



# Radnor Primary School Prospectus 2024-2025

## Prospectws Ysgol Gynradd Radnor

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@RadnorCanton

Headteacher/Prifathrawes: Mrs Louise Williams  
Chair of Governors/Cadeirydd y Llywodraethwyr: Mr Matt Downes

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# Introduction to Radnor Primary School



## Welcome from the Headteacher Croeso o'r Brifathrawes

Dear Parents/Carers,

Croeso I Ysgol Gynradd Radnor! Welcome to Radnor Primary School!

I am delighted to present our school prospectus which provides an insight into school life – learning, teaching, curriculum, wellbeing and our school values.

Our school is located in the heart of Canton, two miles from the centre of Cardiff. We are housed in a beautiful Victorian stone building, built in 1888. We are proud of our history and affection within the local community, and celebrate the many generations who have attended the school.

We have approximately 251 children on roll, and we pride ourselves on our friendly and approachable ethos.

***“Radnor Primary School is a caring and inclusive community where pupils and families feel respected and valued.” (Estyn June 2023)***

Our mission statement “Together we can do our best” showcases the strong relationships we have between home and school and underpins our commitment to fully involving you in all aspects of your child’s education. Providing for the needs of each pupil is at the heart of our school

The children at Radnor are happy, respectful and conscientious and act as positive ambassadors for their generation and the school. The children play an active part in the development of their school via the various action groups in Y Senedd Radnor. They are confident to use their pupil voice and work hard to make positive changes to school life.

Our curriculum is stimulating, inspiring and rich to enable all our pupils to succeed in school and in life. We value the importance of providing an extensive range of opportunities for pupils to learn from a range of experts and our work with Glamorgan Cricket, Cardiff City Football Club and Lead Creative Schools, as well as our bespoke Radnor University, has offered further enrichment to our curriculum.

I hope that this prospectus and our website [www.radnorprimaryschool.co.uk](http://www.radnorprimaryschool.co.uk) gives you a feel for our wonderful school. We continue to work hard to ensure every child will flourish in every way during their time at Radnor Primary School.

Please contact the main school number **02920 387506** to arrange a school visit. If you have any further queries please do not hesitate to contact me.

Yours sincerely

Mrs Louise Williams  
Headteacher

## **Our Community**

### **Ein cymuned**

Radnor Primary School is a thriving school based in the Canton area of Cardiff. We have a wonderfully diverse mix of children which reflects the local community we serve. We have strived to make our school a happy, positive place to learn, a place where children feel safe and confident to try their best.

## **The Building**

### **Yr adeilad**

Our building is a beautiful Victorian structure, built in 1888, that many visitors describe as a tardis. It is a building that has been well loved and well maintained over its long life and it has bright spacious classrooms with a range of up to date resources.

We cannot boast expansive fields, but we can offer an attractive playground area that we have developed with our children and PTA. We are also in very close proximity to Thompson Park and Victoria Park and within walking distance of the SWALEC cricket ground, the Principality Stadium, Cardiff Castle, Cardiff City Stadium and Leckwith Athletics Stadium and our children benefit from using these facilities throughout the year.

## **Our Values**

### **Ein Gwerthoedd**

Our values represent what is really important to us all in the Radnor family. We think about how we show these values and focus on a different one each term. We work together, knowing it is a team effort. Our six values are a core part of our school and are a key part of everyday life.

- We are resilient.
- We are respectful.
- We are eco-friendly.
- We are kind.
- We are healthy.
- We are inclusive.

# Our Stakeholders

## Our Staff

### Ein staff

#### Teaching Staff

Headteacher

Mrs. L. Williams

#### **Senior staff**

Deputy Headteacher

Mr. P. Roderick / Ms K Wainwright

Senior Staff

Mrs. M. Swindell

Miss. S. Pritchard

Mr. K Morgan

#### **Class Teachers**

Mrs. N. Balmforth

Mr. A. Nicholls

Mrs. J. Lenz

Mrs. J. Galea

Mrs. A. Obadaki

Mr. E. Walsh

Mrs. S. Royle

Mrs. M. Holt

#### **Additional Learning Needs Co-ordinator**

Mrs. K Wainwright

#### Non-Teaching Staff

##### Teaching Assistants

Miss. K. Adams

Mrs. E. Young

Mrs. D. Thomas

Mrs. R. Jones

Mrs. A. Lantzoz

Miss. C. Talbot

Mrs. G. O'Hara

Ms. N. McKinty

Ms. H. Amery

Ms. S Akhtar

Mrs. C. Laird

#### **School Administrator**

Mrs. S. Gardner

#### **Admin Assistant**

Mrs. S. Squire

#### **Estates Officer**

Mr. A. Mehmood

## **Governing Body**

### **Corff Llywodraethol**

The Governing Body acts as a critical friend and is responsible for the conduct of the school within the broad framework of the Local Authority's policies. The Governing Body has an important role to play in providing the forum for the discussion of issues concerning the school, which come from within the school, from the Schools' Service or Welsh Government. The internal management of the school is the responsibility of the headteacher. The Governing Body also has a significant part to play in developing, with the headteacher and staff, the aims and objectives of the school and its community and to generally support and question the school's progress and endeavours.

The full Governing Body meets twice a term. In addition, sub-committees meet regularly to discuss specific issues and they report to the full Governing Body to provide information. The minutes of Governing Body meetings are available from school. Governors are required by law to publish an Annual Report to Parents. Copies of the most recent report are available on request and on the school website.

The Chair of Governors is: Mr. Matthew Downes

The Vice Chair of Governors is: Mr. Dave Jones

The Clerk to the Governors is: Mr. Neville Suleman

The membership of the Governing Body is as follows:

<b>Name</b>	<b>Type of Governor</b>	<b>End of term of office</b>
Mrs. Louise Williams	<b>Headteacher</b>	ongoing
Mr. Donald Sargeant	Local Authority	25/11/2025
Mrs. Roberta Meredith	Local Authority	19/12/2025
Councillor Susan Elsmore	Local Authority	27/03/2026
Mrs. Meriel Ansell	Local Authority	12/09/2027
Mr. Peter Roderick	Teacher	07/02/2026
Miss. Katie Wainwright	Teacher	01/02/2027
Mrs. Sarah Gardener	Non-Teaching Staff	14/11/2027
Mr. Matthew Downes (Chair of Governors)	Community	19/12/2026
Mrs. Nikki Jones	Community	14/10/2024
Ms. Maureen O'Kane	Community	28/09/2027
Mr. Justin Savage	Community	30/09/2027
Ms. Yen Curran	Parent	26/05/2025
Mr. Dave Jones (Vice Chair)	Parent	26/05/2025
Mr. Kieran Fraser	Parent	19/12/2026
Mr. Daniel Bowgen	Parent	02/02/2028
Mr. Adam Turberville	Parent	02/02/2028



## Pupil Voice

### Llais y Plentyn

In order for children to feel valued and to develop as lifelong learners it is important that they have a say in all aspects of school life from the curriculum to the playground and even staff interviews. At Radnor we respect the need for children to have a voice in school and this is encouraged through a variety of channels:

- Y Senedd Radnor
- SLT Listening to Learners
- Pupil voice planning

### Y Senedd Radnor

Y Senedd Radnor is our pupil action project. Every pupil from Class 5 and above is a member of one of the pupil action groups which make up Y Senedd. One member of each group is elected as the Chair and reports back to the headteacher in a cabinet meeting every month, with updates on the group's activities. Each group has a member of staff who facilitates meetings. Groups can change from year to year, but may include

- Child Friendly Cardiff - spreading understanding of Children's Rights
- Planet Protectors – encouraging everyone to help save planet Earth
- Health and Active Travel Crew – encouraging all to get out of their cars and travel by bike, scooter and on foot and making sure pupils eat healthily, are active and understand the importance of good hygiene
- Community Team - bringing members of the community together
- Intergenerational Team – working closely with the residents of Pontcanna House

In addition, we have a criw cymraeg with members from Y2-Y6 encouraging all to use Welsh and promote 'Welshness' both inside and outside the classroom.



## **Home and School – Working in Partnership** **Cartref a'r Ysgol - Gweithio mewn Partneriaeth**

The staff and governors warmly welcome you and your child into our school community. The staff and governors believe in and are committed to a strong partnership, between home and school and actively encourage your involvement in your child's school life.

We ask all parents to sign our Home School Agreement. This sets out what you can expect of us as a school and what we can expect of you.



### **Home-School Agreement**

#### **working with parents and the community**

Dear Parents/Carers

This agreement is designed to help your child mature and develop in supportive surroundings, both at school and at home, so that he/she can make the most of the opportunities which will occur during his/her time at school.

This agreement is a way in which we can all commit ourselves to working together during the next few vital years.

We hope that by signing this agreement we will forge a partnership between home and school which will lead to a better understanding of our responsibilities and that your child will feel the benefits of our joint pledge for the future.

We look forward to a long and happy partnership with you.

#### **Staff of Radnor Primary School**

**Radnor Road**  
**Canton**  
**CARDIFF CF5 1RB**

**Telephone: 029 2038 7506**  
**e-mail: [radnorprm@cardiff.gov.uk](mailto:radnorprm@cardiff.gov.uk)**



## **HOME-SCHOOL AGREEMENT**

### ***Child:***

As far as possible your child will have every opportunity:

1. To be safe and learn in a comfortable and friendly environment
2. To achieve their full potential
3. To receive encouragement and achieve success
4. To be listened to and respected.

### ***Home:***

As far as possible parents/guardians have the opportunity to:

1. Be partners in their child's education
2. To be listened to and respected
3. To be kept informed about their child's progress
4. Attend meetings and functions

### ***School:***

As far as possible the school will expect:

1. Support in the standards it seeks to achieve
2. Support of the school's ethos and the teacher's role
3. Regular and punctual attendance and collection
4. Support of its discipline policy
5. To be listened to and respected.

### **Signed:**

***Child (if appropriate)*** .....

***Home:*** .....

***School:*** .....

**Communication**

## Cyfathrebu

We regularly communicate with parents by letter, text and email (Group Call), school website, Google Classroom and Seesaw. In addition, once a week, a Newsletter is sent home via email.

## Change of Circumstances Newid mewn Amgylchiadau

The school should be informed immediately, in writing, of changes in contact details so that records are kept up to date, we are often forgotten! Provision of an emergency daytime telephone number is also essential in case we need to contact you in a hurry. Where parents live separately both addresses should be supplied. If parents living apart would like all school mail sent separately please let us know.

## Parent Consultations Ymgynghoriadau a Rhieni

### October

The first of our two parents' meetings take place in October and is an opportunity for parents to discuss how their child has settled into their new school class and to iron out any small issues that may have arisen.

### February

The second evening takes place in February and gives parents an opportunity to discuss progress and future targets.

### July – Written report

At the end of the school year parents and carers receive a written report about their child. This will include information on strengths and areas to develop.

After the reports have been issued an opportunity will be given to any parent who wishes to further discuss their child's progress to meet their child's class teacher.

I would like to emphasise to parents that my staff and I are available throughout the year to discuss any problems or worries that parents may have regarding their child. Unless the concerns are urgent, I would ask parents to request a mutually convenient appointment for such discussions. 8.55am is a very busy time for teachers as they have responsibilities towards all their children, and I would ask parents therefore to avoid this time of day.

When necessary both myself and the teachers will ask to see parents if we are concerned in any way about the progress or behaviour of their child.

## Parent, Teacher Association

We have a strong and committed PTA at Radnor who work with staff and members of the community to organise many fundraising and social events. We regularly hold meetings and all are welcome!

## **Additional Learning Needs**

### **Anghenion Dysgu Ychwanegol**

The school values the support and involvement of parents in their child's learning. Regular liaison with parents enables us to access information, advice and support concerning your child.

### **The Additional Learning Needs and Education Tribunal (Wales) Bill (ALNET Bill).**

The Bill will transform the system for supporting children and young people with additional learning needs (ALN).

A child or young person of compulsory school age has ALN if he or she:

- a) has a **significantly greater difficulty** in learning than the majority of others of the same age or,
- b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of the facilities for education of a kind generally provided for others of the same age in mainstream schools

Once it has been decided that a child has ALN, then an Individual Development Plan (IDP) will be written. IDPs will be reviewed annually in a review meeting with all stakeholders/agencies.

Interventions and catch up programmes will continue for all children who need them.

More able and talented children are catered for through differentiation in classroom activities, through attendance at special programmes, through being given leadership roles or opportunities to share their learning through learning guru roles.

A member of the governing body is named as having a particular interest in special educational needs. The named governor is Mrs Meriel Ansell.

### **Children Looked After (CLA)**

The Deputy Headteacher, Miss Wainwright, is also responsible for the educational achievement of children who are looked after by the authority. Their progress and well-being is closely monitored and support and strategies are available to enable them to make the best possible progress in school. The needs of Looked after children will be met in accordance with local guidelines.

### **English as an Additional Language**

At Radnor, we celebrate the multi-cultural aspect of our society. We celebrate the fact that we have children in our School who have come to us from countries all over the world. We work closely with the Ethnic, Minority Achievement Service (EMAS) to ensure that pupils receive any extra support they may need.

# Teaching and Learning

## School Times

### Oriau Ysgol

Morning session	08:55am – 12:00pm	
Afternoon session	12:45pm – 3:15pm	Years 3 – 6
	1:15pm – 3:00pm	Reception
	1:15pm – 3:15pm	Years 1 and 2

The school day starts promptly at 8.55am for all children. Drop off is from the Cardigan Street gates which are open from 8.45am. Parents are not permitted on the yard at this time. School ends each afternoon at 3:00pm for Reception and at 3.15pm for the rest of the school.

## Term Dates 2024/2025

Term	Begins	Half Term		Ends
		Begins	Ends	
<b>Autumn Term 2024</b>	Monday 2 <sup>nd</sup> September 2024	Monday 28 <sup>th</sup> October 2024	Friday 1 <sup>st</sup> November 2024	Friday 20 <sup>th</sup> December
<b>Spring Term 2025</b>	Monday 6 <sup>th</sup> January 2025	Monday 24 <sup>th</sup> February 2025	Friday 28 <sup>th</sup> February 2025	Friday 11 <sup>th</sup> April 2025
<b>Summer Term 2025</b>	Monday 28 <sup>th</sup> April 2025	Monday 26 <sup>th</sup> May 2025	Friday 30 <sup>th</sup> May 2025	Monday 21 <sup>st</sup> July 2025

## INSET Days 2024/2025

1	2	3	4	5	6
Monday 2 <sup>nd</sup> September 2024	TBC	TBC	TBC	TBC	Monday 21 <sup>st</sup> July 2025

## Organisation of Classes

### Trefn Dosbarthiadau

Pupils are grouped according to age. Owing to the school's intake numbers, some classes have pupils from two age groups. In these, as in all classes, children work at their own level and care is taken to meet the needs of all individuals. Class groupings change each year. Children with special educational needs will be helped by a teacher or a teaching assistant, individually or as part of a group. They may also be given access to intervention programmes which address their needs.

## Teaching Hours

### Oriau Addysgu

The teaching hours of the school week (excluding collective worship and breaks) are 21 hours for children in Reception, Year 1 and Year 2 and 23 hours for children in Years 3-6

## The Curriculum Y Cwricwlwm

The School Curriculum is based upon the new curriculum for Wales and the Literacy and Numeracy Frameworks.

All teaching and learning is underpinned by four core purposes: that all pupils will develop into:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Through an integrated approach to learning, we provide all our children with meaningful links across the six curriculum areas of learning outlined in the new Curriculum for Wales 2022:

1. Expressive Arts
2. Health and Wellbeing
3. Humanities
4. Language Literacy and Communication, including Welsh
5. Maths and Numeracy
6. Science and Technology

The curriculum is delivered in a context for learning style approach that enables children to express opinions about what they learn and use their skills through a broader topic that gives purpose to the activities they are undertaking.

In planning the curriculum particular consideration is given to providing equality of opportunity to all our children.

The governors and staff of the school endorse the view of the Local Authority that the school's curriculum in both its content and delivery should reject discrimination against pupils on grounds of sex, race, religion, colour, gender, sexual orientation or disability. We promote equality for all and respect for diversity.

Children within the school are encouraged to share their religious and cultural traditions and staff endeavour to make children aware of the extent and nature of a truly Multi-cultural society. Children are introduced to some of the different cultural traditions and religious beliefs and the common threads running through them.

We place great importance upon providing first hand experiences for our children. As a result, we emphasise 'learning by doing' and our daily programme is enhanced by practical activities.

We endeavour to provide a challenging and supportive environment where all children are encouraged to develop independence and show initiative, particularly in transferring learning and skills across the curriculum. Our expectations of the children are high, we encourage them to make use of their skills and talents and do their best at all times. We aim to give our children the confidence to try new things and to be resilient and to try again with a growth mindset.

## Language Literacy and Communication Skills

We teach Language Literacy and Communication through four components:

- Languages
- Reading and Listening
- Speaking and Writing
- Literature.



Children are encouraged to listen attentively and with understanding to develop their ability to communicate clearly and fluently.

Reading is a keystone of the curriculum and at Radnor we promote reading for enjoyment. We use a variety of strategies to support children when learning to read and develop higher reading skills and use a range of reading materials. Children progress at their own pace. Parents have an important role to play in the reading partnership. Research has proven that parents who support reading at home play a major role in reading success. Teachers are happy to explain how parents can help their children and provide parents with an opportunity to share activities with their children.

We provide the opportunity for pupils to write for a range of purposes and audiences across the curriculum. We teach Welsh as a second language and we encourage bilingualism across all areas of learning.

### Welsh

Every child is taught Welsh as part of the National Curriculum. No lessons are taught through the medium of Welsh, but incidental Welsh is frequently used in a range of situations. The children are greeted or praised in Welsh or asked to listen, to line up or to sit down/stand up. Younger children are given short phrases to use and practice. The Welsh ethos, the Cwricwlwm Cymreig, is encouraged across all subject areas.



### Maths and Numeracy

There are four components – Number, Algebra, Geometry and Statistics.

We teach pupils to solve real life mathematic problems and to use these skills across all areas of the curriculum. We teach Mathematics in a practical context whenever possible and we provide pupils with an excellent range of practical, visual and abstract learning experiences and a wide range of resources.

### Science and Technology

We place a strong emphasis on the acquisition of skills in Science and Technology and their application across a wide range of learning. We teach Science and Technology through five components:

***Being Curious, Design thinking and engineering, The World around Us, Matter and the Way it behaves and Forces and Energy***

We prepare our pupils for a world that is becoming increasingly technological through the use of technology. We encourage the children to use ICT in all aspects of the curriculum. At Radnor we are very lucky to have a Digi Den where pupils can develop their coding skills.





## Expressive Arts

Expressive arts will engage, motivate and encourage pupils to develop their creative, artistic and performance skills to the full.

We teach Expressive Arts through five disciplines:

- **Art, Dance, Drama, Film, Digital media and Music**

At Radnor we have a range of musical instruments including percussion. We have a Choir and Drama Club and lots of children participate in extra instrument lessons from visiting teachers. We try to develop a love of music in our pupils. We teach them how to appreciate it in all its forms and to give them the skills that enable them to participate in music making.



## Health and Wellbeing

Health and Wellbeing is firmly embedded in the general ethos of our school and within the framework of the whole curriculum. As a staff we place emphasis on the child's emotional well-being and self-esteem and development as a whole person.

The fundamental components of our Health and Wellbeing Curriculum are:

- **Physical health and well-being:** promoting physical activity, balanced diet; personal care and hygiene; sleep; and protection from infection. It also includes an understanding of health-harming behaviours
- **Mental health and emotional well-being:** helping pupils develop an awareness of their own feelings and emotions and developing strategies to regulate their emotions.
- **Decision-making:** to help learners understand how decisions and actions impact on themselves, on others and on wider society, both now and in the future.
- **Social influences/groups:** helping learners understand the important role of social influences on their identity, values, behaviours and health and well-being, and often do so without our being aware of it.
- **Healthy relationships:** helping learners understand when relationships are unhealthy and need to be aware of how to keep safe, and seek support for themselves and others.



## Assessment

### Asesu

Assessment is embedded as part of everyday teaching and learning. Teachers will use assessment to support pupils on an ongoing, day-to-day basis and use this information to inform their teaching.

Pupils in Year 2 to Year 6 will complete assessments in Reading, Numeracy Procedural and Numeracy twice throughout the year. These assessments provide schools with a formative tool to reflect on learners' strengths in reading and numeracy as well as possible next steps to take their learning forward.

## **Sex and Relationships Education** **Addysg Rhyw a Pherthnasoedd**

As part of our ongoing commitment to improving the wellbeing of children we teach from the RSE (Relationships and Sexuality Education) toolkit as part of our Wellbeing curriculum. The lessons have been devised by the Fitzalan Cluster. Its purpose is to enable children to keep their mind and body safe as well as understanding the reasons for the physical changes which take place during puberty. RSE is taught throughout the year and is linked with all other curriculum areas. It is a compulsory part of the curriculum and parents are not able to request that their children are withdrawn

## **Collective Worship** **Cydaddoli**

There is a daily act of collective worship which can be as a whole school, in groups or within a class. Parents are entitled to request in writing that their child be withdrawn from collective worship. In such a case, no alternative teaching can be provided.

## **Homework** **Gwaith Cartref**

We value involving parents/carers in learning and in helping your child develop into a resourceful and independent learner. Homework is anything that children do outside the normal school day that contributes to their learning in response to guidance from the school. For example, a parent who spends time reading a story to their child before bedtime is helping with homework. Children greatly benefit from the mutual support of parents and teachers in encouraging them to learn both at home and at school. Homework can be an important way of establishing a successful dialogue between teachers and parents.



## **Safeguarding/ Child Protection**

### **Amddifyn Plant**

The safeguarding and wellbeing of our pupils is of paramount importance to us. On occasions we may need to share information about your child with other agencies in order to safeguard their welfare.

We have a comprehensive Safeguarding/Child Protection policy. The designated Child Protection Officer is Mrs Williams (Head Teacher). The Deputy Designated Child Protection Officers are Mr Roderick and Miss Wainwright (Deputy Head Teachers). The nominated Governor for Child Protection is . All staff who work with the pupils of Radnor receive annual Child Protection training.

## **Prevent**

Prevent is the name of the Welsh Government strategy against extremism. All staff and support staff have undertaken WRAP anti-terrorism training. There is a clear line of referral for any concerns that staff have that a young person may be being radicalised. If you would like any further information on this then please contact Mrs Williams.

## **Race Equality Statement**

### **Datganiad Cydraddoldeb Hiliol**

The school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds. We value and encourage involvement of people from all sections of the local community.

The school is opposed to all forms of prejudice and discrimination. Language or behaviour which is potentially damaging to any group will not be tolerated and will be challenged. We recognise that our society (and our school) is made up of people from many different backgrounds and it is important that all pupils are fully prepared to live in such a diverse society and celebrate its riches.

## **Equal Opportunities Statement**

### **Datganiad Cyfle Cyfartal**

We do not discriminate against anyone on the grounds of their race, gender, transgender, religion or belief, disability or sexual orientation. We believe that as different individuals within a wider school community we should work together valuing and respecting one another ensuring all individuals are developed to their full potential

## Attendance and Punctuality

### Presenoldeb a Phrydlondeb

The Welsh Government has identified regular attendance at school as one of its main priorities and as a school we are told to aim for a **minimum** attendance of 95% for each of our pupils. Regular school attendance and punctuality is important if children are to reach their potential.

The school must be informed of the reason for every absence from school. This can be done either by telephone, email or by letter on the first day of absence. We operate a 'first response' system — we will contact you via text or telephone if your child is not in school and we do not know the reason for this absence.

Please ensure your child has the best possible start in their education by:

- attending school every day unless they are prevented from doing so due to illness
- arriving at school on time to line up with the other pupils;
- attend medical appointments outside school time or during half term or holidays.

If this is not possible, please ensure your child attends school before and after their appointment.

We must keep records of all absences. Our school has an Attendance Officer and an allocated Education Welfare Officer. We work closely with our Attendance Officer who monitors the level of absence of all children and will write and visit parents when there are concerns.

Under the Education (Penalty Notices) (Wales) Regulations 2013 Local Authorities will be issuing Fixed Penalty Notices as an alternative to taking legal action against parents/carers when responding to absenteeism from school which includes persistent lateness after registration closes.

## Holidays

### Gwyliau

Parents are advised against taking family holidays during term time to avoid disrupting pupils' education. If your child does need to be absent from school for a special trip please complete a Holiday Notification form available from the office. Holidays are recorded as unauthorised absences. In some circumstances fixed penalty notices will be issued. Further information can be found on our website. No work is provided when children are taken out of school for holidays. Please note that only school can authorise absences.

## School Closures

### Cae Ysgolion

Parents are always informed by letter, text or email of any planned school closures and a list can also be found on the school website. Five (or occasionally 6) teacher training (INSET) days are held during the school year. You will be advised of these well in advance. Children do not come to school on these days.

When school is closed in an emergency such as bad weather, parents are asked to check the school website, Twitter feed, Group Call texts and local radio stations.

## Behaviour Ymddygiad

Our emphasis is on a child's development of self-discipline, awareness of safety and respect and care for others. This means our rules are designed to ensure that all children are able to work, play and learn happily and effectively. We rely almost entirely on building a co-operative home/school framework in which the child is aware of and respects what is asked of him or her.

When we do have a child who is proving to be disruptive to others, parents are asked to work with us to address issues. We accept only the highest standards of behaviour from our children both inside and outside of school.

### **Zones of Regulation**

The Zones of Regulation provides an easy way to think and talk about how we feel on the inside and sorts emotions into four coloured Zones, all of which are expected in life.

1. Blue – sad, bored, tired, sick.
2. Green – happy, focused, calm, proud.
3. Yellow – worried, frustrated, silly, excited.
4. Red – overjoyed/elated, panicked, angry, terrified.

At Radnor, we support pupils in understanding that feelings are:

- Complicated
- they come in different sizes, intensities, and levels of energy that are unique within our brains and bodies.

To make them easier to talk about, think about, and regulate, The Zones of Regulation organizes our feelings, states of alertness, and energy levels into four colored zones. The simple, common language and visual structure of The Zones of Regulation helps make the complex skill of regulation more concrete for learners and those who support them. We learn to regulate our Zones to meet our goals and task demands, as well as support our overall well-being.

## Wellbeing Programmes

### **Emotional Learning Support Assistants - ELSA**

We have two trained Emotional Learning Support Assistants who support pupils who were having difficulties with emotions and behaviour. Our ELSA Support team have designated times to support pupils, who need emotional support, to feel positive, to be ready to learn and to work with others. This support significantly impacts on behaviour and attendance.

### **ELSA support for bereavement**

We have two trained Emotional Learning Support Assistants who support pupils with bereavement. Our ELSA Support team timetable designated times to support pupils during the school day.



## School Uniform

### Gwisg Ysgol

We strongly encourage all the children to wear our school uniform and it is worn by the vast majority of children. It consists of:

- A jade green sweatshirt with our school name and badge
- White or navy polo shirt, either plain or with our school badge
- Grey, black or navy trousers, skirts, trousers or pinafores
- Green dress for the warmer weather
- Black, grey or navy shoes



School uniform can be purchased from 'Cardiff Embroidery'.

[Radnor Primary School Uniforms - Cardiff Embroidery](#)

Homework bags, gym bags, PE t-shirts, are also available to purchase.



**Children must wear school uniform when taking part in any school visit for ease of identification.**

### P.E Kit

**Indoor P.E** - Shorts and t-shirts. No shoes or long trousers please.

**Outdoor P.E** - Shorts or jogging bottoms, t-shirt/sweatshirt and trainers



## Sport and Cultural Activities

### Chwaraeon a Gweithgareddau Diwylliannol

We promote a healthy lifestyle by providing as many sporting experiences for our pupils to enjoy and compete in. We encourage all pupils to take an active part in the outdoor play, games and PE activities within the curriculum and in extra-curricular activities.

- All pupils take part in our annual sports day which is held during the summer term in Thompson Park.
- Year 4 pupils have swimming lessons.
- Year 4 pupils have the opportunity to take part in a residential visit to Llangrannog.
- Year 6 pupils have the opportunity to take part in a residential visit to Storey Arms.



The children also have the opportunity to take part in a range of football, athletic, cricket and multi sports competitions and Cardiff City Football Club offer curriculum and after school activities.

We aim to develop positive attitudes, observe good sporting behaviour and encourage children to be physically active.

Throughout the year, pupils take part in a number of wellbeing initiatives that successfully promote the benefits of physical health and wellbeing by promoting growth mind-set, learning about performance nutrition and the importance of demonstrating resilience and perseverance on physical and mental wellbeing.

## Active Travel Teithio Llesol

At Radnor Primary School we are extremely proud of the engagement of our families in working towards a more active and sustainable journey to school.

We are delighted to be the first school in Cardiff (the second school in Wales), to achieve the Sustrans Active Journey Gold Award, in July 2022.



We have many pupils and parents who travel to school by cycling, scooting and walking (travelling actively) wherever possible and for those pupils who are unable to travel to school actively, we encourage use of public transport, park and striding, park and riding or car share.

Every year, we participate in Sustrans Big Walk and Wheel Event.

### #RideToRadnor

Radnor was also the first school in Wales to establish a Ride to Radnor bus line which is run frequently from two starting points: Victoria Park bandstand and St Johns Crescent.



Both of these bike buses provide opportunities for children and parents to join us as we travel on masse, as a big group, on our bikes to school.

The bike buses support the benefits of active travel in:

- improving both mental and physical health through physical activity
- establishing positive active travel behaviour
- promoting independence and improving safety awareness
- reducing congestion, noise and pollution in the community
- reducing the environmental impact of the journey to school

## Community Links

### Radnor University Prifysgol Radnor

Radnor Uni is our innovative approach to increasing the range of experiences that pupils at the school can access.

Every term, for six weeks, all pupils in years 1-6 make choices and enrol on courses that they follow for six weeks.

Pupils are grouped in year groups - Years 1&2, 3&4 and 5&6 - and there are typically 10 to sixteen pupils on each course.

12.

Courses are run by teachers, teaching assistants and community partners (including parents and local arts organisations) and aim to meet the four purposes of the new Curriculum for Wales, to produce:

1. Ambitious, capable learners who are ready to learn throughout their lives
2. Enterprising, creative contributors who are ready to play a full part in life and work
3. Ethical, informed citizens who are ready to be citizens of Wales and the world
4. Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society



Radnor University is extremely popular with both pupils and parents and examples of courses that have been run are:

Radnor School of Rock	Stop-motion animation	Junior First Aid	Dementia friends – Pontcanna House
Coding	Forest School	Pottery	Forest School
Micro:bit club	Eco Warriors	Batik	Curious Brains
Lego Engineers	Beach Volleyball	Team Building	Power Up Project
Dr Ball Physics Course	Chainmaille	Chess	Philosophy 4 Children

## **Extra-Curricular Activities**

### **Gweithgareddau Allgyrsiol**

A number of activities are arranged at the school that can include:

- Choir
- Radnor Rocket
- Multisport
- Art Attack
- Into Film
- Book Club
- Digital leaders

These clubs can take place either after school or at lunchtime and depend on the goodwill and support of the staff and parent helpers. If your child participates in an after school club, your permission will be sought in writing.

Music tuition is currently available at the school for which there is a charge, financial help may be available.

A football club run by Cardiff City and French club run by Kidslingo also take place. As they are run by external organisations there is a charge for these clubs.

## **Charging Policy**

### **Polisi Codi Tal**

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

During the school year however, educational visits are made to places of interest. The school follows the Local Authority's guidelines so that when an activity occurs, the school invite a contribution from the parents. If sufficient money is not raised on each occasion, then the visit will have to be cancelled. If you have difficulty providing money for school visits please come and talk to us, we are often able to help. Children in receipt of free school meals are entitled to financial support for music tuition and school trips/residentials.



## **After School Clubs**

### **Clybiau ar ol ysgol**

#### **Radnor Rascals**

Radnor Rascals is an independent after school club, with charitable status, taking children aged between 4 and 11 years from Radnor Primary School. Pupils are walked to Conway Road Methodist Church Hall each day.

Radnor Rascals celebrated its 25<sup>th</sup> year in September 2016. Its success and popularity is due to the need for after school provision at an affordable price but with no compromise on quality of care. The club is managed and run by a team including some members of our staff but is run independently of school. The staff have many years' experience in childcare.

Radnor Rascals operates during term time only and they are registered with CSSIW (Care and Social Services Inspectorate in Wales). They are inspected every two years and a copy of the latest Inspection report is available on request from the manager, Ann Chiplen.

The emphasis is always on fun and nurturing the child's development through play experiences in a warm, safe and a welcoming environment. The activities range from construction toys, small world toys, role play, arts and crafts projects to more physical activities such as table tennis, air hockey, table top football and snooker. They are fortunate to have a smaller side room for children who prefer quieter activities or who would prefer some time out.

A healthy snack and drink is provided every day. For information, please ring 07944 574735.

#### **Little Keybers**

Little Keybers after school club is situated in Pontcanna and caters for children aged 4 – 11 years.

Their aim is to provide a safe, relaxing and welcoming environment for children.

They offer a wide range of activities including art and craft, cooking, team games, imaginative play and much more. For information, please ring 029 2040 0377.

## Useful Information

### Security/Health and Safety

#### Iechyd a Diogelwch

- There are CCTV cameras in various positions around school which monitor the school playground twenty-four hours a day. In the interests of school security, all external doors are fitted with a locking mechanism and access control systems. The main door and gate also have access control combined with an intercom linked to the office. Should you wish to enter during the school day, please press the buzzer and wait for instructions.
- Children leaving school for medical or other appointments **MUST** be met by a responsible adult known to staff at the school. If a person collecting your child is unknown to us, please inform us in advance.
- Fire drills are held at least termly.
- As the school operates a No Smoking Policy, smoking on the premises is not allowed anywhere, under any circumstances.
- Dogs are not permitted for health and safety reasons (assistance dogs excepted) so please do not bring your dog onto the yard or into the school buildings.
- If your child comes to school on a bike, scooter or skateboard please do not allow them to use them on the yard. Bikes and scooters should be wheeled across the playground and locked into the racks. We do not accept any responsibility for bikes and scooters left on the premises. Children who come to school on their bicycles must wear a helmet.
- Vehicles are restricted from entering the playground, but access is available via the Cardigan Street gate in an emergency.
- Children are not allowed in the playground out of school hours unless taking part in a club.

### Parking

At Radnor Primary School, our priorities with regard to parking are to promote Health and Wellbeing, Safety and Respect.

As an inner-city school, parking for parents and carers at the beginning and end of the school day is usually difficult. The school actively promotes healthy living, so we encourage families to walk, scoot or cycle to school if at all possible. If coming by car cannot be avoided, we suggest parking at some distance from the school and walking (Park and Stride) or scooting (Scoot and Boot) the rest of the way.

**We ask our parents to avoid driving and/or parking in Cardigan Street.**

We ask our families to not double park in no parking zones.



If, in an emergency, parking around the school cannot be avoided please observe the following guidelines:

- No parking on double yellow lines or the zigzags EVEN JUST TO DROP OFF your child
- Do not double park or stop in the middle of the road
- Please respect our neighbours – residents' parking is for their benefit
- Please set a good example for your children - respond to requests to move on with good grace

### **Routine Medicals for Reception Children**

#### **Meddygol Rheolaidd i Ddosbarth Derbyn**

The school nurse will test the children's vision, height, hearing, weight and general medical condition as part of the school entry health review. Permission will also be requested for your child to take part in the Child Measurement Programme. The school nurse is based at the Riverside Health Centre (029 2037 1221) and is able to advise parents on their child's physical and emotional health and wellbeing.

Routine dental inspections are also carried out for Reception children.

### **Administration of Medication**

It is important to inform school if your child has a medical condition before they are admitted.

Medications will only be given to children when they are taken on a long term basis and prescribed by a doctor. All children taking long term medications need a care plan which will be organised by the child's consultant.

Medications are stored as follows: -

- Epi-pens and related antihistamines and care plans are kept in the office of the building where the child is based, in large named boxes.
- Asthma pumps, Volumatic's etc. are kept in their classroom
- All other medication is kept in the deputy headteacher's office.

All medications have to be given in their original boxes, clearly marked with the child's name and the required dosage. Medications labelled with another person's name will not be accepted.

Children who need creams or lotions are usually expected to apply the solution themselves.

Under no circumstance should medications be kept in children's bags.

Short term medications such as antibiotics and antihistamines will not be administered but parents and carers may arrange to come into school to give their child the necessary doses

## Parent Pay

The school is cashless and uses Parent Pay, the online payment system for paying for dinner money and school trips. The system is web based and you will be able to access it from anywhere that has internet access. You will be given information to access your account shortly after your child starts school.



## School Meals Prydau Ysgol

School meals are provided and cooked on the premises. All school meals must be ordered online through ParentPay. Your child's meal must be ordered at least a day in advance.

Pupils from Reception to Year 4 are currently entitled to a hot free school meal each day. This is being extended to include all the pupils.

Families on low income and in receipt of certain benefits should apply online for free school meals – [www.cardiff.gov.uk](http://www.cardiff.gov.uk). Children who have packed lunches should have a lunch box or a bag, (clearly marked with their name) and a plastic drinking bottle or carton.

Children are supervised throughout the lunch period by midday supervisors. We expect the children to always treat our midday supervisors with respect. You will be asked to make alternative arrangements at lunch time if your child cannot behave appropriately.

## School Milk Llaeth Ysgol

As part of a Welsh Government initiative, milk is available for all Reception, Year 1 and Year 2 children at no charge.

## Breakfast Club Clwb Brecwast

The Welsh Government have a commitment to provide a free, healthy breakfast at school each day – toast, cereal and fruit juice are served. This initiative is intended to help improve the health and concentration of pupils, to assist in the raising of standards of learning and attainment. All pupils are expected to have something to eat and drink at Breakfast Club. Entry to breakfast club is strictly between 8.15am and 8.40am. No pupil will be admitted outside of these hours.

## Snack Time Amser Byrbryd

Children may bring in a snack at playtimes which must be vegetables or fruit (not chocolate covered). Please do not send your child in with nuts as we have a number of children with severe nut allergies.

## **Admissions to Radnor Primary School**

### **Derbyniadau i Ysgol Gynradd Radnor**

The Council is the Admissions Authority for Radnor Primary School. They are committed to providing local schools for local children where possible.

#### **Admission to Primary School**

Children are admitted to reception classes in the September following their fourth birthday. Parents need to apply to the Council directly for a reception school place.

Apply online at: [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

If you need help to make your application visit a council hub ([www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs))

If you are unable to apply online, you should contact the School Admissions Service for advice on Tel: 029 2087 2087.

Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. Radnor Primary School is able to admit up to 45 children into the reception age group.

#### **Starting School for the first time**

Starting school is a very important time for you, your child and the school.

Prior to entry, your child will be given the opportunity to visit a reception class, so that there is some familiarity when they begin in September. Children are admitted into Reception over several days so that we can get to know them and more easily meet their needs. Initially the children attend on a part time basis, mornings only. Meetings with parents are held with class teachers in the afternoon of the children's first day, giving parents the opportunity to share information about their child and any concerns they may have. However, if your child has any medical issues, it is important that you let us know before your child starts

#### **Joining the School later on**

Sometimes children join the school later on in their school life. We make every effort to ensure they are welcomed, looked after, and quickly make friends. Teachers give children time to settle in before assessing their academic abilities. This assessment, together with records from previous schools, will enable your child to have the best start in our school.

#### **Moving on - Transferring to Secondary School**

At the end of primary school, the September following their eleventh birthday, children transfer to a secondary school. Parents need to apply to the Council directly for a secondary school place.

The majority of our children go on to Fitzalan High School. However, we also work closely with a whole range of other schools that our pupils' transition to. Year 6 pupils make several visits to high schools to ensure a smooth transfer.

Children from Year 6 who transferred from Radnor Primary School to secondary school in September 2023 are as follows:

Fitzalan High School: 36  
Radyr High School: 2  
Eastern High School: 1  
Cowbridge Comprehensive: 1

Cantonian High School: 2  
Stanwell High School: 2  
Mary Immaculate High School: 1

## Concerns and complaints

Radnor Primary School is committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure.

There are up to three Stages: A, B and C. Most complaints can be resolved at Stages A or B.

**Stage A** - If you have a concern, you can often resolve it quickly by talking to a teacher or a member of the leadership team.

**Stage B** - In most cases, we would expect that your concern is resolved informally. If you feel that your initial concern has not been dealt with appropriately you should put your complaint in writing to the headteacher.

If your complaint is about the headteacher, you should put your complaint in writing to the chair of governors, addressed to the school, to ask for your complaint to be investigated.

**Stage C** - If you still feel that your complaint has not been dealt with fairly, you should write, through the school's address, to the chair of governors setting out your reasons for asking the governing body's complaints committee to consider your complaint. You do not have to write down details of your whole complaint again.

In all cases the school and governing body will ensure that complaints are dealt within an unbiased, open, and fair way.

We will take your concerns and complaints seriously and, where we have made mistakes, will try to learn from them.

We believe that all complainants have a right to be heard, understood, and respected. School staff and governors have the same right. We expect you to be polite and courteous. We will not tolerate aggressive, abusive, or unreasonable behaviour. Nor will we tolerate unreasonable demands, unreasonable persistence nor vexatious complaining. We have a separate policy to manage situations where we find that someone's actions are unacceptable.

The school's Complaints Policy and Procedure document is accessible on the school website or can be requested via the school office

## Conclusion

We hope that the contents of this prospectus have helped you to understand the sense of Community that we have built at Radnor Primary School. Our school is successful because we feel that it is vitally important to ensure that all sections of the school community have a voice - staff, governors, parents, and, most importantly, our pupils themselves.





# Radnor Primary School Prospectus 2024-2025

## Prospectws Ysgol Gynradd Radnor

Radnor Primary School/Ysgol Gynradd Radnor  
Radnor Road/Heol Radnor  
Canton/Treganna  
Cardiff/Caerdydd CF5 1RB  
Tel/Ffon: 029 2038 7506

Email/Ebost: [radnorprm@cardiff.gov.uk](mailto:radnorprm@cardiff.gov.uk)

Website/Wefan: [www.radnorprimaryschool.co.uk](http://www.radnorprimaryschool.co.uk)

 @RadnorCanton

Headteacher/Prifathrawes: Mrs Louise Williams  
Chair of Governors/Cadeirydd y Llywodraethwyr: Mr Matt Downes