

Ysgol Treganna

ysgoltreganna.cymru
029 2059 0830

ysgoltreganna@caerdydd.gov.uk
@YsgolTreganna

Reception Class Handbook

September 2025



School times

Reception
09:00–15:20

The school gates will open at 8.50.



Department Staff



Mrs Elin James
Department Leader



Mrs Catrin V Smith
Class Teacher
Dosbarth Bedwyr



Mrs Siân Healan
Class Teacher
Dosbarth Mabon



Miss Elin Evans
Class Teacher
Dosbarth Olwen

Learning Community

As pupils enter Reception at Treganna they will be allocated a class and a learning community.

- Mabon – Pwyll Community
- Olwen – Branwen Community
- Bedwyr – Manawydan Community

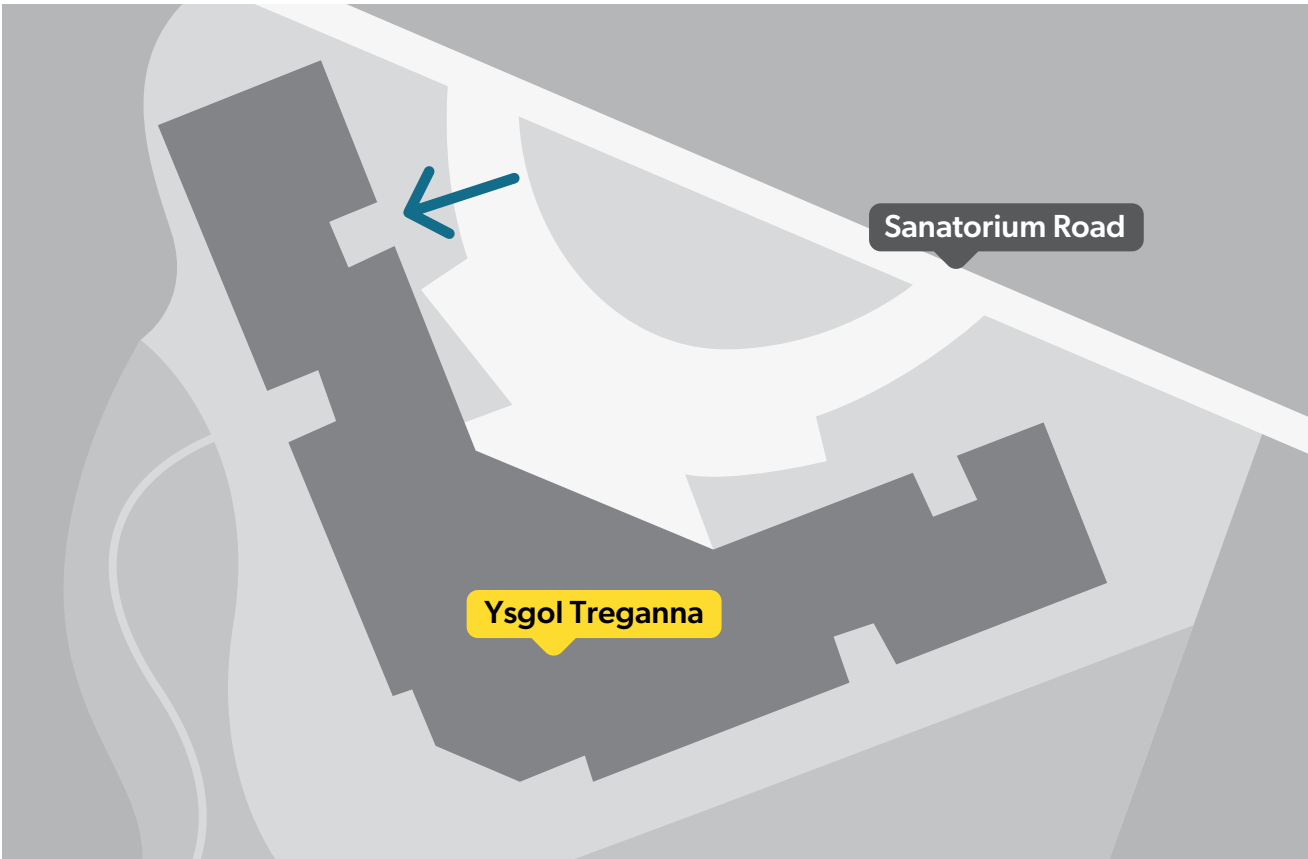
Each learning community has a leader who is responsible for the pastoral care of pupils within their community.

Pwyll Community
Mrs Erwain Alaw

Branwen Community
Mrs Emsyl Llwyd

Manawydan Community
Mrs Marged Miles Farrier

Drop off



Pick up



**A typical day
in Reception**

Daily routine

Arrival

Registration and carpet time

Session 1

Focused tasks and Continuous Provision
Playtime

Session 2

Focused tasks and Continuous Provision
Lunchtime
Mindfulness Session

Session 3

Focused tasks and Continuous Provision
Playtime

Session 4

Focused tasks and Enhanced Provision

Session 5

Storytime, fruit and milk and prepare for home time.

**Collection
Arrangements**

We kindly request that you send us an email with your child’s usual collection arrangements at the start of the term.

If there is any change to your child’s usual collection arrangements we request that you inform us in writing.

ysgoltreganna@caerdydd.gov.uk

Please use your child’s name as the email subject.

If you are notifying the school of your child’s absence, please use this email:

tregannad@hwbcymru.net

Uniform

All pupils will need to wear full school uniform. You can buy uniform at [YC Sports](#) in Canton or order online at [Cardiff Embroidery](#).

You can also purchase your school 'community' t-shirt here for PE

Physical Education session will be confirmed in September.

Please remember to label everything – clothes, shoes, coats and bags.



Lunch

You can see the menu and pay for school dinners on the app **Group Ed**.

Please inform us if your child has specific dietary requirements, e.g. vegetarian/vegan, gluten free, dairy free.

Lunch boxes

Should you wish to provide your child with a lunch box, we encourage you to provide healthy options and avoid any products containing nuts.

Snack

In the foundation phase we prepare daily healthy snacks to have with milk. We ask for a contribution of **£1** a week towards the cost.

It is possible to pay for the snack on the **Group Ed** app.

Medical

Absence

Please let us know if your child is going to be absent due to illness or a medical appointment. Please send a letter or phone the school to explain the absence. If your child is suffering from vomiting and/or diarrhoea, please ensure they stay away from school for 48 hrs after the last episode. Thank you for your co-operation.

Illness

If your child is unwell during school time, we will contact you so that you can collect him/her. If we are unable to contact parents we will phone the contact and emergency numbers that you provide us with. **Please appreciate that it is vitally important that these contact numbers are kept up to date.**

Medication

Pupils are not allowed to keep medicine of any kind. If your child must take **prescribed** medicine during the day, you are expected to complete the authorisation form available from the school office.

No member of staff is able to undertake this duty without this authorisation in place. Please ensure that all medication is labelled clearly with your child's name.

Head Lice

We follow County Council guidelines in this matter and ask that you

-
- keep your child at home until the head lice have been eradicated
 - inform us of the infestation so that we can warn other parents to inspect their children
 - If your child attends school with head lice, we will contact you to come and collect them for treatment. Your pharmacist will be able to provide you with the appropriate treatment. Please follow directions to the letter as failure to do so will result in the return of these pests.
-

Asthma

Pupils suffering from asthma must be able to self administer without adult help. Pumps should be clearly labelled with the pupil's name Pupils have free access to these at all times. Dosage details and any special arrangements should be detailed in writing to school.

Allergies

If your child has an allergy that requires or may require medical attention, please contact the school as soon as possible. We work closely with the Local Authority medical team There are pupils at school with severe nut allergies. **Nuts of any kind are not allowed to be brought to school.**

First Few Weeks

Please be patient during the first few weeks as your child settles into a new school routine.

Do ring us if you are at all concerned.
We understand it could be a difficult time for you and your child!

If your child is unhappy please let us know, we are here to help. Everything you say is always in confidence.

REMEMBER

The most important thing that you can do is talk to your child. You are the most important person in your child’s life. You are the one who will influence the way your child feels, thinks and acts. If we work together then we will be giving your child the very best start in life



How can I help?

Please encourage your child to:

- use the toilet independently
- wash his/her hands after using the toilet
- use a handkerchief to wipe his/her nose
- share with others
- wait his/her turn
- use cutlery.

Please help the teacher by:

- Labelling everything clothes, coats, shoes and bags
- Teaching your child to dress and undress with minimal help
- Not allowing your child to wear jewellery and bring toys to school
- Helping your child to recognise and write his / her name correctly. Use capital letters only at the beginning of their name
- Giving your child the opportunity to use a variety of creative materials such as crayons, pencils, paint, scissors and glue
- Watch pre school programmes with your child e.g. Cyw on S4C
- Use apps to play Welsh games e.g. Cyw, Tric a Chlic, Magi Ann.

Language Immersion

In Ysgol Treganna we introduce the Welsh language to pupils by using the language immersion method.

What is the language immersion method?

- The language immersion method is a way of introducing a new language
- Only Welsh is used by staff in the classroom and on the playground
- Pupils learn a new language in a similar way to their home language by hearing the language around them and using the language during new experiences.



Tric a Chlic

What is Tric a Chlic

Tric a Chlic teaches phonic skills, which are the basis for teaching reading. The plan will:

- teach sounds and letter formation
- teach constructive strategies to read words and to segment for spelling
- encourage fluency and expression when reading from the beginning
- offers interactive teaching methods
- regularly reinforce the steps
- move quickly from one stage to another.



Tric a Chlic Songs



Tric a Chlic App

A Weekly Newsletter and Weekly Communication on your mobile

Use the GroupEd app to receive the newsletter and weekly updates on your phone.

Important:

Please notify the school immediately of any changes to phone number/s and email address.



Additional Information

Party invitations

The school staff do not hand out party invitations.

Warm weather

During warm weather we ask that your child wears a sun hat and sun cream. Please try to teach your child to apply sun cream independently.

Arranging a meeting

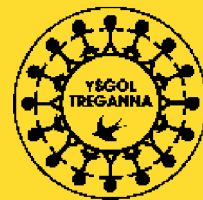
If you need to arrange a meeting with the class teacher we ask that you arrange this through the school office.

School trips

We ask for a voluntary contribution towards school trips. It is possible to pay through the GroupEd app. Please notify the class teacher if you are available to help with any trips.



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Ysgol Treganna

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