags.

Emergency Closures

On the rare occasion that the school needs to close unexpectedly, we will notify parents and carers as soon as possible. A text message and/or email will be sent to all registered contacts using our communication system. Please ensure your contact details are kept up to date with the school office to avoid any delays in receiving important information.





Admissions

The entry of children to schools is controlled and administered by an 'Admission Authority'. In the case of community schools, this is Bridgend County Borough Council (LEA). In accordance with the Education Regulations 1999, the relevant area for the Admission Authority is the geographical area of the County Borough of Bridgend. Where the LEA is the admission authority, the school's governing body is under a duty to implement the LEA's decision on applications, and to act in accordance with the LEA's admission arrangements.

Children are admitted into each year group up to our standard number. Parents who require a place for their child need to make an appointment to meet with the Head Teacher in order to discuss admission and to look around the school. Children are invited along to this meeting so that they can become familiar with the school. The child may start whenever a parent requests.

Parents of children already in other local schools are asked to discuss the move with the headteacher of the school that their child currently attends. We do not accept children from neighbouring schools until the headteacher of that school has been informed and we do not encourage the move unless a valid reason can be given.

We provide prospective parents with a copy of our prospectus and we provide all parents with an information form to fill in before their child begins school.

If a child is admitted to Trelales from another school, our administration officer requests records from a child's previous school, some of which may be included in our database.

Safeguarding and Child Protection

The school safeguarding policy is updated each year and the most recent version can be found on the school website. Keeping everyone safe is our number one priority and if anyone sees anything on our school site that could be deemed as unsafe, it is expected that this is reported to one of our Designated Safeguarding Persons (DSPs) as a matter of urgency.

Designated Safeguarding Persons:

Damon Gibson - Head Teacher
Jo Fitzgerald - Deputy Head Teacher
Sue Davies - Chair of Governors



A fortnightly newsletter is sent home to all parents. Parents' evening is held twice annually and parents are encouraged to contact class teachers via the school office to discuss any concerns or worries. Class Dojo is one of our most invaluable tools that we use to keep our parents informed. Our staff will try our very best too...

Communicating to Parents

01

Include all groups of learners

Inline with the schools inclusion guidelines

02

Provide photos and videos

- Trips
- Visitors
- Special events
- Fundraisers
- Church Services

03

Provide Regular Information

- Reminders
- To do
- To prepare

04

Share learning with parents

Help to spark conversations about school at home

Curriculum For Wales

Curriculum for Wales became statutory in September 2022. There are four purposes to the curriculum and six area of learning and experiences (AOLE). These underpin curriculum design at Trelales.

The four purposes are:

. 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 six AOLES are:

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

The four purposes are the starting point and at the heart of learning and teaching at Trelales. We strive to ensure they permeate though all aspects of school life.

Curriculum

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

Our Curriculum Vision

At Trelales we strive to create an irresistible and imaginative learning environment within a happy and caring setting. Through exploration and discovery, we aim to develop a sense of wonder and enchantment through the provision of authentic and meaningful learning experiences. We enable pupils to flourish as ethical, independent and confident individuals with a strong sense of worth, who are encouraged to celebrate their own successes as well as the success of others. We endeavour to inspire our pupils to become ambassadors for the Laleston community, Wales and the wider world.

Our Curriculum Offer

The Trelales Curriculum:

- Considers all documentation guidance and mandatory aspects of Curriculum for Wales
- Considers a curriculum model that is primarily multi-disciplinary but that is flexible and can be interdisciplinary when needed, buying teachers autonomy and flexibility
- Provides a purpose and meaningful contexts for all pupils in our school - local, national and international
- Places greater consideration for the purpose of what we are doing.
- Provides a balance of knowledge and content, skills and experiences.
- Is progressive in both skills, knowledge and is conceptually progressive.
- Connects knowledge and skills.
- Is relevant to pupils today - what are they learning and why are they learning it?

The curriculum is based upon 3 Big Ideas: Growth and Change, Places and Spaces, Making a difference.

Our curriculum has been co-constructed with practitioners, parents and governors. We have worked alongside one another to inform, design and refine our vision in a continuing process of reviewal and reform.
At Trelales, we recognise that curriculum design is a continuously evolving process of revision and refinement. Our Curriculum is intended to be a flexible vehicle through which the changing and developing needs of all our learners can be met. We will be engaged in the ongoing cycle of monitoring, evaluating, planning and reviewing. Reflective practice, professional learning and stakeholder collaboration will inform future curriculum decisions ensuring that aspirations to provide an excellent educational experience for every pupil are achieved.



Learning and Teaching

At Trelales we believe that the key to successful learning is excellent teaching as outlined in the twelve pedagogical principles. We are committed to ensuring that we know each individual learner well in order to achieve equity and excellence for all. We enable our pupils to develop and achieve at a level that reflects their own educational needs. Assessment for Learning strategies are embedded into our classroom practices to ensure appropriate next step planning and differentiation. A wide range of teaching strategies are used in all year groups, and our Teaching and Learning Policy can be found on our school website.

Positive Relationship and Behaviour Management

Trelales has 3 school rules. Be Ready, Be Respectful and Be Safe. We always promote excellent behaviour in our school by:

- Working collaboratively with parents so that children receive consistent messages about how to behave at home and in school.
- Setting high standards and expectations of how we relate to one and other and role modelling these as adults.
- Communicating the school's positive behaviour approach and expectations to every pupil and referring to it regularly.
- Promoting and celebrating rewards and achievements and having a celebration assembly to recognise these achievements each week.
- Working (where necessary) with support agencies e.g. Educational Psychologist Service, Behaviour Support Teams, Social Services and Medical Support.



Local Community Links

It is important that our children are aware of and develop an understanding of our local community and how it impacts on their lives. To enable us to do this we invite members of our community into school to talk to and work with our children. Such people include: Police, Fire Brigade, School Nurse and Local Vicar. If you would like to come to school to talk about your profession, then please let a member of staff know and we will try our best to fit it into our curriculum planning.

Friends of Trelales (FOTS)

We are very fortunate at our school to have a supportive and pro-active team of parents and carers that make up the Friends of Trelales. All are volunteers who work extremely hard to think of new and exciting ways to raise money for our school. FOTS plan for events to take place throughout the school year and they often coincide with popular, annual celebrations. Although the aim is to raise money for our school, the events are also enjoyable for the children and are often a way to bring together our whole school community. There are lots of different ways that parents can get involved with FOTS; attending events, donating prizes, contributing to stalls and many more. All the funds that are raised by FOTS go directly towards enhancing the children's experiences at our school. Typical events that take place during the academic year are Christmas and Summer Fayres, discos and shopping events.



Welsh

At Trelales we value and pride ourselves on immersing the children in celebrating the Welsh culture and language. Through the year, we study and take part in numerous celebrations in order to do this, annually celebrating our School eisteddfod and studying Welsh literature, art and music.

Welsh is taught daily and the use of incidental Welsh promotes the understanding and use of the language.



Extra-curricular Activities and Clubs

The school runs many extra-curricular activities including football, rugby, netball, cross country, cricket, basketball, choir and multisport club. Some clubs are run after school and others during the lunch hour. Some are all year round whilst others are seasonal. Music lessons for older pupils are available through CAVMS (Cardiff and Vale Music Service), these are funded by parents.

Sport and Healthy Schools

We place a strong emphasis on maintaining a healthy, active lifestyle at Trelales, and we have extensive grounds to promote this including a multi-use games area (M.U.G.A.) and a playing field suitable for playing rugby, football, athletics and cross country running. The school grounds house a climbing frame and trim trail, open grass spaces and a nature area. We are very proud of this area that includes a pond, log circle and growing orchard. Outdoor learning for all age groups is integral to what we do and we recognise the positive impact learning outdoors can have on physical and mental health.



Trelales aims to provide many sporting opportunities for pupils who can compete against other schools, in local tournaments and in house events. All pupils from Year 3 upwards are given the opportunity to attend swimming sessions and children's sporting achievements from outside of school are recognised and celebrated.

Trelales works closely with Cwm Taf Morgannwg Public Health Team and follows the healthy school scheme. We encourage children to stay hydrated and drink water which they can access at several points during the school day. Children are encouraged to bring healthy snacks and children can choose to have a nutritionally balanced school lunch or a packed lunch each day. The lunchtime menu is available on our school website.



Educational Visits and School Trips

Educational Visits and School trips are arranged by class teachers. Parents will be contacted to explain what the trip is and the cost of attending the trip. If parents are experiencing any difficulties with paying for trips then they should contact the school office. We will always be compassionate and no child will miss a trip on the basis of non-payment. However, if funding is an issue, a trip could need to be cancelled. Parents will be expected to inform us if medication is required, this will then be highlighted so that staff can ensure that medication for pupils is packed carefully and kept with the member of staff monitoring those particular children at all times.

On the day of the trip, all aspects of the risk assessment(s) must be adhered to throughout the duration of the trip. A non-routine visit form is signed on entry to the school. This enables staff to take pupils out locally (to the local park, village or church for example) without having to ask parental permission each time. When doing this, staff will always be expected to stick to the correct ratios and to abide by relevant risk assessments. Residential trips are arranged for the oldest children on an annual basis.

Charging Policy

When organising school trips or visits which enrich the curriculum and educational experience of pupils, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip.





Relationships and Sexuality Education

From September 2022, Relationships & Sexuality Education (RSE) has replaced the previous SRE (Sex & Relationships Education) and is a statutory part of 'Curriculum for Wales'. The RSE Code sets out the requirements for SRE which is structured within three broad themes of Relationships and Identity, Sexual Health and Well-Being and Empowerment, Safety and Respect. Within each of these themes, staff throughout the school will continue to ensure that our provision is age and developmentally appropriate for our learners. We use the Jigsaw resource to deliver progressive lessons and we will be consulting with our community and school families during the year to ensure that our provision is understood by all. As a statutory part of the curriculum, there is no 'right of withdrawal' from RSE.

Inclusion

Everyone is entitled to equality of opportunity, including those with protected characteristics mentioned in the 2010 Equality Act. Staff are passionate about inclusion and ensuring that all learners thrive during their time at the school. In all subjects we strive to avoid direct and indirect discrimination arising from disability. We make reasonable adjustments for pupils who have a disability. We recognise the inclusion of all children regardless of gender, identity, sexuality, age, race, religious background and beliefs. We endeavour to create a supportive environment where concerns or queries that are considered in breach of this act can be discussed openly. The school Strategic Equality Plan and associated documentation can be found on the school's website.

Religion, Values, Ethics and Collective Worship

Religion, Values & Ethics (RVE) is a mandatory part of 'Curriculum for Wales' as part of the Humanities AoLE. Our RVE provision has regard for the local SACRE syllabus and is pluralistic, taking account of the teaching and practices of the other principal religions represented in Wales whilst also reflecting that a number of non-religious philosophical convictions are also held in Wales. Our RVE provision is provided in an objective and critical way, taking an impartial approach that does not require or encourage learners to be religious or non-religious, or to accept a prescribed viewpoint. As a mandatory part of the curriculum, there is no 'right of withdrawal' from RVE (not to be confused with 'collective worship' - see below).

Collective worship ('assemblies') is a statutory part of school provision and is primarily Christian in character. We encourage pupils to consider and reflect on moral, social as well as spiritual issues. During assemblies, pupils are encouraged to explore their own and others' beliefs and values and to participate, respond to and challenge new ideas. Collective worship is structured to show sensitivity to the individual faiths and beliefs of all members of the school community. This includes visits from local faith groups. Any parents who, for religious reasons, wish to withdraw their children from collective worship are invited to discuss this with the head teacher to be aware of the possibility of alternative arrangements.

Additional Learning Needs (ALN)

A pupil has Additional Learning Needs if he or she "has a significantly greater difficulty in learning than the majority of others of the same age," or "has a disability for the purposes of the Equality Act 2010." Trelales is an inclusive school. We aim to provide every child with a broad and balanced curriculum where the needs of every learner are met. Most children, through good teaching and learning, make excellent progress. Any concerns over Additional Learning Needs and progress of a pupil, will be recognised and discussed as soon as possible.

The school aims to ensure interventions are put in place to support that child and their progress is monitored closely by the class teacher and Additional Learning Needs Co-ordinator. The school works closely with many outside agencies to seek support for pupils that do not make the expected progress despite intervention. Pupil centred strategies are used to put the learner at the heart of all decisions made. When a pupil is identified as having an Additional Learning Need an Individual Development Plan (IDP) will be written. The IDP will outline the pupil's main needs and how, as a school, we will ensure that their needs are met. Parents will play an important role in supporting to identifying the correct provision and will be involved throughout the process. Regular reviews will ensure that the provision remains appropriate.

Pupil Voice

Pupil Voice is an integral part of our school ethos and we ensure that children feel heard and listened to aligned with Article 12 of the UN convention on the Rights of the Child. Pupils are involved in making decisions about what and how they learn in each class asking questions and suggesting learning activities at the beginning of new topic enquiries. Pupils from Years 3-6 are involved in pupil voice committees that support the school. Examples of these include a school council, Eco warriors, Community Caretakers, Criw Cymraeg and a Health and Well-being group. We provide many opportunities for the children to share their views and create meaningful changes to our school throughout their time with us.

Attendance

At Trelales we expect children to be in school every day, unless there are extenuating circumstances. Trelales encourages regular and punctual attendance in the following ways:

- Providing a caring and welcoming learning environment that is fun.
- Responding promptly to a child's or parent's concerns about school.
- Marking registers accurately and punctually each morning and afternoon
- Celebrating good attendance in a weekly assembly. Awarding classes with high attendance with a trophy and the 'Always there Bear.'
- Monitoring closely the attendance of children and informing parents of any attendance concerns
- Meeting regularly with the Education Welfare Officers to discuss pupil attendance.

We expect that parents inform the school whenever your child is unwell and unable to attend school on the first day of the child's absence and telephone every day thereafter unless your child has a doctor's certificate.

Transition

Most of our pupils in Year 6 transfer to Bryntirion Comprehensive School which is the secondary school in our local cluster. Some of our pupils choose to attend other local secondary schools, including Brynteg and Porthcawl. We are in regular communication with secondary schools and transition opportunities are in place to ensure pupils experience a smooth and positive transition to their chosen secondary school. Transition experiences occur throughout the year, where pupils visit Bryntirion for sporting and drama events and lessons. Staff from Bryntirion also visit us at Trelales to deliver Maths, PE and French sessions. Our Year 6 staff and ALN Coordinator arrange transition meetings with the Head of Year 7 in the Summer Term to discuss each pupil attending to ensure their needs are understood.



Contact Us

We're here to answer your questions and guide you through the journey of joining Trelales Primary School feel free to reach out to us.

Office Information

Trelales Primary School
Well Street, Laleston, CF32 0LF

Office Hours
Monday to Friday: 9:00 AM - 3:30 PM
Closed on Public Holidays

Contact Information

Phone
01656 815610

Email
head@trelalesps.bridgend.cymru
admin@trelalesps.bridgend.cymru

Website
www.trelalesprimaryschool.co.uk

Deputy Headteacher: Mrs J. Fitzgerald
Chair of Governors: Mrs S. Davies


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File page for additional paperwork Logo and Vision to be printed on the flap

Shine bright and be your brilliant best!

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Trelales Primary School

Thank you for exploring Trelales Primary School. We look forward to welcoming you to our vibrant community where our children Shine Bright.

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Phone	01656 815610
Email	admin@trelalesps.bridgend.cymru
Website	www.trelalesprimaryschool.co.uk