

Prospectus 24-25



Headteacher:
Mrs Catrin Evans

**Sanatorium Road
Canton
Cardiff
CF11 8DG**

Chair of Governors:
Mrs Manon George

Type of school:
Primary

Contents

Vision Statement	4
Our Core Values: The Treganna Three	5
Information	6
School Structure	7
The Governing Body	8
Staff Ysgol Treganna 24/25	10
Ysgol Treganna Curriculum Vision	13
Our School Curriculum	14
Curriculum for Wales	15
Assessment and Progress	17
Admissions	17
Ethos, behaviour and discipline	18
School Opening Times	19
Attendance	20
Health, Welfare and Safety	20
School meals	22
The Welsh Language	23
Relationships and Sexuality Education	24
Religious Education	24
Toilet Facilities	24
Additional Learning Needs	25
Musical Instrument Lessons	26
Transfer to Secondary Education	26
Equal Opportunities	26
Strategic Equality Plan	27
Emergency Contact Numbers	27
Physical Education and Games	29
Extra curricular activities	29
School Uniform	30
Security	30
Safeguarding Procedures	32
Home and School Contact	34
Charging Policy	35
Visits	35
Residential Visits	36
Breakfast and After School Club	36
Complaints Procedure	37

Vision Statement

The foundations of our vision for Ysgol Treganna lie in the “small school in the big city” ethos where we began our journey back in 1987. Since then, we have grown to a school of 700 pupils, organised into three communities led by our assistant deputies. With 22 classes in Ysgol Treganna, our structure is designed to promote the best possible learning experiences for each child.

Our vision as a school is to provide the highest possible standards of education and support for all our pupils. We strive to ensure that every pupil and team member has numerous opportunities to achieve and exceed their potential, with no limits to their aspirations.



Ysgol Treganna

Our Core Values: The Treganna Three

Family

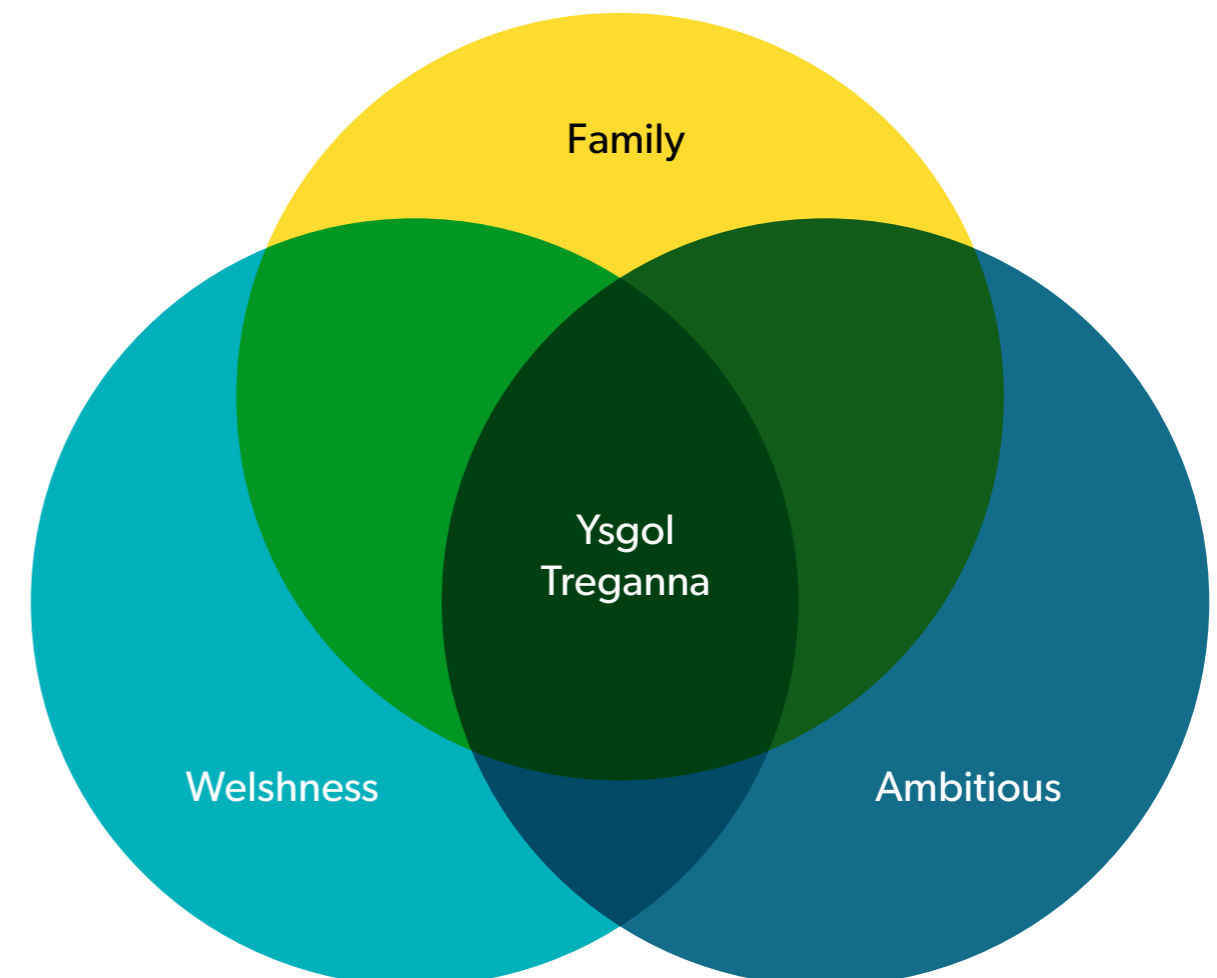
Our learning communities are a practical means of ensuring a sense of belonging, care, and a consistent family atmosphere. The prosperity and well-being of our pupils are at the heart of everything we do here in Ysgol Treganna. We collaborate with the extended family of our community to offer inspiring experiences to our pupils, promoting a vibrant, contemporary, and ambitious curriculum that ignites their imagination and nurtures their curiosity.

Welshness

Welshness, the language, and Welsh culture are integral parts of our vision. We strongly believe that our duty extends beyond teaching the language; it is essential to immerse every pupil in the culture of our country. By providing a range of enriching experiences, we aim to nurture pupils who are proud of their country, traditions, and their language.

Ambitious

At Ysgol Treganna, our culture is one of limitless possibilities. We celebrate and build on the strengths of everyone, providing opportunities for every pupil and member of staff to surpass their potential. We are proud of our pupils' creativity and curiosity and high expectations underpin everything we do.



Information

Ysgol Gymraeg Treganna is a Welsh medium school, situated in the Treganna area of Cardiff. As a school, we aim to deliver an innovative 21st Century curriculum which will inspire our pupils and help them develop into ambitious, enterprising, ethical and confident lifelong learners. We have a dedicated, friendly hard-working team. Each member of staff has responsibilities for areas of the curriculum and as a school, we are committed to providing high-quality continued professional development for our staff. In addition to the teaching staff, we have numerous classroom assistants who provide valuable support. We also have two full-time school administrators.

Our extracurricular activities include netball, hockey, rugby, football, cricket, swimming, rounders, choir, performance club, Hwyl a Sbri club, film club, gardening club, musical instruments, folk dancing, Minecraft club and the Urdd.

We have a hard-working PTA which provides valuable extra resources for our pupils and staff.

The school community is an integral and unique part of Ysgol Treganna's ethos, and we strongly believe that education is best provided through a successful partnership between home, school, and the local community. With the help of parents, we want to nurture a love of learning and equip every child with the tools they need to succeed in life.



School Structure

The school is divided into three Learning Communities, **Branwen**, **Manawydan** and **Pwyll**, each one under the leadership of one of our Assistant Deputies.

The 22 classes in Treganna are organised to promote the best possible learning experience. This means that groups must be flexible to adapt to different factors and pupils' needs across a wide range of curricular and social experiences. The school places pupils of the same age in year groups. These classes often plan together and share activities.

The registration classes are carefully allocated at the beginning of the reception period and there will be occasional changes during this year. After this, most pupils will continue with their class group throughout their school life.

Class allocation

It is highly unlikely that we will be able to accommodate individual requests to change classes within the academic year. Following extensive consultation with our highly qualified teaching staff, we may decide to move individuals or groups according to their needs. These decisions will be made based on the educational and social welfare of the individuals. Although we are happy to discuss these changes, there is no appeal process and parents should consider these decisions final.

Family members and twins

We make every effort to ensure that the closest family members (up to first cousins) are in the same Community. On the rare occasions where this is not possible, parents are given the choice. There is a considerable body of research that suggests that twins make better progress when attending separate classes. Parents are given the final choice in this matter.

The Governing Body

The governing body is responsible for seeing that the school is run effectively, operating within the framework set by legislation and that the local authority (LA) and the Welsh Government (WG) policies are followed. The Headteacher and senior management team are responsible for the day-to-day running of the school, while the governing body fulfils a strategic role. The Headteacher and senior management work in partnership with the governing body to ensure that pupils at the school receive the best education. The governing body meets twice a term. The governing body has several committees responsible for different aspects of the work of the school.

Contacting the Governors

If you wish to contact the Chair of the Governing Body or individual governors, you can do so by emailing the school office.



Ysgol Treganna Governing Body Membership 2024-25

Name	Representing	Term of office to
Manon George, Chair of Governors	Local Authority Governor	21/05/24
Carolina Avila Jones	Parent Governor	10/12/25
Susan Elsmore	Local Authority Governor	27/11/26
Dafydd Franklin	Parent Governor	05/07/26
Sharon Krause	Local Authority Governor	20/09/26
Menna Roberts	Community Governor	06/07/26
Paul Humphries	Parent Governor	10/12/25
Simon Taylor	Parent Governor	01/11/24
Gareth Rhys Evans	Parent Governor	05/07/26
Lleu Williams	Community Governor	22/12/27
Stefan Rollnick	Local Authority Governor	18/03/24
Tom Simms Hayes	Staff	23/11/27
Eleri Jones	Teacher	19/03/27
Elin James	Teacher	31/10/26
Catrin A Evans	Headteacher	
Gareth W Evans	Deputy Headteacher	

**Staff Ysgol Treganna
24/25**

Catrin A Evans	Headteacher
Gareth W Evans	Deputy headteacher
Mererid Lewis	Additional Learning Needs Coordinator
Erwain Alaw	Pwyll Community Leader, Arianrhod class teacher
Marged Miles -Farrier	Manawydan Community Leader, Taliesin class teacher
Emsyl Llwyd	Branwen Community Leader, Elen class teacher
Elin James	Management team, Math class teacher
Eleri Jones	Management team, Ceridwen class teacher
Branwen Parry	Gronw class teacher
Matthew Jones	Morfydd class teacher
Mari Williams	Peredur class teacher
Bethan Mair Roberts	Gwern class teacher
Jess Ausi Rhiannon	Gronw class teacher
Ein Roberts-Evans	Gwenhwyfawr class teacher
Angharad Llywelyn	Seithennyn class teacher
Sara Jones	Bendigeidfran class teacher
Megan Lewis	Lleu class teacher
Liz Esau	Matholwch class teacher
Sian Morgans	Llyr class teacher
Catrin Rees	Bloduwedd class teacher
Elan Morris	Culhwch class teacher
Beca Pennar	Gwydion class teacher
Elin Evans	Olwen class teacher
Catrin V Smith	Bedwyr class teacher

Sian Healan	Mabon class teacher
Julia Davage	Outdoor learning leader
Isobel Williams	PPA teacher
Rhoda Henson	HLTA
Rhiannydd Jones	Wellbeing and Community leader
Mari Hughes	HLTA
Jenna Williams	HLTA
Josh Chapman	HLTA
Tom Sims-Hayes	Teaching Assistant
Rhian Clarke	Teaching Assistant
Poppy Sims-Hayes	Teaching Assistant
Rhian Owen	Teaching Assistant
Carys Jones	Teaching Assistant
David Camacho	Teaching Assistant
Regan Heatley	Teaching Assistant
Ann Sneddon	Teaching Assistant
Catrin Powell	Teaching Assistant
Ingrid Morgan	Teaching Assistant
Abbie Lock	Teaching Assistant
Isabela Gibbon	Teaching Assistant
Kelly Paul	Teaching Assistant
Claire Tyler	Teaching Assistant
Cate Hughes	Teaching Assistant
Bethan Stewart	Head of Administration
Leah Banfield	Administration assistant
Finbar Hayes	Estates Officer



Ysgol Treganna Curriculum Vision

Our vision as a school is to provide the highest possible standards of education and support for all our pupils, ensuring that everyone—pupils and staff alike—has numerous opportunities to achieve and exceed their potential, with no ceiling to their success.

The community is an integral part of our environment. We collaborate closely with the extended family of our community to offer inspiring experiences that promote a lively, current, and ambitious curriculum. This collaboration fires our pupils' imaginations and fosters their curiosity. This joint working relationship is central to Ysgol Treganna school life, nurturing each pupil's potential both within the school and in the community beyond.

Our successes on the Eisteddfod stage highlight the importance of creative extracurricular experiences, which develop our pupils' confidence and initiative. Welshness, the language, and Welsh culture are integral to our vision, enabling us to nurture confident pupils who are proud of their language and heritage.

We encourage innovation, and our curriculum empowers pupils to push boundaries and collaborate on live projects to succeed. Every pupil is challenged with high expectations, ensuring that there is no ceiling to what they can achieve.

Through our pupil committees, we encourage all pupils to contribute to the life of our school and to participate in strategic decision-making. They are motivated to make choices that positively impact their school, community, country, and the wider world. Our Celebration of Learning sessions appreciate the multicultural nature of our area and capital city, fostering respectful and caring pupils who celebrate their differences.

At Ysgol Treganna we take pride in our identity and our curriculum, which celebrates our languages, histories, culture, and environment. We are proud of our pupils' creativity and curiosity, and high expectations are the foundation of our school's curriculum.

Our School Curriculum

- At Ysgol Treganna we aim to develop confident, ambitious, informed, and creative learners.

- Our main priorities are enabling our learners to realise the four purposes and equip them for ongoing learning.

- The Curriculum for Wales guidance is a clear statement of what is important in developing a broad and balanced education. The four purposes are the shared vision and aspiration for each child and young person.

- We aim to build high expectations and enable all learners to achieve their full potential.

- In Ysgol Treganna we offer a broad and balanced education that enables all learners to make links between the different areas of learning and experience and apply their learning to new situations and contexts.

- We explore what the four purposes mean for all learners, and we strongly believe that curriculum preparation and design should contribute to learners' development towards the four purposes, rather than trying to fit the headlines of the four purposes into all learning.

- As a school we have a clear understanding of why things are learned and done, curriculum design requires us to reason why specific learning matters and what the essence of that learning is.

- We aim to provide an innovative and challenging curriculum which will inspire our pupils to surpass their potential.

- We support progression along the continuum of learning and ensure their development of knowledge, skills and experiences.

- Our school curriculum is broad and balanced and includes learning opportunities within and across the Areas of Learning and Experience.

- It encompasses the concepts in all of the statements of what matters and provides appropriate progression by the principles of progression.

- It also aligns with the mandatory requirements of teaching Welsh, English and Religion, Values and Ethics (RVE).

- The mandatory elements of Relationship and Sexuality Education (RSE) and the cross-curricular skills of literacy, numeracy and digital competence are embedded throughout the curriculum.

Curriculum for Wales

The new Curriculum for Wales has been developed to fulfil four key purposes. It aims to produce children who are, or will become:

- Ambitious, capable learners

- Healthy, confident individuals

- Enterprising, creative contributors

- Ethical, informed citizens

The Curriculum for Wales has six areas of learning.

1. **Expressive arts** incorporating art, dance, drama, and digital media, and music. It encourages creativity and critical thinking and include performance.

2. **Humanities** incorporating geography, history, RE, business studies and social studies. It is based on human experiences and also covers Welsh culture.

3. **Health and wellbeing:** this covers the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learn how to manage social situations. It also includes PE.

4. **Science and technology** incorporating biology, chemistry, physics, computer science, and design and technology.

5. **Mathematics and numeracy:** in the early years, this involves learning through play. In later stages, it includes working both independently and collaboratively with others.

6. **Languages, literacy and communication:** this includes Welsh and English, literature and international languages. Welsh language teaching is compulsory (as an additional language for children who don't use Welsh as their first language).



Assessment and Progress

Effective follow-up and assessment is essential to ensure we achieve our school's vision.

Assessment and progress are part of every learning and teaching experience at Ysgol Treganna and include self-assessment, peer assessment, teacher feedback and learners' assessments.

We use a range of evidence-based assessment strategies to enable each individual learner to progress at an appropriate pace. This allows us to create a holistic picture of each child's progress.

The pupils collaborate with their teachers to understand their progress and to identify the next step in their learning journey. We challenge the pupils, support them, and reflect on their progress over time to measure the progress of groups of learners.

Our school curriculum is supported by the principles of progression which describe what it means for learners to make progress within the 6 areas of learning and experience, and we consider progress in the 6 areas of learning against the What Matter statements.

Our assessment arrangements ensure active engagement between learners and teachers and is based on continuous reflection, what is the next step and why.

Admissions

We operate within the LEA's admission policy to ensure equal opportunity for all children. We will be inviting you and your child for a transition visit before they begin in the Nursery or Reception.

Every parent or guardian will have the opportunity to meet the members of staff. You will also receive a booklet which includes all the information that you will need before you child starts with us. The booklet is also available on the school website.

Ethos, behaviour and discipline

At Ysgol Gymraeg Treganna discipline is strong but fair and it is important to realise that school and parents must work in partnership in order to solve any problems that might arise – one cannot succeed without the other.

Our aim is to nurture self-discipline in every pupil as it is this that will stay with an individual during his/her lifetime. In serious instances, or when a child has misbehaved on a regular basis the school will inform the parents and ask for their support in dealing with the matter. Each child must understand that both school and home have the same standards and that our expectations regarding civilised behaviour are high – namely that a pupil acts responsibly, respects others and is mature in his/her dealings with fellow pupils and adults within and out of school.



School Opening Times

8.10am

Breakfast Club

8.40am

Pupil access to rear yard, staff supervision on yard.

8.50am

Parent and pupil reception class access to the front yard

9.00am

Lessons. Arrivals after 9 am must be registered by parents at the Reception

3.20pm

Collect pupils from the classroom outdoor area (Reception to Y2)

3.30pm

Collect pupils from the classroom outdoor area (Y3-6)

4.30pm

Collect pupils from after-school clubs

Nursery Timetable

8.10am

Breakfast club

Morning

09.05am - 11.35am

Afternoon

12.45pm - 3.15pm

Arriving at school

Traffic is heavy around our school. If you can – please leave the car at home. You can walk, cycle or use our bike bus. If you must bring a car to school, please obey the directions and traffic rules – all of which are there for the safety and well-being of our children.

Collection from school

You will be able to register several trusted contact names and telephone numbers at the start of the term. Occasionally you will need one of these friends to collect your child or perhaps for them to go home with a classmate.

These changes are perfectly acceptable but to ensure the safety of children we must insist that you communicate any change to the normal collection procedure in writing to the school before 2.30pm.

Attendance

Punctuality and attendance

Please ensure that your child attends school regularly and punctually.

The school's attendance is consistently high. The Education Act states that parents must inform the school of any absence, giving a reason for the absence, including visits to the doctor or dentist. Should you have to take your holidays during the school year the school must be informed in advance. The school cannot authorise any absences taken due to family holidays. The Education Welfare Officer visits the school regularly to monitor the registers.

If you need to collect or drop off pupils during the day (9am-3.30pm), you will need to call reception.

Health, Welfare and Safety

The school nurse makes regular visits to the school. Vision, hearing and dental checks are carried out during the child's time in school. Parents will be informed if further treatment is necessary.

Illness and accidents

If your child is ill during the school day, we will contact you to enable you to collect them. If we are unable to contact parents, then we will contact the contact numbers you have provided.

Understand, therefore, why it is vitally important for you to update these contact numbers if there is any change.

Any accidents are recorded at the school and parents will receive a note with details of the incident. Parents are notified of any head bump.

Do not send pupils to school if they are ill. A comprehensive list of infectious diseases can be obtained from your doctor (who will be able to advise you if the school needs to be notified).

If a pupil has suffered from diarrhoea or is vomiting, they must stay away from the school for 48 hours to ensure that the illness does not spread across the school.

Medicine

We can give pupils only prescribed medicine during the school day. Please contact reception for a form which you will need to complete.

Allergy

If your child suffers from any allergy that requires medical attention, then please contact the school as soon as possible. We work closely with the Local Authority medical team and the school Nurse is available to provide us with training and advice on dealing with emergencies. We have pupils in the school who have a severe nut allergy. **No type of nuts is allowed in the school.**

Headlice

Please report any case so that we can alert parents to check their children's hair.

If your child comes to school with head lice, then we will contact you to collect him/her for treatment. Your pharmacist will be able to provide suitable treatment. Please follow the instructions carefully to ensure the pest does not return.

Asthma

Children with asthma need to be able to use a pump without the help of an adult. Make sure the pump is clearly labelled with your child's name. The pumps are kept in the classroom First Aid cupboard and are available to children at all times. Dosing instructions or any special arrangements should be sent to the school.

Sun Safety

We kindly ask that you provide a hat and any eye protection during sunny periods. Remember to use high-factor sunscreen during the summer months.

School meals

School meals are free for all Reception to Year 6 pupils. You can access the current Primary School menu and choose your child's lunch by logging in to your Group Ed account. Your child's lunch choice will need to be selected on Group Ed every morning before 8.00am.

Snacks

Snacks are provided daily for Nursery – Year 2 pupils. These are often linked to class lessons and themes. A charge of £1 per week will appear on your Group Ed account for each half term. The children in these classes receive free milk every day.

Please feel free to send healthy snacks for your child. We do not allow crisps, nuts, fizzy drinks or sweets etc.



The Welsh Language

Ysgol Gymraeg Treganna ia a Welsh medium school.

Every subject is taught through the medium of Welsh other than when English is taught as a subject from Year 3.

English is not taught in the foundation phase. All pupils are encouraged to speak Welsh at all times. The school uses the Welsh Charter to encourage pupils to socialise in Welsh during school hours and outside of school.

Parents of pupils must support their children with the Welsh language and encourage them to take part in activities through the medium of Welsh, for example, watching Welsh programmes on the television, listening to Welsh music and using Welsh apps. Information about learning Welsh courses for adults is sent regularly via email/leaflets.

Welsh Language Charter

The school has been awarded the Welsh Charter Gold Award which supports the Welsh Governments aim to have 1 million Welsh speakers by 2050. The children are instrumental in leading and driving this initiative forward. Our pupils committee Y Criw Cymraeg set termly targets to promote the use of the Welsh language. For more information please go to our website.



Relationships and Sexuality Education

The school includes Relationship and Sexuality Education across the curriculum.

Healthy relationships are an essential element in maintaining good physical, mental and emotional health. Relationships and Sexuality Education explores the different ways in which a wide and varied range of influences affect the ability to form and maintain positive relationships. This could include family relationships, friendships, professional relationships and sexual relationships.

Relationship and Sexuality Education is an important element of creating a whole school approach to support overall physical, mental and emotional health and well-being.

Religious Education

Sessions of worship are held regularly during the week, these provide opportunity to discuss issues that affect the whole school and we cover current affairs, issues such as wellbeing, bullying, relationships and famous people. Please contact the Head Teacher for more information.

Toilet Facilities

The school has the required toilet facilities for pupils in a school of its size and these are cleaned and checked at both the end and start of the day and throughout the day.

The school has a Toilet policy which complies with statutory requirements.

Additional Learning Needs

Provision for pupils with ALN is a priority for our school. The curriculum is inclusive and offers equal opportunities for all. Children have Additional Learning Needs if they are particularly able, if they have significantly more learning difficulty than the majority of other people of the same age, a disability or emotional/behavioural problems which means that they are required to make special educational provision for them.

We aim to ensure every pupils' needs are met by careful planning and use a variety of visual and kinaesthetic strategies that enable every learner to reach their potential.

The ALN Act is a school priority and we work effectively with our cluster to ensure that robust strategies are in place. Mererid Lewis, Ysgol Treganna School's ALN and Inclusion Coordinator coordinates the provision for Additional Learning Needs within the school. The team is responsible for:

-
- ensure the right range and level of interventions to meet the various needs found to ensure pupils' attainment and well-being.
 - ensure that teachers and teaching assistants have the skills and confidence to meet the needs of all learners.
 - adopting individual approaches to ensure the best possible learning processes for individuals.
-

Sharon Krause is the named governor with responsibility for Additional Learning Needs.

The school is responsible for placing children on the steps set out in the ALN Wales Code of Practice and for supporting, monitoring and reviewing.

Reporting back to parents

Reviews are organised during the year, usually at the end of each term. During the consultation, the child's progress is discussed, and the targets drawn up are reviewed. There will also be an opportunity to discuss the child's feedback and the parents' opinion about the progress and then the next steps forward.

Musical Instrument Lessons

We offer wind, brass, violin, cello, harp, guitar and piano lessons. For more information please contact the school office.

Transfer to Secondary Education

Ysgol Gymraeg Treganna pupils transfer to Ysgol Gyfun Plasmawr.

A variety of transition activities are provided by the school to ensure smooth transition from one school to another. The headteacher and members of staff meet regularly with the secondary school to discuss curriculum developments and other subjects that will assist with a smooth transition for all our pupils. In Year 6 the Local Education Authority send parents a detailed brochure giving all the relevant information regarding the procedure for secondary school applications and admissions.

Equal Opportunities

School Accessibility Plan

Good quality learning through good quality teaching and support is provided by all in the school. There is an ethos of understanding the disabilities of pupils. The school is sensitive towards the needs of pupils with disabilities and makes every effort to ensure that they are included in all aspects of the school's life and work. The school provides and is willing to adapt facilities and resources for the needs of pupils with disabilities. Accessibility issues are constantly reviewed and discussed with different agencies to meet the needs of disabled children and young people within the National Curriculum Framework. The school has a Policy and an Accessibility Plan.

Strategic Equality Plan

Following County policy, we have created a Strategic Equality plan to guarantee all aspects of equality in the school.

We promote an understanding of different cultures, and we ensure that the ethos of the school gives the right environment for children to grow up in a multi-cultural society. If you would like a copy of this policy, please contact the school office.

Emergency Contact Numbers

Emergency Contact Numbers are kept in the school office in case of accident or illness.

You must inform us of changes in your details or circumstances such as a change of address or phone number. The school must be given a contact number for the day so that we can contact you in an emergency.





Physical Education and Games

We work closely with Healthy School Bodies on several initiatives to ensure that we provide guidance and advice on healthy lifestyles.

A full and equal opportunity is given to all pupils to participate in all sporting activities.

Physical Education is taught in lessons with equal emphasis on gymnastics, dance, games and athletics. It is expected that the children dress appropriately for these lessons – T-shirt, shorts and training shoes for athletics / games, barefoot for dance and gymnastics.

Dance and gymnastics will take place in the hall; athletics and games will take place on the playing field, on the astro or in the yard.

The children in year 3 receive swimming lessons during the year at Fitzalan Swimming Pool. Year 5 pupils receive sailing lessons in the summer term. Year 6 pupils receive cycling and road safety lessons.

The netball, football and rugby teams play regularly against other schools. The school participates in the Urdd games competitions every year as well as other local competitions.

Extra curricular activities

The school hopes to ensure the co-operation and support of all parents with the extra-curricular activities arranged.

Our extracurricular activities include netball, hockey, rugby, football, cricket, swimming, rounders, choir, performance club, Hwyl a Sbri club, film club, gardening club, musical instruments, folk dancing, Minecraft club and the Urdd.

Parents are asked to ensure that arrangements are made to collect their children at the appropriate time. Additional information can be found on the school website.

School Uniform

The school has an official uniform and we hope that you will encourage the children to wear it every day. The setting of standards is uppermost in our minds, and I am sure you will agree that the wearing of school uniform leads to pride in the school and this together with good discipline will aid the setting and maintaining of high academic standards.

The school colours are blue and yellow, and the school uniform can be ordered directly from the suppliers – Cardiff Embroidery YC Sports

The uniform:

Grey skirt or trousers

Yellow polo shirt with school logo

Blue sweatshirt with school logo

Shoes should be dark in colour.

Due to Health and safety, we will not allow earrings (studs only) necklaces or bracelets.

You will be notified on which days your child will have P.E. lessons. For these lessons they will need dark coloured shorts or leggings and a blue PE T-shirt (Branwen), green PE T-shirt (Manawydan) and a red PE T-shirt (Pwyll).

Could you please ensure that your child's name is on every piece of clothing that he/she wears to school. If additional school clothing is required, we have a huge supply of laundered second-hand clothing in excellent condition available free of charge from the school.

Security

There are security locks on all external doors. Clear signs direct visitors towards the school's main entrance should they wish to enter the school for any reason.

All visitors should report to the main office. Dogs are not allowed on the school grounds. Smoking is not allowed on the school grounds.



Safeguarding Procedures

All members of staff are responsible for the safety and protection of the children who attend the school.

If there are concerns regarding neglect or physical, emotional or sexual harm then, under the County's child protection procedures, staff are duty-bound to report the matter to the school's designated child protection teacher.

The school's coordinator may consult with professional colleagues as well as relevant agencies such as Health and Social Services.

Following these discussions, the school's coordinator may be obliged to make an official referral to the social services department. in accordance with county guidelines and protocol. It is the social services department who decides on the next course of action. Due to the nature of the allegations, it may not always be appropriate to discuss matters with parents before making a referral. The responsibility for investigating allegations lies with social services and the police.

Designated child protection officer

Mrs Catrin Evans

Designated child protection officer

Mr Gareth Evans

Designated child protection governor

Mrs Sharon Krause

Chair of Governors

Manon George

Key Authority Numbers

Cardiff Multi Agency Support Hub (MASH)

029 2053 6490

Pupils with a designated Social services Officer

029 2056 3400 Police 999 (emergency) 029 2022 2111

Education Safety Team

029 2233 0876, 029 223 30877, 029 2233 0878

SLLSSafeguardingTeamInformation@caerdydd.gov.uk

Finn Madell, Local Authority Designated Officer (PDALI)

029 2233 0868

Prevent Coordinator

Carl Davies Ffôn: 029 2087 3281 Ffôn symudol:

E-bost: carl.davies@caerdydd.gov.uk

Jennifer Lenczner Education Prevent Officer

Awdurdod Lleol Caerdydd Ffôn: 029 2087 3281

Ffôn symudol: 07811 980031

E-bost: Jennifer.Lenczner@caerdydd.gov.uk

Home and School Contact

The school communicates with parents and guardians using a text system and email. Our Twitter account is an effective means to see pictures of your child's class, and this is updated regularly.

Information regarding important dates is sent out to parents and guardians every half term and our online calendar is updated weekly on the school website.

We send out a newsletter to our parents every Friday. The newsletter will be delivered via the Group Ed app.

The newsletter contains the week's news and information about the following week.

We also upload all newsletters on the school website.

We send out the weekly communication to our parents every Tuesday. The weekly communication will be delivered via the Group Ed app.

The weekly communication contains all the information and letters relevant to your child's class.

We also upload all weekly communications on the school website.

The school has a very busy and supportive Parent and Teacher Association, which organises various activities for the parents and children of the school. You will be informed of the meetings by letter, email or text messages.

Remember that any parent who wishes to discuss any aspect of their children's education can arrange to do so by contacting the school to make an appointment.

Charging Policy

School Governing Bodies are required to produce a policy regarding charging for school activities. The aims of the policy are to:

-
- Maintain the right for free education
 - Ensure that school activities are available to all pupils, irrespective of the ability or willingness of parents to contribute towards the cost. It is emphasised that there is no statutory requirement to charge for education or relevant activities, but Education Authorities and Governing Bodies are given the right to charge for some activities when required.
 - Confirm the rights of Authorities and Schools to invite voluntary contributions, which will benefit the school, or in support of any activity arranged – whether during or after school hours.
-

Money

Money in payment for school meals, educational visits etc should be sent into school via **Group Ed**.

Visits

School visits enrich the children's education and regular opportunities arise to visit places outside the school. In such cases, there is a need for transport and sometimes an admittance fee.

We are aware of the financial burden on parents and the school will ensure that costs are kept to a minimum. There is no compulsion on any parent to contribute to these activities. If parents choose not to contribute, then the Headteacher has the right to cancel the activity if the cost, in her opinion, becomes unreasonable.

Residential Visits

When school activities require children to spend one or more nights away from home the school is entitled to charge for food and accommodation.

As with the other activities if the Headteacher sees that the cost of holding the course becomes unreasonable, the Headteacher has the right to cancel the visit.

Breakfast and After School Club

Breakfast Club

The school operates a breakfast club for all pupils including Nursery (morning session only). Breakfast is completely free of charge and is funded by the Welsh Government. The Breakfast Club opens at **8.10am** and accepts children up until **8.20am**. The children are supervised by trained staff during and after breakfast up until the time they start school at **9.00am**. When they have finished breakfast they will have an opportunity to play games, play and draw. For more information contact the school office.

Clwb Cymer Ofal after-school club

Cymer Ofal provides after-school childcare from the end of the school day until 6pm, Monday to Friday, for pupils in Reception up to Year 6. Cymer Ofal club is based at Ysgol Treganna.

We will also be providing after-school childcare for pupils in Nursery from November 24. At the end of the school day, the children congregate in the school hall where a daily register is taken, a snack is provided and a variety of play opportunities are available for children to choose to participate in until collected by their parent/carer. A variety of activities are offered, covering the whole age range and every stage of development.

Opportunities for creative and challenging play are provided, as well as leisure activities. These are planned with the children to maximise their enjoyment and to further develop their social and behavioural skills.

For further information

clwb@cymerofal.co.uk
Clwb Treganna: 07943 991007 |

Complaints Procedure

The Local Education Authority has established a procedure to consider complaints concerning the way schools' Governing Bodies and the Education Authorities act in relation to the school's curriculum and other related matters.

This procedure is available in a document available from the County. A copy will be available to any parent seeking to make a complaint under these arrangements. The complaints procedure is available on the school website.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Headteacher.

An appointment can be made to discuss any complaints with the Headteacher and also to view any curricular-related documents.



ysgoltreganna@caerdydd.gov.uk
@YsgolTreganna



Ysgol Treganna

Sanatorium Road
Canton
Cardiff
CF11 8DG

Design: elfen.co.uk

