



SWISS VALLEY PRIMARY SCHOOL
YSGOL GYNRADD GYMUNEDOL SWISS VALLEY



School Prospectus

Prosbectws Ysgol



*Mae rhaid mentro cyn cael dim! –
In order to succeed at anything, at first you must try!*

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SWISS VALLEY PRIMARY SCHOOL

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*At Swiss Valley Primary School we want everyone to feel welcome.
We are happy for you to contact the school with questions and
queries you may have through the following channels.*

School Address

*Swiss Valley Primary School
Heol Beili Glas
Swiss Valley
Llanelli
Carms
SA14 8DS*

*Telephone/Rhif ffôn – 01554 774063
Email – admin@swissvalley.ysgolccc.cymru*

*Headteacher/Pennaeth – Mrs J Davies
jo.davies@swissvalley.ysgolccc.cymru*

Website – www.swissvalleyschool.wales

Twitter – @SwissValleyCP

Facebook – www.facebook.com/SwissVCP

Welcome Croeso

Welcome from Mrs J Davies, Headteacher Swiss Valley Primary School.

Croeso gan y Pennaeth Mrs J Davies Ysgol Swiss Valley.

Dear Parents/Carers,

Choosing the right school for your child is extremely important in enabling them to reach their full potential, both during their time at primary school and in preparing them for comprehensive school. Here at Swiss Valley School we learn together to achieve success for all, based on high expectations. We nurture the growth of the whole child, academically, socially, emotionally, morally and physically. Celebrating achievement in a safe, caring and creative environment.

We believe that a happy child will be a successful child and we work to ensure that every child enjoys school and achieves success. We do this by providing the best teaching and learning experiences through an exciting and engaging curriculum.

As a community school, we believe in the value of family and the local community and place a great emphasis on the partnership that exists between the home, the school and the community. We work in close partnership with parents so that every child is fully supported. We understand the important role that parents play in their child's education and welcome your involvement in the life of our school. Visitors to our school often comment on the warm welcome they receive and the homely atmosphere within the school environment.

We value all our pupils for who they are and believe that their time at our school should be rewarding and fulfilling. We strive to develop resilience, courage and determination, skills required to allow our pupils to become successful lifelong learners.

We would be delighted to welcome you to our school. Should you wish to arrange a tour, please do not hesitate to contact the school office to arrange a suitable time. I look forward to meeting you and taking you around our school.

Yours sincerely,

Mrs Jo Davies

Head Teacher



Pupils Disgyblion

Hello and welcome to Swiss Valley Primary School.

We are the School Council and we are proud to represent our fantastic school. Swiss Valley is a welcoming place for everyone and we do lots of interesting things. We are lucky to have lovely grounds so we really enjoy outdoor learning and doing our independent challenges. We enjoy learning in different ways taking part in lots of activities especially Enrichment Fridays!

Our job as a School Council is to represent the school in various activities. We make decisions in the school by having regular meetings and asking the opinions of the other children in our class. We have been involved in the improvement of our outdoor areas and getting road traffic calming signs outside our school. We have also been involved a lot in collecting lots of donations for the foodbank.

We hope you send your child to our school and we hope see you soon! You can also catch up with what we are doing by visiting our school website, Twitter and Facebook.



School Ethos & Ethos a Gwerthoedd Values Ysgol

Our vision for education at Swiss Valley Community Primary School is based on four core purposes which we want all of our pupils to develop during their time with us.

At Swiss Valley we want our pupils to be:

- Ambitious, capable learners;
- Enterprising, creative contributors;
- Ethical, informed citizens;
- Healthy, confident individuals.



Our vision is:

To create a safe, caring and stimulating ethos where children interact with each other and staff in a challenging learning environment. We want all our children to develop a positive attitude to learning by providing an enquiry based approach, empowering pupils in acquiring the knowledge and skills required to reach their full potential and be able to make an active contribution to an ever changing technological, diverse society'. This all fits in with our school motto "Mae rhaid mentro cyn cael dim!" –"In order to succeed at anything, at first you must try!"

To achieve these we aim:

- To develop the whole child –intellectually, emotionally, socially, physically, morally and spiritually.
- To cultivate a climate of success for all children, celebrating all of their achievements in all aspects of their lives.
- To involve our pupils in the learning process and empower them to participate in all areas of school life.
- To help learners to become confident, self-reliant, self-respecting and responsible global citizens who will make a positive contribution to society.
- To develop in all individuals the capacity to work both collaboratively and independently and also the ability to determine the appropriate method for the task.
- To develop a personal moral code, sensitive to the needs of others.

- To actively seek to raise all standards and be part of an on-going self-evaluation process.
- To promote equality of opportunity and respect for all irrespective of race, gender, ability, or religion. The school has an equal opportunities and anti-racist policy which all staff adhere to. This can be viewed on request.
- To actively promote children's rights and responsibilities.
- To preserve and develop our own cultural identity within Wales, while at the same time promoting an understanding of, and a respect for other cultures locally and globally.
- To provide regular physical education lessons within school time and to offer, when possible, after school sporting activities which would include team and co-operative games.
- To promote a healthy lifestyle (we are proud of the fact that we are accredited as a Healthy School).
- To raise students' awareness of sustainable development issues through classroom study and community action.
- To empower our pupils by becoming literate, numerate and technologically able to function effectively in an ever-changing Twenty-first Century.

Values:

As a school community we believe that the ethos of the school should be built on a foundation of values. These values support the development of the whole child as a reflective learner within a calm, caring, happy and purposeful atmosphere.

The values we focus on are:

- Dedication
- Collaboration
- Respect
- Care
- Friendship
- Trust
- Kindness
- Responsibility
- Perseverance
- Honesty



School Staff Staffio'r Ysgol

Teaching Staff

Leadership Team

Mrs J Davies	Headteacher
Mrs H Davies	Assistant Headteacher - ALNCo (SLT)
Mr A Christopher	Assistant Headteacher - Curriculum Leader (SLT)

Teaching Staff

Mrs H Davies	Early Years Leader
Miss L Evans (HLTA)	Early Years Nursery Group
Mrs. A Davies (HLTA)	Early Years Nurture Group
Miss L Morgan	Y1
Mrs S Williams	Y2
Miss A Roberts	Y3
Mrs A Oakley (O.6)	Y4
Mr A Christopher (O.4)	Y4
Mrs P Powell	Y5/6
Mr J Owens	Y5/6
Miss E Nicholson	Y5/6
Mr N Lane	PPA cover (Outdoor Learning)

**Information accurate as of September 2023*

Support Staff

<i>Miss A. White</i>	<i>Teaching Assistant</i>
<i>Mrs H. Keeling</i>	<i>Teaching Assistant</i>
<i>Mr L. Ashford</i>	<i>Teaching Assistant</i>
<i>Miss A. Evans</i>	<i>Teaching Assistant</i>
<i>Miss A. Thorne</i>	<i>Teaching Assistant</i>
<i>Ms L. Morgan</i>	<i>Teaching Assistant</i>
<i>Mrs G. Poole</i>	<i>Teaching Assistant</i>
<i>Mrs. E. Hall</i>	<i>Teaching Assistant</i>
<i>Mrs. A. Dalziel</i>	<i>Teaching Assistant</i>
<i>Mrs. B. Weston</i>	<i>Teaching Assistant</i>

Non-Teaching Support Staff

<i>Mrs G Davies</i>	<i>Admin/Finance Officer</i>
<i>Mr J Andrews</i>	<i>Caretaker</i>
<i>Mrs J Vale</i>	<i>Cleaner</i>
<i>Mrs P Lack</i>	<i>Cleaner</i>
<i>Mrs J Jones</i>	<i>Head Cook</i>
<i>Mrs J Edmundson</i>	<i>Cook</i>
<i>Mrs H Schofield</i>	<i>Lunchtime Supervisor</i>
<i>Mrs Y Andrews</i>	<i>Lunchtime Supervisor</i>
<i>Miss A Johnstone</i>	<i>Lunchtime Supervisor</i>
<i>Mr A Hallett</i>	<i>Crossing Patrol</i>

**Information accurate as of September 2023*

Location Lleoliad



The school is set on open, elevated ground in the centre of the Swiss Valley estate and enjoys panoramic views of the Burry Estuary, Llanelli Town and of the Gower. The main entrance is from the Oaklands area of the estate with a second entrance on the Penybryn side. The school is served by a circular bus route.

Times of Opening and Closing (Class doors open at 8.45am)

Breakfast Club – 8.15am to 8.45am

Foundation Phase (Early Years – Y2)

Morning – 9.00am to 12.30pm Afternoon – 1.30pm to 3.10pm

Juniors KS2

Morning – 9.00am to 12.30pm Afternoon – 1.30pm to 3.20pm

Lunchtime

Early Years – 12.00pm – 13.00pm

Y1 to Y6 – 12.15pm – 13.15pm

Parents are requested to ensure punctuality and co-operate with official opening and closing times and are asked not to send their children to school before.

8.45am. Doors open at 8.45am. School gates will be locked at 9.05am.



Admissions Policy Polisi Mynediad

The school follows the guidelines issued by Carmarthenshire County Council. Parents may register their child for the nursery by contacting the headteacher or the administrative officer and via the LA for admission to all other classes within the school.

Type of school - Community Primary School

Age - 3 to 11 years

Entry to the Nursery is during the term of a child's 3rd birthday. All children have two terms of part time education before becoming full time pupils in their third term. Children are admitted in September, January and April subject to the availability of accommodation. Where possible, parents are advised to register pupils prior to their third birthday. As of September 2022, all admissions will be made through Carmarthenshire County Council – the link to this is: <http://www.carmarthenshire.gov.wales/schooladmissions>



Places are in demand so preference is given to children who reside within the catchment area and if they have siblings already in the school.

The statutory age for starting school is in the term following the child's 5th birthday.



School Organisation Trefniadaeth Ysgol

The school is currently organised into an Early Years department (comprising our Nursery, Reception and Nurture group), Year 1&2 department and upper school department (Years 3, 4, 5 and 6 classes). All classes are of mixed ability and we currently have some classes which are split age group. (The average class size for September 2023 was 24 pupils).

Staffing

Including the Headteacher, there are eight full time teachers, two part time teachers and one school administrative officer. There are also two Higher Level Teaching Assistants (HLTAs) and ten teaching assistants who are essential to the smooth running of the school.

The school is also visited by three peripatetic music teachers who give brass and woodwind tuition as well as whole class general music appreciation sessions on a weekly basis. Pupils have the opportunity to perform in concerts and throughout the year in assemblies and school productions. The school also employs a tennis coach who teaches all children from Year 1–6. Each class gets the equivalent of a term's tennis lessons each year. These lessons have proven themselves to be extremely successful and the school has had great success in recent years. We have had the boys' Under 10 Welsh tennis champion and the girls' Welsh Under 10 and Under 12 champion and are currently South Wales Year 5 Girls champions!



Facilities Cyfleusterau



The Early Years department houses our pupils who are of Nursery and Reception age (3-5 year olds) and is found nearest the main school entrance. Within this department we also have a Nurture Room for pupils with additional needs to receive tailored provision. There is then a natural flow into a newly refurbished multi-purpose hall and kitchen area where school meals are prepared onsite by our dedicated cooks.

Then there is the administrative block which comprises our Administrator's office, Headteacher's office and Assistant Headteachers' office, which is also used as a meeting room and calm down area. The adjacent corridor has our staff room as well as a stairlift available to be used by anyone with a mobility issue. Along this corridor our Year 3 and 4 classrooms will also be found which are also served by an additional classroom used as a shared workspace. A corridor then leads to the newer part of the school where there are three modern and spacious classrooms where our Year 5 and 6 pupils work. Outside of these classrooms there is a large kitchen/resource area which is used as another shared workspace.



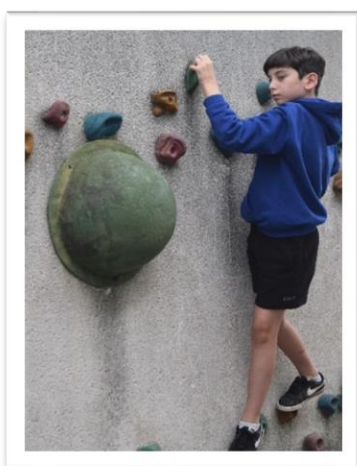
The school has four demountable classrooms outside of the main school building. The first is used as a privately run Out of Hours Club (Breakfast, Wrap

Around Care, After School and Holiday Club), the second is a colourful Year 2 classroom, the third is a well stocked library and meeting room and the fourth houses our Year 1 class.

All classrooms are equipped with C-Touch screens or large digital display screens and all pupils have access to iPads and Chromebooks on a daily basis. All of our classrooms have access to the outdoors via external doors found in every classroom.

The large spacious hall has a multi-purpose role and is used for dining, morning assembly, physical education, drama and music lessons. The dining tables are of modern design and can easily be folded for storage.

All Foundation Phase classrooms are comfortable and adequately provided with storage space. Each room has two toilet units 'ensuite'. Foundation Phase classrooms have convenient access to three large secure external play areas. Two of these areas have all weather playing surfaces and a covered areas so that our younger pupils can experience constructive outside play in all weather conditions.



The original Key Stage 2 classrooms are of similar design, are spacious and comfortable with girls' and boys' toilets located in the adjacent corridors. Outside play facilities also consist of two large rectangular tarmac areas. One is used as a Foundation Phase playground and the other as a Key Stage 2 playground. These areas are surrounded by a sloping grassed area of approximately one acre.

The school also has a large allotment area and has 14 large, raised beds which are used by classes to grow a wide variety of fruits and vegetables. All

classes have designated growing areas and take responsibility for the upkeep of their area. We also have a roundhouse (outdoor classroom) to extend the opportunities to learn in different ways as well as our 'Peace Garden' which can be used as a 'chill out' area.



Teaching & Learning *Addysgu a Dysgu*



Over the last few years, we have adapted our pedagogy to the statutory requirements of the New Curriculum for Wales which was officially rolled out in September 2022. It provides a balanced and broad programme of learning experiences, which ensure that all areas of the curriculum receive regular attention, and also sets out to ensure that every pupil has the opportunity to acquire new skills and experiences in a safe and caring environment. Our aim is for all of our children to be:

- *Ambitious, capable learners*
- *Enterprising, creative contributors*
- *Ethical, informed citizens*
- *Healthy, confident individuals*



Areas of Learning Experience (AOLEs)

A key part of the new curriculum is the focus on the six AOLEs as a basis for what we decide to study. These include:

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



We have chosen six whole school themes that are followed over a two year period – ‘Let’s Imagine’, ‘Celebrations’, ‘Changes’, ‘Ourselves’, ‘Swiss Valley & Beyond’ and ‘On the Move’. Within pairs of classes we utilise our pupil voice to decide which direction they would like our theme to go. This means that it is largely pupil led and that each pair of classes will be doing something very different to each other but within the overall whole school theme.

Staff then plan activities and experiences to complement the pupil voice as well as covering the skills necessary within the Progression Steps given in the New Curriculum for Wales documentation.



We ensure that our children are exposed to a broad range of skills and to receive a great variety of experiences. Alongside this, we have developed a ‘Teach, Practise, Apply’ approach to learning which focuses on developing our pupils’ independent skills. Every class uses ‘Sgiliau Swiss’ which is designed to enable pupils to have freedom of choice while developing their own initiative to solve

problems independently. Within each class there will be six areas of independent learning accessible for every child:

- Ardal Allanol – Outdoor Learning
- Den Darganfod – Research Den
- Hwb Iaith – Language Hub
- Rhifau a Rhifedd – Maths and Numeracy Area
- Cwtsh Creadigol – Creative Area
- Lle Lles – Wellbeing Place



Enrichment Fridays

We have developed an opportunity for our pupils to access different learning opportunities through our Enrichment Fridays. These internal clubs are within school time on a Friday afternoon where pupils are able to choose a club to attend for a half term. By using pupil voice they can select what they are particularly interested in and can work on improving their skills in an area they would like to pursue. Clubs have included:

- Gardening
- Cookery
- Engineering
- Board Games
- Sport
- Criw Cymraeg
- Coding
- Art



Sports Chwaraeon

It is our aim at Swiss Valley School to give our pupils as many different sporting experiences as we can. In addition to the school's teaching staff who themselves provide a range of sporting activities, the school is proud to have forged links with a number of professional external agencies who help with the coaching of our pupils e.g. Llanelli Scarlets, Llanelli Reds, Llanelli Tennis Club etc.

Our pupils regularly participate in the following sports: Rugby (Years 3&4 and Years 5&6), Football (Boys -Years 3&4, Years 5&6 and Girls team), Netball, Cricket, Cross Country, Athletics, Bowls, Tennis, Orienteering, Swimming, Cycling, Climbing, Outdoor Adventurous Activities (with Llandysul Paddlers – Canoeing, Archery, Mountain Biking and Abseiling; at Llangrannog – Trampolining, Horse Riding, Tobogganing, Go-Karting, Team Building Activities etc.).

The school has had success in a number of sports in recent years both on an individual basis and in team sports. Indeed, Swiss Valley pupils have represented Llanelli, Carmarthenshire, Wales and Great Britain in various sports over the last few years. We have had cricketers represent their county, tennis players and gymnasts represent Wales and GB as well many pupils having successes in martial arts and dance competitions throughout the UK including the Urdd National Eisteddfod.

Although we are proud of the achievements of many of our pupils our main focus is on enjoyment and embracing sport as a means of developing a healthy lifestyle amongst all our pupils.



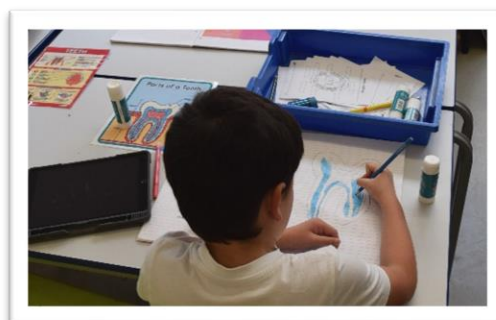
Homework *Gwaith Cartref*

At Swiss Valley, we see homework as being an important aspect in the link between the classroom and the home. Its purpose is to help parents fully engage with their child's current learning. By being involved in this way, parents can provide their children with the support and encouragement they need and become partners in the learning process.

Pupils in the Foundation Phase take home reading books or books from the school library. We believe that parents can contribute a great deal to their child's education by taking an interest in their schoolwork. Please talk to your child about what they have done in school recently and encourage them to follow up an aspect of learning that has captivated their imagination and attention.

Key Stage 2 pupils are given homework every week which can range from learning a spelling pattern to practising a mathematical concept or even doing a range of activities based around their class topic. In Year 5 and 6 we aim to increase the independence of the pupils by providing 'Takeaway Homework' which allows each child to have a choice in the homework they complete. They are given a 'menu' of activities based on their class topic from which they choose to do a given number across a term. We hope that by doing this they have greater ownership of their learning and are better prepared for when they go to their secondary schools.

We believe that developing a love for reading is so vital and therefore we encourage children to read for pleasure at home. It's important that children are able to select what they'd like to read and that it isn't seen as a chore. As well as the school library, we also enjoy our Book Fayres which provide a wonderful range of beautifully presented children's books to choose from. We suggest that you share your child's interest in the books they choose. Perhaps read it together and talk about the story line, the characters or the part of the book which they enjoyed most. We believe that active parental encouragement invariably bodes well for the future.



Online Learning Dysgu Ar-lein



Our school recognises the importance of every child being digitally literate and we follow the requirements of the DCF (Digital Competency Framework). Part of that is being able to bring the classroom into the home which we do through a number of learning platforms.

Every child in Wales has their own unique login details to access Hwb, which is a national platform to enable children to access tools to help them, communicate, research and produce work in many different ways. This is free to all as an internet based tool which is aimed at providing access for all children. Through this our pupils have access to 'Office 365' (Word, PowerPoint, Excel etc), Outlook (email) as well as Encyclopaedia Britannica. They can also access video and multimedia presentation apps such as 'Flip' and 'Adobe Creative Cloud Express'. Every class will use a learning platform in order to work in class, for homework or to share messages. Pupils up to the age of 7 will use J2E. Pupils aged 8 -11 use Google Classroom. Pupils access these on a very regular basis which they enjoy and it has been shown to significantly develop their independent skills.



Religion, Values & Ethics

Crefydd, Gwerthoedd & Moeseg

The school reflects a non-denominational approach to Christian teaching with other religions being taught alongside this in accordance with the national RVE (Religion, Values & Ethics) policy as well as the agreed syllabus set out by the Carmarthenshire Education Department.

There are daily acts of collective worship, usually at the start of the school day and communal assemblies are held twice a week (whole school) with separate Foundation Phase and Key Stage 2 assemblies on a weekly basis. Guest speakers are encouraged to visit the school on a regular basis.



Parents have the right of withdrawal and these pupils will be supervised and given something to continue with for the duration of the assembly.

Relationships and Sex Education (RSE)

One of the main aims of the School is to enhance the social and emotional development of the pupils. In line with recent guidance, the school follows the Relationships and Sex Education (RSE) curriculum. This is a statutory approach for schools in Wales from ages 3-16. The aim of this is to prepare our pupils for the changes they go through as they grow and for them to develop respect for every member of society. In order to meet these requirements, we as a school have adopted the 'Jigsaw' scheme. This provides **age appropriate** lessons for staff to administer in each class. When children ask questions they will be answered within the context of loving and caring for one another.



Towards the end of Key Stage 2 pupils are taught about body changes and human reproduction and these sessions are carried out by trained professionals who will be able to give advice and field any questions in a safe and secure environment.

Additional Profiadau *Experiences Ychwanegol*

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

When organising school visits or trips which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the excursion. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, we may have to cancel the visit. The school does not charge for curricular activities.

The following is a list of additional activities that may be organised by the school, which require voluntary contributions from parents:

- *Sporting activities which require transport expenses*
- *Swimming lessons*
- *Musical events*
- *Outdoor adventurous activities e.g. orienteering, canoeing*
- *Residential Visits to Llangrannog*
- *Activity days with Llandysul Paddlers*
- *Visits to the cinema/theatre*
- *Visits to art galleries or museums*
- *Visitors to the school – e.g. artists, travelling theatre groups, musicians etc.*

The school organises a residential visit for Years 6 pupils each year during school time which is to provide a range of outdoor, adventurous activities which we cannot provide in school. There is a charge to cover the costs of the activities, board, lodging and travel expenses.

All children study music as part of the normal school curriculum. We do not charge for this. There is no charge for individual or group music tuition. The peripatetic music teachers teach individual or small group lessons to pupils in Years 4-6.



The school organises swimming lessons for all children in Year 5 every day over a three week block. These take place in school time and are part of the curriculum followed by all schools. Donations are requested to cover transport to ensure that these can go ahead.

School Trips



School trips are regularly organised in order to enhance an aspect of the theme being covered by the class. Your child will bring home information outlining the details of the proposed visit which will require a parent/guardian to grant permission for each child to go on the visit.

Pupils in Year 6 will have the opportunity to attend a residential visit to the Urdd Residential Centre at Llangrannog (4 nights) where they will get to experience many new and adventurous activities.



Welsh Language Iaith Cymraeg

Our school is primarily an English medium institution. We seek to promote the Welsh language in many different ways on a daily basis. Teachers will use incidental instructions for throughout the day so that they become part of every child's natural vocabulary. We are passionate about promoting the Welsh language and ensuring that our children have a pride in it and their country.



More formal lessons in Welsh are also part of the weekly timetable and a Cymro/Cymraes yr Wythnos (Welsh Speaker of the week) is announced by each class in our Celebration Assemblies on a Friday. Our Criw Cymraeg is also very active which is comprised of nominated pupils from each class. These pupils promote Welsh throughout the school, run stalls at school fayres and provide our 'Brawddeg Yr Wythnos' (Welsh sentence of the week).

Swiss Valley was the first English medium school in Carmarthenshire to successfully attain the Siarter Iaith Bronze and Silver Awards for promoting the Welsh language in our English medium school.



Additional Learning Needs

Anhenion Dysgu Ychwanegol

The school has an Additional Needs Policy which parents may examine. When a child experiences learning difficulties, the class teacher will discuss the problem at an early stage with parents. Where possible children will receive individual attention and extra help within the existing framework by being referred to the teacher who is designated as our school ALNCo (Additional Learning Needs Co-ordinator). The education authority may also provide further support following an assessment of the child. This latter procedure is followed only after consultation with the parents and the school compiles an audit annually. The school adopts a policy of inclusion. All pupils on the Additional Needs register have IDPs (Individual Development Plans) known as 'Smart Targets'.

If at any time you are concerned about any aspect of your child's schooling, please talk to the Headteacher or to the ALNCo. The school will make every effort to cater for the needs of all pupils.



Equal Opportunities

The school has a policy which promotes equal opportunities and good relationships between all stakeholders in our school community. A culture of respect, tolerance and understanding between all pupils, staff etc is promoted and we are proud that our school is welcoming to people of all nationalities, religions and genders.

Monitoring of Progress

On entering the school, your child is allocated a Pupil Profile where all records of their development and progress are kept. This profile accompanies the pupil through school and gives a full picture of your child's achievements whilst they have been a pupil with us. Parents may examine their child's work and will be informed of their progress during the parent/staff consultation evenings which will be held twice during the academic year.

Provision for the More Able and Talented Pupils (MAT)

The school recognises that some pupils display a higher level of ability at an early age in one or more of the curricular areas. The school has a 'More Able and Talented' policy which parents can examine on request and each class maintains a register of all the pupils who have been identified as fitting the criteria provided to staff. The class registers then feed into a whole school register which is regularly updated. These pupils will be provided for in many different ways. This can include being given tasks at a higher level or additional work in order to extend and broaden their interest. It could also be through receiving specific opportunities to enhance their particular skills whether it be through representing the school/county etc or having opportunities to spend time with children of similar abilities in other local schools. There may also be opportunities to target the areas in which they feel less confident.



The school clearly recognises the need for sufficiently differentiated work programmes for all pupils at Swiss Valley. We use our 'Sgiliau Swiss' to provide a wide variety of challenges to help improve many different skills. Pupil voice is utilised to enable pupils to have a choice of the activity they do as well in deciding what level they choose to do, which is chosen on differentiation sheets in their books. It is hoped that pupils will become more adept at knowing what their particular strengths and weaknesses are and how to improve on them.

School Rules Rheolau Ysgol

During their time at Swiss Valley, we expect every child to adhere to a number of guidelines and rules. These are necessary to ensure that the school runs smoothly, to prevent accidents, to foster good behaviour, to develop courtesy and keep the school in good order.

Courtesy, consideration and thoughtfulness for others are virtues which we feel are important and underline the ethos of the school. Our aim is to develop self-discipline within every pupil which we are happy to say is something our pupils demonstrate very well. Those pupils who persistently fail to meet these expectations may be given certain sanctions to enable staff to deal with such behaviour which could include loss of privileges, being reported to the Headteacher and where necessary the parents being informed.



We understand that there is often a reason for pupils not being able to meet these behaviour targets and we as a school will endeavour to understand and help these pupils. The aim of involving parents is so we can work together in a non-judgmental way and to create a way forward for all parties. We believe that effective communication between home and school is vital in helping pupils who struggle with their behaviour. Should things escalate to a point where these measures have little no effect then the involvement of behaviour experts and local authority departments will be required. The involvement of such outside agencies will be done with parental co-operation Depending on the severity of an incident or if there is behaviour of a persistent nature, the Headteacher has the right to exclude a pupil for a fixed period, and if deemed necessary in extreme cases may permanently exclude a pupil if this is considered to be in everyone's best interest.

The School has an Anti-Bullying Policy which clearly states that bullying will not be tolerated (again this policy may be examined on request). Pupils are also taught many lessons about what bullying is and how to deal with it through our police service's school liaison officer PC Courtney and through the 'Jigsaw' scheme, which is a health and wellbeing programme, followed by the school. Parents seeking further information on our disciplinary procedures are advised to contact the Headteacher.



School Uniform *Gwisg Ysgol*

Governors and Staff encourage the wearing of school uniform and we request parents to support it, as it promotes a positive atmosphere, a good attitude, a sense of belonging and assists in the aim of self-discipline for our pupils.

Girls:

Grey skirt or trousers, blue or white polo shirt, royal blue jumper/cardigan or hoodie.
Summer items include blue gingham check dress, knee length sports shorts. Sensible black shoes/trainers.

Boys:

Grey trousers, blue or white polo shirt, royal blue jumper or hoodie.
Summer items include knee length sports shorts. Sensible black shoes/trainers.



Clothing

Parents are asked to clearly mark or label all articles of clothing and all other belongings to avoid them being lost or mistakenly taken by other pupils.



Safeguarding Diogelu

Swiss Valley Primary School is committed to safeguarding and promoting the welfare of all children. All staff are trained in how to identify child protection issues and on how to follow school protocol.

In 2023/24 the designated person for child protection at Swiss Valley is the Headteacher – Mrs Jo Davies

The deputy designated staff members are – Mr Andrew Christopher and Mrs Hayley Davies

The nominated governor for child protection is our Chair of Governors – Cllr. Giles Morgan.

*The local authority officer for safeguarding is Caryl Davies. (01554 742369)
Should you require any information regarding safeguarding/child protection please contact Mrs G Davies in the school office. All policies are available on the website or alternatively you may request a hard copy from the school office.*



School Security

Pupils should not arrive on the school premises earlier than 8.45am. Staff are not available to supervise pupils before this time. However, parents are welcome to book their children into our breakfast club which runs Monday to Friday (8.15am to 8.45am – if your child wishes to have breakfast then please ensure they arrive by 8.30am).



The Headteacher has been delegated powers to oversee Health and Safety within the school. The Governing Body holds regular meetings and carries out regular checks on the condition of the building and its grounds. Security cameras are located in strategic places to provide additional security for our pupils.

The security of pupils and staff during the working day is of utmost importance. One entrance only may be used to gain access to the building and all our visitors are obliged to report to the Headteacher or Administrator in the school reception area.

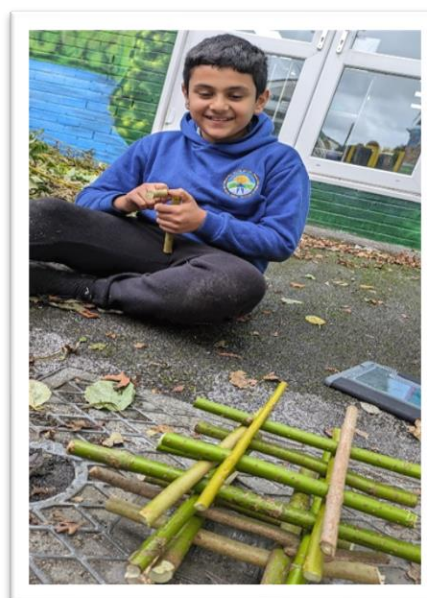
All visitors will be required to show identification and to sign in through our electronic ID system in the reception area.

Parents are not allowed to enter the teaching areas without the consent of the Headteacher.

Consultations, unless very urgent, are by appointment only.

Private motor vehicles, with the exception of staff vehicles, are prohibited from entering the school premises.

Dogs are not allowed on school premises (except police dogs and guide dogs).



Health & Wellbeing Iechyd & Lles

Health Promoting School

We are very proud that the school has been given 'Healthy Schools' status and has, for the fifth time, become part of the Welsh network of Healthy schools. This has been given in recognition of the work that we do in encouraging children to eat healthily and exercise regularly. It is also in recognition of the school's efforts to get children to care for their local environment and to be active in recycling initiatives.



Platinum Eco School Status

The School has been presented with four Platinum School Awards. This was in recognition of the school's efforts to 'Reduce, Reuse and Recycle' waste and also in recognition of its Health and Safety policies.

School Medical Services

During their time in the school pupils receive regular health checks by the school medical service. Parents are notified and may attend the medical/dental examinations if they wish. If your child suffers from any medical condition which you feel we should know about, then please contact us so that we may be aware of any special needs which this may present.

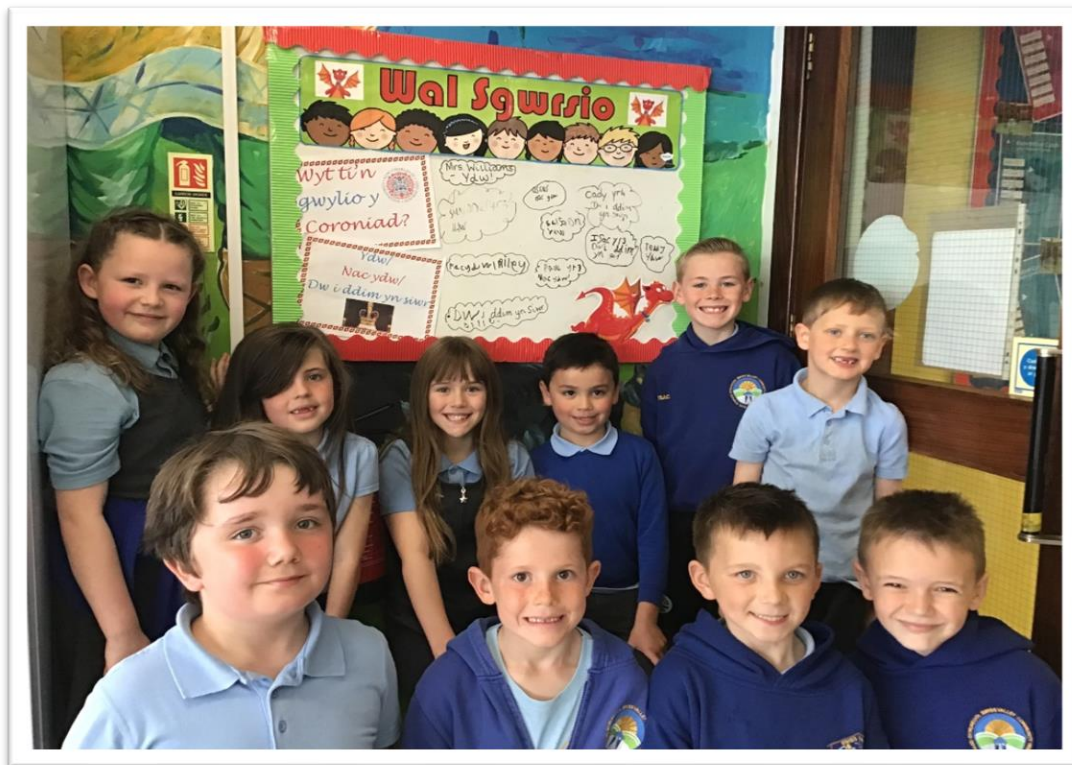
Members of staff are not permitted to administer medication, however, the Headteacher will do so providing the dosage is made clear and providing the parents give their full written permission for them to do so.

Pastoral Care

The pastoral care of the pupils is the concern of all class teachers, with the Headteacher having overall responsibility.

When a child is ill or has a minor accident, then a member of staff administers simple First Aid (All staff have received basic First Aid training). The Headteacher uses their discretion regarding notification of the parent.

In the event of an apparent serious illness or major accident the parent will be informed immediately and if necessary, the child will be taken to the hospital casualty department via ambulance. Please keep us informed if you change your address, telephone number or place of work so that no time is wasted if we have to contact you.



Eating at School *Bwyta yn Ysgol*

School Meals



Meals are prepared and cooked on the school premises in the modern canteen with serving hatches to the main hall, where pupils partake of their meals. Children who prefer to bring their own packed lunches also eat in the main hall.

Water is provided for all children during the meal. Vacuum flasks, glass containers, hot soup, pop etc. are not allowed on school premises. Children are supervised throughout the lunch period.

Dinner money is paid via the ParentPay online platform. If you think your child may be eligible for free school meals then you should apply to the Local Authority.



Attendance & Care Presenoldeb a Gofal

We are proud of our excellent attendance record so, in supporting our efforts to further improve these high standards, parents are requested whenever possible to notify the school on the first morning of an absence, either by telephone message or by sending a note in with another child.

If notification of an absence is not provided then the school will have to make enquiries ourselves in order to guard against the possibility of truancy or other safeguarding issues. All schools now have to publish attendance figures in its Governing Body Report. The Headteacher is no longer able to authorise holidays during term time. Any holidays taken during term time will be marked as unauthorised.

Collecting Children from School

Please inform the school if someone else is collecting your children. Please also notify the school, whenever possible, prior to collecting your child, i.e. for a dental appointment or medical assessment etc. If you collect your child at playtime or lunchtime, please inform the teacher on duty. Please report to the office and sign your child out before leaving the premises.

Reminder - The Education Authority and the Governors accept no responsibility for any accident, or damage incurred, when vehicles are inside the school grounds. Parents are therefore asked NOT to drive into the school grounds.



Transition Trawsnewid

Pupils will transfer to the secondary school of their choice on 1st September following their eleventh birthday.



Secondary School Links

The school enjoys an excellent relationship with all its partner secondary schools. Most of our pupils go on to attend Bryngwyn Comprehensive School, but parents have the opportunity to apply to send their children to any secondary school and consequently we help parents make an informed choice by obtaining copies of various prospectuses and by liaising with the comprehensive school of their choice. Indeed, some pupils also go on to attend St. John Lloyd, St. Michael's or Coedcae comprehensive schools. In recent years some pupils have also won scholarships to Cheltenham Ladies College and St. Michael's. Regular meetings are held with all our partner secondary schools and every effort is made to ensure that there is a smooth and happy transition from Swiss Valley.

Governors Llywodraethwyr

Name of Governor	Post	Area of responsibility
Mrs J Davies	Headteacher	Headteacher
Cllr G Morgan	Chair of Governors	Safeguarding
Mrs J Thomas	Vice Chair of Governors	ALN
Mr A Christopher	Staff (Teaching)	Staff Representative
Mrs A Davies	Staff (Non-Teaching)	Staff Representative
Mrs Z Weaver	Parent	Humanities
Mr D Trollope	Parent	Assessment & Progression
Cllr S Bowen	Community	Community Engagement
Mr G Pugh	Parent	Curriculum & Pedagogy Development
Mrs J Phillips-James	Community	Science & Technology
Mrs N Davis-Job	LEA	Health & Wellbeing
Mr M Christopher	LEA	Mathematics & Numeracy
Mr A Hallett	Community	Expressive Arts
Mr R Ifan	Community	Languages, Literacy & Communication



Concerns & Complaints Pryderon a Chwynion

Parents who have a complaint regarding any aspect of their child's education should approach the Headteacher who will attempt to resolve matters.

In the unlikely event of matters remaining unresolved then a formal letter of complaint can be written to the Chair of Governors. If the complaint is still not resolved, a parent may make representations to the LA.

Further information about this process is available from the school or from the LA.

Telephone numbers:

School – 01554 774063

LEA – 01267 234567

Change of Address or Contact Numbers

Please help us to maintain accurate records of parents' home and work addresses and telephone numbers by informing us of changes in writing as soon as possible after the move to the new address.



Links with Parents *Cysylltiadau â Rhieni*

We believe that it is important to encourage a good liaison with parents. During the Autumn Term (this may vary) an opportunity is given to parents to visit the school and to discuss their child's progress with the class teacher during their initial 'settling' in period in a new class. A similar evening takes place at the end of the second term and provides a further opportunity for parents to review progress. At the end of the school year you will receive a written report regarding your child's progress and you will have a further opportunity to discuss the content of the report if you so wish.



If you feel that there is an area of concern

regarding your child then naturally this needs to be addressed as soon as possible. The school operates an 'open door' policy whereby parents are welcome to discuss their concerns with the Headteacher and staff. Parents should contact the school secretary to make the appropriate appointment.

We believe that by encouraging good dialogue with parents we are better equipped to understand your child so that he/she develops intellectually, socially and emotionally and is able to take full advantage of all the opportunities the school has to offer. Parents are requested to complete and return the Home/School Agreement which is given out at the beginning of each academic year.

The Friends of Swiss Valley School (FOSVS)

The school has a very enthusiastic Parents and Friends Association which has made a considerable contribution by providing the school with numerous resources e.g. new furniture for the Library.

The Annual General Meeting is usually held in January and a committee representing the parents is elected to organise fund raising events and administrate the work of the FOSVS.

The Association is always ready to welcome new members and we hope that you will be able to lend your support by coming along to some of the events organised during the year. We look forward to seeing you.

Out of School Club

There is an Out of School Club facility on site, which is fully supported by the Governors. This club will look after children before school between 7.45am and 8.45am and after school between 3.00pm and 6.00pm for Infants and between 3.30pm and 6.00pm for Junior aged pupils. For further details contact Nicola Williams (Club Leader) on 07974 760550.



Swiss Valley C P School



