



Cogan Primary School

Ysgol Gynradd Cogan

Prospectus

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(Photo of HT)



Welcome from the Headteacher

May I offer you a warm welcome on behalf of all the children, parents and governors at Cogan Primary School. We are a successful one form entry school with excellent relationships and a strong sense of community. Inclusivity is at the heart of our ethos. We cater for children from 3 to 11 years old, including a Hearing Resource Base and bespoke Nursery unit. We serve the area of Cogan which lies on the outskirts of Penarth town. We first opened our doors in 1884, situated on the outskirts of Penarth, in what is affectionately known as the 'old part' of town.

Our rich and varied 'Llais Curriculum' for Wales is innovative and provides high expectations of children and ensuring that everyone is able to be the best they can be. Our vision statement highlights our commitment to providing all our children with the opportunity and encouragement to excel and achieve successfully in a stimulating and safe environment. The children feel safe and secure and are enthusiastic about coming to school. We are a 'Values' school and our children demonstrate excellent standards in behaviour and respect for all those around them. We strive to deliver a curriculum that will inspire and challenge our children and hope that the website will provide you with a taste of some of our many highlights.

Children's learning central to everything that we do, and the excellent relationships and team work between different members of the school community, is what we feel makes our community school special. We are very proud of our Estyn reports and we strive to ensure we set the highest standards, both pastorally and academically. Cogan Primary is a vibrant, caring and fun place to be. Our highly motivated and experienced staff support the children well in their learning and well-being is extremely high.

Our Governors are committed to ensuring the best possible educational environment for our children and they work closely alongside staff to monitor school improvement plans to ensure that the school continues to go from strength to strength.

We have an active Parents' Association (and friends) which organises various fundraising and social events for children, parents, families and the local community.

We believe in developing strong partnerships and as parents and carers there are a number of things you can do to help your child settle at school:

Do reassure your child about school; talk to them positively about their teachers, activities and friends and discuss the happy times they will have. Keep us informed of any significant details relating to your child's education and wellbeing, for example, allergies, health problems or personal circumstances which might be significant. This information will be regarded as confidential and will help us to care for your child more effectively.

We have tried to include most of the information you may need but if you have any additional questions, please feel free to contact the school office and we will do our best to answer any questions you may have.

Thank you for taking the time to visit our prospectus.

Mrs Susan Sibert

Headteacher

Our Values, Vision and Aims

“Encourage Effort: Celebrate Success”

Our Vision

Cogan Primary School is a safe, secure and welcoming community, where all are respected and valued.

In partnership with parents we aim for our children to achieve their personal best: academically, socially and emotionally.

Every child is valued as an individual. We set high standards for all children and challenge and stimulate them towards excellence, as we want to guide our children on the road to success where they can achieve their ambitions and fulfil their potential.

Our Core Values

Equality- We focus on our school as an inclusive school; we aim for learning achievement for all children.

Community-We promote our school being at the heart of the community, we bring together all groups with an interest in the school to work together for our children.

Learning- It encompasses a robust curriculum planning, sound assessment and links with strong performance management to ensure a creative and challenging curriculum.

Care- Wellbeing is at the heart of our school. We always go over and above to help each other, show compassion, affection and kindness to others. We care about ourselves, each other and our school.

Identity- we strive for excellent school improvement, raising standards and building a strong team with the capacity to lead others.

Our Aims

In Cogan School, we provide a safe, stimulating environment in which all children may be motivated towards independence of learning.

We aim to develop an awareness of the need for self-discipline in learning and social settings and to promote an atmosphere in which a child will feel confident to express opinions on cultural, social, emotional and educational issues.

We teach the skills to be compassionate, kind, caring and resilient and ensure our children have a say in their learning and school life.

Our children and staff are able to collaborate and connect with each other and form positive relationships.

We have strong connections with our community, communicating and supporting our families.

Our School

Cogan Primary School is located on the outskirts of the seaside town of Penarth in a residential area consisting of a blend of traditional and modern private dwellings.

The school caters for children aged 3 – 11 years. We are a single form entry school with approximately 30 children in each class, plus the nursery children who attend either a morning or afternoon session. The main buildings are Victorian, which has been the centre of the community since it was built in 1884.

Accommodation is provided by three separate buildings. The main block houses the Reception class and years 1 to 3; the other building houses a hearing resource base, years 4 to 6 and a computer suite. The Early Years are accommodated at the end of Cawnpore Street in a bespoke nursery unit accommodating up to 96 children. The nursery unit was built in 1970.

Outside, there is a large hard-paved yard, a school garden and to the rear of the school is a large fenced area of land developed for a variety of learning and adventure activities. Beyond this the school has access to approximately six acres of grassland, which is immediately adjacent and is used for sporting and recreational purposes.

The school has strong links with parents and carers, there is an active and financially supportive PTA, which, working closely with the governing body and through the organisation of a variety of well attended events, has raised the profile of the school within the local community.

Penarth Leisure Centre is a five minutes' walk from the school, and Cogan has a direct rail and bus link with Cardiff Central Station.

The receiving Secondary School is St. Cyres Comprehensive; the school maintains close links with the members of staff of this school, and comprehensive transition arrangements are in place.

Parents who are considering sending their children to Cogan Primary School may visit the school by prior arrangement with the Headteacher.

Staffing & Governors

Headteacher Mrs S M Sibert
Deputy Headteacher Mr D Bennett

Administrators Mrs J Psarelis
Mrs E Cate

Caretakers Mr A Patterson
Mr P Wing

Teaching Staff

Early Years	Mrs M Owen (TLR) Mrs K Smart Mrs H Thomas
Year 1	Ms L Gillingham
Year 2	Mr T Lewis
Year 3	Miss J Blunden
Year 4	Mr S Birchall (TLR)
Year 5	Mrs J Armstrong
Year 6	Mr D Bennett
Hearing Resource Base	Mrs K Mayor
PPA	Mrs H Thomas
ALNco	Ms R Morgan

Learning Support Assistants

Mrs S Jones (HLTA)
Mrs P Bailey
Mrs K Davies
Mrs L Haggerty
Mrs A Reeves
Ms J Curtin
Mrs G Meaton
Ms L Burgoyne
Mrs J Manton
Ms C Martin
Mrs A Leigh
Mrs J Hazell
Mrs N Webber (HLTA)
Mrs D Holman
Ms L Arcopinto
Ms S Beer
Mrs C Mullins (L4 HRB)

Midday Supervisors

Mrs A Keen
Ms J Mattinson

Kitchen Staff (Big Fresh Company)

Mrs D Webber

Mrs A Morris

School Governors

Community Governor Mrs K John -Chair

Community Governor Mrs C Downton

Community Governor Mr M Richards

Parent Governor Mrs L Halliwell

Parent Governor Mrs C Curtis-Chair of PTA

Parent Governor Mrs M Earls

Parent Governor Mrs V Hirani

Local Authority Governor Mr C Shillabeer-Vice chair

Local Authority Governor Ms P Salt-Safeguarding

Local Authority Governor Vacant

Minor Authority Governor Mrs L Rochefort

Observer Mrs M Rojas

Headteacher Mrs S Sibert

Teacher Mr D Bennett

Staff Governor Ms C Martin

Clerk to the Governors Mrs C Price

LA contact Mr J Sparks

Our Curriculum

Our aim is to provide all children with engaging experiences which enable them to apply skills within the cross curricular responsibilities of Literacy, Numeracy, the Digital Competence Framework and Welsh as a second language across the six Areas of Learning and Experiences (AoLE):

- Expressive Arts
- Health and wellbeing
- Literacy, Language and Communication (including French as our International Language)
- Humanities
- Numeracy and Mathematics
- Science and Technology

Cwricwlwm Llais- A balanced and creative curriculum where pupil voice is central.

Our new curriculum is designed to empower, nurture, inspire and value our children's ideas and opinions.

It is a holistic approach which begins with an Immersion Day which is a day where learners take part in many exciting and creative activities to enthuse and inspire learners with their learning.

The topic is child-led, with pupils sharing ideas and research for how and what they would like to learn during the topic.

The children are then involved in the evaluation of their lessons which aids assessment and informs future planning.

The curriculum is designed for 21st century learning and encourages practical activities, research tasks and creative thinking.

It nurtures a love of learning and encourages key skills, gaining knowledge, wellbeing and school values.

Our curriculum is centred around providing all children with the knowledge, skills and experiences to work meaningfully towards achieving the Four Core Purposes, thus becoming:

- Ambitious Capable Learners
- Enterprising and Creative Contributors
- Ethical and Informed Citizens
- Healthy and Confident individuals

We firmly believe that,

‘Literacy starts with quality texts to teach knowledge and develop skills in spelling, phonics, writing, grammar, Reading, sentence structure and Oracy.’

and

‘Numeracy is taught using mathematical knowledge, applying, reasoning, challenging and moving into the abstract.’

Grwpiau Llais- Voice Groups

In October 2018, we began our Voice groups. The groups are set out below. Children from Year 2 to Year 6 join a group they are interested in and work together with teachers to make improvements to the school. The children’s work is part of our School Improvement Plan and their voices are vitally important in developing the ‘Four Purposes’ and to enhance our curriculum.

Our groups are:

- Eco Committee
- Criw Cymraeg
- Creative Crew
- Learning Squad
- School Council (Lead Llais)
- Care Campaigners (Wellbeing)
- Active Ambassadors
- Diversity Team
- Digital Leaders

The School Council members are represented in each group and meet together to share what all the groups are doing and to feedback to the Headteacher and Governors. The School Council also carries out important work of their own at our school and in collaboration with St Cyres and other primary schools in our cluster.

Teaching & Learning

A focus on learning and pupil voice drive provision and teaching at Cogan Primary School. We recognise that children learn best when teaching and learning experiences enthuse, engage, innovate and motivate them to learn. We value play and foster their curiosity and a love of learning.

Play and experiential learning is very important to us

'Play is the work children do,' is a saying first recorded by Maria Montessori early in the 20th century.

The importance of active learning however was noted as early as 450b.c. by Confucius who stated:

Tell me, and I will forget

Show me, and I may remember

Involve me, and I will understand.

At Cogan Primary School active learning by first hand experiences of exploring, investigating, experimenting is at the heart of everything we do. Supported by adults, active learning and learning through play facilitates each child's acquisition of skills, knowledge and attitudes and enables the child to formulate ideas about the world around them. The experiences offered at our school may not focus on any one concept at a particular time but may encompass several. One play activity may contain several learning experiences. In addition, imaginative and social play enables a child to express themselves and to express and externalise emotions and conflicts in a socially acceptable way.

Key Principles:

- The learning environment and atmosphere is purposeful and children feel safe.
- Learning is highly social making full use of visually stimulating environment indoors and outdoors.
- Learning experiences are planned with the children; teachers ensure that children's needs and progress meet the requirements of the new curriculum for Wales. There is a balance of practitioner-directed and child-initiated activities and many opportunities for experiential learning and reflective discussion.
- Lines of Progression inform planning, teaching provision, support, reinforcement, challenge and extension of learning for each child.
- Individual children are assessed on the progress they make, understanding that all of us have different starting points.
- There are strong links between home, school and the community. The importance of parental involvement in their children's learning is recognised, valued and developed.

Reporting to Parents/carers

Parents' Evenings /sessions are held each term.

In broad terms, these may fall into three categories:

Autumn Term meeting with the parents will be held close to half-term, and this will be an opportunity for the parents to meet the class teacher and understand the expectations for the academic year.

Spring Term meeting will be for an opportunity to discuss progress to date and any specific concerns.

Summer Term an open afternoon will be held within two weeks of the end of term. This will be an opportunity for the teacher to discuss each child's report and for the children to share their work with a family member.

Should any concerns arise throughout the year, parents will be notified and a meeting arranged with the class teacher and/or the Headteacher.

The Additional Learning Needs coordinator and the Teacher of the Deaf will, of course, be available on evenings to discuss the children's progress and will make additional times to see parents.

Welsh

At Cogan Primary school we pride ourselves on immersing the children in celebrating the Welsh culture and language. Through the year we take part in numerous celebrations, as well as taking part in the National School Heritage Initiative and holding our annual Eisteddfod in March which includes the churning of the Bard celebration.

We have both first and second language Welsh speaking teachers and Learning Support assistants, who support the delivery of the curriculum. We also make full use of our links with the local Welsh school- Ysgol Pen Y Garth.

The use of incidental Welsh and our 'Phrase of the week' promotes the understanding of basic commands, simple sentences and language patterns from Nursery to Year 6.

Sport and Healthy Schools

Lacrosse, netball, cricket, rugby and football sessions are held after school. Two members of staff supervise and instruct in these sporting activities.

The school participates in Rugby, Cricket, Football, Tennis, Athletics, Netball, and Lacrosse schemes initiated by the Vale Sports Development Team.

The school participates in "Learn to Swim" schemes organised by the Vale of Glamorgan for Year 4 pupils, and in the Cycle Proficiency scheme for Year 5 and 6 pupils.

Year 6 pupils attend a residential adventure week at Dolygaer centre, Merthyr Tydfil in the spring term.

Guitar, violin and Rock Steady music instruction is provided by visiting music teachers.

At Cogan Primary, we recognise the positive impact sports and extra-curricular activities can have on both physical and mental health and encourage all children to take part in a safe and inclusive environment.

Cogan Primary School actively participates in the Welsh Network of Healthy Schools (WNHSS).

We consider ourselves a Healthy school and encourage children to drink water, which helps with concentration and wellbeing. During break times and lunch times we encourage healthy snacks and lunch boxes.

Relationships and Sexuality Education (RSE)

Relationships and sexuality Education (RSE) involves the delivery of lessons that aim to prepare all pupils for the opportunities, responsibilities and experiences of adult life, taking note of their moral, spiritual, cultural, mental and physical development at school and in the world.

At Cogan Primary School we provide a RSE curriculum which is developmentally appropriate for learners. We take into account a range of factors such as the learner's age, knowledge and maturity and any additional learning needs.

The guidance and code are both statutory, therefore you do not have the right to withdraw your child from these elements of the curriculum. This approach supports our safeguarding of the children, for example in talking about appropriate / inappropriate touch, but also means that children receive an informed and unbiased understanding of a range of sensitive issues rather than picking up often misguided ideas from friends or from the internet.

At Cogan Primary we use a scheme designed specifically to address issues in a structured and age-appropriate way. The scheme is called 'Jigsaw' and you can find more detail about it using the link below.

[Jigsaw-Curriculum-for-Wales.pdf \(jigsawpshe.com\)](https://www.jigsawpshe.com/jigsaw-curriculum-for-wales.pdf)

Religion, Values, Ethics & Collective Worship

Our children are given the opportunity to enquire and explore various religions and beliefs. Through cross curricular learning opportunities and events throughout the year we recognise and celebrate the diversity of different cultures and festivals.

We take part in collective worship on a daily basis, focusing on seasonal events, current affairs, various aspects of Vision and Values, Wellbeing themes (Use of our Jigsaw scheme) and the Rights of the Child. We also enjoy our Proud to Present assemblies, celebrating achievement, effort, good behaviour, attendance, handwriting, Criw Cymraeg and responsibility. Certificates are given at varying stages. We also have a system of collecting Dojo points for school and class targets.

Parents are also involved and can nominate their child for achievements gained outside school.

Parental involvement in pupils' learning will be strengthened through information sessions and evening meetings. These are planned to give information on the curriculum and to plan for home support which will benefit children. Voluntary, in-class support under teacher direction is welcomed.

We are a Rights Respecting School. Children learn about their rights by putting them into practice every day. Each class creates their own charters, incorporating elements on the Rights of the Child.

We are an Ethical School. Huge emphasis is placed on gaining our Platinum Eco Flag. The children are encouraged to care for our environment and the world around them and beyond.

Homework and Home learning

There is a school homework policy giving further details found on the school website.

Homework is used to support and develop aspects of literacy and numeracy through tasks set by the class teacher and supervised by the parent/guardian. Often it will be set on Hwb and the Google classroom. All children will have their own log in for this.

At all stages, parents/carers are encouraged to take an active part in their child's homework and to reinforce the importance of completing the work to the best of the child's ability.

School Hours & Attendance

Nursery

Morning – 9.15am - 11.45am
 Afternoon – 12.45pm - 3.15pm

Reception – Year 2

8.55/9.05am – 12.00pm
 1.00pm- 3.10/3.20pm

Years 3-6

8.55/9.05am – 12.00pm
 12.50pm- 3.10/3.20pm

Punctuality and Attendance

Please ensure your child is on time for school. Along with regular attendance, punctuality is a legal requirement.

Parents are asked to ensure that children arrive in the school yard between 8.55 and 9.05am and 9.15am and 12.45pm promptly outside the nursery gate.

The School gates are opened at 8.55 am and closed at 9.05 am. We operate a one-way system for dropping off and picking up children. In through the Cawnpore Street gate and out through the Pill Street gate. Staff will be there to receive and release children at the times above. Likewise, nursery staff will be there to receive nursery children at the times above.

NURSERY (Aged 3-5)		
Morning Session 9.15 – 11.45	Arrival Together time Structured play Group time Snack time Structured play Story and singing time	2.5 hours per day
Afternoon Session 12.45 – 3.15	Arrival Together time Structured play Group time Snack time Structured play Story and singing time	2.5 hours per day

Reception – Year 2 (Aged 4-7 - Statutory Hours are 21 hours per week)		
8.55 - 9:05	Start	Flexibility to drop off
8.55 – 9.05	Registration	
9.00 – 10.15	Learning time	70 minutes
10.15 – 10.30	Assembly	
10.30 – 12.00 (incl. 15m break – time tbc)	Learning time	75 minutes (excl. break)
12.05 – 13.00	Lunch	
13.00 – 15.10 (incl. 10m milk time)	Learning time	120 minutes
15.10-15.20	End	Flexibility to pick up
TOTAL		265 minutes per day = 22.1 hours per week

Years 3-6 (Aged 7-11 – Statutory Hours are 23.5 hours per week)		
8.55 - 9:05	Start	Flexibility to drop off
8.55 – 9.05	Registration	
9.05 – 10.15	Learning time	70 minutes
10.15 – 10.30	Assembly	
10.30 – 12.00 (incl. 15m break – time tbc)	Learning time	75 minutes (excl. break)
12.00 – 12.50	Lunch	
12.50 – 15.10 (incl. 10m comfort break)	Learning time	140 minutes (excl. break)
15.10 -15.20	End	Flexibility to pick up
TOTAL		285 minutes per day = 23.75 hours per week

The Education (Pupil Attendance Records) Regulations, 1991

Regulations regarding pupil Attendance require detailed information as to a child's absence from school, and a child's absence from school is recorded as either:

- a) Authorised absence
or
- b) Unauthorised absence

Family Holidays in term time

Please do not ask for leave of absence for a family holiday in term time if you can avoid this.

- Try not to ask for absence when your child is preparing for or taking examinations and important tests (your class teacher can give you advice on this); and
- Give us at least two weeks' notice that your child is going to be away.

The school will not agree to authorised holiday absence – see below.

A child's absence during term can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement, which must be avoided.

If a child is absent, please contact the school before 9.30am by telephone indicating the reason for the absence and the likely duration, this will be dated and recorded; a note should then be sent to school when the child returns. This note will then be kept on record.

Lateness is classed as UNAUTHORISED absence; it is, therefore, important to ensure that your child is in school between 8.55 and 9.05am.

Parents must sign in electronically in the office if children arrive after 9.05am.

The regulations (Welsh Office circular No. 45/91) also require schools to provide, for publication, information about unauthorised absences; from 1st August, 1992 all schools

must show the rate of unauthorised absences in each of the previous 3 terms.

The Inclusion Officer visits the school to monitor attendance.

The All Wales advice for parents has also been adopted by Governors at Cogan Primary School:

Under The Education (Penalty Notices) (Wales) regulations 2013 Local Authorities have been given powers to issue Fixed Penalty Notices (FPNs) as an alternative to taking legal action against parents/carers when responding to absenteeism from school.

The purpose of FPNs is to promote better attendance, tackle more casual absence, support schools and local authorities. They ensure parental responsibility for regular attendance, linking to attainment and active follow up of absence as a key element to safeguarding.

Fixed Penalty Notices will be used for pupils with:

10 or more unauthorised absences in a current term (O);

10 or more unauthorised late marks (U) in a current term;

Parents/carers have failed to engage with school and/or the Education Welfare Service but where court sanctions have not been instigated;

A pupil regularly coming to the attention of police during school hours and without justified reason;

Unauthorised holiday absence (G).

The Governors at Cogan Primary have ratified this policy. So from the 1st October 2014 no holidays will be authorised in term time.

From January 1st 2015, the use of Fixed Penalty Notices will begin. Governors and the Headteacher will be duty bound to inform the LA should the above conditions be broken and Fixed Penalty Notices will be served by the local authority which will be £60.

'MISS SCHOOL, MISS OUT'.

Admissions

The admissions arrangements for school are dealt with by the Vale of Glamorgan Admissions team. Any parent, living outside the school's catchment area and wishing to enrol their child, must make application to the Education Department, Civic Offices, Holton Road, Barry.

Our nursery for 3-5 year olds can accommodate 96 children, offering 48 places in the morning and 48 places in the afternoon.

Reception age pupils may be admitted to school full time in the September of the academic year in which they are five. Therefore, any child reaching the age of five between 1st September and 31st August may be admitted into school at the start of the Autumn Term of that academic year.

Children transfer to secondary school aged 11 years old at the end of year 6. Parents will be required to apply for a place through the Vale of Glamorgan or directly to the school depending on their choice of secondary school.

Breakfast Club

The school runs a Free Breakfast Club from 8.00am to 9.00am in the main hall. Please ensure children are dropped off between 8.00-8.30am. There is a secure door/CCTV system at the door nearest the main hall, you need to ring the buzzer and you will be let in. Children are provided with breakfast and can participate in a range of activities. The nursery children will be escorted to nursery in time for the morning session by members of staff.

After School Clubs

There is a paid after school club facility 3.10pm to 6pm. This is run by a company called 'Bear Pak' they offer a range of activities and tea, the children are collected from school and taken to Stanwell Church Hall. Please contact Bear Pak for further information. This is **in addition** to after school clubs run by teachers.

After school clubs for primary aged children are held from 3.20pm - 4.15pm in the following areas for ten weeks each term:

Sport, Eco, Welsh, Storytelling, Sign Language, Choir, Creative and Homework.

Clubs are supervised by school staff. Parents must give permission for children to remain in school and make arrangements for going home. They must sign up for the free clubs on a first come first served basis each term. Children will be dismissed via the main gate at 4.15pm promptly.

Additional Learning Needs

We ensure inclusion of all children enabling those with additional educational needs to be educated alongside their peers, by providing a differentiated curriculum and individual programmes of work if required.

In accordance with the new Additional Learning Needs and Education Tribunal (Wales) Act 2021, a register of pupils with additional educational needs is maintained. We seek advice from outside agencies for children at Early Years Action Plus and have links with the Local Authority.

Parents / carers of children with additional needs are invited to discuss the Individual Development Plan for their child. We offer a Person Centred Planning (PCP) approach. The School Additional Educational Needs Policy is available for parents to view.

More able and talented pupils are identified across the school and programmes of work are set to further develop and challenge these children as appropriate.

The school has a Hearing Resource Base for up to ten children. Children with hearing impairment are based with their specialist teacher of the deaf. They join their peer groups for aspects of the curriculum with support, as and when it is appropriate, and in consultation with the class teacher.

With regard to Looked After Children, we support the educational achievement of all children including those who may be looked after. Mrs Sibert has designated responsibility for looked after children.

Behaviour

A high standard of behaviour is expected of all our children. We believe this is best achieved by using positive praise and strategies whenever possible. Our staff are always available to help children reflect on their actions and learn from them.

We aim to create a happy school environment by observing the following rules:

To treat each other with respect and to respect the authority of all adults - teaching and non-teaching staff.

To treat the school environment and school property with respect.

To move around the school with regard to the safety of self and others.

The School has set policies on 'Behaviour' and 'Anti-Bullying'.

All classes have clear rules, rewards and sanctions which children are made aware of. All children are encouraged to report concerns to teachers, however, in a minority of cases incidents may not be reported. Where this occurs it is imperative that parents contact the Headteacher without delay, so that the appropriate action can be taken. We use 'MyConcern' as a behaviour and safeguarding system to record incidents.

Equal Opportunities

At Cogan Primary School we truly believe in equal opportunities. All children are treated as individuals and we build on their previous knowledge and experiences. We also provide opportunities to experience, understand and celebrate diversity. Incidents of bullying or racial discrimination are taken extremely seriously.

Staff are passionate about inclusion and ensuring all learners thrive during their time at the school. In all areas of learning we strive to avoid direct, indirect and discrimination arising from disability. We recognise the inclusion of all children who have a disability. We have an excellent Hearing Resource Base which permeates an empathetic ethos and fosters a caring environment throughout the school.

In accordance with the Disability Discrimination Act (1995) and as amended by the Special Educational Needs and Disability Act (2001), The Additional Learning Needs and Tribunal Act (Wales 2021); and Equality Act (2010), the school is implementing reasonable measures to ensure accessibility for all.

We recognise the inclusion of all children regardless of gender, identity, sexuality, age, race, religious background and beliefs.

Other Useful Information

Estyn Inspectorate

Cogan Primary offers a high standard of education starting in the early years through to year 6. Both the primary department and the nursery have been inspected recently by Estyn and have received glowing narrative reports. (May 2018 and November 2019). Collectively, Estyn has awarded seven 'excellent' judgements and three 'good' judgements. The reports can be accessed using the links below:

https://www.estyn.gov.wales/system/files/2022-01/Cogan%2520Nursery%2520School_0.pdf

<https://www.estyn.gov.wales/system/files/2020-08/Cogan%2520Primary%2520School.pdf>

Estyn invited the nursery to prepare two case studies for dissemination on its website on the school's work in relation to:

'Ensuring consistently high quality teaching that aligns strongly with the foundation phase ethos teaching.'

and

'Placing children at the centre of leading their own learning.'

Following the primary school inspection, Estyn asked the primary department to submit two case studies:

'How the school is a highly inclusive learning environment.'

and

'How the school develops a proportionate and confident approach to leadership.'

We have also been asked to participate in a best practice paper regarding Special Educational Needs, Language and literacy- **'Language Acquisition'** and to take part in an Estyn National webinar on **'Fostering a culture of Reading.'**

Safety

Safeguarding/Child Protection

The safeguarding of children is of paramount importance to us

The Headteacher is the designated safeguarding / child protection officer in the school.

The Deputy Headteacher is the deputy child protection officer.

There is a safeguarding / child protection policy in the school, which is updated annually and is available on the school website.

There is also a designated Governor for Safeguarding – Ms Pat Salt.

Road Safety

We would urge that parents who drive their child to school are asked to observe the following points:

- Keep school entrance and exits clear to allow children a clear view of traffic.
- Do not park on the zig-zag lines.
- Do not park too close to the entrance or the crossing patrol officer.
- Try to park a little way from school and/or walk to school to avoid congestion.
- Do not stop your car in the middle of the road and let children get out onto the road.
- Please park carefully, do not block drive ways or park illegally.

Security Arrangements

All boundary doors and gates are locked at 9.05am and 9.20am/ 12.50pm in the nursery every morning/afternoon. During the day all visitors to the school must announce themselves through the intercom and security camera system, identification is requested as appropriate and visitors are requested to sign in using our electronic systems.

CCTV cameras are situated in and around the school site.

The playground gate is re-opened at 3.10pm/11.45am/3.15pm, to allow parents access. There is a member of staff positioned on the gates in the morning and after school. The class teachers lead their classes into the playground or dismiss younger children directly to parents at the nursery.

The security of the building outside school hours is ensured by the alarm systems.

All staff, teaching, non-teaching and volunteers are DBS checked and Education Workforce Council (EWC) registered and we carefully follow safer recruitment policy.

Toilet Facilities

Toilet facilities are regularly checked. They are cleaned at the end of each session. Toiletries are replenished as necessary. It is our policy that two adults change children if this is necessary.

Health and Safety

The health and safety of your child is paramount. The school adheres to guidelines issued by the Local Authority in relation to health and safety.

Fire Drills

Termly fire drills are undertaken and the school is well equipped with appropriate safety equipment. The practice is entered in the Log Book which is inspected regularly, as are the fire appliances and fire exits.

Medicines

Parents should inform school if a child has a medical need. Children with conditions such as asthma and diabetes can be treated in school once consent has been obtained. Our staff are first aid trained and trained to administer epipens.

If there are cases of chronic illness or long-term complaints, these should be made known to the Headteacher.

Parents must see the Headteacher if medication must be taken in school hours. Parents may call at lunch time to give any necessary medication. Any problems can be discussed with the Headteacher.

A form is completed by the parent/guardian, giving the necessary information and permission for medicine to be administered. A record of medicines given is kept and signed by two members of staff.

Accidents or Illness at school

If a child is taken ill or has an accident at school, parents / carers will be contacted as soon as possible. It is important that contact details are kept up to date. Children with stomach bugs need to be clear for two days before returning to school.

First Aid is given for minor cuts and bruises; wounds are washed with water and dressings are applied as necessary. In the event of a head injury, the child will be kept under close supervision and the parent or other named person will be informed. The Headteacher will act "in loco parentis" (as a parent) and make a decision about a possible emergency visit and a member of staff will stay with the child. Parents will be notified. We require at least two contact numbers. Please inform School immediately if you change your contact numbers.

Educational Visits

Educational visits are an essential, enjoyable part of school life and take place throughout the school year in association with class projects and areas of learning and experience. Parents may be asked to make a donation for their child to participate in these visits when necessary. (The Governing Body charging policy is outlined below). Parents/Guardians will also be asked to fill in a form of consent. This is a very important procedure and must be completed for a child to participate in the visit.

Charging Policy

Under the 1988 and 1993 Education Acts, the school is required to formulate a policy on charging for school activities. The Governing Body has drawn up a policy statement in which, for any activity taking place within school hours, we will ask for a voluntary contribution from parents/carers. No child can therefore be excluded from the activity because their parent/carer is unable or has decided not to pay. Parents/carers will understand that unless sufficient contributions are received, it might not be possible to proceed with the activity.

If a trip or visit is cancelled all contributions will be refunded.

The School retains the right to request parents to pay for the cost of damage or loss caused by their child.

Parents / Carers do not have to pay for their children to attend the nursery but we do ask for a contribution of £1.50 per week towards the snack. (Water and milk are available to drink.)

School Uniform

The Governing Body has formulated a uniform policy. All parents are requested to support it for the following reasons:

- Competition between pupils, about the latest fashion, is eliminated.
- The potential for bullying is reduced as all pupils are wearing similar clothing.
- When pupils are out of school on visits, they are more easily identifiable, which promotes safety.
- By eliminating peer pressure, bullying and distracting clothing, discipline is improved, both in the classroom and playground.
- Uniform instils a sense of community and pride in our school.

It is not considered reasonable to limit parents to one supplier and cost, but to accept clothing from a shop and price range of parental choice.

School polo shirts are light blue (or navy blue Year 6 only). Skirts, shorts, trousers and tights are grey. The colour of the jumper, cardigan or sweatshirt is Navy blue only. Black

shoes/trainers are required. Clothing can be purchased with school logos from Class Apart but if purchased from elsewhere other logos, brand names or markings are considered unacceptable.

Please provide a pair of wellington boots for your child to leave in school while they are in the early years. They can also wear black joggers or leggings (no markings or logos) while they are in the nursery so that it is easier to move around and for accessing the bathroom.

In the interests of safety, earrings are not encouraged but small ear STUDS only will be permitted. Jewellery and nail polish are not appropriate for school.

Long hair must be tied back. Parents are requested to support the school in not allowing unconventional and unorthodox hair styles, dyes and colouring.

Sun Hats

During the summer term it is advisable for children to wear sun hats and sun screen (to be applied at home) in hot weather.

Physical Education

Children wear appropriate clothing to school for PE and Games days. (They can come in black leggings or joggers and black trainers only on PE days Reception to Year 6.) For PE children wear a light blue tee shirt and black shorts/joggers or leggings and black trainers. (No logos, brands or markings on joggers or leggings.)

For outdoor games, parents are asked to ensure that children wear black trainers or 'daps'; fashion shoes are dangerous. Children will know when Games or PE is timetabled; please co-operate with us and remind the children to wear the appropriate clothes.

Lunch Arrangements

Your child may stay to lunch from Reception onwards; parents are asked to pay for the week's meals in advance using **ParentPay** which is a new online system. **The school office will issue you with a username and password.**

From September 2022, Reception to Year 2 will be offered a school lunch free of charge due to the Welsh Government Initiative. You will be required to opt in for this service.

Our junior children can choose whether they would like a dinner, baguette or jacket potato each day. All meal choices are served with a salad, dessert or fruit and a drink.

In the event of a child being entitled to free meals, and subject to the form of authorisation being received from the Education Department; a parent may wish to discuss these arrangements with the Headteacher.

A high standard of behaviour is expected at lunchtime. Children must respond to the discipline of midday supervisors. Please ensure that your child understands this if you wish him/her to remain at school during the dinner break.

Complaints

Guidance on Complaints procedure under section 23 of the Education Reform Act, 1988
Procedures which are regarded as suitable to deal with complaints.

1. The complaint should be addressed initially to the Headteacher and attempts should be made to resolve the issue informally.
2. If informal attempts to resolve the complaint are in the view of the complainant unsuccessful, the next stage is for the complaint to be heard by the Governors.

We hope that you have gained knowledge of our school by reading this booklet and we look forward to receiving your child.

Our aim is to help each child to develop his/her potential to the full within a caring and happy environment.

We aspire to make your child's education lively, interesting and stimulating. We aim to provide opportunities, which will lead children to achieving their full potential. We ask for your support in achieving these aims.

To date awards held by the school are:

Forest Schools Wales
Becta award for excellent practice in ICT
Investors in Families
Investors in People
Eco Platinum Award [3rd flag]
Healthy Schools Awards [5]
Basic Skills Award
Catch Up Reading award
Active Cymru Mark
NACE Cymru Challenge Award
Family Information Service Award
UKLA Roll of Honour- School of the Year 2019

Vale Family Information Service

**Do you need childcare, activities for
children or family support?**

01446 704 704 / fis@valeofglamorgan.gov.uk

