

**Welcome to**  
**Mynydd Cynffig Junior School**



**Croeso i**  
**Ysgol Iau Mynydd Cynffig**  
**Prospectus**  
**2011-12**



**WELCOME TO MYNYDD CYNFFIG JUNIOR SCHOOL**

Mynydd Cynffig Junior School,  
Pwllgath Street,  
Kenfig Hill,  
Bridgend  
CF33 6ET

Tel: 01656 815760  
Fax: 01656 815764

e-mail: [head.mcj@bridgend.gov.uk](mailto:head.mcj@bridgend.gov.uk)

**Chair of Governors:**

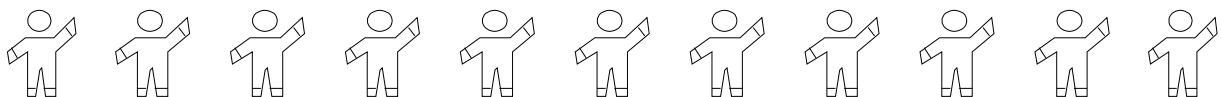
Mrs. M. Rogers  
29, Bridge Street,  
Kenfig Hill  
CF33 6DB

**LOCAL EDUCATION AUTHORITY**

**Our School is a County Junior School administered by :**

Ms. H. Anthony,  
Director of Children's Services  
Bridgend County Borough Council  
Sunnyside  
Bridgend  
CF31 4AR

Tel. : 01656 642600





## HEADTEACHER'S WELCOME

It is with pleasure that I extend to you a warm welcome to Mynydd Cynffig Junior School. We look forward to a long, happy and successful partnership. I hope that the following information will prove helpful to you.

The school is organised to accommodate seven classes, consisting of two Year 3 classes, two Year 4 classes, a Year 5 class, a Year 5/6 class and a Year 6 class. We anticipate a total school population in 2011-12 of approximately 175 children.

As a school we celebrate our achievements and look for quality in all our activities so that the children will become confident, well-rounded and able to work co-operatively, as well as independently.

We encourage the children to acquire knowledge and skills relevant to adult life and employment in a fast-changing world. We expect our pupils to develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical activity.

As important influences on our children, we believe in an active partnership between school, parents, teachers and the community. The school Governing Body plays an important and supportive role in providing the best possible education for your child.

Our teachers are always willing to discuss your child and his/her progress and we welcome your interest and concern. If you do happen to have a problem, please make it known as soon as possible so we can deal with it quickly.

We hope you will enjoy and support the various educational and social events that will be organised during the years your child remains at Mynydd Cynffig Junior School. Above all, may your child's experience here be a happy and successful one.

Mr. R. Goldsworthy.

(Acting Headteacher)

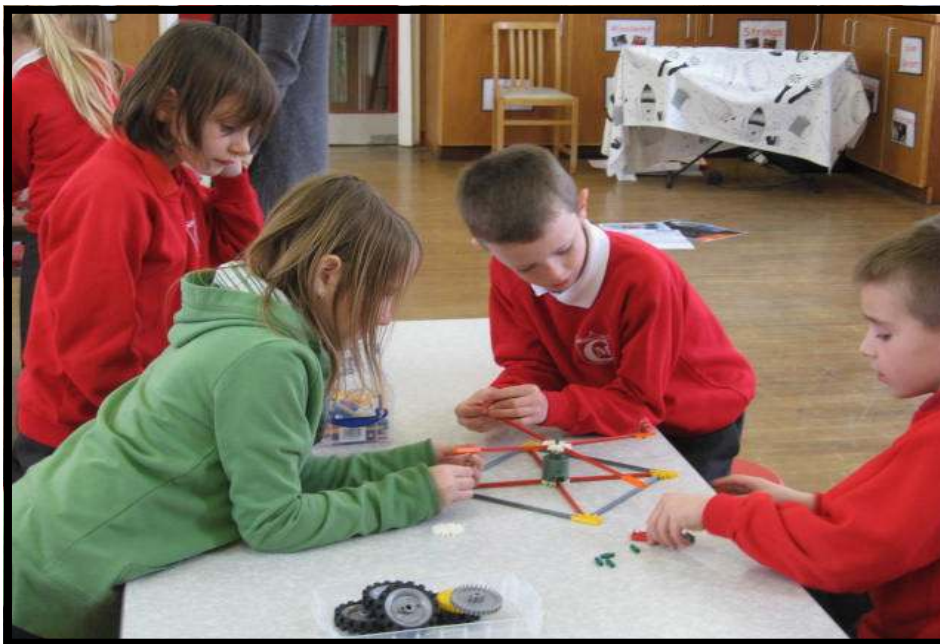
June 2011

## CONTENTS

School staff	P.5
Mission statement	P.6
ESTYN Inspection October 2009	P.7
School times and holiday dates	P.8
Coming to school -admissions	P.9
School clothing—uniform and PE kit	P.9
Our partnership with parents	P.10
Learning	P.11
Healthy Eating, School visits and Equal Opportunities	P.11
SEN	P.12
Our curriculum by subjects	P.12-15
PSE, Home-School Agreement and After School Clubs	P.15-17
National Curriculum assessment results	P.16
School dinners / Breakfast Club	P.17
Home-School Agreement	P.18
Attendance and Absences	P.19
Holiday form	P.20
Keeping your child safe in school	P.21
Administration of Medicine	P.22
School Rules	P.23
Behaviour	P.23-24
Data protection, Complaints procedure	P.24
The Governing Body	P.25
Safe Use of Images	P.26
Breakfast Club	P.27
Admission form	P.28-29

## Teaching & Non-teaching Staff

<b>Headteacher</b>	Mr. N. Davies (currently seconded to ESIS )
<b>Acting Headteacher</b>	Mr.R. Goldsworthy
<b>Deputy Headteacher</b>	Mr. C. Price
<b>Class 1</b> (Y.3)	Mrs. H. Power
<b>Class 2</b> (Y.3)	Mrs. L. Powis
<b>Class 3</b> (Y.4)	Miss K. Morgan
<b>Class 4</b> (Y.4)	Miss. K. Bevan
<b>Class 5</b> (Y.5)	Mrs. N. Jones
<b>Class 6</b> (Y.5/6)	Mr. C. Price
<b>Class 7</b> (Y.6)	Miss. K. Brace
<b>PPA Cover Teacher</b>	Mr. M. Pedler
<b>Learning Support Officer</b>	Mrs. A. Fyfe Mrs. J. Flower
<b>Classroom Assistant</b>	Mrs. D. John Mrs. S. Underhill
<b>School Secretary</b>	Mrs. B. Hancock
<b>Site Manager</b>	Mr. C. Griffiths
<b>Lunchtime Supervisory Assistants</b>	Mrs. K. Baker, Mrs. M. Penny, Mrs. R. Jones
<b>Cleaner</b>	Mrs. K. Baker
<b>Canteen Cook</b>	Mrs. P. Murphy
<b>Kitchen Assistants</b>	Mrs. E. Williams Mrs. M. Lawlor Mrs. D. Thomas
<b>Breakfast Club Supervisors</b>	Mrs. A. Evans Mrs. S. Evans Mr. C. Griffiths



## **Mission Statement**

Mynydd Cynffig Junior School aims to provide a happy, caring environment where everyone, pupils, governors, teachers and staff, is encouraged to achieve their best.

We would like all individuals to flourish within a stimulating atmosphere where learning is varied and enjoyable. We are aware of the fact that children have specific needs and we provide support so that children of all abilities can achieve success. As a staff, we aim to develop the whole child as they progress through the school so that they become confident and independent members of society. We expect everyone at Mynydd Cynffig Junior School to show respect and care for others and their environment. We work together to provide a good quality education which encompasses a wide range of academic and social experiences and develops a work ethic that they can build on. We hope to achieve this through a close partnership between children, parents, staff and the wider community.

***Learning and truth is the wise man's gold***



***Goreu Meddwl Grym Addysg Aur y Doeth Yw Gwir a Dysg***



## ESTYN Inspection - October 2009

**Mynydd Cynffig Junior School** was inspected as part of a national programme of school inspection in **October 2009**. The ESTYN Inspection team awarded Grade 1 (good with outstanding features) in each of the Seven Key Questions. They reported the following:

- This is a good school that has many outstanding features
- Very effective leadership and management provided by the Headteacher, Governors and School Staff are key factors in bringing about high standards of pupil achievement and sustained school improvement
- Attainment at the end of Key Stage 2 is good with outstanding features
- Trends in performance over the last 3 years show continuous improvement in all three core subjects
- Almost all pupils make outstanding progress in key skills
- Most pupils make outstanding progress in their bilingual competence
- Pupils of all ages make outstanding progress in their learning
- Pupils' behaviour is exemplary and they are very friendly towards each other showing great respect and kindness
- Pupils are very well motivated and enjoy learning
- Pupils develop an excellent understanding of their role in the community
- Almost 40% of lessons observed were graded as good with outstanding features, almost 25% higher than national percentages



## SCHOOL OPENING AND CLOSING TIMES

School starts	9.00 a.m. (no child should be in school before 8.50 a.m. unless attending Breakfast Club)
Morning break	10.30 a.m. - 10.50 a.m.
Lunch	12.00 noon - 1.00 p.m.
Afternoon break	2.10 pm - 2.20 p.m.
School ends	3.30 p.m.

## TERM AND HOLIDAY DATES 2011-2012

### Autumn Term 2011

Begins	Half term begins	Half term ends	Term ends
Thursday 01.09.11	Monday 24.10.11	Friday 28.10.11	Friday 16.12.11

### Spring Term 2012

Begins	Half term begins	Half term ends	Term ends
Tuesday 03.01.12	Monday 13.02.12	Friday 17.02.12	Friday 30.03.12

### Summer Term 2012

Begins	Half term begins	Half term ends	Term ends
Tuesday 16.04.12	Monday 28.05.12	Friday 01.06.12	Friday 20.07.12

School will be closed on **Monday, 7th May 2012** for May Day Bank Holiday.

The school will be closed for **seven** INSET/staff preparation days in addition to the periods shown above. Parents will be informed of these dates in due course.



## **ADMISSIONS**

The entry of children to schools is controlled and administered by an 'Admission Authority'. In the case of community and voluntary controlled schools, this is recognised as Bridgend County Borough Council (LEA). Where the LEA is the school's admission authority, the 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.

As a result of changes in the law, the LEA must allow all parents the opportunity to express a preference for the school they wish their child to attend. In the vast majority of cases, parents are quite happy to choose their local school, but it is now necessary for that school to be named on a form entitled 'Admission to Schools'. A copy of the form is available from any local school.

When you apply for a place at our school, please contact the Headteacher, who will put your child's name on the 'application list'. The Headteacher will be able to tell you of the likelihood of your child being admitted to the school, but this is no guarantee of admission if you reside outside the school's traditional catchment area. The Headteacher will decide on admissions during the term before your child is due to start school.

Parents of children starting school in September are invited to a meeting to discuss the transition from Infants to Junior School in the Summer Term.

## **SCHOOL CLOTHING**

We actively encourage all children to wear our school uniform. It gives our pupils a sense of identity, ownership and pride in our school. The school uniform consists of the following:-

Boys: Grey trousers, school sweatshirt, white or red polo shirt with school badge  
Girls: Grey trousers, skirt or pinafore dress, school sweatshirt, white blouse or red polo shirt with school badge

Sweatshirts and polo shirts with the school emblem can be purchased from school or, alternatively, from Fusion Clothing situated on Pyle Industrial Estate.

**Please make sure that clothing is labelled with your child's name.**

As you can imagine it is hard looking for a red top with 180 pupils in the school! From time to time lost property is displayed in school and parents are informed through the newsletter when this takes place. Any lost property left after these events is donated to charity.

## **CLOTHING FOR PE**

Your child will have a P.E. lesson at least once a week. Please provide them with a white t-shirt, white shorts and gym shoes. All articles of clothing should be clearly labelled with the child's name. In line with current Health and Safety recommendations, children will not be permitted to undertake any physical activities whilst wearing any of the following:-

1. Ear-rings or a watch
2. Baggy shorts / loose t-shirts (these could become entangled with the equipment)

For Sports Day the children are encouraged to wear T shirts in their house colours.

## OUR PARTNERSHIP WITH PARENTS

In working together we know that we can achieve the best for your children together. We value communication between home and school in order to support the children in the best possible way.

### Newsletter

The newsletter is either sent home or e-mailed on request each week on a Thursday. We try hard to make sure that as much information as possible is put into the newsletter and hope that parents find it informative.

### Parents meetings

You are invited to come into school for a meeting during the Autumn and Summer Terms to discuss your child's work and how you can support their learning at home. Please contact the school if you wish to talk to us at other times. We would be grateful if an appointment was made, as teachers will be able to give you their full attention, rather than trying to settle their class in or to dismiss them.

### Class assemblies

All parents, grandparents and friends are invited to share with the pupils in their class assemblies and to stay for an informal chat over tea or coffee. The newsletter will have details of dates and times of the assemblies. You will also be invited to share in events such as the Christmas and Summer concerts.

### Home-School Agreement

This agreement is signed by the school, pupil and parent. It outlines how we can work together to support the children.

### Homework

In response to parental opinion expressed in questionnaires given in June 2007, we reviewed our policy towards **homework**. Following a meeting where various stakeholders, including **Governors, teachers, pupils and parents**, had the opportunity to share ideas, the following proposals were trialled in the **Summer Term 2008** and, following evaluation, implemented as policy in **September 2008**:

- Each child will be given a homework diary, a homework book and their own labelled 'zipper' bag. This will allow parents to see what homework has been set, to know how well their child had done in their homework tasks and also to have the opportunity of writing comments regarding their child's approach to their homework. Improved communication between teacher and parent will support your child's learning.
- Children in all classes will have from the Friday to the next Wednesday to complete homework and that this homework will be on a greater variety of subjects, not just mathematics and / or English
- When necessary, appropriate methodology would be put on homework sheets, supporting parents in helping their child. Also, homework will sometimes be used to revisit previous weeks' work rather than work just done that week
- Children will be given a project to do sometime during each term linked to a theme from their classwork

**Reading** is vital. It was agreed that once a child had completed **Stage 16** of the reading scheme, they will progress to 'real' books as their home reader, e.g. novels, short-story anthologies, etc.

## **LEARNING**

Mynydd Cynffig Junior School aims to provide a positive atmosphere where all pupils are encouraged and enabled to achieve their best. We acknowledge that pupils learn in different ways and lessons are planned in order to provide opportunities for all learners. The school is situated in the village of Kenfig Hill and it aims to use the local environment for learning where possible. The pupils visit local facilities in order to make their learning real. The rich industrial heritage offers a springboard for history and geography studies.

As a staff we continue to review learning. We share the objective for the lesson with the pupils and discuss at the end of the lesson whether this has been achieved. We have built on training in learning styles and accelerated learning and are continuing to discuss learning in order to ensure that all pupils learn in the most effective way. Pupils gain an insight into the world of work through the development of skills in working collaboratively. Our Meaningful Work programme enables pupils to apply for jobs in the school, be interviewed and then have to carry them out reliably.

## **HEALTHY EATING**

The pupils are encouraged to learn about healthy foods that help learning. Our pupils are able to buy fresh fruit at morning break time. All pupils are encouraged to bring in bottles with sport tops. These are filled with water and kept in the class for the children to drink water at regular intervals. Water is the only liquid permitted in the classroom, as this is taken up by the brain. Anything else is treated by the body as a food and this takes longer to hydrate the brain.

## **SCHOOL VISITS**

We see these visits as a vital part of the children's learning. First hand experiences stay with them for a long time. We try to use a wide variety of resources and also encourage visits to the school by writers, storytellers and drama companies to enrich the children's language. Charges for these activities are in accordance with regulations. Voluntary donations from parents are necessary to cover the costs of such activities. It is not permitted to make a profit from such trips. However if insufficient contributions are made it would be necessary to cancel the visit. Parents who have difficulty in meeting costs are welcome to approach the Headteacher. Year 6 have the opportunity to attend a four-day residential activity holiday during the Summer Term.

## **EQUAL OPPORTUNITIES**

We aim to provide a broad and balanced curriculum for all our pupils, regardless of gender, race, religious belief or ability. We work to encourage the children to develop tolerance and respect for the differences in others. We have reviewed our Diversity policy, and planned within the curriculum for activities to support this approach.

## **DISABLED ACCESS**

The nature of the school building means that pupils with mobility difficulties are able to access all areas of the building. Some modifications to the school such as grab rails and toilets have been carried out. We continue to monitor our access for disabled pupils and adults. We review our accessibility plan to ensure it has been carried out.

## **LOOKED AFTER CHILDREN**

These are pupils who are subject to care orders or whose parents have requested that their children are cared for by the Local Authority. A personal education plan will be drawn up by the social worker and the school will contribute to the plan, which is reviewed regularly. The class teacher will support the pupil's plan.

## **SPECIAL EDUCATIONAL NEEDS**

At Mynydd Cynffig Junior School we aim to meet the needs of all the pupils. We aim to celebrate the 'whole child' by encouraging pupils to pursue special interests and talents, whether through the curriculum, after-school clubs or outside school. We have a broad curriculum that offers all pupils the chance to succeed. Work is set by the teacher at the level which suits the child. We plan our teaching so that children learn in the way that supports their style of learning. Those children having difficulty in their learning may require extra support from Learning Support Assistants working from the teacher's planning. Pupils in need of further support are placed, in consultation with parents, on the Special Needs Register. This means that we set and discuss targets with parents in order to plan support. Support may take place individually or in small groups. We work closely with outside agencies such as educational psychologists, the Social Inclusion team, educational welfare officers and health workers. Parents are welcome to view the SEN and Accessibility policy by making an appointment.

## **CURRICULUM**

Subject leaders have worked to plan schemes of work that develop the children's learning in all subjects. We are currently looking at how children learn and incorporating recent research into the way the curriculum is delivered. We are reviewing our curriculum in the light of recent developments in the Skills Framework and new curriculum orders. Schemes of work and policy documents can be viewed at the school by appointment with the Headteacher. The falling birth rate means that pupil numbers are falling at primary level. This is affecting class sizes and means that pupils are often taught in mixed year group classes. As teachers we plan for the needs of the pupils in our classes. Schemes of work now are planned so that pupils in the same year groups learn the same subjects within the same term or year, but that work is differentiated to the levels of the children.

Work planned for each ability group means that all the pupils achieve at their best possible level. Teachers work closely with colleagues to plan for the same age group of pupils, and activities are planned to allow for social development, in terms of shared class assemblies and visits where possible. Curriculum documentation is available in school on request.

## **BASIC SKILLS**

The school has achieved the Basic Skills award because of its efforts to ensure that all children make progress in the Basic Skills of numeracy and literacy. The school gets reassessed every 3 years to ensure that it is continuing to develop its approaches in these important skills.

## **ENGLISH**

English has a special place in the curriculum as it is an integral part of all subjects. It is also taught as a discrete subject daily. Our aim is to encourage the growth and development of pupil's language so that each child is able to speak, listen, read and write effectively. Through language we learn to understand our world, organise our thought processes, plan our actions and interact with those around us.

### **Speaking and Listening**

Children understand and make sense of the world around them through communication. We try to encourage children to listen, explore, question and express their ideas in a variety of ways, which is fundamental for adult life.

## **Reading**

Our aim is to encourage all children to become fluent readers and to recognise that reading is for pleasure as well as gaining information. We have a school library which offers a wide range of fiction and non fiction material. Children use reading scheme books and home readers in order that parents are able to support their child. Where pupils are having difficulties in developing reading skills extra support is available.

## **Writing**

Children are given opportunities to write for themselves and for a number of different audiences, such as letters, accounts, poems, stories, cartoons or newspaper articles. Handwriting is developed through the school as well as awareness of spelling patterns.

## **MATHEMATICS**

We want our children to be able to use Maths across the curriculum. The National Curriculum for mathematics has four areas: **Using and Applying Mathematics** where they can apply their knowledge to real life situations; **Number; Shape, Space and Measures** learning about length, mass, capacity and time and using them in a wide variety of other curriculum areas; **Handling Data** where information is presented in tables and graphs in order to find patterns and trends clearly. We use whole class, group and individual teaching. Children are helped to realise that maths is part of everyday life and can be used to solve problems in a variety of situations. We want our children to be imaginative, creative, flexible, independent, co-operative and enthusiastic.

## **SCIENCE**

We aim to develop the Science curriculum by encouraging a 'hands on' approach to the things that surround them at home and at school. We want our children to develop a confidence in their scientific and technological knowledge, being capable of reflective and adaptable thinking, planning and decision making. Science is taught through a termly thematic approach. The themes are developed through the school in order to build progression in knowledge, concepts and skills. Through the year each class learns about one of the Science attainment targets; Materials, Physical Processes and Life and Living Processes. We aim to use a cross curricular approach, linking science to other subjects where possible. We offer an Environmental after school club to reinforce our aims.

## **HISTORY**

The children learn and explore changes in the world around them through time, from the Celts to World War 2. They are encouraged to research topics using original documents, photographs, CD ROMs, books, the Internet and through interviewing people. We believe on providing as much 'hands on' experience as possible, using site visits and trips. We aim to develop their historical skills as well as knowledge.

## **GEOGRAPHY**

Geography helps our children to develop a sense of their world and their place in it. They learn about the school and their local area, geographical features such as rivers and weather, as well as other places in the UK and abroad. We want them to understand how to look after the world and the effect that people can have on it. We use field trips, map skills and other resources such as videos and photographs to support learning.

## **MUSIC**

Our children are given the opportunity to perform, listen to and discuss their own music as well as music of different styles and cultures including the songs and music of Wales. Pupils are taught in class lessons as well as regular singing lessons. Peripatetic music teachers paid for by Bridgend County Borough Council currently visits the school to teach string, brass and woodwind instruments to pupils in Years 5 and 6.

## **ART**

Each term we teach a different media – painting, drawing, textiles, 3D, printing and collage. We look at a range of artists and their work. Studying Welsh artists enables the pupils to appreciate the diversity of their culture. We visit art galleries and museums around the area.

## **WELSH**

The children are taught the Welsh language through a range of media such as books, CD ROMs, videos, plays and tapes. Sentence structures, basic vocabulary, commands and useful sayings are used to develop their use and understanding of the language through the school. As well as lessons, incidental Welsh is used through the school, *tocyn iaith* is used to develop the pupils' use of everyday Welsh and signs around the school are in Welsh. We aim to develop the children's skills in speaking and listening, reading and writing Welsh. Curriculum Cymreig is planned through the school to enable to pupils to learn about and to celebrate Wales and Welsh culture and heritage.

## **DESIGN and TECHNOLOGY**

Pupils are taught to explore familiar products and to make their own. As they move through the school an extended range of tools, materials and skills are used. They can work on individual projects or in groups with particular tasks. The children develop an understanding of safe ways of working.

## **INFORMATION TECHNOLOGY**

ICT is a large part of the school curriculum. We aim to both teach the skills and then give opportunities for the pupils to apply their skills. These range from being able to load and play a CD ROM to complicated searches using the Internet. Children are also given the opportunities to use ICT in all subject areas. They are encouraged to see ICT as a tool which will aid their own learning. They also use the digital camera, interactive whiteboard and data logging equipment as a way of broadening their learning experiences.

## **PE and SPORT**

All our pupils have weekly Games and PE sessions. Our aims are to help each child develop a positive approach to physical exercise in as many ways as possible. Sport enables our pupils to meet other pupils from local schools and to compete against themselves and others. Pupils are given opportunities to take part in competitions for cross country running, rugby, netball, football, basketball, rounders and swimming. We continue to look to develop our sporting provision with the support of the Sports Development officers who work in Bridgend. We offer termly after-school clubs in a variety of sports and fitness training.



## **COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION (RE)**

The RE curriculum is laid down by the local SACRE (Standing Advisory Committee for Religious Education). We teach about the three main world religions; Christianity, Judaism and Islam, using themes such as Special Books, Prayers, Festivals and Special People. The children will make visits to local churches and other places of worship. We use a wide variety of books, videos and CD ROMs. We also have a growing collection of religious artefacts. Local people are encouraged to come to the school to talk to the children about their faith. Visits to places of worship help the children with their learning.

The pupils take part in a daily act of worship. This offers time for reflection and to celebrate together as a school. Once a week in Celebration Assembly pupils are chosen for their good work or behaviour. They lead class assemblies twice during the year to share their work with the school and parents. We encourage visiting members of the clergy to take assemblies as part of our work with the wider community.

Parents have the right to withdraw their child wholly or in part from Religious Education and Collective Worship. Pupils who are exempt from RE will be set work of a complementary nature, although not religious in content. If they do not attend assembly, they are encouraged to reflect on a theme.

## **PERSONAL AND SOCIAL EDUCATION**

We strongly believe that our children need to acquire life skills during their time in Mynydd Cynffig Junior School. This includes learning such values as tolerance and justice. Through the Science curriculum the children learn about their bodies and how to look after them. The PSE scheme has been reviewed as well as our Sex Education and Relationships policy. Sex and Relationships Education is delivered through our Science, RE and PSE schemes. Discrete lessons are taught by the school nurse in Year 5 about the importance of good hygiene as their body changes and in Year 6 the nurse talks to them about puberty and the changes that happen during this time. Other lessons are taken by the teacher. Parents may view the policy and discuss the teaching materials at the school. Parents have the right to withdraw their child from all or part of sex education lessons. Please inform the school in writing.

## **HOME SCHOOL AGREEMENT**

The Home School Agreement is intended to illustrate and help to develop the positive aspects and benefits of strong partnerships by all elements of our school community. It is intended to complement the motto, policies, prospectus and processes that are currently operating within the school.

Mynydd Cynffig Junior School's motto, "***Learning and truth is the wise man's gold***", and the aims outline our philosophy. We work to ensure that all our pupils succeed in all aspects of school life, curricular and extra-curricular, and to gain those personal and interpersonal skills and qualities which will be vital to them in a world that is ever changing. To this end, we aim to create an ethos and environment where all are valued and respected and, in turn, extend these same values and respect to others.

The home school agreement is included for your information. We will ask you to sign a copy once your child is in school.

### **AFTER SCHOOL CLUBS**

Through the year we hold a number of after school activities for all age ranges. The clubs may change each term and we ask that parents complete and return the permission form termly. This year we have run the following clubs; Science, Environment, Choir, Fitness, Basketball, Football, I.C.T., Welsh, Rugby, Netball and Guitars. At times the club may have to be cancelled at short notice and we ask that parents make alternative arrangements for their children in case this happens. If your child is unable to attend their club we ask that the teacher in charge of the club is informed.

### **END OF KEY STAGE 2 ASSESSMENT**

The tables below show how children at Mynydd Cynffig Junior School have performed in National Curriculum Assessments.

In line with Welsh Assembly Government (WAG) policy for National Curriculum Assessments at Key Stage 2 (2006), teacher assessment levels are being reported. This initiative is welcomed as it is felt that Staff at our school know our pupils well and are therefore able to assess pupil progress across the whole of the academic year. Furthermore, target setting for children from the time they enter the school allows us to predict the overall expected level at the end of Year 6. This process is part of a whole-school approach in ensuring the curriculum at Key Stage 2 is covered appropriately.

#### **% of Year 6 Pupils attaining National Curriculum Levels for 2009-10 at Mynydd Cynffig Junior School**

		1	2	3	4	5	Level 4 Or Above (%)
<b>English</b>	<b>School</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>60</b>	<b>32</b>	<b>92</b>
	National (2009)	1	3	15	53	28	81
<b>Mathematics</b>	<b>School</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>66</b>	<b>30</b>	<b>96</b>
	National (2009)	1	3	14	53	29	83
<b>Science</b>	<b>School</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>32</b>	<b>100</b>
	National (2009)	0	2	11	56	31	86
<b>Core Subject Indicator</b>	<b>School</b>	<b>90</b>					
	National (2009)	77					

- Our school is performing at **11% above** the national average for pupils achieving **Level 4 or above in English**
- Our school is performing at **13% above** the national average for pupils achieving **Level 4 or above in Mathematics**
- Our school is performing at **14% above** the national average for pupils achieving **Level 4 or above in Science**
- Our school is performing at **13 % above** the national average for pupils achieving **Level 4 or above in all 3 core subjects**

## **WORKLOAD REFORM**

As many parents are already aware, teachers work long hours to ensure that children learn in the most effective way. From September 2005, teachers have been given 10% of their teaching time as non-contact time for preparation of lesson resources, planning for lessons and assessment of the pupils' learning. Mr. Pedler covers for the class teacher while they are out of the classroom. As a school we are committed to giving the pupils the best possible learning experience and we work hard as a team to ensure this.

## **SCHOOL COUNCIL**

The School Council representatives are voted into office by their peers. These children work with designated members of staff to help share the pupils' ideas and aspirations for their school. The School Council is also responsible for making appointments for the posts within the school. The Meaningful Work programme incorporates a number of 'jobs' which the children can apply for. Application forms are available at the commencement of the school year. Children who are interviewed and successfully 'gain employment' undergo training to fulfil their role. Jobs may include:-

- Playground Peacemaker
- Fruit Tuck Team (Manager, Assistant Manager & Assistants)
- Best Buddy
- Librarian

## **BREAKFAST CLUB**

Welsh Assembly Government have provided money to allow all primary pupils in Wales a free breakfast club. Children arrive at school between 8.15 a.m. and 8.45 a.m. and are supervised by staff. They are served a healthy breakfast of juice, toast and cereal. If you wish your child to attend breakfast club, please return the breakfast club form towards the back of this brochure.

## **LUNCHTIME**

The children are able to have a school dinner or to bring sandwiches to school for lunchtime.

## **DINNER MONEY**

Dinner money is collected by the school secretary each week, usually on a Monday morning or the first day of the week that we are in school. Please ensure that cheques are payable to Bridgend County Borough Council, with name, address and card number on the back of the cheque. All money must be in an envelope marked with the child's name and class. Please make sure that dinners are paid for in advance. Parents who are in receipt of certain benefits may qualify for free school meals. Please contact the school office for further details. Meals are supplied by Bridgend Facility Services (in-house caterers for Bridgend County Borough Council). From **September 2011**, dinners will cost **£1.90 per day** or **£9.50 per week**.

**MYNYDD CYNFFIG JUNIOR SCHOOL  
HOME / SCHOOL AGREEMENT**

We value working with you in partnership. Our Home/School agreement sets out our roles and responsibilities.

**THE SCHOOL** will endeavour to:-

- Care for your child's safety and happiness.
- Ensure your child achieves his/ her potential as a valued member of the school community.
- Provide a broad and balanced curriculum and meet the individual needs of your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters and about your child's progress in particular.
- Welcome your involvement as a partner in the process of educating your child.

SIGNED \_\_\_\_\_ Headteacher

**THE PARENT / GUARDIAN**

I/we shall try to:-

- See that my child goes to school regularly, on time, suitably dressed and properly equipped.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Attend parent evenings and discussions about my child's progress.
- Get to know about my child's life at school.

SIGNED \_\_\_\_\_ Parents/guardians

**THE PUPIL**

I shall try to :-

- Attend school regularly and on time.
- Follow the school's code of behaviour and keep class and school rules.
- Bring all the equipment I need every day.
- Keep myself clean and tidy in appearance and wearing suitable clothes.
- Do all my classwork and homework as well as I can.
- Be polite and helpful to all and have regard to the safety of other pupils.
- Respect the materials and equipment provided by the school.
- Keep my school litter free

SIGNED \_\_\_\_\_ Pupil

## ATTENDANCE

Being in school means that our children learn in regular planned steps. When pupils are away from school they cannot learn in this way. Whilst illnesses are unavoidable we need your support to make sure that whenever possible your child is in school. Being late also affects learning as the class has been settled to work and the child who arrives late needs time to settle after everyone else.

## ABSENCE FROM SCHOOL

Please telephone the school on the first day of absence so that the absence can be recorded as authorised. If this is not possible the school must be informed in writing by the third day of absence at the latest.

Permission in writing must be asked if any absence is known in advance. Holiday permission forms are available from the school office. Please make every effort to plan holidays in holiday time as missing a week or a fortnight could mean that your child could miss a unit of work on a particular concept. It is not possible to catch this up in worksheets or with extra work, as the lessons are designed for the children to work with each other and the teacher in developing their knowledge.

The Educational Welfare Officer visits monthly to monitor attendance and to follow up concerns. Attendance figures are published in school brochures and governor's reports.

Below is a table containing details of pupils attendance records for the academic year 2010/2011 up to the end of June 2011. The **non-authorised absences** column shows the percentage of all absences where we have not been informed of the reason for the absence.

	authorised absences (%)	non-authorised absences(%)	Attendance (%)
Sept. 2010 - June 2011	6.4%	0.1%	93.5%

### ***The Friends of Mynydd Cynffig Junior School***

The *Friends of Mynydd Cynffig Junior School* association was founded in 1988, involving the community, parents and teachers.

The aim of the organisation is to co-ordinate and organise fund raising and social events for parents, teachers and children. Money raised is used to enhance and supplement the learning resources within the school, for example in purchasing and installing interactive whiteboards, re-stocking the school and class libraries, providing a wider availability of music resources, etc. The association meets as and when the need arises and new members are always welcome.

**MYNYDD CYNFFIG JUNIOR SCHOOL  
ANNUAL HOLIDAY REQUEST FORM**

As a school we understand that it may be necessary to take holidays during term time. We do ask that parents make every effort to avoid this as, if a child took holiday each year, this could add up to missing a term of learning during their time in school.

It is not always possible to catch up learning through setting homework or worksheets as your child misses the teacher's input and feedback through the lesson. We obviously have to make sure that your child is secure in concepts that they have missed whilst being away from school in order to move their learning forward, but this will not be in the same way as those children who remain in school.

We are able to authorise up to 10 days holiday absence in a year. Absences more than this will be considered to be unauthorised.

Please complete the form below and return it to the school office.

Pupil name \_\_\_\_\_ Class \_\_\_\_\_

We/I wish to take holiday from \_\_\_\_\_ to \_\_\_\_\_

We/I understand that this may affect his/her performance in school.

signed \_\_\_\_\_ (parent/guardian)

Authorised \_\_\_\_\_ (headteacher)

Date \_\_\_\_\_

Comments



## **KEEPING YOUR CHILD SAFE AND SECURE**

The Headteacher and Governors work hard to ensure that the children are safe at school. The Health and Safety sub-committee meet to review aspects of the school's Health and Safety policy. Risk assessment and policies help to ensure that we try to keep everyone in our school safe. The staff are trained in 'First Aid at School' techniques. Please help us in the following ways;

### **ARRIVING AT SCHOOL**

Please park carefully, avoiding the zig zag lines. Parking remains an issue for the school. Cars parked illegally outside of our School have been booked by the Police during the past 12 months.

Children should not arrive earlier than 8.50 a.m. as there is no-one available to supervise your child. Pupils attending our Breakfast Club may arrive between 8.15 and 8.45 a.m. using the main door of the school.

After 9.00 a.m. all other doors except the main entrance will be closed to ensure that we are able to monitor visitors. Please report to the office next to the main entrance. There is a buzzer on the left hand side of the door.

Please do not bring dogs, other than guide dogs, onto the school grounds.

The school is a no smoking school, including the school grounds.

**In order to prevent accidents please encourage your child to keep jewellery to a minimum, only a wrist watch and stud earrings are allowed. Watches must be removed before PE and Games.**

Long hair should be tied back as the many practical tasks they are involved in in such subjects as science, technology or PE could be hazardous as their hair falls forward. We advise that hair should not be dyed except using natural shades of dye. This is to prevent the children becoming self conscious and upset when people comment on their hair.

Please make sure that shoes are flat without high heels as these cause slips and trips or worse. Shoes without backs are not permitted for similar reasons. Heelies are not permitted. Trainers should be laced to the top and tied to prevent them coming off whilst children are moving round the school.

Pupils are not permitted mobile phones in school or on educational visits.

### **MEDICATION**

If your child requires prescription medication during the school day there is provision under the school's health and safety policy. However no medication can be administered unless an Administration of Medication form is completed and signed by the headteacher. These are available from the school office.

Asthma pumps must be labelled and kept within reach of your child at all times. Please ensure that you have an extra pump that can be left in school in order that your child always has access at school to their pump. An Administration of Medication form (an example is included) must be completed in order that we have a record of this.

**REQUEST FOR THE ADMINISTRATION OF MEDICINE**

**Name of parent/guardian** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of child** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Class** \_\_\_\_\_

I hereby request that the above named child should receive:

Name of medication \_\_\_\_\_

Dose of medication \_\_\_\_\_

Times of administration \_\_\_\_\_

Duration of treatment \_\_\_\_\_

Possible side effects \_\_\_\_\_

signed \_\_\_\_\_

Date \_\_\_\_\_

Authorised \_\_\_\_\_ (Headteacher)

Whilst every effort will be made to adhere to the doses and times noted above, the school will not be held responsible should any error occur, and that in any case where doubts or queries arise, no medicines will be administered before satisfactory confirmation is received from the child's parents or guardians.

## **SCHOOL RULES**

It is an aim of the school to create a happy, secure, disciplined environment, where our pupils feel safe, secure, valued and cared for. Pupils are expected to behave in a sensible, responsible manner, showing respect for adults and their fellow pupils.

These expectations are embodied in our school rules:

- We always do our best
- We support and care for each other
- We listen to others and respect their opinions
- We take responsibility for our own actions

We do as instructed by all members of staff

Parents are asked and urged to give their whole-hearted support to this policy, as the school believes that good, considerate behaviour is one of the most important aspects of school life. We believe that good discipline can be achieved through rewards and sanctions.

## **REWARDS**

A House system operates within the school. Each child is assigned to a house:

Mynydd Baeden (green), Mynydd Margam (blue), Mynydd Tytalwyn (yellow), Mynydd y Castell (red). The children are encouraged to earn house points or merits by producing good work, displaying good manners, participating in competitions, etc. We hold an annual St. David's Day competition and a Sport's Day where pupils compete against each other in their houses.

- Recognition is given to success of different kinds throughout the year, often through school assembly or the weekly newsletter.
- Pupils' work is valued and displayed as much as possible throughout the school.
- Praise and encouragement is used as much as possible.
- Class Teachers will nominate one child who they consider to be 'Pupil of the Week'.
- There is also a 'Headteacher's Award' presented on a weekly basis.

Lunchtime Supervisors and Kitchen staff collaborate to nominate up to 10 pupils to have a 'Special Lunch' with the Headteacher if they consider that someone has excellent behaviour and good manners.

## **SANCTIONS**

Discipline in class is dealt with by the teachers. The following sanctions are used and have been successful:-

1. interruption of break and/or lunchtime
2. referral to Headteacher/Deputy Headteacher for reprimand
3. withdrawal of privileges

In extreme cases, the school will contact the parent and arrange an interview to discuss the situation. The Headteacher has overall responsibility for pastoral care and discipline, and class teachers refer matters of a serious nature to him.

## **EXCLUSIONS**

The Headteacher has the power in law to exclude a pupil from school in response to a serious discipline problem (Education Act No.2 1982).

## **ANTI-BULLYING**

At Mynydd Cynffig Junior School, we have a concern for our children's welfare and the development of their social skills that is also supported by our PSE policy and behaviour policy. We want our children to feel safe in school and take a whole-school approach to the issue. Positive behaviour is rewarded and encouraged and all children are encouraged to support their school rules and to report incidents of bullying. "Playground Peacemakers" receive training to fulfil their role as a facilitator to negotiation. If this mediation support fails, then the situation is referred to a teacher. Pupils in Year 5 and Year 6 are encouraged to apply for the post of "Playground Peacemaker" through our Meaningful Work programme. Teachers and support staff also reinforce the school's rules and expectations. The Headteacher will log incidents and sanctions. At times, it will be necessary to contact parents to discuss concerns. Appropriate support will be given to the victims and the bullies.

## **DATA PROTECTION**

The school is registered under the Data Protection Act. Essential personal information about all pupils is held on computer files at the school. This includes such details as addresses, names of parents, health requirements and special educational needs. The school takes every measure to ensure that the information it holds is treated as confidential. This information is mainly used for educational purposes, and might be disclosed to the Local Education Authority and health professionals.

## **COMPLAINTS ABOUT THE CURRICULUM**

We aim to work closely as a community, with teachers, governors and parents. Wherever possible we try to inform parents of the curriculum and how it affects their child. We hope that our partnership with parents means that any concerns are brought to the attention of the Headteacher and are discussed satisfactorily. However if that is not possible the governing body should be informed in order to find a way forward. The school's complaints procedure outlines the approach to be made; first an informal complaint to the teacher can be made. If this does not lead to a resolution, then an approach is made to the Headteacher before putting the complaint in writing to the Headteacher. This will be responded to in writing. If this is not felt to be satisfactory, then the complaint must be referred to the Chair of Governors in writing. The addresses required are in the front of this brochure.

## **SAFE USE OF IMAGES**

Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please see the form on the next page.

## **REVIEW OF PROSPECTUS**

The information contained in this booklet was updated in June 2011. It is correct at the time of printing but changes to the information may be made in the future prior to the updating of the prospectus.

## **THE GOVERNING BODY**

Being a School Governor means being part of the largest volunteer force in the country. It is a body that can have real and lasting benefits for the education of children in the community.

Mynydd Cynffig Junior School is very fortunate to have an active and interested Governing Body. Our School's Governing Body consists of:

Three LEA Representatives  
Four Community Representatives  
Four Parent Representatives  
One Teacher Representative  
One Ancillary Staff Representative  
The Headteacher

Governors have allocated areas of responsibility including a Child Protection Governor and a Special Needs Governor. The Governing Body meets at least once per term. Sub-committees also meet on a regular basis.

**As governors of Mynydd Cynffig Junior School, we are important members of the larger school community.**

**Our main role is to assist the Headteacher in the decision making on a variety of issues such as finance, teaching and non-teaching staff recruitment, health and safety, the curriculum and pupil discipline.**

**The members of the Governing Body are drawn from many walks of life; we have representatives from parents, teaching and non teaching staff, the Local Education Authority, the Community Council and others who have expressed an interest in working for their local school.**

**At Mynydd Cynffig Junior School, we pride ourselves on the fact that we have a very knowledgeable, loyal and dedicated Governing body whose main interest is the well-being and success of all our pupils and staff. We are always welcomed into the school and are made to feel part of the Mynydd Cynffig Junior School family.**

**Being a governor is a very worthwhile and enlightening experience.**

**Mrs M. Rogers  
Chair of Governors  
Mynydd Cynffig Junior School**