

Ysgol Gymunedol Trimsaran Community School



Egni a lwydd

Introduction

Ysgol Trimsaran was founded in 1875 under the headship of Mr Thomas Sylfan Jones and was situated where the Junior yard is now on the Heol Waunyclun entrance. A separate Infant school was established in the same building in 1895 under the headship of Mrs M. Jones.

In 1955 due to massive overcrowding and a deterioration in the building a brand, shining new Infants school (made of war surplus aluminium) was opened. By 1962 as a result of a large influx into the village from the North East of England the school started an English stream class to run in parallel with the Welsh stream, a system which has continued to the present day.

A new Junior building was opened in 1968 and the old school was demolished to make way for the new Junior yard. In 1975 a purpose built Nursery was set up in the Infants which allowed the school to admit children from their third birthday. The Infant and Junior schools were amalgamated in 1989 to form Trimsaran Primary under the headship of Mr Wynn Jenkins. The current head Mrs S Owen was appointed in 2010.

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The school has the capacity for 325 pupils with 164 pupils currently on roll. The facilities within the school allow for flexibility in teaching methods and approaches as appropriate to the needs of individuals, small groups or whole classes. The teaching accommodation within the Infant building contains all the Infant and Nursery classes whilst the Junior children are housed in the main building.

The design of the school is such that it offers the children and the wider community good facilities for learning and leisure. The school has two halls and two purpose made fully networked computer suites of fifteen computers one in each building. All classrooms have an interactive whiteboard and at least two computers.

Our Vision

Our vision is to provide a happy, caring and stimulating environment. One that promotes curiosity, enthusiasm and respect, where children will recognise and achieve their own potential. Each child should feel valued and be proud of their culture and heritage so that they can make the best contribution to society.

We believe that:-

- *If a child lives with criticism - he learns to condemn .*
- *If a child learns to live with hostility - he learns to fight .*
- *If a child learns to live with ridicule - he learns to be shy .*
- *If a child lives with shame - he learns to feel guilty .*
- *If a child lives with tolerance - he learns to be patient .*
- *If a child lives with encouragement - he learns confidence .*
- *If a child lives with praise - he learns to appreciate .*
- *If a child lives with fairness - he learns justice .*
- *If a child lives with security - he learns to have faith .*
- *If a child lives with approval - he learns to like himself .*
- *If a child lives with acceptance and friendship - he learns to find love in the world .*

Throughout your child's education we will keep you up to date and informed of progress and development but it is important to remember that you are welcome to see us at any time particularly if you have any concerns or worries. We see the education of every child as being very much a partnership between home and school so it is important to have good communication between teachers and parents.

Please read through the booklet and if you have any questions please do not hesitate to contact us by telephone on 01554 810670 or email :- head@trimsaran.ysgolccc.org.uk.

School Staff

Teaching Staff:

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Mrs Sharon Owen	Headteacher
Mrs Meryl Trussler	Meithrin
Miss Delyth Ungoed	Derbyn
Miss Hannah Madge	Blwyddyn 1
Mrs Alison Goodwin	Blwyddyn 2
Mr Glyn Jones	Blwyddyn 3/4
Miss Catrin Roberts	Blwyddyn 5/6
Mr Gareth Harry	Year 4/5/6

Nursery Nurses:

Mrs Elizabeth Lewis	Meithrin
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Teaching Assistants:

Mrs Avril Beard
Mrs Anne Frater
Mrs Eirlys Emanuel
Miss Ffion Bunyan
Mrs Denise Bates
Mrs Irene Owens
Mrs Sarah Calford
Mrs Melanie Jenkins
Miss Catrin Pugh

I.T. Systems Administrator:

Mrs Caron Millon

Clerical:

Mrs Lynne Bridgewater	Administrative Officer
Mrs Irene Owens	School Meals

Care-taking/cleaning:

Mr Stewart Williams	Caretaker
Mrs Sharon Worth	Cleaner
Mrs Linda Phillips	Cleaner
Mrs Angeline Emanuel	Cleaner

Meals Service:

Mrs Beryl Williams	Head Cook
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Mrs Gwenda Frater
Mrs Teresa Morgan
Mrs Christine Jones

Kitchen Assistant
Kitchen Assistant
Kitchen Assistant

Mid-day Supervisors:

Mrs Irene Owens
Mrs Jayne Evans
Mrs Linda Phillips
Mrs Melanie Beckett
Miss Clare Hollands
Ms Jacqueline Phillips
Mr Stewart Williams

Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor

School Governors:

Cllr. Mrs M. Gravell	L.E.A.	
Mr M. Warren	L.E.A.	
Mrs M. J. James	L.E.A.	Chairperson
Mrs S.J. Davies	Parent	Vice-Chairperson
Mrs A. Evans	Parent	
Mr W. Thomas	Parent	
Mrs A. Studley	Parent	
Mr D. V. Lloyd	Community	
Mr C. Blackwell	Community	
Mrs M. Stock	Community	
Mrs C. M. Lloyd-Jenkins	Additional Community	
Mrs A. Beard	Staff	
Mr G. Jones	Teacher	
Mrs C. S. Owen	Headteacher	

The Local Education Authority:

Carmarthenshire County Council, Education Department Tel No.: 01267 234567

Admission Procedures

There is a designated catchment area for Ysgol Gymunedol Trimsaran and any children transferring to us from other schools should live within its boundaries. A map of the catchment area is included at the back of this booklet.

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Any families moving out of the area may keep their children here if they so wish or they may transfer them to the school which serves the area they have moved to. Under the "sibling" rule any younger brothers or sisters can be enrolled at Ysgol Gymunedol Trimsaran even if you are living outside the area, provided you already have at least one child here.

Once you have had a chance to read the school brochure and complete the admissions form we would like you and your children to visit us. You can have a look around the school and we can answer any questions you may have so please contact us to make an appointment.

For those of you who have children approaching school age the admission procedure is as follows.

We are able to admit children into our Nursery three times a year in September, January and April. Part time education in our Nursery is available to all children at the beginning of the term after they are three. The critical dates being September 1st, January 1st and April 1st. Children attend for one term part time and if there is sufficient room they can then be offered a full time place. Places in the Nursery are limited so it is important to register your child with the school.

In order to make the transition into Trimsaran Nursery as smooth and as happy as possible we invite you to bring your child to school on the Tuesday before the end of the term prior to their start date. The Head Mrs Owen and Head of Foundation Phase Mrs Trussler will explain the general running of the school and give you a guided tour while your child will be able to spend an hour or so in the Nursery.

There will also be plenty of opportunity to ask questions and meet many of the people who will be responsible for various aspects of your child's education or development. An Induction Pack containing a range of information about the school and the build up to starting school will be provided.

The Curriculum

Ysgol Gymunedol Trimsaran is a dual stream school i.e it has two language streams. Children are immersed in the Welsh language on entry into the Nursery. The main language of instruction in the foundation phase will be Welsh. From that point onwards in KS2 (7-11) the lead language will vary.

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This policy should ensure that all pupils will achieve a good standard of bilingualism by the time they leave school at eleven.

There are many advantages to being bilingual which include:-

- Complete participation in the rich and varied cultural life of the Community.
- An added language experience which will aid the acquisition of other foreign languages.

Bilingual children are also

- more versatile and creative in their thinking.
- more intellectually advanced in other fields at four and five years old.
- Better at retaining their mental abilities into old age.

But we don't speak Welsh

- Neither do the parents of most of the children in the majority of bilingual schools in Wales and you'll find that most of the children come from English-speaking homes – and they're doing just fine.
- Even if you don't speak Welsh, your attitude towards the language can make a world of difference.

What about his/her English?

- There's no need to worry. If you look at exam results in Wales – even for English language and literature – those in bilingual schools are consistently better than the national average.
- It's been shown that children in bilingual schools develop their writing skills more effectively than children in English medium schools.

National Curriculum

In providing for your children we are guided by the requirements of the National Curriculum.

The provision at Ysgol Gymunedol Trimsaran accounts for every aspect of a child's development. The curriculum gives children the opportunity to achieve the highest possible standards of numeracy and literacy whilst ensuring they can become confident in physical, artistic, practical and social skills. We provide a broad and balanced education with emphasis on the four key skills namely maths, thinking, communication and I.T.

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allowing for the individual needs of each child to be met within well-planned learning experiences.

Areas of Learning include:

- Art
- Design and Technology
- English
- Welsh
- Geography
- History
- Information & Communications Technology
- Mathematics
- Music
- Physical Education
- PHSE
- Religious Education
- Science

Curriculum planning involves all members of the teaching staff to ensure there is progression and continuity in learning as your child passes through the school and all our planning processes give due regard to the requirements of the National Curriculum.

Religious and Moral Education

Regular assemblies are held and pupils are taught the Christian faith and learn of other major religions. Special arrangements can be made if you request that your child be withdrawn from assembly.

Parents and the Curriculum

Support and help from parents is an essential ingredient in a child's education. The delivery of the planned curriculum involves parents helping/encouraging children at home with such things as reading, number work, consolidation of acquired skills, etc. We also welcome parental help in school time for such things as educational visits, swimming, transport to sporting events, assisting children with their work etc. It is our intention to maximise the use of all available facilities and resources including staff/parent expertise. We look for high levels of achievement in every area of the curriculum but in particular we wish all children to establish a firm grasp of the basics of reading, writing and number work. (Three Rs) As success in all areas of learning depends on a child's understanding of the basics, it is essential that due emphasis is placed on building solid foundations.

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Indeed, during the academic year 1999-00 we implemented the National Literacy Strategy, during the year 2000-01 we introduced the National Numeracy Strategy and in September 2000 we implemented Curriculum 2000. Since September 2000 we have continued to review and refine the curriculum and our methods of delivery to ensure they remain appropriate in meeting the needs of the children. In 2002 we introduced a language scheme entitled POPAT (Programme of Phonological Awareness Training) in the Nursery /Infants and with some Junior aged pupils experiencing language difficulties.

In 2003 the Welsh version of POPAT was introduced. Undoubtedly, schools will be required to introduce and implement more initiatives in the years to come and as we do so we will keep you fully informed of what they mean to you and your child's education.

Complaints Procedures

If parents have a complaint regarding the curriculum or any other matter concerning school life the first point of contact should be the school itself. We adopt an open door policy with regards to parents and hopefully most matters can be dealt with by talking to the class teachers. However if this does not resolve the matter then the issue can be referred to the headteacher. If you are still unhappy about the outcome of this consultation the headteacher will then refer you to the school's official complaints document which will outline the next steps to be taken.

Curriculum Delivery

There are two main ways in which to deliver the curriculum, one being the subject approach and the other the cross-curricular approach. The children at Ysgol Gymunedol Trimsaran will experience both approaches as each has something valuable to contribute towards their education.

The subject approach, as it suggests, is the teaching of a particular subject more or less in isolation from other areas of the curriculum, for example, Maths, Science, Welsh and English. Children will be taught the skills and knowledge of a particular subject and extend their conceptual levels accordingly.

The cross-curricular approach, however, teaches a number of subjects using a theme or topic as a central core. For example, a topic on Ourselves may include some scientific investigations, various types of writing (Welsh/English), mathematical surveys, collage (art), etc. The cross-curricular approach enables the teacher to provide a vehicle through which children can apply the skills and concepts gained from subject teaching. Furthermore, the children become aware of how to use, develop and extend the many skills they are gaining, they see a purpose and value in having those skills, and the topic usually produces an end result whereas subject teaching tends to be on-going.

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To reinforce the understanding that skills and knowledge gained through subject teaching are the “tools” people use to solve problems, make discoveries, communicate with others etc., the children will be made aware of which type of skills they are using when undertaking topic work, i.e. mathematical, scientific, etc. All topic work is carefully planned to ensure it is complementary to the levels of subject teaching.

Indeed, children as young as three can very quickly learn to transfer and apply skills, provided the framework is there for them to do so. From the start of a child’s education at Ysgol Gymunedol Trimsaran he/she is given a carefully structured and balanced education using whatever methods and groupings are required to ensure success in learning.

Teaching Methods

Throughout your child’s schooling various teaching methods will be used such as the whole class approach, small group work and individual learning. Each has its place in a balanced and well developed curriculum. Assessment for learning strategies will be included in our lessons where the learning intention is always shared and success criteria agreed upon. Strategies such as talking partners, open questioning, self and peer assessment, effective feedback and hot seating are features that will be planned for.

In any class of 20 to 25 children there will be a range of abilities including those who need extra support generally, those to whom everything comes easily and those who struggle or excel in perhaps just one curriculum area.

Grouping children mainly according to their levels of understanding allows the teacher to focus very closely on the next stage in their learning. Each group of children, no matter what their level, will be able to move forward at a pace which is appropriate for them. Grouping children in the core subjects of Maths, Welsh, English and Science can be particularly beneficial. Groups will be operated in a variety of ways.

A group of children will at times be engaged on a single task with each child performing a different but distinct element of that task, i.e. co-operative group work (team work) with the end product being something to which all group members have contributed. A scientific investigation will often be conducted in this manner.

A teacher may introduce a new idea or concept to the whole group, give a thorough explanation and then instruct the children to work individually so that they can consolidate and extend their new understanding. The children, though grouped at a common level, work quite independently of each other. Maths, Welsh and English will often be taught in this way.

Class teaching still has an important part to play in a child’s education. Throughout the course of each week, various activities will be undertaken as a whole class including such things as P.E., story time, music/singing and certain elements of the core curriculum areas. The decision as to which approach to adopt for any given lesson will be determined

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by what is seen to be the most appropriate way to achieve the intended degree of learning. Issues and decisions regarding different teaching methods are addressed in the teacher's detailed planning files.

Special Needs Children

The individual needs of all children will normally be catered for within the classroom situation by the class teacher. On occasions, however, some children may have a learning difficulty that requires extra support. This may be a learning difficulty in general or in one area of the curriculum, for example, Maths. When such a situation arises the teacher responsible for Special Needs throughout the school will advise and support the class teacher in providing a thorough programme of work, which will lead that child through his difficulties. Sometimes this may be a short-term measure and other times throughout the child's school career. If we feel unable to adequately provide for a special needs child from within the school we can readily call upon the services of the Carmarthenshire Special Needs Department. For children with more complex learning difficulties there are clear Review and Statement procedures which enable the support services to assist with such things as extra staffing, resources, the preparation of specific work programmes, additional funding etc. Review meetings include a range of people concerned and involved with the development and education of a child with special educational needs. The meetings do, of course, include the parents/guardians. Such meetings will identify the needs of a child and recommendations will be made as to how best to provide for those needs.

Throughout your child's education at Ysgol Gymunedol Trimsaran School judgements will be made as to which approach will best meet his/her needs. We will regularly keep you informed of progress and will consult you from time to time if and when various types of extra support are being considered, such as the provision of speech therapy.

Usually the teachers will identify when a child needs extra support but sometimes the parents may be the first to notice it or perhaps a child starting school for the first time is already receiving support. If you have any concerns, questions or information relating to your child and the need for additional support, it is vital for the child's sake that there are good communications between home and school.

Children are not always able to be wholly consistent in their performance at school. Just like adults they have their "off days". The occasional "off day" can be the result of a late night, the excitement of their birthday, feeling unwell etc. and is perfectly understandable. Cause for concern occurs when the "off days" become regular features and can be an indicator that something more serious is troubling the child. If a situation arises that may cause a deterioration of your child's performance such as the arrival of a new baby, the illness of a grandparent or separation of parents it is important that, at least to some degree, we are made aware of the problem. Any information given will be confidential and only those who need to know will be informed. Often the teachers can

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make some adjustments in the provision for a child, which will at least partially help support them during a period of personal difficulty.

Assessment and Recording

The progress and performance of every child will be regularly assessed throughout his school career.

The National Curriculum requires that children be assessed at certain stages of their schooling - but the majority of assessment will occur on a continuous basis from the day a child starts school.

The main aims of assessing and recording children's work are as follows:

- ***To have an accurate picture of what each child can do; i.e. skills and concepts achieved and understood.***

This knowledge enables the teacher to carefully plan ahead and ensure all children are given appropriate and challenging work, which will continually move them forwards.

- ***To identify gaps in the children's knowledge and understanding***

Accurate assessment can highlight areas of uncertainty and weakness thereby allowing the teacher to ensure that a child can be helped through his difficulties.

- ***To ensure there is progression and continuity in learning as children pass through the school***

When children change classes their new teacher can be accurately informed of their levels of understanding so that each child will continue from the point at which their previous teacher left them.

- ***To be able to accurately inform parents of their child's progress.***

Parents' Evenings will normally be held twice a year in October and towards the end of the academic year in July.

- ***To inform secondary schools of the levels of achievement of the children they are to receive.***

Both formal and informal methods of assessment are undertaken at Ysgol Gymunedol Trimsaran. Informal assessment occurs on a daily basis when the teachers are working closely with the children. Often the teacher will keep personal notes about each child as an aide-memoire but such notes will not form part of our official record keeping system.

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Formal assessment involves testing and teacher assessment, the results of which are recorded and held centrally. There is an individual file for each child in the school.

Testing and teacher assessment occurs throughout all areas of the curriculum but with an emphasis on the National Curriculum Core Subjects, namely Mathematics, Welsh, English and Science.

Updating of the records is an on-going process so that they reflect the progress being made and provide us with the information we require.

Children's Records

The children's records contain a variety of information, mostly relating to their progress at school and are held centrally in individual files. Some information is also stored on the computer but this consists of information supplied by parents on the pupil record form.

The records consist of:

- General information such as address, emergency telephone numbers, medical information as supplied by parents.
- A pupil record booklet, with a page of assessment results.
- A pupil tracking sheet summarising results and targets.
- Termly and yearly attendance records.

- Reading record sheets.
- Special Needs information and target sheets if applicable.
- Annual permission slips.
- Annual reports.
- Any additional information as decided by individual teachers which may include such things as informal notes on the children's progress.
- Children's exercise books will form an on-going record of work for all areas of the curriculum. Exercise books will continue to be used even when children change classes so that we have a long-term record of their progress and achievements.

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Miscellaneous Information

Absences

There has been a considerable increase in the number of absences for holiday purposes, particularly as some families are taking more than one holiday per year during term time. The legal situation regarding holiday absences is that a child may be taken out of school up to a maximum of 10 days. Beyond that, all absences other than for illness are regarded as being unauthorised. The way in which the National Curriculum now operates makes it increasingly difficult for teachers to give children the opportunity to cover those areas missed through absence.

Please ensure you write to the school if it is your intention to take your children on holiday during term time. However, we do ask that you consider the issue carefully before taking your children out of school. In some instances the cumulative effect of holidays and absence through illness can have serious implications with regard to progress and levels achieved. All absences, both authorised and unauthorised will be recorded and reported to parents in July of each year.

The Attendance Summary Report for Ysgol Gymunedol Trimsaran for the year 2009-2010 is as follows:

<i>Average attendance</i>	91.02%
<i>Authorised absence rate</i>	5.47%
<i>Unauthorised absence rate</i>	3.50%

In the event of absence from school, parents should contact the school office as soon as possible giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone, fax, e-mail or by sending in a note to school.

When your child has had a stomach upset and sickness it is important that you allow a period of at least 24 hours to elapse after the sickness has finished before sending him back to school. Such action will help to prevent the infection spreading unnecessarily to others in the school.

Additional Subjects

Children at various stages of their schooling may be given the opportunity to learn to play a musical instrument such as a violin, recorder, flute or guitar. Music tuition is undertaken by visiting peripatetic teachers.

Parental permission is required if a child is to be offered music tuition.

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Please note that children participating in such activities will be withdrawn from their class during normal lesson time and hence only one instrument will offered.

Sex Education

The aim of the school policy is to support the personal, social and emotional development of all the pupils and to give every pupil the opportunity to acquire the knowledge, awareness and skills to allow them to take full, happy and active part in society.

All questions are answered truthfully, factually and without embarrassment so that the child remains uninhibited.

Consideration is given at all times to the age, aptitude, emotional maturity and beliefs of the child.

All Matters relation to sex education will be set in the context of loving and caring, moral considerations and the value of family life. The school nurse will assist the school with pupils in Y6.

Classes

Classes will normally be made up of children from two year groups. Most classes have between 20 and 30 pupils.

Sporting and Extra Curricular Activities

The school is justifiably proud of its sporting and cultural traditions. We encourage as many pupils as is possible to take part and it is our aim for every child to have represented the school by the time they leave us. We believe in excellence, in mass participation and that one can be achieved through the other. In the academic year 2005-2006 for example the school has become the:-

- **Llanelli and District indoor athletics champions**
- **Llanelli and District outdoor athletics champions**
- **Llanelli Decathlon champions**
- **Llanelli and District Bobby Busters Runners up**
- **Carmarthenshire Indoor Athletics Runners up**
- **Carmarthenshire Decathlon Runners up**
- **Llanelli and District Softball Rounders Runners up**
- **Llanelli and District Girls Football Runners up**
- **Llanelli and District Netball finalists**
- **Boys Football Semi-finalists**

In addition to this:-

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- **Over 70 pupils took part in the Urdd local Eisteddfod singing/dancing/recitation.**
- **Over 90 pupils competed in the Art/Craft/Science/D.T./Computer Graphics competitions.**

A number of clubs and activities are available at lunchtimes and/or after school. For example Urdd, chess, choir etc. A full programme of all extra curricular activities will be made known to children and parents by the third week of the Autumn Term. You will be notified in regular Newsletters of any changes that may occur to these activities during the course of the year.

Change of Circumstances

Should your address or emergency contact numbers change or pick-up procedures differ from usual, please inform the school so that our records can be updated. It is important to maintain accurate information on every child. If you think our records might be out of date please contact the office for a new form.

Holiday Dates 2010-2011

Autumn Term

School opens: 02.09.10 – 22.12.10
Half term: 25.10.10 – 29.10.10 (inc.)

Spring Term

School opens: 05.01.11 – 15.04.11
Half term: 21.02.11 – 25.02.11 (inc)

Summer term

School opens: 03.05.11 – 18.07.11
Half term: 30.05.11 – 03.06.11 (inc)

Please make a note of these holiday dates for future reference.

PTA

We have an active Parent Teachers Association at Ysgol Gymunedol Trimsaran, which, over the years, has raised many thousands of pounds. The money raised has helped the school buy a range of expensive resources which otherwise would not be available for your children to use. LEA funding is adequate for the provision of all essential

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equipment, but the activities of the P.T.A. has allowed us to provide the “*Icing on the cake*”. Their contribution includes such things as a computer suite, a new stage, camera, video recorder, construction kits and big books. Many other items have been provided along the way and all for the benefit of your children.

The Association is also noted for organising non-profit making social events for both children and adults which help to engender a greater sense of community amongst those associated with Ysgol Gymunedol Trimsaran.

The P.T.A. is always ready to welcome new members, so if you are interested in playing an active role in the Association, please do not hesitate to contact the school. This year’s committee members are:- Chairperson - Mrs Sarah Jane Davies, Secretary – Mrs Meryl Evans and Treasurer - Mrs Alex.Einon.

Health, Safety and Well-being:

The health safety and well-being of all the children in our care is of the utmost importance. To this end we have in place a range of policies, systems and procedures which all members of the teaching and non-teaching staff follow. They cover such things as security of the premises, lunchtime supervision, evacuation in the event of an emergency, medical care, out of school activities, the use of safety equipment and so on.

We also have in place for the children a clearly defined Code of Conduct or Golden Rules that we expect to be followed at all times. The code of conduct is given below and we ask that you support us by reinforcing with your children the values and attitudes expressed within it. All teachers will, from time to time, discuss the code of conduct with their classes and remind them of the type of climate we aim to provide at Ysgol Gymunedol Trimsaran. The code of conduct is also contained within our Discipline Policy, a copy of which is available upon request.

School Code of Conduct: Golden Rules

Do be gentle

Do be kind and helpful

Do look after property

Do work hard

Do listen to people

Do be honest

Homework

We believe that work at home is an essential element in a child’s education and we will continue to seek parental support with regard to any homework set. Children from reception through to Year Six will be expected to do homework which, will vary in type and quantity depending on age/ability. Reading, learning tables and spellings, completing worksheets in Maths, Welsh and English, preparing project work, planning

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literacy activities, revising, etc. are the types of activity children will be required to do for homework.

Homework will be set in an appropriate language and all efforts will be made to aid English speaking parents who have children in the Welsh stream..

A homework timetable will be sent out to each parent during the first six weeks of a new year so that parents can be fully aware of what is expected and required.

In Key Stage 1 (Infants) homework will generally be reading, learning words etc. Small amounts of homework will be given on a regular basis (approximately two times a week).

At Key Stage 2 (Juniors) homework will be for progressively longer periods of time and therefore to allow for sufficient marking time will be given twice a week as a rule. All junior pupils will be expected to read most nights of the week.

Late Arrivals

The late arrival of children to school causes unnecessary disruption to the classes and creates difficulties with regard to registration, dinner and milk numbers, etc. School begins at 9.00 a.m. (Juniors) and 9.10 a.m. (Infants) and children should be in the playground a few minutes before that time. Please note that children arriving late will be given a “late mark” and parents will be informed if the frequency of “late marks” is too high.

Late arrivals as a result of medical appointments are perfectly understandable but it would help if you could let the school know in advance if at all possible.

Medical Information

The school nurse carries out a health assessment when your child is in the first year of school. It is an informal discussion about your child’s health; at the same time your child will be weighed and measured and have their sight and hearing tested.

If you are concerned about your child’s hearing the school nurse can arrange for a test to be carried out. The same applies to eye tests, though these are carried out in school routinely at the age of seven and ten years.

Please note that no medicines other than long term medicines such as those used to control asthma or epilepsy for example can be administered in school. Never send any type of medication in to school with your child other than inhalers, which will be kept safely, but will be available throughout the school day. If your child is on a permanent or

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long term medicine which needs to be administered during the school day please ensure we are fully aware of what is required.

Milk and Water

Milk is provided free of charge for all pupils in the Nursery and Infant classes (3-7). Children are also encouraged to drink water throughout the school day. Filtered water is provided in both buildings. Parents are responsible for the cleanliness of their children's water bottles.

Equal Opportunities

We aim within Ysgol Gymunedol Trimsaran, to provide equality of opportunity for all children whatever their age, ability, gender, race or background. We want all our pupils to achieve their full potential during their time with us. As such, we work to ensure that our expectations, attitudes, and practices – in particular those relating to gender and disability - do not prevent any child from reaching their full potential.

Charging and Remissions

The Governing Body's policy is not to charge for the normal elements of the curriculum which includes peripatetic music tuition, swimming and also whilst representing the school in any sporting or cultural event or competition.

Parents are asked to pay the fees of external agencies and providers such as the Urdd (Y1-6) and Pendine Residential Centre (Y6).

In order to ensure the viability of school trips and visits, parents will be asked for contributions.

National Curriculum Tests (SATs)

The formal testing of children at seven and eleven is no longer statutory however the school must provide parents with a Teacher assessment of each child's progress. In order to assist the teachers the Welsh Assembly will provide schools with test materials until 2006. The results of the National Curriculum Assessments will be reported to parents at the end of each Key Stage. (*Year 2 and Year 6*)

Each child's results are reported in the form of the level achieved for every test taken.

They are national standards by which you can judge your child's progress and the results can be interpreted in the following way.

- A typical 7 year old child is expected to achieve level 2
- A typical 11 year old is expected to achieve level 4

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The most recent results in the National Curriculum Statutory Tests for the children at Ysgol Gymunedol Trimsaran are shown at the end of this section.

Office Hours

The school office will normally be attended by our school secretary Mrs Lynne Bridgewater between 8.50 am and 4.00 pm Monday to Friday.

Parking

No parent cars are allowed in the school car park unless permission has been obtained from the headteacher.

Please observe all the road markings and car park markings to help ease congestion and make the area outside school safer for young children.

In particular please do not park on the zig zag yellow lines on the road or opposite the school entrance.

Permission Slips

All children will, at various times each year, go on educational visits or participate in a school outing such as football, netball, etc. They will perhaps have a photograph taken as a member of a team within the school and they will participate in other events/activities for which parental permission is required and in year 6 children have the opportunity to participate in Sex Education discussions with the school nurse.

In the past we have sent out permission slips on every occasion a trip/event was organised but now we would like parents to sign a permission slip for the year ahead granting permission for your child to be included in all such activities or events that may be planned. You will, of course, be informed when events or trips are organised and should you not wish your child to participate you can let us know and he or she will be withdrawn and given other activities to do.

If you have not already signed a permission slip one is included with this booklet. Please sign and return it as soon as possible.

School Meals

Children may stay for a school meal, bring a packed lunch or go home for lunch. Meals are cooked in our own kitchens and at present about 50% of children have a school meal and about 50% bring a packed lunch. No children go home for lunch.

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The cost of a school meal is currently £1.85 per day (£9.25 per week.) Meals should be paid for by cash (the correct amount please) or cheque. Cheques should be made payable to Carmarthenshire County Council. Please enclose payment in a sealed envelope and send it into school on a Monday morning. The envelope should be clearly marked "Dinner Money" with your child's name and class written on it.

If you wish to change lunchtime arrangements please give the school at least one week written notification.

Children on packed lunches should have a proper lunch container, which is clearly marked with their name. Please note that hot drinks and glass bottles are not permitted.

If your child has a school dinner and payment has been made for a week during which an absence occurs, a credit for any missed dinners will be recorded on the school meals' register.

If you are entitled to free school meals e.g. in receipt of income support or a jobseeker's allowance then contact the school meals officer Mrs Irene Owens between 8.45 and 10.00 a.m. any morning for advice.

Sporting Activities

The children will be able to participate in various sporting activities during their school life. Some of these will be part of the normal curriculum whilst others will be after school or lunchtime activities such as cross country, rugby, football, netball, swimming, athletics, rounders etc.

The School Day

Morning 9.00 am to 12.00 noon. –

Afternoon 1.00 pm to 3.30 pm

Infant and Nursery classes begin at 9.10 am.

Please do not send children to school before 8.45 am. A teacher will supervise the children from 8.45 am each day but there will be no supervision before that.

All Nursery and Infant Children must be brought to school by a responsible adult. It is unreasonable to expect an older brother or sister to undertake this role. For safety reasons the school doors will close at 9.20 a.m. and any pupil arriving after this time will be marked as late unless they have a valid reason- sleeping late is not a valid reason!

On wet days, children will be supervised in the main hall until the bell rings at 9.00 am 9.10 (Inf).

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Breakfast Club

The school operates a free breakfast club from 8.15 to 8.45 a.m. daily.

Uniform Requirements

We have a school uniform and expect all children to wear it. It can be ordered through the school. The uniform requirements for boys and girls are listed below.

Girls

Mid-grey skirts or pinafore dresses or trousers .

White or grey socks or tights.

Yellow polo shirt (with or without the school motif).

Purple sweatshirt or cardigan with the school motif.

Home knitted cardigans in the school colour.

A pair of shoes. *(No fashion shoes or trainers please)*

A Summer dress (purple and white gingham).

Boys

Mid-grey trousers. *(No jogging bottoms or track suits please)*

Long or short trousers.

Yellow polo shirt (with or without the school motif).

Purple sweatshirt with the school motif.

A pair of sensible shoes, but not trainers.

Sweatshirts, cardigans and polo shirts are available from the school.

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P.E. (Girls and Boys)

A pair of shorts. Parents' choice of colour (*No cycling shorts etc.*)

A standard T-Shirt. Parents' choice of colour.

Children's P.E. will often be done in bare feet but some activities may require the use of plimsolls and/or football boots.

Please note that for safety reasons we ask all children with long hair to tie their hair back during PE and games lessons and when using some specialist equipment in science, art, food technology etc. Hair should be neat and tidy, hair gel should not be used and any hair accessories such as clips, slides, beads etc should be kept to a minimum.

Jewellery and make up (including nail varnish) should not be worn in school.

Earrings are not allowed, except for children with pierced ears, who may wear studs on those days when they do not have swimming or PE. On swimming and PE days studs should not be worn. The only exception to this rule is if a child's ears have very recently been pierced then, on swimming and PE days, they may wear their studs provided they have been covered with tape (by a parent) before coming to school. Once the lesson is over the child can remove the tape.

Children may wear an ordinary watch when they are able to tell the time but responsibility for its safe keeping belongs to them, and the school will not be held responsible for any losses. **Mobile phones and electronic games are not allowed.**

Remember to clearly mark all clothing and personal property with your child's name.

Please keep this booklet for reference as it contains a great deal of information relating to your child's schooling.

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Permission Slip 2010-2011

Throughout the year activities will be planned which require parental permission before children can participate. Such activities include educational visits, sporting events, church visits, group photographs etc. We request that you give consent for your child to participate in such activities at the start of the school year by simply signing the permission slip at the bottom of this letter.

We will continue to keep you informed of all events and activities that your child will be involved in and should you wish to withdraw your child from any particular activity then please inform us nearer the time. Details such as cost of trips, the need for a packed lunch, etc. will be sent out in the normal way. There will be some occasions that no written details will come from school e.g. an impromptu walk around the village.

I would like to assure you that any activities planned by the school are well supervised and that your children will be properly looked after.

Yours sincerely

S. Owen
Headteacher

Trimsaran Community School

Permission Slip 2010-2011

Please complete a permission slip for each child.

Name Class

I give permission for my son/daughter to participate in all the activities and events organised for his/her class or group for the academic year 2010-2011

Signed Date
Parent/Guardian

(I understand that I will be informed in advance of all major planned events/activities and should I wish to withdraw my child from any activity I may do so provided I inform the school in writing before the event takes place).

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(I give permission for my son/daughter to be included in group and individual photographs to be put on our school website).