

# Ysgol Gynradd Gwaelod y Garth Primary School

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Prospectus 2026-2027



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**Headteacher: Mrs Helen Sharkey**  
Main Road, Gwaelod y Garth  
Cardiff. CF15 9HJ

029 2081 0489  
ysgolgwaelodygarth@cardiff.gov.uk

**Chair of Governors:**  
Dona Lewis

**Type of school:**  
Primary School



## Vision Statement

## Statement of Purpose

**Inspire**

**Support**

**Succeed**

**We aim to provide the highest possible standards of education and support for all our pupils in an environment where every pupil and members of the team have numerous opportunities to fulfil and exceed their potential and where there is no ceiling.**

**At Gwaelod y Garth school we will:**

- encourage every pupil to excel
- nurture ambition
- develop confident, respectful pupils
- provide challenge
- be inclusive
- celebrate success
- encourage creativity and innovation



## Information

**Ysgol Gynradd Gwaelod y Garth Primary School is a dual stream school, which provides its pupils with education through the medium of Welsh or English depending on parental choice.**

We are situated in the village of Gwaelod y Garth, some seven miles from the centre of Cardiff. The local education authority is Cardiff. The English stream's catchment area consists of the village of Gwaelod y Garth while the Welsh stream's catchment area covers Gwaelod y Garth, Tongwynlais, Morganstown and Taffs Well.

As a school we aim to deliver an innovative 21st Century curriculum which will inspire our pupils and help them develop into ambitious, enterprising, ethical, healthy and confident lifelong learners. We have a dedicated, friendly hard-working team. Each member of staff has responsibilities for areas of the curriculum and as a school we are committed to providing high quality continued professional development for our staff. In addition to the teaching staff we have numerous teaching assistants who provide valuable support.

Our extra curricular activities include netball, rugby, football, cricket, swimming, choir, dance, musical instruments, ICT and the Urdd. We welcome members of our community into school to help with reading, technology cooking, gardening and art.

We have an active and hard-working PTA which provide valuable extra resources for our pupils and staff.

The school community is an integral and unique part of Ysgol Gwaelod y Garth's ethos, and we strongly believe that education is best provided through a successful partnership between home, school and the local community. With the help of families, we want to nurture a love of learning and equip every child with the tools they need to succeed in life.



# The Governing Body

The composition of the governing body reflects the broad spectrum of our community. The Chair and Vice-chair are elected annually at the beginning of each year.

The Governing Body under the Local Management of Schools. (LMS) has fully delegated powers. This means that the Governing Body acts like ‘Board of Directors’ in a business. The Governors also ensure that they are a link between the School and its families. The full Governing Body meets at least once a term. The Head Teacher provides regular detailed reports for discussions with the Governors concerning a wide range of issues such as staffing, finance, curriculum, progress and well-being.

The Governing Body has a number of sub-committees which also meet regularly. They conduct learning walks, discuss with staff and pupils and evaluate the impact of our school improvement priorities.

The Chair and Clerk can be contacted by writing to the school office. No expenses are paid to any member of the Governing Body.

From time to time it will be necessary to hold an election of parent governors. Information regarding arrangements for the election of parent governors are sent to all families.

|                                                                                                      |
|------------------------------------------------------------------------------------------------------|
| <b>Chair:</b> Mrs Dona Lewis                                                                         |
| <b>Vice-chair:</b> Mr Meurig Jones                                                                   |
| <b>Headteacher:</b> Mrs Helen Sharkey                                                                |
| <b>Clerk to the Governors:</b> Ms Emma Taylor                                                        |
| <b>Local Authority Representatives:</b><br>Mrs Fflur Rowlands<br>Mr Rhys James<br>Mr Meurig Jones    |
| <b>Community Governors:</b><br>Mrs Non Gwilym<br>Mr Huw Jones<br>(+ empty post)                      |
| <b>Parent Governors:</b><br>Mr Huw Darch<br>Mrs Dona Lewis<br>Mrs Claire Meredith<br>Mrs Cadi Wigley |
| <b>Staff:</b><br>Mrs Wendy Owen<br>Mrs Debbie Thole                                                  |

## Contact Details

**Mrs Dona Lewis (Chair)**  
Gwaelod y Garth School  
Main Road, Gwaelod y Garth  
Cardiff CF15 9HJ

029 2081 0489  
[ysgolgwaelodygarth@cardiff.gov.uk](mailto:ysgolgwaelodygarth@cardiff.gov.uk)

**Local Education Authority**  
Schools and Lifelong Learning Service  
Cardiff County Council, County Hall,  
Atlantic Wharf CARDIFF CF1 5UW

# Staff

**Headteacher**  
**Deputy Headteacher**  
**Leader of PS1 and PS2**  
**Leader of PS3**  
**ALN Coordinator**

Mrs Helen Sharkey  
Miss Alaw Hughes  
Mrs Anwen Ellis  
Mrs Helen Davies  
Mrs Wendy Owen

## Teachers

Mrs Anwen Ellis  
Miss Alaw Hughes  
Mrs Rhian Darch  
Miss Claire Maddern  
Miss Alycia Alleyne  
Mr Geraint Williams  
Mrs Helen Davies  
Mrs Caryl Jones  
Mrs Wendy Owen

## Teaching Assistants

Mrs Rebecca Griffiths (HLTA)  
Mrs Nikki Jones (HLTA)  
Mrs Rhiannon Jones  
Mrs Julie Earles  
Miss Becca Thomas  
Mrs Lowri Williams  
Miss Rebecca Thomas  
Mrs Debbie Thole  
Mrs Sophie Moreno  
Miss Izzy Godfrey  
Miss Heledd Roberts  
Ms Joanna Godwin

## Administrative Officer

Mrs Emma Taylor

## Caretaker

Mr Alex Selway

## Mid-day Supervisors

Mr P Edwards  
Mrs S Potter  
Ms F Ross

## Cooks and Breakfast Club

Mrs T McCarthy  
Miss J Hurley  
Miss H McCluskay  
Mrs Julie Earles  
Miss Becca Thomas  
Mrs Lowri Williams

## Cleaners

Mrs J John  
Miss A Miles  
Mrs S Potter

# Class Structure

The school has nine classes, which includes the Nursery. There are 24 spaces available in the Nursery in the morning and the same in the afternoon.

There is one class for every year group in the Welsh unit with up to 30 pupils in every class. There is one classes in the English unit where 7 pupils can be admitted in each year group.

A list of this year’s staffing structure is available from the school office on request.

# Admissions

We operate within the Local Authority’s admission policy to ensure equal opportunity for all children. We will be inviting you and your child for a transition visit before they begin in the Nursery or Reception.

Every parent or guardian will have the opportunity to meet key members of staff. You will also receive the information that you will need before you child starts with us.



# School Opening Times

## Daily sessions

**Morning:**  
**Nursery**  
09.00 - 11.30  
**Reception – Year 6**  
09.00 - 12.00

**Afternoon:**  
**Nursery**  
13.00 - 15.30  
**Reception – Year 6**  
13.00 - 15.30

**The Nursery**  
The Nursery sessions are half days, either morning between 09.00 - 11.30 or afternoon between 13.00 - 15.30. Please leave your child with a member of staff in the main entrance of the Nursery. At the end of the session nursery children are collected from the same location.

**Reception - Year 6**  
We ask that children walk or cycle to school wherever possible and appreciate your support with this as the area near the school can become congested.

Children are welcomed at the school gates each morning by a member of staff. The school gates open at 8.50am daily and close at 9am. Please note that staff cannot accept children at the gates before 8.50am.

If you arrive at school late and after the gates close, you must report to the main office to register your child.

At the end of the school day (at 15;30), staff will bring the children to the school yard near each class. We are very aware of the children’s safety during school hours and we ensure adequate supervision of the pupils at all times.

## Timetable

There are three breaks during the day:

**Morning break**  
10.15 – 10.35 (Reception – Year 2)  
10.40 – 11.00 (Years 3 – 6)

**Lunchtime**  
12.00 – 13.00

**Afternoon Break**  
14.15 - 14.30 (Years 3 – 6)  
14.35 - 14.50 (Reception – Year 2)

Members of staff supervise the children during play times and lunchtimes.

Free milk is available to all the children in from Nursery to Year 2 and all children are encouraged to bring a bottle of water with them to school so that they can drink water during the day. Water bottles can be refilled in every class.



## School meals

**All primary school children in Wales are now entitled to receive free school meals. Lunch is provided in the school hall.**

Families must choose and order meals for all pupils online on a weekly basis. Pupils who prefer to bring a packed lunch to school can choose to do so.

Additional financial support is available to families who would have previously been entitled to free school meals. We encourage any families who would have been previously entitled to free school meals to apply for the School Essentials Grant as this brings additional benefits, including a school uniform grant and a reduction on educational visits. Please click here to apply or to see if you are eligible: [School Essentials Grant](#)



## Ethos, behaviour and discipline

**At Gwaelod y Garth Primary School discipline is strong but fair. We work within a restorative approach and in partnership with families to resolve any matters that might arise – we cannot succeed without each other.**

Our aim is to build and maintain effective and positive relationships in order to encourage close cooperation between all members of our school community. We aim to develop self-discipline and empathy for all pupils. We work with pupils and families to restore relationships when the need arises. The school has high expectations of respect, behaviour and cooperation and we expect all members of our community to behave responsibly towards themselves, others and property both within and outside school.

## The Welsh Language

**Ysgol Gwaelod y Garth School is a dual language school. In the Welsh stream, other than when English is taught as a subject from Year 3, every subject is taught through the medium of Welsh.**

All pupils are encouraged to speak Welsh at all times. The school uses the Welsh Language Charter to encourage pupils to socialise in Welsh during school hours and outside of school.

In the English stream, all subjects are taught through the medium of English whilst also ensuring that the pupils become confident and competent in using Welsh as a second language. We encourage pupils to speak occasional Welsh around the school wherever possible and to show respect towards the Welsh language and culture. The English stream also uses the Welsh Language Charter.

It is important that parents of pupils in the Welsh stream support their children with the Welsh language and encourage them to take part in activities through the medium of Welsh, for example watch Welsh programmes on the television, listen to Welsh music and use Welsh apps. Information about Welsh courses for adults are sent regularly to parents.

## Welsh Language Charter (Y Siarter Iaith)

**The school has been awarded the Welsh Charter Gold Award which supports the Welsh Government's aim to ensure a million Welsh speakers by 2050.**

The children are instrumental in leading and driving this initiative forward. Our pupil committee 'Y Dreigiau Doeth' set termly targets in connection with promoting the use of the Welsh language. For more information please visit our [website](#).



# Digital Learning

Digital learning is an integral part of our ethos and pedagogy here at Ysgol Gwaelod y Garth. Through careful planning, we aim to ensure that digital learning is integrated across our whole curriculum.

Digital competence is a crucial aspect of our school's curriculum as it equips children with the essential skills to thrive in today's technology-driven world. By integrating digital tool, pupils learn how to collaborate effectively in virtual spaces, communicate responsibly as safe digital citizens and apply critical thinking to solve problems using data and computational methods. Through the use of platforms like Hwb, iMovies, Google Classrooms and other digital tools, pupils not only enhance their creativity but also develop the ability to produce high-quality work.



# Pupil Voice

## Pupil Voice

It's imperative to us that our learners are a strategic part of shaping and implementing our school's vision.

We have created a school Senedd called 'Llais' which includes the School Council and six learner committees which includes all pupils from Year 2 to 6. Further details, including the activities, projects and annual strategic plans can be found on our website.

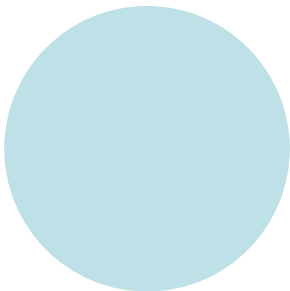
## Our Pupil Voice Committees:

- Y Dreigiau Doeth
- Lively Learners
- Eco Council
- Citizens of the Future
- Digital Wizards
- Wellbeing Ambassadors

## 'Llais' Pupil Voice Committees

The Llais committee's priorities are

- Make whole-school decisions when organising ballots to promote the school's vision in the context of the four purposes.
- Create strategic plans setting out committees' priorities for the year.
- Measure the impact of the work in terms of our vision and choose a method of measuring impact in the school.
- Contribute to whole-school policies and senior leaderships team, staff and governors' meetings.
- Liaise with all stakeholders to promote the school's vision and the four purposes in the wider community.



Projects

WI

**Members of the local Women’s Institute visit the school each week to work with our Year 5 pupils.**

Our pupils are taught a range of skills such as sewing, knitting, cooking and collaborate on school-based projects.

Forest School

**We have an outdoor classroom in the forest which is located behind the school.**

The pupils have regular Forest School lessons and all classes have the opportunity to participate in a broad range of outdoor activities.



Children’s Rights

United Nations Convention

**Guided by the principles of the United Nations Convention on the Rights of the Child (UNCRC), children’s rights are embedded throughout school life and underpin our values, policies and daily practice.**

Through a rights-respecting approach, pupils are empowered to have a voice, make positive choices, learn to celebrate diversity and contribute confidently to our inclusive school community. Children learn about their rights and responsibilities through everyday experiences, ensuring that respect, fairness and inclusion are embedded in school life. Our commitment to promoting and protecting children’s rights creates a nurturing environment where every child feels valued, safe and able to thrive.

We are proud to have achieved the **Silver Rights Respecting Schools Award**, recognising the strong commitment of our pupils, staff and wider school community to embedding children’s rights throughout the school.



## Our School Curriculum

**At Ysgol Gwaelod y Garth we aim to develop confident, ambitious, informed and creative learners. Our main priorities are enabling our learners to realise the four purposes and equip them for ongoing learning.**

The Curriculum for Wales guidance is a clear statement of what is important in developing a broad and balanced education. The four purposes are the shared vision and aspiration for each child and young person. We aim to build high expectations and enable all learners to achieve their full potential. In Gwaelod y Garth, we offer a broad and balanced curriculum that enables all learners to make links between the different areas of learning and experience and apply their learning to new situations and contexts. We support progression along the continuum of learning and ensure their development of knowledge, skills and experiences.

We explore what the four purposes mean for all learners and we strongly believe that curriculum preparation and design should contribute to learners' development towards the four purposes, rather than trying to fit the headlines of the four purposes into all learning.

As a school we have a clear understanding of why things are learned and done. Our curriculum design requires us to reason why specific learning matters and what the essence of that learning is. We aim to provide an innovative and challenging curriculum which will inspire our pupils to surpass their potential.



## Curriculum for Wales

**The new Curriculum for Wales has been developed to fulfil four key purposes. It aims to produce children who are, or will become:**

- **Ambitious, capable learners**
- **Healthy, confident individuals**
- **Enterprising, creative contributors**
- **Ethical, informed citizens**

**The Curriculum for Wales will have six areas of learning and experience.**

1. **Expressive arts** incorporating art, dance, drama, film and digital media, and music. It will encourage creativity and critical thinking and include performance.
2. **Humanities** incorporating geography, history, RE, business studies and social studies. It is based on human experiences and will also cover Welsh culture.
3. **Health and wellbeing:** the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learning how to manage social influences.
4. **Science and technology** incorporating biology, chemistry, physics, computer science, and design and technology.
5. **Mathematics and numeracy:** including learning through play, working both independently and collaboratively with others.
6. **Languages, literacy and communication:** Welsh and English, literature and international languages, including the Welsh language for children who don't use Welsh as their first language.

The cross-curricular responsibilities of literacy, numeracy and digital competency are embedded within all curriculum areas.

## Relationships and Sexuality Education

**The school embeds Relationship and Sexuality Education across the curriculum.**

Healthy relationships are an essential element in maintaining good physical, mental and emotional health. Relationships and Sexuality Education explores the different ways in which a wide and varied range of influences affect the ability to form and maintain positive relationships. Taught at an appropriate developmental level, this includes family relationships, friendships, professional relationships and sexual relationships.

Relationship and Sexuality Education is an important and mandatory element of creating a whole school approach to support overall physical, mental and emotional health and well-being.

## Religion, Values and Ethics and Collective Worship

**The fundamental values of the school's activities include our Religion, Values and Ethics curriculum and Collective Worship.**

These include respecting each other and treating all people as we would wish to be treated, understanding and respect for our environment, treating everyone equally and working for a peaceful society. Many would recognise these values as being shared by followers of the world's great religions, including Christianity, Islam, Buddhism, Judaism and Hinduism.

**Religion, Values and Ethics** is one of the statutory requirements of Curriculum for Wales for all learners. We consider the agreed syllabus published by the local authority when planning our curriculum. This will help us to design a curriculum that fulfills the four purposes and prepares learners to be responsible and informed citizens in a diverse and rapidly changing world. Pupils will study and discuss various religions during their time at school.

We will hold a **collective worship** assembly daily. The assemblies will be based on Christian principles but will be inclusive and open to children of all religions. The requirement to carry out such assemblies is a legislative requirement. Our assemblies aim to give our children a chance to reflect on spiritual and moral values, worship and explore their own beliefs and promote common ethos and values.

During the year the school organises family assemblies and parents are invited to join the pupils in the act of worship.

## Homework

**Homework tasks in the six areas of learning and experience are set every half term for all pupils Nursery to Year 6.**

We hold days of home learning celebration at the end of each term, allowing our pupils opportunities to share and celebrate their successes with others.

All pupils take a reading book home regularly. We ask families to ensure that they support children regularly through reading with them to develop this important skill.

Occasionally a particular activity might need information from an adult or might involve a process of interviewing and research. We ask for the co-operation and support of parents to ensure support progress of all pupils.

Occasionally, pupils may benefit from additional work and in such cases, we ask for the full support of the home in encouraging the child to complete this work.

## Toilet Facilities

**The school has the required toilet facilities for pupils in a school of its size and these are cleaned daily and checked regularly throughout the day.**

The school has a Toilet Policy which complies with statutory requirements.



# Assessment

**Assessment is part of every teaching and learning opportunity at our school; it includes self-assessment, peer assessment and teacher feedback. Our pupils work with their teachers to understand their progress and to identify next steps in their learning.**

Open Evenings are held twice a year when all families have the opportunity to discuss their child's progress with the class teacher. We encourage all families to attend these important meetings as they are crucial to the progress and well-being of our pupils.

At the end of each school year the pupils' progress is conveyed to parents in a written report and through discussion between families and class teachers.



# Additional Learning Needs (ALN)

**Provision for pupils with ALN is a priority for our school. The curriculum is broad and inclusive and offers equal opportunities for all.**

Our aim is to ensure that every pupil's needs are met by careful planning and adopting a wide range of strategies that enable each learner to reach their potential. The ALN Act is a school priority and we work effectively with others to ensure that robust strategies are in place.

Our staff work effectively within and outside the classroom with individual pupils and small groups. We provide work that is suitably differentiated and relevant to each pupil's specific needs. We facilitate a range of interventions to promote and enhance progress.

Mrs Wendy Owen is the school ALNCo and leads an effective team of teachers and teaching assistants. If your child has an additional learning need, we ask you to contact Mrs Owen prior to your child starting school to ensure that we are able to plan appropriate provision to address their needs.

# Musical Instrument Lessons

**We offer singing, wind, brass, violin, cello, harp, guitar, ukulele and drum lessons. For more information please contact the school office.**

# Transfer to Secondary Education

**Gwaelod y Garth pupils transfer mostly to two secondary schools. The children in the Welsh stream mostly transfer to Ysgol Gyfun Plasmawr. The children in the English stream mostly transfer to Radyr Comprehensive School.**

A variety of transition activities are provided by the three high schools to ensure smooth transition from one school to another. The headteacher and members of staff meet regularly with the secondary schools to discuss curriculum developments and other subjects that will assist with a smooth transition for all our pupils. In Year 6 the Local Education Authority send parents a detailed brochure giving all the relevant information regarding the procedure for secondary school applications and admissions.



# Attendance

**We have high expectations of attendance at Ysgol Gwaelod y Garth. The Education Act states that parents must inform the school of any absence, providing a specific and valid reason for the absence, including visits to the doctor or dentist.**

The school cannot authorise any absences taken due to family holidays. Should you wish to take holiday during the school term, a request must be submitted to the school in advance.

The School Attendance Officer visits the school on a regular basis to monitor and support attendance.

# Equal Opportunities

**School Accessibility Plan**

**Good quality learning through good quality teaching and support is provided by all at our school. There is an ethos of understanding and supporting all pupils.**

The school is sensitive towards the needs of pupils, including those with disabilities, and makes every effort to ensure that all pupils are included in all aspects of the school's life and work. The school provides and is willing to adapt facilities and resources for the needs of pupils with disabilities. We are keen to work with our families to enable us to fully understand accessibility needs prior to children's admission to school. Accessibility issues are constantly reviewed and discussed with different agencies to meet the needs of all. The school has an Accessibility Plan and Policy.

# Strategic Equality Plan

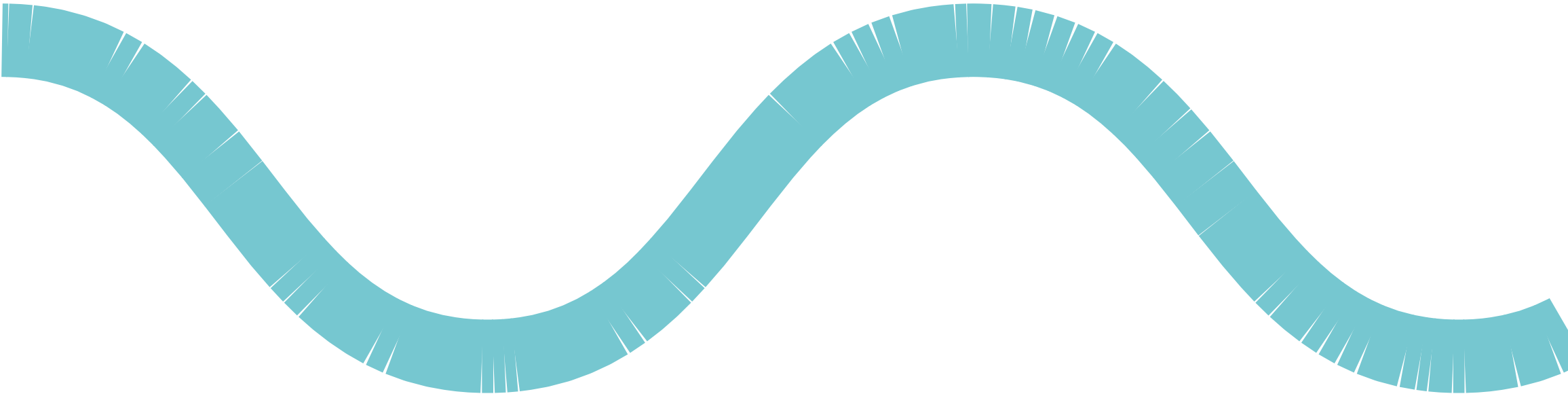
**In accordance with County policy, we have created a Strategic Equality plan in order to guarantee all aspects of equality in the school.**

We promote an understanding of different cultures and we ensure that the ethos of the school promote an encouraging environment for children to grow and thrive in a diverse society. If you would like a copy of this plan, please contact the school office.

# Emergency Contact Numbers

**Emergency Contact Numbers are kept in the school office in case of accident or illness.**

It is extremely important that you inform us of changes in your personal details or circumstances such as change of address or phone number. It is essential that the school have a record of accurate daytime contact numbers to be able to contact families in an emergency.



## Health and Wellbeing

**The School Nursing Service visits the school regularly to carry out vision, hearing and dental checks and immunisations. Parents will be notified in advance and informed if further treatment is necessary.**

If a child is ill or has an accident at school, families are contacted immediately unless it is a minor graze which can be treated at school. We are able to administer prescribed medication to children when needed. Families must complete a consent form in advance of staff being able to administer any medication.

All children who are ill from vomiting must stay home and must not return to school for 48 hours following the last symptoms. If your child has specific medical needs, please discuss this with the school.

## Physical Education and Games

**A full and equal opportunity is given to all pupils to participate in all sporting activities.**

Physical Education is taught in lessons with equal emphasis on gymnastics, dance, games and athletics. Children are expected to come to school in PE uniform on days where they have PE lessons, dressing appropriately for PE - T-shirt, shorts or joggers and suitable footwear.

Dance and gymnastics usually take place in the hall; athletics and games usually take place on the playing field or the yard.

The children in year 4 attend swimming lessons during the year at Fairwater Swimming Pool.

The school has a netball and a football team that practice after school. The teams play regularly against other schools. The school participates in the Urdd sporting competitions every year as well as other local competitions. The school also has a weekly sports club.



## Extra curricular activities

**The school hopes to ensure the co-operation and support of all parents with the extra-curricular activities arranged. A wide range of activities is offered e.g. Sports club, performing arts club, Urdd, ICT, STEM club, Minecraft and dance to all pupils.**

Parents are asked to ensure that arrangements are made to collect their children at the appropriate time. Information regarding after-school are shared at the beginning of term. Additional information can be found on the school website.



## School Uniform

**The school has an official school uniform and all children are expected to wear the uniform every day. Wearing school uniform leads to a pride in the school and supports us to set and maintain high personal and academic standards.**

The school colours are blue and grey, and the school uniform can be ordered direct from the suppliers - YC Sport, Whitchurch.

### The uniform:

Grey skirt or trousers

Pale blue polo shirt

Navy sweatshirt or cardigan

Shoes should be dark in colour.

Jewellery, other than a watch and stud earrings, are not allowed.

You will be notified on which days your child will have P.E. lessons. On these days, pupils will need dark coloured shorts and a pale blue T-shirt.

Please ensure that your child's name is on every piece of clothing worn to school.

## Security

**There are security locks on all external gates and doors. To gain access to the school site, all visitors must use the intercom to request access. Clear signs direct visitors towards the school's main entrance and all visitors should report first to the school office.**

Dogs are not allowed on the school ground.

Smoking is not allowed on the school grounds.

## Safeguarding Procedures

**All members of staff are responsible for the safeguarding and protection of all children who attend the school.**

Mrs Helen Sharkey (Headteacher) is the Designated Senior Person (DSP) for safeguarding and child-protection. In her absence, Miss Alaw Hughes or Mrs Wendy Owen are responsible. The Designated Governor for Child Protection is Mrs Sara Brown. All can be contacted on 029 2081 0489.

All school staff receive annual training in safeguarding and child protection. Where concerns arise, the staff will refer to the Designated Senior Person (DSP) in the first instance, or to the Deputy DSP in her absence. Staff will refer to the county's safeguarding officers where advice or further support is needed.

Where parents have concerns relating to any aspect of their children's well-being, they should contact the school to discuss. Where there are concerns relating to child protection, contact should be made with Mrs Sharkey immediately. Any safeguarding concerns relating to the Headteacher should be raised with the Chair of Governors, Dona Lewis.

The school's Child Protection and Safeguarding Policy is available on the website and from the school office.

## Home and School Contact

**The school communicates with parents and guardians using a text system and email. We share picture of daily class and school activities with parents on SeeSaw, Google Classrooms and Instagram. These are updated regularly.**

Information regarding important dates are regularly sent out to parents and guardians and our online calendar is updated regularly on the school website.

We produce weekly newsletters to inform parents of school activities. This includes important information and dates and is an opportunity to share news and successes with our school community.

The school has a very busy and supportive Parent and Teacher Association (PTA), which organises various activities for the parents and children of the school. You will be informed of the meetings by letter, email or text messages.

Any parent who wishes to discuss any aspect of their children's education with a member of staff can arrange to do so by contacting the school office to leave a message for their class teacher or Headteacher.



# Charging Policy

School Governing Bodies are required to produce a policy regarding charging for school activities. The aims of the policy are to:

- maintain the right for free education
- ensure that school activities are available to all pupils, irrespective of the ability or willingness of parents to contribute towards the cost. It is emphasised that there is no statutory requirement to charge for education or relevant activities, but Education Authorities and Governing Bodies are given the right to charge for some activities when required.
- confirm the rights of Authorities and Schools to invite voluntary contributions, which will benefit the school, or in support of any activity arranged - whether during or after school hours.

## Payments

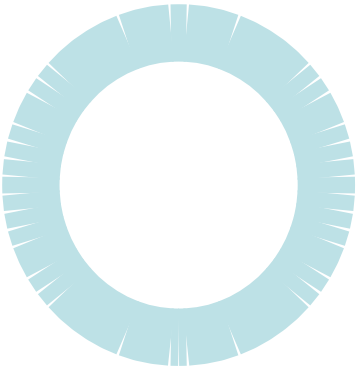
Money in payment for educational visits etc. are made via [www.parentpay.com](http://www.parentpay.com).

# Breakfast and After School Club

A free breakfast club is provided daily and the purpose of the club is to provide a nutritious breakfast for the children.

The club is open between 8.15 and 9.00am. Children must register before being able to access Breakfast Club. If you wish to register your child in the club, please contact the school.

The “Fun Station” company host an after-school club on school site, 5 days per week. The club is open between 3.30pm and 5.25pm. For further information, please contact the school office.



# Educational Visits

Educational visits can be beneficial to support and enrich our pupil’s curriculum and educational experiences. When arranging visits to locations outside school, we ensure that experiences are meaningful to the education of our pupils.

**places outside the school.**

At times, additional costs can be associated with educational visits, e.g. for transport or admissions costs. We are aware of the financial burden on parents and the school will ensure that costs are kept to a minimum. There is no compulsion on any parent to contribute to these activities. If parents choose not to contribute, the Headteacher has the right to cancel the activity if the cost becomes unreasonable.

# Residential Visits

When school activities require children to spend one or more nights away from home the school is entitled to charge for food and accommodation.

As with the other activities if the school feel that the cost of holding these visits is too much of a burden on the school budget, the school has the right to cancel the visit.



# Complaints Procedure

The Local Education Authority has established a procedure to consider complaints concerning the way schools’ Governing Bodies and the Education Authorities act in relation to the school’s curriculum and other related matters.

This procedure is available in a document available from the County. A copy will be available to any parent seeking to make a complaint under these arrangements. The complaints procedure is also available on the school website.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Head teacher. In the first instance, make an appointment to discuss any complaints with the Head teacher and also to view any curricular related documents.

# Term Dates 2026-2027

| TERM        | START                          | START OF HALF TERM           | END OF HALF TERM              | END OF TERM                   |
|-------------|--------------------------------|------------------------------|-------------------------------|-------------------------------|
| Autumn Term | Tuesday<br>1 September<br>2026 | Monday<br>26 October<br>2026 | Friday<br>30 October<br>2026  | Friday<br>18 December<br>2026 |
| Spring Term | Monday<br>4 January<br>2027    | Monday<br>8 February<br>2027 | Friday<br>12 February<br>2026 | Friday<br>19 March<br>2027    |
| Summer Term | Monday<br>5 April<br>2027      | Monday<br>31 May<br>2027     | Friday<br>4 June<br>2027      | Tuesday<br>20 July<br>2027    |



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