

Helping every learner spread their wings and fly

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### A letter of welcome from the Headteacher

Dear Parents/Carers,

On behalf of the staff and governors, may I welcome you to Springwood Primary School and hope that the time your child spends with us will be both happy and successful.

We aim to provide a firm foundation for pupils through a broad, balanced and enjoyable education.

We place a high priority on establishing good links with parents, as we know that children thrive when home and school work together.

This handbook is the beginning of that process and I hope that you find it useful throughout your child's school career. Some of the information will be sent to you in the Governors' Report for Parents, in school newsletters and curriculum news booklets.





### A warm welcome from Springwood Primary School









Springwood Primary School serves the community of Llanedeyrn. Our pupils have access to the outdoors within our excellent grounds. We are developing great links with Pentwyn leisure centre, Glenwood Church, the Powerhouse and Cardiff Met University. The local area has a lot to offer our students.





# The Building Yr adeilad

Our school is housed in a large two storey building, with ongoing refurbishments to make it a fantastically resourced space for learning. The school offers great accommodation for pupils with all classes being housed in airy, well-equipped learning areas with easy access to the outside learning environment.

Our nursery class is open plan and spacious with access to the nursery garden, an idyllic and safe space to learn and play. All foundation phase classes are open and spacious and also have access to a variety of outdoor areas. Our courtyard is a wonderful outdoor classroom for Progression step 2 (years 1, 2 and 3) to access for a variety of activities, with its large amphitheater, outdoor construction, timber trail and access to sand, water and large parts play.





In Progression Step 3 (years 4, 5 and 6), pupils have a variety of spaces to enjoy learning, with large classrooms, our ICT suite and the newly developed shared learning zone. We have recently developed an outdoor classroom, which, is utilised by all pupils in the school.

All classrooms are well equipped with resources to suit learning development across the curriculum.

All classrooms and shared areas are also equipped with interactive whiteboards. Each class also has use of a number of iPads, chrome books and laptops to support and enhance their learning.

The school has a large halls that is used for a variety of purposes including, breakfast club, PE sessions, assemblies and after school clubs.

The expressive arts center has opened its doors for dance, drama, gym sessions, productions, art exhibits, showcases and local community groups to access and enhance our expressive arts curriculum.

Our extensive outdoor areas host an outdoor gym, climbing wall, 2 forest school areas, a community garden, an orchard, a picnic area developed by our year 5 pupils, amphitheater, two small stages, MUGA (multi use games area) and undercover areas with games tables.



### Our Amazing Staff - Ein staff anhygoel

Headteacher: Mrs Emma Turner

Deputy Headteacher: Mr Dominic Farrell

#### **Teachers:**

Mrs Liz Hancock ASC lead, SLT Miss Jo Wilson SLT, ALNco

Mrs Jessica Roberts

Nursery teacher Mrs Kate Thomas

Wellbeing teachers Mrs Rachael Smith

Mr Steven Marshall Reception teacher

Miss Catrin Greenman Reception teacher

Mr Spencer Lumby Year 1 teacher

Mrs Liz Dorev Year 2 teachers Mrs H Ashmore

Mr Matthew Howells Year 3 teacher

Miss Jessica Harris Year 4 teacher Mrs Sian Lumby Year 5/6 teacher

Mrs Lucy Rees

Year 5/6 teachers Mrs Sarah Breakspear

Miss Vickie Preece ASC teacher

#### Clerical Staff:

Finance Officer: Mrs Julie Leybourne Ms Colette Williams Administrator:

**Estates Manager:** Mr Tim Jones

#### Kitchen staff:

Cook in Charge: Mrs K Flower Mid day Supervisors: Mrs L Langbridge, Mrs S Renshaw

### **Teaching Assistants:**

PS1: Mrs Victoria Conway,

Mrs Susan Watkins,

Mrs Penny Carr,

Mrs Chelsea Millward,

Miss Louise Lia.

Mrs Faegheh Zardousht,

Miss Lauren Morgan,

Miss Vicky Duggan,

Mrs Elizabeth Smith,

PS2: Mrs Tania Baldwin,

Miss Hayley Peters,

PS3: Mrs Cathy Rogers,

Mrs Christine Johnson,

Mrs Francesca Cooley,

Mrs Kathy Edwards,

Mr Nico Rico.

Miss Jordan Meadows.

#### **ASC HLTAs**

Mrs Cerys Barry, Mrs Kelly Caffell,

Ms Beth Carlson

#### ASC TAs

Miss Maisie Barry,

Miss Siobhan Burke,

Mrs Sarah Perkins,

Ms Lyndsay Parkes,

Mrs Emma Barry,

Miss Hannah Fortey,

Miss Chloe Stroud.

Ms Alison Bishop.

Miss Tegan Carey,

Mr Tharun Murugean

Well-being TAs

Mrs Rebecca Greenslade,

Ms Claire Crouch

### The Governing Body Rheoli'r Ysgol

Our Governing Body is responsible for the strategic management of the school. The Governing Body meets at least once a term and in addition, sub-committees meet regularly to discuss specific issues. Springwood Governors are very active in the life of the school, and regularly visit to meet with staff and pupils and carry out monitoring and learning walks. They report on their visits to the full Governing Body. The minutes of Governing Body meetings are available from the Headteacher, on request. Governors are required by law to publish an Annual Report to Parents and to hold an Annual General Meeting at which parents may raise issues of concern. Copies of the most recent report are available on request.

Mr Derek King Chair

Sian Sarwar Vice Chair

Mrs Jessica Gow Local Authority Vacancy Local Authority

Mrs Rebecca Pitt Community
Mrs Alison Nunnick Community

Mr Dean Morgan Parent
Mrs Kathryn Smith Parent
Miss Katie Renshaw Parent
Mrs Laura Ayre Parent

Mrs Sian Lumby Teaching staff
Mrs Vicky Conway Non teaching staff

Mrs Emma Turner Headteacher

Mr Dominic Farrell Deputy Headteacher - Observer

Mr Lee Wright Clerk to the Governors



### **Our Vision Statement**

Achieve . Succeed . Be Happy



We are a warm, inclusive school with community at the heart of everything we do. It is integral to us that all our children feel loved, celebrated and supported to reach their full potential and are fully engaged in a rich, purposeful curriculum that is relevant to them and their future.

In Springwood Primary school, we value our pupils, our staff and our families. The community is important to us and so is giving our pupils the knowledge, skills and experiences that will help them to be the best they can be all through their lives.

While at our school, a variety of authentic experiences are planned for each year, to ensure each child gets a broad view of the world around them, becomes inquisitive, curious and enjoys a challenge.



When designing the curriculum for our pupils, we consider the four purposes as set out in the curriculum for Wales.

Ultimately, the aim of a school's curriculum is to support its learners to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

We ensure that all of the opportunities and experiences given to our pupils are equitable. With a special resource base on site, an inclusive curriculum, where all learners have the right to the best education that will help them to realise the four purposes, is our priority.

See our class pages on our website for more information on the curriculum, opportunities for learning and authentic experiences our children have in their daily school lives.



# Starting School for the First Time Dechrau'r Ysgol

When your child comes into school for the first time, there are many things for him or her to cope with. He or she may be overwhelmed by the size of the building, the number of children or the many new things that he or she is expected to do. But don't worry – there are lots of things you can do to help and all of these things will make a great difference to your child's confidence when starting school and they will soon settle in!

- Join a toddler group so they can make friends and learn to share. We have a flying start stay and play every Friday during the term time. Contact your nearest flying start centre to book.
- Encourage independence when using the toilet, washing and drying hands, getting dressed, eating and tidying up.
- Talk positively about nursery and school.
- Talk to your children and encourage them to talk back. Words are all around us, on boxes, tins, packages, labels, adverts etc., so please make use of them. The development of an extensive vocabulary is an essential ingredient for a successful approach to reading.
- Encourage your child to learn rhymes and poems as well as counting rhymes and songs 3 Blind Mice; 1,2,3,4,5 once I caught a fish alive; 5 currant buns etc.
- Encourage your child to look at books, to talk about the pictures and ask questions.
- Join in with "pretend" situations such as: tea parties, playing schools, being a fireman, nurse etc.
- Join in with your child using wooden blocks, stickle bricks and lego etc.
- Use large wooden floor puzzles; begin with simple puzzles and progress to more difficult ones.
- Let your child "help" with housework cooking, cleaning, dusting and talk to him / her about what you are doing.
- Encourage them to play inside and outside.
- Encourage your child to colour, draw, cut and stick.
- Practise counting, sorting and matching things (e.g. sweets, toys, laying the table, putting toys away in the correct boxes.



# What Will Your Child Learn? Beth Fydd Eich Plentyn yn ei Ddysgu?

Springwood is a forward thinking and innovative school and are well on our journey into the Curriculum for Wales.

Our curriculum now has more emphasis on equipping young people for life. Building their ability to learn new skills and apply their subject knowledge more positively and creatively. As the world changes, they will be more able to adapt positively. They will also get a deeper understanding of how to thrive in an increasingly digital world. Springwood is well equipped with digital devices and uses a blended approach to teaching and learning meaning the children can learn to thrive in an ever increasing digital and online world.





Meanwhile teachers now have more freedom to teach in ways they feel will have the best outcomes for their learners. Your child is fully involved in planning their own learning alongside their teachers. All learning starts with planned experiences that engage and enthuse the children and also allowing pupils and teachers to work together to plan projects based on the children's interests and questions.

The central focus of assessment arrangements will be to ensure learners understand how they are performing and what they need to do next. There will be a renewed emphasis on assessment for learning as an essential and integral feature of learning and teaching.



### We teach six areas of learning;

1. Expressive arts will incorporate art, dance, drama, film and digital media, and music. It will encourage creativity and critical thinking, and include performance. We often have UpBeat in to teach pupils bespoke lessons using instruments from all over the world. We also offer DJ workshops to pupils interested, and glee club runs throughout the whole year in preparation for school productions. There are lots of opportunities at Springwood for pupils with a creative side to express themselves.





will incorporate geography, history, RE, business studies and social studies. It will be based on human experiences and will also cover Welsh culture. History and geography at Springwood are taught through enquiry-based activities and provide children with an insight into everyday life from the past as well as learning about their local area and other contrasting areas. Children are also provided with opportunities to develop their geographical and historical skills on field trips.

### 3. Health and wellbeing

will cover the physical, psychological, emotional and social aspects of life, helping students make

informed decisions about their own health and wellbeing and learn how to manage social influences. It will include PE.

Pupil wellbeing is a huge part of day to day pastoral care given by all staff in the school. Teachers plan and teach personal and social development.

Exercise and fitness are very important at Springwood. Children participate in two sessions of P.E. each week including a range of team sports, dance, gymnastics and athletics. All pupils take part in outdoor learning sessions too, at least once a week, as we know outdoor learning is fantastic for pupils mental health and wellbeing. We also hold an annual sports day in the Summer term where parental support is



always welcome! There are also many sporting clubs available for pupils to participate in afterschool clubs. Pupils in year 4 and 5 also have the opportunity to attend Storey Arms and year 6 can go to Manor Adventure for a residential trip during the Autumn and Spring terms, building confidence and self-esteem and challenging them physically and mentally in a fun environment.





### 4. Science and technology

will incorporate biology, chemistry, physics, computer science, and design and technology. Children at Springwood are provided with many stimulating opportunities to learn about the physical and natural world around them. Children are encouraged to communicate their ideas through predictions and conclusions made about a variety of investigations.

Children have the opportunity to get hands on experiences of real life jobs within the science and design sectors during our very exciting STEM week. We have links with many agencies and the children love applying their skills for a real purpose.





#### 5. Mathematics and numeracy:

in the early years, this will involve learning through play. In later stages, it will include working both independently and collaboratively with others. At Springwood, maths is taught through structured activities involving everyday situations. Children are provided with opportunities to apply their mathematical knowledge to a range of problem solving activities in order to enrich their understanding and develop their methods as they move up through the school. Children are also given lots of opportunities to apply their numeracy skills across the curriculum through the other areas of learning and experience.

#### 6. Languages, literacy and communication:

this will include Welsh, 2nd language, and English, literature and international language. As a school, we also feel strongly for pupils to have experience of Makaton, a language programme that uses symbols, sign and speech to enable communication. Language is an essential part of a child's development across the curriculum. At Springwood we provide opportunities for children to develop their language through a wide range of speaking and listening, reading and writing activities. It permeates through everything we do and across all of the areas of learning and experience.

We are also committed to developing pupils' ability to use the Welsh language. Incidental Welsh is integrated into everyday situations around the school and children are encouraged to use it regularly. Welsh singing sessions are held weekly and Welsh culture and heritage is celebrated through work in other subjects and also in our school St David's Day Eisteddfod.

In addition, literacy, numeracy and digital skills will be embedded throughout all curriculum areas.





We also teach Relationships and Sexuality Education (RSE). Parents are no longer allowed to withdraw their children from these lessons. The focus will be on building relationships based on mutual trust, and developing mental and emotional wellbeing, resilience and empathy. The Welsh government has issued guidance to schools on how to provide RSE that is age-appropriate and relevant to pupils' developmental stage, but it will give schools the flexibility to design their own programme of teaching that reflects diversity and difference in relationships, sex, gender and sexuality.

Religious education (RE) continues to be compulsory and includes philosophy and religious views, plus non-religious worldviews that have similarities with religious views.

All pupils will follow 'achievement outcomes,' which will build an accurate picture of pupils' skills, knowledge and competencies.

#### **ICT** and the Digital Competence Framework

The first element of the new curriculum to be developed was the Digital Competence Framework. The framework introduces and develops the skills needed to live and work in an increasingly online and digital world, ranging from communicating and collaborating to problem solving and handling online bullying.

Pupils are taught how to use technology appropriately through discreet ICT lessons, but digital competence is also planned for across all subjects and pupils can apply what they have learned in a variety of real life, valuable contexts. E-safety is an important and imperative part of everyday teaching in school, and pupils leave our school prepared for an ever changing digital world.

### Pupil Voice Llais disgybl

There are lots of opportunities for pupils to have a say in how the school



is run. Pupils are involved in the self-evaluation process along with staff, parents and governors. All children from year 1 to year 6 are part of one of our pupil voice groups.

#### School Council

These pupils work with Miss Preece and Mr Farrell and are involved in raising awareness of the UN Convention on the Rights of the Child. They come up with innovative ways to ensure the children in Springwood are aware of their rights. They often lead online assemblies and are responsible for feeding back decisions made to the rest of their class. Pupils with an interest in fairness and equality for all would love to join this team.



#### **Digital Leaders**

These pupils work with Miss Harris and Mr Howells to support staff and children with anything digital, whether it is using iPads or computers, accessing apps or programs, or even advising on how to stay safe online. They take part in leading regular assemblies and are called upon to be 'the expert' performing day to day digital tasks. Children with an interest in computers and digital matters love being part of this team.

#### **Team Health**

Team Health work with Mrs Lumby and Miss Greenman. Springwood is a 'Healthy School' and we have gained our Level 3 Healthy Schools Award. We promote healthy eating through our fruit tuck shop, providing healthy snacks and being part of the County 'Healthy School Dinner Scheme'. We run initiatives such as 'Bike It' and 'Design to Smile' and run clubs covering sport, gym and dance to enhance pupils' overall health and wellbeing.

#### **Eco Committee**

The Eco committee work with Mr Lumby and Miss Wilson and they work extremely hard. They hold meetings at least every two weeks. They carry out an environmental review and create targets for improvementunder every heading. Waste, biodiversity, global citizenship, litter, energy, water, transport and healthy life. They carry out energy checks, monitor temperatures, take part in initiatives such as 'Ten day Turn down', 'RSPB big bird watch', 'Urban buzz' and 'Waste week'.

### E-Safety group

This is a group that meets once a term and is made up of pupils, parents, governors and staff. They work together to monitor procedures in place to keep children and staff safe online and raise awareness across the school of how to keep safe in a digital world.



#### **Criw Cymraeg**

Criw Cymraeg work with Mrs Dorey and Mrs Breakspear to raise the profile of Welsh throughout the school. They have just started their journey to achieve their Bronze Award.

They have held a competition to design their own logo and have held learning walks to identify ways in which Welsh can be promoted further. We are in the process of introducing 'Ymradrodd yr Wythnos' - phrase of the week, which will be displayed and used both in classrooms and around the school.

#### Home and school working in partnership Cantref a'r Ysgol- Gweithio mewn Partneriaeth

We believe that an effective partnership between home and school is essential if children are to achieve their full potential. When your child starts school, we ask you to sign a Home-School Agreement - a commitment towards working together for the good of your child. We will keep you well informed about your child's progress and we value your interest and support. You will receive regular newsletters to help ensure that you always know about school events and activities. We communicate with you via the Class Dojo App which informs parents of their child's achievements as well as important information.



We also offer regular curriculum workshops for parents, offering information about how we teach specific aspects of the curriculum and how you can support your child at home.

Parent-Teacher consultations take place in the Autumn and Spring terms and parents of all pupils are sent annual reports at the end of the school year. Parents are offered an opportunity to discuss these reports with the class teacher.

Our PTA is a growing organisation of parents, teachers and friends of the school who work together in the interests of our children. They organise fundraising activities to support the school. Quiz nights, fayres, coffee mornings and discos are just some of the events aimed at strengthening the links between home and school. Money raised by the PTA is used throughout the school to buy resources that enhance the curriculum that our school budget cannot stretch to. Funds raised also enable us to subsidise 'one off' events such as visits from musical groups or theatre companies.

We are a 'Time Credits' school, and many of the parental engagement events allow parents to earn time credits for giving their time for the benefit of the school. Many of our parents volunteer to come in and read with pupils, help with the environment, do gardening or take part in family signature training events.



#### Communication Cyfathrebu

We like to keep parents and carers up to date with events going on in school and make them aware of all the learning that goes on day to day in the classroom. We use Instagram, Twitter, and Facebook to celebrate pupils' learning and individual class teachers keep parents informed via the class pages on our website and through class dojo. Following us on social media will keep you informed and part of what's happening in your child's class through daily tweets.

Parents can also message class teachers directly through class dojo meaning that communication between home and school is convenient and strong.

### **Homework**Gwaith Cartref

In order to achieve the best for your child we need to work in partnership. All pupils are expected to practice reading and spelling at home. Maths homework or other activities related to work in school may also be sent. If your child is in nursery or reception and does not yet have a reading book, we would encourage you to support your child by looking at books together, visiting the library and practicing writing your child's name.

Pupils from year 2 to year 6 have an online google classroom and can access this from home and school. Some home learning will be posted on the google classroom for pupils to complete in their own time. Your teacher will let you know. All pupils in the school have a seesaw account too. We are looking at how to make this accessible for parents in the next year or so. It is a digital journal of your child's learning and is a way of tracking the progress they are making in their learning.

### Equal Opportunities Cyfle cyfartal

Springwood is an inclusive school. We are opposed to all forms of prejudice and discrimination based on race, gender, faith, language, sexual orientation, disability, age or any other status. Language or behaviour which is racist, sexist, homophobic or potentially damaging to any group will not be tolerated and will be challenged. We aim to include all pupils and families in our school. The school, and the Pupil Support Service when necessary, will meet individual needs. We have a disability access plan to support our inclusion policy. It is the aim of the Governing Body to welcome any child with disabilities, who wishes to attend Springwood, wherever this is possible.

#### Children with Additional Learning Needs Plant ag Anghenion Addysgol Arbennig

The Additional Learning Needs (ALN) Act sets out the new statutory support system in Wales for children and young people with special needs. A pupil will be considered to have ALN if they have significantly greater difficulty in learning than other pupils their age, or if their disability prevents or hinders them from making use of educational facilities that others without disabilities can generally access. Our ALNCo, Miss Wilson, works very closely with pupils, parents, teachers, teaching assistants and specialist teams to ensure that our pupils overcome barriers to learning and reach their potential. Every child who has ALN, regardless of the severity will have an Individual Development Plan (IDP). The IDP will be a flexible document that will be reviewed and changed as a child's needs develop and change over time.

#### Uniform Gwisg Ysgol

We strongly encourage all children to wear uniform. Our uniforms are reasonably priced, practical and give children a sense of 'belonging'. All clothes need to be clearly marked with your child's name. Watches and stud earrings are the only items of jewellery permitted in school. Both new and second hand uniform is available from school at very reasonable prices, uniform is also available online from Price & Buckland Ltd.

- Jade green sweatshirt or cardigan
- White or jade green polo shirt
- Black or grey skirt, dress, trousers or shorts
- Green gingham dress may be worn in Summer

Order forms are available from the school office or on the school website.

On PE days children need to come into school dressed for PE; a short sleeved house colour T shirt and joggers or shorts are most appropriate. Pupils will also need trainers for outdoor PE.

Please make sure that all items of clothing are named.

All children need to bring a coat to school.

Children in the foundation phase use the outside area in all weathers. If your child has a spare pair of wellies (or any they have grown out of) it would be useful if they could bring them to school.

### **Child Protection and Safeguarding Amddiffyn plant**

All Children and Young People have a right to be protected and be safe from harm; Springwood follows the All Wales Child Protection Procedures to ensure that children are safe and secure at all times. The school's safeguarding policy is available from the office. If you have concerns about the welfare of any child, please ask to speak to the school's Child Protection Officer or deputy officers.

#### Behaviour Ymddygiad

We have high expectations of children's behaviour in Springwood Primary School. In line with many Cardiff schools, Springwood uses a positive behaviour management scheme called 'Class Dojo' for children in nursery to year 6. This system is based on rules, rewards and any sanctions are outlined in our school behaviour policy. Children who behave well are rewarded with good behaviour trips, dojo points and whole class rewards. Staff will work closely with parents to help children.

Pupil and Welsh speaker of the week are awarded in our celebration assembly on a Friday.

#### Attendance Presenoldeb

Good, punctual attendance is essential if your child is to achieve well – research shows that even a small dip in attendance can cause a significant drop in exam results later on. The school works closely with parents, the School Attendance Officer and the Educational Welfare Officer to ensure that children meet the Welsh Government target of 95% attendance.

If your child is too ill to attend school or has a medical appointment that cannot be made out of school time, please telephone the office to let staff know so that they can record the correct register code against your child's name. Please note that holidays will not be authorised in term time and should be taken in the school holiday period.

#### **Breakfast Club and Extra Curricular Clubs:**

We have a free breakfast club every morning. Pupils must be dropped off between 8:15am and 8:30am.

We also have a variety of lunchtime and after school clubs. Details of clubs are shared with all parents on our newsletters but if you would like further information please speak with Ms Williams or Mrs Leybourne in the school office. Clubs change on a termly basis.

#### Wrap around care and community groups

TeaTimers run a morning and afternoon playgroup on site. The morning session runs from 9.15 am – 11.45 am and the afternoon session runs from 12.45 pm to 3.15 pm this includes drop of and pick up from Springwood Nursery. They also run a paid afterschool club from 3.20pm - 5.30pm. TeaTimers runs every weekday and can be booked in advance or on an adhoc basis.

The TeaTimers holiday clubs run during all holidays except for the Christmas holidays.

We also have a variety of community groups that come into the school and make use of our wonderful facilities on a weekly basis. Dance schools, fitness classes, football clubs and St Johns Ambulance are just some of the community groups that regularly attend the school.

#### THE SCHOOL DAY

Y diwrnod ysgol

#### Nursery

Morning session: 9.00am - 11.30am Afternoon session: 12.45pm - 3.15pm

Each session will start with self-registration and some time to play. Later in the session, children will have opportunities for group discussion, circle time, focused teaching activities, indoor and outdoor play. Children will also have milk and a snack (we ask for a small contribution towards the cost of snack).

### Reception, Years 1 and 2

School starts: 8.55am

Lunch time: 12.00pm - 1.00pm

School finishes: 3.20pm

Reception children will have milk, a snack and outdoor play each morning. (We ask for a small contribution towards the cost of snack.) During the year, they will begin to attend Foundation Phase and whole school assemblies. Pupils in years 1 and 2 may bring fruit to school as a break time snack (no sweets, crisps or chocolate please).

#### Years 3 - 6:

School starts: 8.55am

Break time: 10.45am - 11:00am Lunch time: 12.15pm - 1.15pm

School finishes: 3.20pm

Children may bring fruit to school as a break time snack (no sweets, crisps or chocolate please).

#### **Admissions**

### Derbyniadau

All admissions are dealt with by the Local Education Authority (Cardiff County Council). Applications should be made online or at a Hub.