

WELCOME TO BRYNMENYN COMMUNITY PRIMARY SCHOOL

CROESO I YSGOL CYMUNED GYNRADD
BRYNMENYN



SCHOOL PROSPECTUS

2025 – 2026

PROSBECTWS YSGOL

Headteacher/Prifathro: Miss K Jones

Tel: 01656 815850

e-mail: admin@brynmenynps.bridgend.cymru

Website: www.brynmenynprimaryschool.co.uk

GOREU CYFOETH GWYBODAETH
THE BEST WEALTH IS KNOWLEDGE

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MISSION STATEMENT

'THE BEST WEALTH IS KNOWLEDGE: GORAU CYFOETH GWYBODAETH'

Our Vision:

Brynmenyn Primary School is committed to creating lifelong learners who take responsibility for themselves and their actions, showing resilience and perseverance in the face of all challenges. We strive to instil confidence, passion, and ambition across the school community in order for everyone to pursue their dreams, achieve their best and realise their best and realise their potential. Through kindness, respect, and friendship, we support and challenge each other and celebrate the individuality and uniqueness of all learners, families, staff and communities.



SCHOOL GOVERNORS

LA Representatives

Mr G Pope
Mrs S Bloomfield

Community

Mrs V Davies
Mrs L Wake
Miss M Rogers
Mr P Deenik (Chair)
Mrs D Byrne (Vice-Chair)

Parent Representatives

Mr A Dabinette
Mrs C Lillywhite
Ms N Richards
Dr R Thomas
Mrs B Morris

Staff Representative

Mr N Alexander
Mrs K McCarthy
Mr T Harris

Headteacher

Miss K Jones

SCHOOL STAFF LIST

Miss K Jones	Headteacher
Mrs G Russell	Deputy Head
Mrs A Wilcox	Year 6 (Hawks)
Mr J Hussey	Year 6 (Harriers)
Mrs K McCarthy	Year 5 (Kestrels)
Mrs B Morris	Year 5 (Falcons)
Mr A Joy	Year 4 (Bats)
Miss H Greville	Year 4 (Owls)
Mr R White	Year 3 (Foxes)
Mr D Jones	Year 3 (Hedgehogs)
Mr G Evans	Year 2 (Centipedes)
Mrs R Evans/Mrs R Cuss	Year 2 (Millipedes)
Mrs C Pope	Year 1 (Ladybirds)
Miss D Michael/Mr K Herbert	Year 1 (Dragonflies)
Mrs Z Summers	Reception (Butterflies)
Mr T Harris	Reception (Caterpillars)
Mrs N Smith	Nursery (Bees)
Mrs T Evans-Piper	Nursery (Ants)
Mrs D Seldon	Cover supervisor

LSOs

Mrs L O'Brien	Mrs C Treharne
Miss K Millard	Mr N Alexander
Mr B Richards	Miss J Morgan
Ms L Werner	Mrs D Wellington
Mrs A Davies	Mrs N Nelmes
Mrs C Munro (ELSA Support)	Miss F Owen
Miss Z Baldwin	

School Administration Staff

Mrs Z Burke	(Senior Administrator)
Mrs H Deeks	

Canteen Staff

Miss C Squire	(Head Cook)
Ms T Davies	(Assistant Cook)

Lunchtime Supervisory Assistants

Mrs J Bishop
Miss I George
Mr S Randall
Miss S Taylor

Site Supervisor

Mr S Wyatt-Williams

Cleaners

Ms S Taylor, Mrs T Evans, Ms T Davies

THE SCHOOL

Brynmenyn Community Primary School is situated north of Bridgend at the mouth of the Garw valley, serving the community of Brynmenyn and Ynysawdre. The village is mainly of a 'ribbon type development' extending almost three-quarters of a mile along the A4065. The school's catchment area is steadily expanding due to a continuing building programme. Brynmenyn's ancient name was 'Bryn-y-Meini', meaning 'Hill of Stones'. Another meaning given to its name is 'Bryn-y-Menyn' – 'Butter Hill' which refers to the yellow colour of the gorse/buttercups – but the former explanation is more probable.

Brynmenyn School started as a Council Infants School at Betharan Vestry on 18th October 1909. It transferred to Ynysawdre Parish Hall on 31st October 1910 while the new school was being built. Our present school opened its doors on 13th January 1913 as Brynmenyn Council School Mixed and Infants. The doors closed to the old Brynmenyn School on Friday 9th February 2018 to relocate to a newly built school, next to Coleg Cymunedol y Dderwen. The doors opened to pupils on Monday 26th February 2018. The language category of the school is the medium of English with Welsh taught as a second language.

SCHOOL HOURS

8.55 am	to	15.15 pm	Nursery
8.55 am	to	15.25 pm	Reception to Year 6

TEACHING HOURS

The hours spent on teaching during the normal school week, including Religious Education, but excluding the statutory daily act of worship, registration and breaks (including lunch):

Infants: 22¾ hours Juniors: 24 hours

ADMISSIONS

Admissions are based on the Local Authority's guidelines. To receive the relevant forms, you must contact the LA office.

Every year there is a meeting for parents considering sending their child to our school, to visit and to discuss arrangements; we will need contact details for our records and a daytime contact in case of emergencies, with a second alternative, if possible. You will be asked to consider any health problems your child may have, so that we can discuss best management of these problems. If your child requires regular or emergency medication (e.g. for asthma, epilepsy etc.), please bring this to the Headteacher's attention at your visit. Every parent is asked to complete a home/school agreement form. If your child is to move from the school for any reason, for example, if you are moving house, please let the Headteacher know so that the relevant forms and records can be forwarded to the LA and the next school. This helps to make the move smoother for your child.

ATTENDANCE

In order to help your child, understand the importance of their education, your support in ensuring that attendance is regular and punctual is vital. Persistent lateness means your child is missing essential learning experiences. Please note the morning bell goes at 8.55am for the whole school. There will be no admittance via classrooms after the start of the day. Late arrivals will have to sign in at the office.

Pupils' Attendance Record for 2024/25

Attendance: 91.4% Authorised Absence: 5.5% Unauthorised Absence: 3.1%

"When a child attends school on a regular basis, they take an important step towards reaching their full potential and are given the greatest opportunity to learn new things and develop their skills." WAG 10-10733 2011

Attendance Targets for 2026-2028

School Year End	Attendance Target
2026	95.0%
2027	95.1%
2028	95.2%

APPOINTMENTS / SEEING TEACHERS

Directly before the start of the school day, and again at the end of the day, are particularly busy times for teachers and non-teaching staff. Please do not expect to have the teacher's attention at this time. If you need to see a teacher to discuss an issue or your child's progress, please make an appointment through the Headteacher or the office. All monies and notes about dentist/ doctor/ hospital appointments, etc. should be given to the teacher via the pupil. Parents must always report to the office when entering the school, and leave a message about doctor/dental appointments, etc with the office staff, who will pass it on to the teacher concerned.

The Education (Pupil's Attendance Records) Regulations 1991

Due to more stringent regulations regarding attendance of children at school, it is more important than ever that you abide by the following regulation:

- All school absences must be explained in writing or by telephone on the first day of absence, or that absence will be recorded as unauthorised.
- Please contact the school office every day that your child is absent. This will ensure the correct absence code is recorded.
- No child should be late for school, and if so, this also should be explained in writing or by telephone. Persistent lateness will result in a referral to the Education Welfare Officer who receives and monitors our attendance figures.
- Permission should be sought from the Headteacher for a known absence with details of the unique circumstances for the request. This will be considered by the Cluster Absence Panel and you will be informed of the decision. A holiday form should be completed at least two weeks before the absence.

Failure to follow the above regulations strictly will result in numerous unauthorised absences, which we are obliged to publish in the attendance data which will appear in our school prospectus and annual report.

SCHOOL ORGANISATION

At Brynmenyn, we provide for 3- to 11-year-olds of all abilities. It is our policy to admit Nursery aged pupils in small groups, according to age, over a few weeks. This enables the teacher to welcome them and, with the help of support staff, ensure they are happily settled.

Class sizes and age ranges are reviewed on an annual basis in line with school policy to ensure continuity and progression is maintained. As the school grows in size this may include mixed year groups. (See appendix 3)

PARENTS AND SCHOOL

Formal parent consultation interviews and open evenings are held throughout the year. During these times parents will be given the opportunity to discuss their child's progress. An end of year report is distributed. We wish parents to have high expectations of us as a school, in serving their children with the very best education possible, but parents in turn will need to offer their commitment in supporting their child's learning. Parents can offer their support and any expertise, by helping in school. We welcome parents to assist with school and class libraries and with various supporting tasks in and out of the classroom. All help will be greatly appreciated. When collecting children at the end of the school day would:

Nursery Parents should not enter the yard before 3.05pm. While you are waiting for older siblings, for health & safety reasons please do not allow your child to:

- Run around unsupervised;
- Stand on the seat in the shelter;
- Stand or play on or near the benches;
- Scream and shout.
- Please make sure your child is supervised at all times – lessons are still taking place within the school buildings.

All other parents please wait outside the main gate until it is opened.

Again, for health & safety reasons, please leave the main yards free of prams, pushchairs and younger children. Also, please note dogs are not allowed on the school premises.

Please leave the yard as soon as possible after collecting your child as many after school clubs are ready to start after the children have left.

Abiding by these rules ensures your child receives the full education he/she is entitled to, in a safe environment without distractions.

I must emphasise that all children must be closely supervised by parents / grandparents, etc. whilst on the school premises. If these rules are not adhered to, you will be asked to leave the yard and return at the appointed time.

THE SCHOOL CURRICULUM

The curriculum is broad based and there is a flexible approach to teaching within the school. Although each teacher is responsible for their own class, co-operative planning amongst teachers is an essential element in the organisation of the school. We aim to make our activities both stimulating and relevant to the children's needs and experiences – each child receiving the challenge which matches his/her ability. We try to offer opportunities for children to be both happy and successful in a busy learning environment. Each child will receive his/her education as laid down in the National Curriculum: All subjects will be skills based.

EQUAL OPPORTUNITIES AND STRATEGIC EQUALITY PLAN

Our school believes that all people have the right to equal opportunities to help them reach their full potential. We value and celebrate diversity and treat every member of the school as an individual, actively promoting equal opportunities. The ethos of our school supports the development of self-respect in all pupils, staff, and the community we serve. We aim to ensure that the curriculum reflects the issues and needs of a diverse society. We are opposed to all forms of inequality, discrimination, and harassment. In these respects, we aim to meet the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability, and social circumstance. The school has limited access for disabled pupils and makes arrangements in consultation with the LA to ensure that provision is made for pupils with disabilities wherever reasonably possible.

ADDITIONAL LEARNING NEEDS

At Brynmenyn we are aware that all our children are individual and learn in their own ways. We plan our teaching so that children learn at levels appropriate to them. Those children who are having difficulty in their learning may require extra support. We consult with parents in order to identify the appropriate ways forward. This means that we discuss targets with parents in order to plan support. Support may take place individually or in small groups; and will be targeted to help your child. We value communication with parents as we work together for your child's education. Our aim is to accept and value every child for who she or he is and to take each child forward from where they are. The co-ordinator for Additional Educational Needs (ALNCo) at Brynmenyn is Mrs A Wilcox; she maintains the school's ALN register and oversees the records of all pupils with ALN. Contact with professional bodies outside the school is obviously important and parents are always informed and consulted when the educational needs of their child is needed to be discussed.

NURSERY PROVISION

At Brynmenyn, it is our firm belief that good and appropriate nursery education lays the foundation for effective learning and sound development. Within this context, the staff members seek to provide a rich, stimulating environment to satisfy the personal, social, intellectual and physical needs of the children. The children will be taught in line with the Curriculum for Wales where stimulating, structured play activities can be woven into learning experiences. The curriculum is built around different areas to support and encourage your child's personal, social, emotional, physical & intellectual well-being and development. The Curriculum will promote discovery and independence and place a greater emphasis on using the outdoor environment for children's learning.

RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

The school is mainly Christian in character and recognises a broad range of other faiths.

Children may be withdrawn from Religious Education lessons (and assemblies) on religious grounds if their parents so request in writing. Other arrangements will be made for children thus withdrawn. During their time at Brynmenyn Primary School children will be "discovering" themselves as individuals – their feelings, emotions, when and why – and their reactions to certain situations, along with their awareness of how they fit into society.

The school has no affiliation with any particular religious denomination but has developed close links with local churches and is broadly Christian in nature. Acts of worship are held every day and are led by different members of the teaching staff or visiting speakers.

The scheme of work in Religious Education is taught in accordance with the Authority's agreed syllabus.

WELSH

Welsh is taught as a second language on a regular basis. It is used frequently in the classroom to give instructions, and is given prominence around the school. Initially the main emphasis is on conversation. The children are provided with opportunities to read and write Welsh. An interest in Welsh culture is developed throughout the school, through the learning of Welsh song, verses, hymns, Eisteddfodau, concerts, Jambori's etc.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are encouraged at school to extend the skills and enjoyment of your child. These activities vary according to the time of the year and the particular interests of staff members; they can take place after school or during lunch break. It is the responsibility of parents of children taking part in after school extra-curricular activities to ensure that suitable arrangements are made for their children in case any activity is cancelled, unavoidably at short notice.

Children who regularly attend the clubs must inform the teacher responsible if they are unable to attend for any reason.

PSE/HEALTH EDUCATION

PSE/ Health Education is an integral part of the school curriculum. During their time at Brynmenyn opportunities will arise during certain themes to include such topics as: Teeth/Eyes/Human Development/Personal Hygiene/Personal Safety/Healthy Eating.

CHILD PROTECTION / SAFEGUARDING

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff members have no alternative but to follow the Child Protection Procedures and inform the Social Services Department of their concerns. Our first concern is your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Cwm Taf Morgannwg Safeguarding Policy adopted by the school. The policy is available on our school website.

RELATIONSHIPS AND SEXUAL EDUCATION (RSE)

Relationships and Sexual Education (RSE) is taught across all classes through the use of a scheme called Jigsaw. This is a resource used across the cluster of schools which feed into CCYD. It has been carefully mapped out and overviews are shared with parents every half term. Areas such as growing, hygiene, health, exercise, friendship and making decisions will be addressed within the RSE curriculum. Within the Science curriculum, areas of breathing, circulation, growth and reproduction will be covered. During the year the school nurse is invited to talk to the Year 5 and 6 children on aspects of growth & development, nutrition, exercise sleep & personal hygiene. She will also take separate sessions with girls & boys on puberty, physical & emotional development & menstruation (girls only). Opportunities will be given to both boys and girls to discuss issues relating to the talk. If a parent wishes to exclude their child from the discussion, please contact the school.

If you have any questions regarding RSE, please contact the school to arrange an appointment to discuss them.

ASSESSMENT TESTING

Teachers will assess pupil performance and progress on a regular basis through marking and feedback to the pupils. Pupils will also have a variety of assessments throughout the year including National Tests which will be carried out in November and May. The assessments processes will provide a rounded picture of your child's progress.

COMPLAINTS PROCEDURE (Advise for parents – Appendix 1)

At Brynmenyn Primary School we work hard to maintain good relationships with parents and the community. These are based on mutual respect and a willingness to listen. It is essential for the smooth running of the school that all causes for concern are dealt with as quickly as possible. In the first instance all concerns should be referred to the Headteacher. An informal discussion is likely to resolve most issues.

SCHOOL UNIFORM (See also Code of Practice – Appendix 2)

At Brynmenyn, we feel very strongly that school uniform helps develop respect and pride among the pupils from a very early age and helps promote the image of the school. We ask all parents to support the school in ensuring their child wears uniform from Nursery through to Year 6:

- Grey trousers/skirts or maroon/grey joggers
- White/grey shirt or white/maroon polo shirt
- Grey / maroon sweatshirt/cardigan with school logo
- Black shoes or trainers
- Optional Fleece and /or Shower-proof jackets

Summer uniform (as an alternative)

- White / maroon T-shirt or polo shirt
- Grey shorts
- Red & white check (gingham) summer dress/trousers

Uniform is available from Euroschools, Uniform2Go and Tarw.

ALL articles of clothing should be marked or labelled and sensible footwear is encouraged. The wearing of jewellery is discouraged with the exception of one pair of plain stud-type earrings. No studs or rings may be worn in any other part of the body. All jewellery should be removed for PE / Games /Swimming lessons. Hair decorations should be simple and practical. The responsibility for the safe keeping of jewellery rests with the pupil.

P.E/GAMES KIT

- Plain white T-shirt
- Black shorts (lycra material cycle shorts are not to be worn)
- Rugby/football jersey/shorts
- Track suits
- Trainers/gym shoes
- Rugby/football boots

In colder weather children are encourage to bring jogging bottoms for lessons held outdoors. Children taking dance and gymnastic lessons in the school hall will take part barefoot. For outdoor activities appropriate footwear will be necessary. For safety reasons pupils are asked to remove jewellery before participating in P.E. / Games / Swimming lessons. If your child can not remove these items by him /herself, jewellery should preferably not be worn on the days these lessons are time-tabled. If your child needs to be excused from P.E./Games/Swimming then he/she must bring a note from the parent. A child's word alone is not acceptable. Again, we strongly ask parents to support these requirements.

N. B. Please save yourself the expense, and us valuable time, by making sure that every garment likely to be taken off, is clearly and permanently marked with your child's name; sweatshirts and cardigans are particularly prone to confusion. If lost property is not named it will be placed in a lost property box, but named items will be returned to their owners. The school cannot be held responsible for lost property.

SCHOOL MEALS

All Primary school children now receive free school dinners. If your child has any food allergies, catering must be contacted via <https://www.bridgend.gov.uk/residents/schools-and-education/school-meals/primary-school-meals/> so an individual menu can be provided for them. Children cannot have school dinners until this menu is in place. Milk is available free to pupils from Nursery to Year 2. Children may bring packed lunches to school, but these must be eaten under supervision in the dining hall. Any drinks provided should be in plastic bottles or beakers for safety reasons; metal cans and glass bottles are not allowed in school. Please note that canteen staff members are not allowed to provide hot water for soups, pot noodles etc. nor can they reheat pies, pasties etc. Entry into the dining hall for both school meals and packed lunches is on a class rota.

Breakfast Club is available for Reception to Year 6 pupils. It opens at 8.15 and entry closes at 8.30. Please ensure you are on time as entry after 8.30 is not allowed. Breakfast Club application forms are held in the school office.

AFTER-SCHOOL CLUB

The independent company 'Simply Out of Schools' provide an after-school club facility for parents. There is a charge for this, and contact details can be given at the school office.

BREAK-TIME (a.m.)

Consumption of sweets is NOT allowed in school at any time during the school day, in line with our Healthy School initiative. The school fruit tuck shop operates for morning break - or pupils can bring their own fruit / dried fruit / vegetables (no cereal bars). Parents are welcome to pay for the fruit tuck shop in advance. This is £1.50 per week and parents can pay half termly if they wish to.

SCHOOL HEALTH SERVICE

The School Health section of the Bridgend NHS Trust arranges annual dental examinations and fluoride varnish, sight test, hearing tests and at least one full medical inspection during the child's primary school life. A school nurse will visit school if necessary. You will be given notice of any dental or medical examination and will be invited to attend. The Educational Welfare Service is called upon when and if necessary. Specialist help is available for children with emotional, behavioural or learning difficulties. Arrangements can be made for the Educational Psychologist to visit the school. Following observation and perhaps assessment there will be discussion prior to further action.

HOMEWORK

Homework is regularly set by individual class teachers to support work being carried out in the classroom situation. Occasionally, a child who has not used his or her time well at school will be asked to complete an unfinished task at home. Parents of all pupils are encouraged to share reading with their child on a daily basis and to supply the teacher with appropriate comments regarding their child's progress.

PASTORAL CARE ARRANGEMENTS

Pastoral care of the pupils is the concern of all class teachers with the Headteacher having overall responsibility. A caring, compassionate attitude is taken towards the general wellbeing of each child. If there are specific issues/concerns, then these are addressed by the class teacher.

HEALTH & SAFETY

Our policy at Brynmenyn Primary is to provide and maintain safe, healthy working conditions for all our pupils and staff. All equipment is regularly inspected and identified; hazards are made safe or removed. Electrical equipment is routinely checked by a L.A. approved electrician. P.E. equipment is checked and maintained regularly and lessons supervised responsibly. Fire drills are carried out regularly. The wearing of jewellery and earrings is discouraged, especially for P.E. & Games lessons. Glass bottles are strictly forbidden on school premises. Please be advised that smoking and vaping are prohibited on school property.

ACCIDENTS AND EMERGENCIES

In the event of a child being taken ill at school, or sustaining a minor accident, the parent/guardian or nominated contact person will be informed and appropriate arrangements made. Minor accidents are dealt with by staff within the school, but every effort is made to contact the parent/guardian/nominated contact person should further medical treatment be deemed necessary. Emergency services are summoned in the event of major accidents which require treatment at a hospital's casualty department. Again, every effort is made to contact the parent/guardian (if contact is not possible the injured/sick child will be accompanied by the Headteacher/staff member to the casualty department). The school maintains records of a parent's home/work/emergency telephone numbers. Parents will appreciate the importance of ensuring the school is kept informed of any changes in such information.

MEDICATION

If a child has been prescribed medication, this medication is not allowed to be administered by staff unless a form is completed and signed. In these instances, parents are asked to make their own arrangements. Asthma pumps etc. should be clearly labelled and handed to the class teacher by the parent. Epi-pens must be accompanied by an allergy plan and two must be always kept on site.

EDUCATIONAL VISITS

We believe that children gain important first-hand experiences through educational visits. We aim to organise visits outside school as well as bringing in visitors to enrich our curriculum.

CHARGING POLICY

The Governing Body has determined that parents are invited to make voluntary contributions for the benefit of the school or to support a particular activity, e.g. educational visits. However, if sufficient contributions are not received, it may be necessary to cancel the arrangements.

DISCIPLINE AND COMPLAINTS

A high expectation of good manners and courtesy prevails throughout the school and verbal correction is made. When necessary, consequences, which usually takes the form of a reprimand or the withdrawal of a privilege, is administered by a teacher or the Headteacher. Please do not encourage your child to adopt the attitude of "If he/she hits you, hit them back", this causes great confusion for children. Physical or verbal retaliation will not be tolerated. If there is continuing concern regarding a child's behaviour, the parents will be invited into school to discuss the problem. A behaviour book may be kept reinforcing the communication between home and school. A decision may then be made as to whether or not to involve outside agencies – the school follows the procedures outlined by the Local Authority. Our main aim is to encourage self-discipline, consideration, and respect for other people/ property.

AWARDS AND PRIZES

Brynmenyn has an annual awards assembly for the pupils in the Year 6 classes called The S J Howell Award. This is dedicated to the memory of a teacher who died rescuing a pupil from the Llynfi river in 1911. The main award is awarded to the pupil who has demonstrated the core values of Brynmenyn Primary across all aspects

of school life and throughout their time as a pupil. In addition, there are other Year Awards for Language, Mathematics, Best Endeavour, Attendance, Sports, Handwriting, Community and the Yolande Osborne Art Award. These are presented at the annual prize-giving ceremony.

Each class also has medals for pupils who have demonstrated the most progress in Literacy and Mathematics. They also award a medal for pupils who have made the greatest effort in their work throughout the year. These are awarded in the summer term end of year assembly.

Each class awards "Pupil of the Week" and "Seren Yr Wythnos" certificates on a weekly basis along with Dojo winners and Star of the Day awards. We believe in praising effort along with achievement of all pupils and promote positive contributions to the school community.

VEHICLES

The drop off zone can only be accessed by those who have applied for a permit and been granted access. Please do not attempt to gain access without a permit as you will be turned away. Please obey the signs for the drop off area. Please drive slowly through the drop off area (5 mph) and observe crossing points. Do NOT stop on the road and block vehicles. The drop off zone is locked down for set periods of time which are indicated on the parking permits. Parents are asked NOT to enter or park in the staff car park unless you have been given a parking permit to access the disabled bays. The disabled bays are primarily for pupils with specific needs however we will endeavour to support any needs as much as we are able to. Pupil safety is the responsibility of us all.

LOST BOOKS

The school believes that it is the responsibility of both children and parents to look after any school books which are sent home and for the return of these books. It is school policy that there is a charge for any book lost, mislaid or returned in a bad condition.

SCHOOL SECURITY/VISITING SCHOOL PREMISES

We ask ALL parents and visitors to report to the Headteacher/office when visiting the school for any reason. The school has an access control system in place. All visitors are required to enter through the main doors and register with reception to gain access to the school.

INSPECTION OF DOCUMENTS

Documents required to be made available by regulation may be inspected and, where appropriate, copied at the school during school hours by arrangements made with the Headteacher.

IN CONCLUSION

I hope that you find our brochure informative and helpful. We realise that whilst we have covered as much information as possible you may still have questions or concerns. I would be pleased to meet with you to discuss these. An appointment may be made through the school secretary. We hope that the provisions we make for our children at Brynmenyn will be a very positive part of their personal and social development. Children learn best if they enjoy their early school lives, and we do our best to provide a safe, secure and happy environment for them.

Miss K Jones Headteacher
Mr P Deenik Chair of Governors.

Appendix 1

The full complaints procedure is available on the school website.



COMPLIMENTS OR COMPLAINTS (Advice for parents)

Introduction

Often, parents, children and other members of the public would like schools to know their views. Sometimes there are meetings where this is possible. On other occasions a personal comment is more appropriate. Communication, written or spoken, is valued as part of the partnership between home and school. Co-operation between parents, staff and governors leads to a shared sense of purpose and a good atmosphere in school. This leaflet aims to answer some of your questions about this.

Should I pay a compliment?

Certainly, staff members at the school are always pleased to learn that things have gone well and are appreciated.

Should I tell them my concerns?

Definitely, all members of staff want to know as soon as possible if something concerns you or your child. They can then investigate and give you a response. If need be, they can also take steps to remedy the situation. Misunderstandings can be cleared up. Everyone benefits from the speedy resolution of difficulties and from suggestions for improvement.

Should I complain?

Yes, if you believe that something is seriously wrong. Your view can then be considered and an investigation can establish whether there is something wrong which needs to be corrected. The school's response will be based on the governors' agreed policy and will seek to be fair to all concerned. Writing down your complaint helps to clarify exactly what you are complaining about.

Whom do I contact?

That depends on the particular situation. Often the teacher is able to deal with the matter. More serious problems should be referred to the Head teacher or Deputy Headteacher. Mutual courtesy is to be expected and ensures that things go smoothly. There should always be discussion in the hope of solving difficulties informally. Most problems are solved in this way. A complaint about the Headteacher goes to the chair of governors. Complaints about the chair of governors should be referred to the vice chair and complaints about the whole governing body can be referred to the LA complaints officer. Certain specific complaints, e.g. about admissions to school, are dealt with separately. The LA Complaints Officer can advise you where and how to direct your complaint.

What if the matter is still not resolved?

It will be necessary to write to the Headteacher to inform him / her about this. In response, the Headteacher will invite you to a meeting to talk about it. After this formal meeting you may decide to make a formal complaint to the governing body, if the matter is still unresolved.

How do I make a formal complaint to the governing body?

You submit a copy of your complaint in writing to the clerk of the governors or the chair of governors. The Headteacher will provide you with the address. You will receive an acknowledgement of your letter within five school days. The chair of governors will arrange for the matter to be considered by the complaints committee of the governing body. The chair of the governing body may decide not to consider a complaint about something which occurred more than six months previously or which had not been referred to the Headteacher in the first instance.

What happens next?

You will be informed of the date of the complaint committee meeting and invited to attend. You will have the right to be accompanied by a friend. You will be informed by the clerk of the governing body, or the chair, of the decision of the complaints committee within five school days of the meeting. If you are not happy with the procedure, you can ask for an officer of the LA to look at the procedure involved to see if the process followed was fair. The local authority cannot review the decision taken by the committee. Any request for such a review of procedure can be referred to the Complaints Officer, Directorate of Education, Leisure and Community Services, Bridgend County Borough Council, Sunnyside, Bridgend, CF31 4AR.

Remember

This whole process exists so that your views and the views of others can be heard. You have rights. Pupils have rights. Staff and governors have rights. The aim is that the complaint should be properly and fairly dealt with. Communications with schools are frequent and are welcome. The later stages of the complaints procedure are used rarely but remain part of the process. Services are improved by a positive response to compliments, concerns and complaints.

Appendix 2

CODE OF PRACTICE

As with every other school, Brynmenyn Primary has its own Code of Practice that governs acceptable standards of behaviour, discipline and dress.

These measures are good preparation for self-discipline for later life, they are only the rules expected by society.

All pupils at the school are constantly reminded of these standards and the importance of their being upheld.

Reference to:

- Jewellery.
- Make-up, nail varnish, hair colouring.
- Unsuitable casual clothing, headgear & footwear.

The bringing of:

- Unsuitable bags & equipment.
- Mobile Phones
- Toys & games.

Mobile phones will be handed to the class teacher on entry to school in the morning and kept in the teacher cupboard. Mobile phones will be returned to the pupils when they have left the school grounds. We ask that mobile phones are not brought to school unless there is a valid reason for them and by pupils in years 5 and 6 only.

It is every teacher's duty and responsibility to administer and adhere to the school's policies and codes of practice.

All staff will be vigilant on a daily basis (preferably first thing in the morning as the children enter the school) to ensure that the rules are kept.

All pupils are made aware of what is and is not allowed in school and on visits/trips, etc.

NOT ALLOWED:

- bracelets, necklaces, chains, leather straps, etc.
- bulky or raised rings.
- tramlines / patterns, false hair pieces, braided or otherwise.
- novelty tattoos/transfers
- high- heeled shoes or open sandals.
- 'Lycra' or shiny fabric shorts.

ALLOWED:

- plain gold / silver stud earrings (In the lobe only) – no hoops.
- Sunglasses when appropriate for the weather.
- during some school visits, trips, functions, events, etc; pupils may be permitted to take/wear various items not normally allowed during school time. Pupils bring / wear these items
AT THEIR OWN RISK. Members of staff will inform the pupils what can be brought/taken/worn before the visits.

EXCEPTIONS:

If there are specific reasons why a pupil should be excluded from the Code of Practice, then the parents should consult the Headteacher to discuss the issue/problem.

Appendix 3

PLACEMENT OF PUPILS - Information for parents

Our School Organisation policy states:

At Brynmenyn we provide for 3 – 11 year old pupils of all abilities. It is inevitable that as we grow, there may be times when it will be necessary to have mixed year groups. The situation may result in classes having two age ranges. Class sizes and age ranges are reviewed on an annual basis (See school organisation section).

For your information, class structures are decided using dates of birth wherever possible.

If, in exceptional circumstances, this is not applicable the following criteria may be used:

Behaviour

Size of class/pupil numbers

Attendance

Ability & Attitude

Communication skills

Home Support

Pupil assessment profiles

Projected targets for end of year

Pace of learning

Reading comprehension / understanding

ALN assessments – supported by outside agencies

Teacher assessment including some published schemes

Working independently / Level of maturity

Code of Conduct: Parents & Spectators

We all have a responsibility to promote high standards of behaviour in sport.

The School wishes to ensure sport can be enjoyed by everyone in a safe and positive environment.

Play your part and observe the Code of Conduct for spectators and parents/carers at all times.

I will:

- Remain outside the field of play and behind the Designated Spectator Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Always respect the match officials' decisions
- Applaud effort and good play as well as success

In addition, I will:

- Remember that children play for FUN
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake -mistakes are part of learning

