

# RADNOR PRIMARY SCHOOL



## PROSPECTUS 2023

**Radnor Primary School/Ysgol Gynradd Radnor**

**Radnor Road/Heol Radnor  
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**@RadnorCanton**

**Headteacher/Prifathrawes:**

**Ann James**

**Chair of Governors/Cadeirydd y Llywodraethwyr:**

**Dr. Justin Savage**



Welsh Network of Healthy School Schemes



Cyffwrdd Ysgolion Iech - Rhwydwaith Cymru



**“Everyone who works with children should always do what is best for each child” (UNCRC 3)**

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## Welcome from the Headteacher Croeso o'r Brifathrawes



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

Our school is located in the heart of Canton, some two miles from the centre of Cardiff. We are housed in a beautiful stone building, built in 1888, which is doing a sterling job of delivering a modern and purposeful education for our children. We are proud of our history and affection within the local community, we have seen many generations of families skip through our doors.

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 a stone's throw away from 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.

We have approximately 265 children on roll, and we pride ourselves on our friendly and approachable ethos. We work hard to deliver a stimulating and enjoyable curriculum and providing for the needs of each pupil is at the heart of our school.

Our children are happy, funny and hardworking and we are confident that when we take them out of school they will behave well and act as positive ambassadors for their generation and our school.

The children play an active part in the development of our school and the various pupil action groups in Y Senedd Radnor work hard to change school life for the better.

I hope that our prospectus gives you not only the information that you need but a flavour of our school. If there is anything else that you want to know just give us a shout!

Ann James  
Headteacher



## Home/School Partnership Partneriaeth yr ysgol a'r cartref

The staff and governors are committed to the partnership between home and school, after all nobody knows your child as well as you do so it is vital that we share the role of educating your child. To this end we actively encourage your involvement in your child's school life, whether this means helping out on school visits, sitting down with your child to hear them read or helping to paint our playground!

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.

## Together we can do our best



## **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 School Governing Body consists of**

#### **Parent Governors**

Ms. Alice Taylor  
Ms. Yen Curran  
Ms. Maureen O'Kane  
Mr. David Jones

#### **Teacher Governors**

Mr. Peter Roderick  
Miss Katie Wainwright

#### **Staff Governor**

Vacancy

#### **Headteacher**

Mrs. Ann James

#### **LEA Representatives**

Mr. Donald Sergeant  
Mrs. Roberta Meredith  
Councillor Susan Elsmore  
Mrs. Meriel Ansell

#### **Community Governors**

Mr. Justin Savage (Chair)  
Mr. Matthew Downe (Vice Chair)  
1 Vacancy

#### **Clerk to Governors**

Mr. Neville Suleman

## **Admission Procedure**

### **Trefn Dderbyn**

Admissions to Radnor Primary are dealt with by the council's admission's team. The council is committed to providing local schools for local children where possible. Full details of the admission procedure can be found on [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

## **Admission to Reception Class and Transfer to Secondary Education.**

### **Mynediad i'r Dosbarth Derbyn. Trosglwyddo I Addysg Uwchradd**

You need to apply to the Council directly for a reception and secondary 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.

A child reaches compulsory school age the beginning of the term following their 5<sup>th</sup> birthday. At Radnor, we admit on a full-time basis from the September following their 4<sup>th</sup> birthday.



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. If however, your child has any medical issues it is important that you let us know before your child starts.

Children move to secondary school in the September following their eleventh birthday.

Children from Year 6 who transferred from Radnor Primary School to secondary school in September 2022 are as follows:

Fitzalan	32
Cantonian	3
Radyr	1
Bishop of Llandaff	1
St Teilo's	0
Cathays	0
Mary Immaculate	1
Cardiff West	1
Out of County	0

### Admission for Pupils with Disabilities Mynediad i ddisgyblion ag anableddau

Admission arrangements for pupils with disabilities are as with other pupils, via the Local Authority.

The school has a duty not to treat disabled pupils less favourably and to make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage.

Any particular needs of a child with disabilities will be considered on an individual basis. Please be aware however, that one of our buildings is a two-storey structure, with no lift.



## School Times

### Oriau Ysgol

Morning session	08.55 – 12.00
Afternoon session	12.45 – 3.15 Years 3 – 6
	1.15 – 3.15 Years 1 and 2
	1.15 – 3.00 Reception

The school day starts promptly at 8.55 for all children. The Cardigan Street gates are open from 8.45 and you may drop off your child from them. Parents are not permitted on the yard at this time.

If your child returns home at lunch time, he/she should return at 12.45pm (Years 3-6) and 1.15pm (Rec, Year 1, Year 2) as the midday supervisors only supervise the children who stay for lunch and the number of supervisors employed relates directly to the number of children who eat lunch in school.

School ends each afternoon at 3.00pm for Reception and at 3.15pm for the rest of the school. Please collect your child on time as a child can become very distressed if no one is there to collect him/her when all his/her classmates are leaving school.

## Playtimes

### Amser Chwarae

For safety reasons, only in very exceptional circumstances are children allowed to stay in the school building at playtime. If you think that your child needs to stay in please contact us beforehand to discuss the matter. There are procedures ensuring proper supervision of children during wet playtimes.

## 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. We however set our sights much higher than this!

Regular attendance at school is vital to our children's achievements and this begins from the time that they start in Reception. No school year is more important than another, children are constantly building on their learning and if they miss any part then they have to work so much harder in order to catch up.

Along with attendance, punctuality is important. Arriving late for school is not a good start to the day and not a habit that children should get into – even 10 minutes a day is almost an hour of missed learning in a week. Those who arrive late miss the pre bell chat with their friends and the general settling in period. They may miss the introduction to a lesson,

are not counted in lunch time numbers and so take away teachers' time as arrangements have to be made with the school office. Registers are marked at the start of the morning and afternoon sessions. Any child arriving after the registers are marked will be classed as late, persistent lateness could lead to a fixed penalty notice being issued.

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 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.

### **Attendance 2021/2022**

92.01%

### **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.

### **School Uniform Gwisg Ysgol**

There is a school uniform which we encourage all the children to wear. It consists of a jade green sweatshirt and white or navy polo shirt. These items are available to purchase from Cardiff Embroidery see our school website for further information. Plain polo shirts and green check dresses for the summer can purchased from local stores and supermarkets.

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

Homework bags, gym bags, PE t-shirts, legionnaire caps and baseball caps are also available to purchase.

Please ensure that all clothing has your child's name on it. There is a lost property point on the ground floor of the main building and in Radnor Fach. At the end of every term unclaimed lost property is displayed and any that is still unclaimed is bagged and sent to a charity shop.

### **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.

### **Communication** **Cyfathrebu**

We communicate to parents in a variety of ways, regular newsletters, individual letters and texts, emails, Twitter, telephone calls, parents' meetings, the school website, Radnor Rocket newspaper and the PTA parents' notice board in the yard. Notes and letters will be sent home by email sent via our school communication system – Group call. Our normal method of communication is by email, and sometimes texts, so it is vital that you provide the office with your latest email address and mobile number. Please check your emails regularly.

Parents are always welcome to meet the headteacher, deputy headteacher and class teachers if they have any concerns or wish to pass on information. It is advised that an appointment be made if the matter is likely to take a long time. Anything of an urgent nature will of course be dealt with as soon as possible.

### **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.

Medication can be administered in school only when a child is suffering from a long term condition which can be effectively controlled by regular medication. The child's consultant will need to write a care plan before any medication can be given.

It is parents' responsibility to ensure that medications are labelled with the child's name and are in date, we are unable to administer out of date medication or medication with another child's name on it.

Children with asthma should have their inhalers given to class teachers which **MUST** be labelled with the child's name and class.

For any other queries please refer to the statement regarding Administration of Medicines at the back of this publication.

### **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 in 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.

### **Parent Pay** **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**

All school meals must be ordered online through ParentPay. Your child's meal must be ordered at least a day in advance.

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). If your circumstances change and your child's entitlement ends you will have to pay for meals or provide a packed lunch. 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.

## **Run a Mile** **Rhedeg Milltir**

At Radnor each child will participate in exercise on a daily basis. The aim of Run a Mile is to improve the physical, social, emotional and mental health and wellbeing of our children – regardless of age, ability or personal circumstances. Run a Mile is a social, physical activity, with children running or jogging – at their own pace – in the fresh air with friends. We have had footprints painted on the playground to guide the children around the course.

## Discipline

### Disgyblaeth

Our emphasis is on a child's development of self discipline, awareness of safety and respect and care for others. This means few rules are necessary and those we have 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 and this is what we usually experience from our children.

## 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.

## Homework

### Gwaith Cartref

Homework is anything that children do outside the normal school day that contributes to their learning in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teacher and parent to support children's learning. 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.

All homework is on Google Classrooms. Homework is often used to support classroom activities. When this is the case, the homework may not be marked but the classwork it supports will be.

While homework is important it should not prevent children from taking part in the wide range of out of school activities that play an important part in the lives of many children.

All these activities as well as selected television viewing should all be regarded as productive educational experiences. The most important thing is for children to be in bed at an appropriate time without the distraction of TVs or other electronic devices in order to be fit, fresh and alert in class the following day.

### **The Curriculum** **Y Cwricwlwm**

From September 2022 we in Wales began to implement Curriculum for Wales. This is a brand new curriculum that is centred around the child. To find out more about this exciting change please go to

<https://hwb.gov.wales/curriculum-for-wales>

The school asks the children to express opinions about what they learn whilst balancing the need to ensure coverage of programmes of study. As staff we are constantly reviewing our practice and where necessary making adjustments in the light of our experiences relating to the needs of individual children. In planning the curriculum particular consideration is given to providing equality of opportunity to all our children.

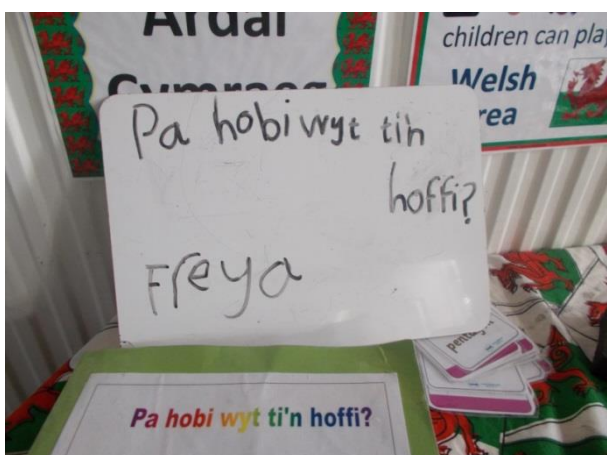
The governors and staff of the school endorse the view of the Local Authority that the school's curriculum in both its content and delivery should reject discrimination against pupils on grounds of sex, race, religion, colour, gender, sexual orientation or disability. We promote equality for all and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

### Welsh Cymraeg



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.

### 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.



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 Forest School

Radnor Uni 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	Intergenerational Activities
Coding	Bell ringing	Basketball	Forest School
Still life drawing	Eco Warriors	Pottery	Chain Maile
Lego Engineers	Beach Volleyball	Batik	Mindfulness
		Team Building	

### **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.

### **Religious Education**

#### **Addysg Grefyddol**

The Education Reform Act requires that the teaching of Religious Education must reflect the fact that the religious traditions in Great Britain are in the main, Christian and must take account of the teaching and practices of other principal religions represented in Great Britain. The school has no affiliations with a particular religious denomination and our approach is based on the children's experiences and their relationship to the world around them.

Our purpose is to develop in our children an awareness of and sensitivity towards, those who adhere to different faiths. The religious education course follows the syllabus set out by the Local Authority.

## **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.

## **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.

Further information can be found on our website.

From September 2023 the teaching of RSE will change. There will no longer be an RSE week, it will be taught throughout the year and be linked with all other curriculum areas. It will be a compulsory part of the curriculum and parents will not be able to request that their children are withdrawn

## **Safeguarding**

### **Amddifyn Plant**

The person responsible for Looked After Children in Education (LACE) is Mrs Ann James, headteacher.

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.

The school has a comprehensive Child Protection Policy which is available from the school or on our website. It is reviewed annually, and all staff receive regular training.

The needs of Looked after children will be met in accordance with local guidelines.

## **Sport and Cultural Activities**

### **Chwaraeon a Gweithgareddau Diwylliannol**

Our sports days are held during the summer in Thompson Park.

In Year 4 the children have swimming lessons.



Children in Year 4 and Year 6 have the opportunity to take part in a residential visit to Llangrannog and Storey Arms. The children have the opportunity to work together on new and sometimes adventurous activities and generally have a very good time!



The children also have the opportunity to take part in a range of football, athletic, cricket and multi sports competitions and CCFC offer curriculum and after school activities. We aim to develop positive attitudes, observe good sporting behaviour and encourage children to be physically active.

## Assessment

### Asesu

Assessment is an integral part of our teaching, and each teacher meets with the headteacher termly to monitor and discuss the progress and needs of each child in school.

Teaching staff plan carefully for class activities and the needs of each individual child, taking particular account of the ways in which children's interests and enthusiasm can be extended. Records of each child's development are built up as a child moves from year to year to help ensure that their learning is taken forward. Assessment is important in the early identification of children who may have additional needs. Assessment practices will change in the light of curriculum for Wales.

A range of intervention programmes are delivered to support pupils' learning. Children engaging in intervention programmes are tested at the beginning and end of the programme to monitor progress and next steps.

Welsh Government reading, numeracy and reasoning tests take place annually for years 2-6 and are reported to parents.

Parents are invited to meet with their child's teacher in the autumn and spring terms to discuss progress. Parents receive a written report at the end of the summer term.



## 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.

## 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.

## School Library Llyfrgell Ysgol

Our children are able to access information and carry out research using the internet and good old fashioned books. All children have access to a wide variety of reading books – both fiction and non fiction. We have a library that all pupils are able to use, and which classes visit to read and borrow books that can be taken home.

## Extra Curricular Activities Gweithgareddau Allgyrsiol

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

- choir
- Radnor Rocket
- multisports
- reading
- digital leaders
- more able and talented literacy and numeracy sessions

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.

## 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

- Dreigiau Dewi – encouraging all to use Welsh and promote 'Welshness'
- Active Travel Crew – encouraging all to get out of their cars and travel by bike, scooter and on foot
- Planet Savers – encouraging everyone to help save planet Earth
- Team Wellbeing – making sure all pupils feel happy, valued and cared for
- Rights Warriors – spreading understanding of Children's Rights
- Tech Safety Team – bringing members of the community together
- Healthy Helpers – making sure pupils eat healthily, are active and understand the importance of good hygiene
- Radnor improvement Team – making our school a cleaner, more attractive place indoors and out
- Money Makers – raising money for charities and the school

In addition, we have two Children's Ambassadors who lead the Rights Warriors team and work closely with the Children's Commissioner to raise awareness of children's rights.

## After School Clubs Clybiau ar ol ysgol

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, tabletop 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 Keypers 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.

## **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.

For those parents whose child has an IBP, termly meetings are arranged so that the teacher and parents can agree on future targets.

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.

If you would like further information about the school or would like to arrange a visit, then please contact:

Ann James – Headteacher  
(029) 2038 7506 email: radnorprm@cardiff.gov.uk





Ysgol Gynradd Radnor Primary School,  
Radnor Road, Canton, Cardiff. CF5 1RB

Tel/Ffon: 029 2038 7506  
E mail/Ebost: radnorprm@cardiff.gov.uk

Headteacher/Prifathrawes: Mrs. A. James

## **Administration of Medications**

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 to us 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.

Medications such as travel sickness tablets should be handed to your child's teacher on the day that they are required.



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Headteacher/Prifathrawes: Mrs. A. James

## **Parking**

At Radnor Primary School, our priorities with regard to parking are to promote:

- Health and Wellbeing
- Safety
- 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.

There have been a number of incidents of near misses where children have been put in danger of being hit by cars due to some double parking in no parking zones. In addition, there have been occasions where parents parking in these places have been abusive towards our neighbours and towards other parents who have asked them to park elsewhere.

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

**Term Dates 2023/2024**

Term	Begin	Half Term		End
		Begin	End	
<b>Autumn 2022</b>	Monday 4 <sup>th</sup> September 2023	Monday 30 <sup>th</sup> October 2023	Friday 3 <sup>rd</sup> November 2023	Friday 22 <sup>nd</sup> December 2023
<b>Spring 2023</b>	Monday 8 <sup>th</sup> January 2024	Monday 12 <sup>th</sup> February 2024	Friday 16 <sup>th</sup> February 2024	Friday 22 <sup>nd</sup> March 2024
<b>Summer 2023</b>	Monday 8 <sup>th</sup> April 2024	Monday 7 <sup>th</sup> May 2024	Friday 31 <sup>st</sup> May 2024	Monday 22 <sup>nd</sup> July 2024

# Radnor Primary School Staff

## **Teaching Staff**

Headteacher Mrs. A. James

### **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	Miss Ellen Simcox
Mrs. J. Galea	Mrs. A. Obadaki	Mrs. J. Lenz
Mrs. S. Royle	Mrs Holt	Mr. E. Walsh

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

Mrs. K Wainwright

## **Non-Teaching Staff**

### **Teaching Assistants**

Miss K. Adams	Mrs. E. Young
Mrs. L. Jones	Mrs. R. Jones
Mrs. A. Lantzoz	Miss C. Talbot
Mrs. G. O'Hara	Mrs D. Thomas
Ms N. McKinty	Ms H. Amery
Ms S Akhtar	Mr. S. Rehman

### **School Administrator**

Mrs. S. Gardner

### **Admin Assistant**

Mrs. S. Squire

### **Estates Officer**

Mr. Mehmood

The information in this prospectus is correct at the time of publication and meets the requirements of the Education (School Information) (Wales) Regulations 2011. However, it cannot be assumed that there will be no changes in the arrangements described during the course of the year or in subsequent years.