



*Ysgol Gynradd*

**Garnteg**

*Primary School*

PROSPECTUS 2025/2026

Live, Learn, Succeed Together

Climb to Sparkle

# Ysgol Gynradd Garnteg

## Garnteg Primary School

Hillcrest

Garndiffaith

Pontypool

Torfaen

NP4 7SJ

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Headteacher: Mrs S Roche

Chair of Governing Body: Mrs A Skyrme



# GARNTEG PRIMARY SCHOOL

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# WELCOME TO OUR SCHOOL

Garnteg Primary School is situated on the outskirts of the town of Pontypool in the borough of Torfaen, South Wales. The school was built in 1995. The school has very strong links with the local community and is a vibrant and exciting place to work and learn, serving the area of Garndiffaith and Abersychan. Our policies and practices are informed by Torfaen County Borough Council and are ratified by our board of Governors. The governing body represents the Local Authority, local community, parents and staff.

We endeavour to ensure that we provide opportunities for all pupils to have an enjoyable, flying start, filled with new experiences. Pupils explore learning in a variety of ways, both indoor and outdoor, being exposed to the wider community. They are engaged and challenged in their learning using a range of teaching strategies, skills and up-to-date learning resources. We create a communal family in which everyone feels safe, included and welcomed. We promote healthy values and ethos, encouraging pupil participation in a range of activities, providing a wide variety of support for pupils and their families. All children are exposed to the same opportunities and encouraged to become enterprising individuals.

At Garnteg Primary we are very proud to be a Pioneer school, supporting the Welsh Government in creating a new curriculum for Wales. As part of our pioneer journey we have developed our own personalised curriculum in conjunction with pupils, staff and governors called 'Climb to Sparkle'.

We are passionate in our belief that school should be about more than just academic achievement. We work together to develop ambitious, capable learners who are ready to learn throughout their lives and be citizens of Wales and the world.

**We hope that you find all the information you are looking for in this prospectus. Please feel free to contact the school with any queries you may have. Thank you!**

**Diolch and croeso!**

**Mrs S Roche and SLT team at Garnteg**

# SCHOOL VALUES & ETHOS

*Garnteg Primary school creates successful learners who take pride in their community. They are exposed to a range of learning opportunities and valuable experiences that allow them to be ambitious, enterprising and respectful individuals who 'Climb to Sparkle' together to grow in every way.*

**S**uccess

**P**ride in the community

**A**mbitious

**R**espectful

**K**inaesthetic

**L**earning

**E**nterprising

At Garnteg:

- \* We provide opportunities for all pupils to have an enjoyable, flying start, filled with new experiences.

- \* Our pupils access a variety of experiences including sport, play and cultural differences.

- \* We promote healthy values and ethos, encouraging pupil participation in a range of activities, providing a wide variety of support for pupils and their families

- \* All children are exposed to the same opportunities and encouraged to become enterprising individuals
- \* We create a communal family in which everyone feels safe, included and welcomed
- \* Our pupils explore learning in a variety of ways, both indoor and outdoor, being exposed to the wider community.
- \* We celebrate a range of races and cultures, producing respectful, well-rounded members of the community



**C**reative, collaborative

**L**earning using:

**I**nvestigative and ICT skills to

**M**otivate us to

**B**elieve in ourselves

# Staff & Governors

## Senior Leadership Team

Mrs S Roche – Headteacher

Mrs C Jones – Deputy Headteacher

Mr A Phillips – Key Stage 2 Leader

Mrs S Parker-Evans – Curriculum Co-ordinator

Mrs K Ngwenya – Curriculum Co-ordinator

Miss S Brooks - Foundation phase leader

Mrs E Messore- ALN Co-Ordinator/foundation phase leader

### Teaching Staff

Mrs H Lee

Mr E Key

Miss J Bones

Mrs S Attewell

Mrs A Phillips

Miss M Dalton

Mrs C Lewis

Mrs N Rogers

Mrs E Messore

Mrs D Emanuel

Miss Z Williams

Mrs S Parker-Evans

Mr A Phillips

### Support Staff

Miss B Howat

Mrs H Darmanin

Miss S Gilbey

Mrs N Safdar

Miss L Freeman

Miss G Gibbon-Mitchell

Miss F Parry

Mrs S Parfitt

Miss S Cox

Mrs N Underwood

Mrs C Cox

Mrs P Richards

Miss K Edwards

Miss S Parry

Mrs R Saunders

Miss C Jones

## Office Manager

Mrs L Mayley

## Support Officers

Mrs H Huxley/Miss C Jones

## Site manager

Mr Craig Titchener

## Governing Body

Chair – Mrs A Skyrme

Mrs S Roche

Miss J Bones

Mrs S Shrigley

Mrs L Mayley

Mrs N Phillips

Mrs C Jones

Mrs C Watkins

Miss L Sparkes

Mrs K Ngwenya

Mrs C Carr

Mrs C Barnard

Mrs L Clarkson

Pastor Funnell

Mr G Bowman

# SCHOOL TERM & HOLIDAY DATES

2025 – 2026 Academic Year



*Garnteg Primary School is an inclusive, nurturing community where pupils thrive. Staff know the pupils very well and support them to develop strong social and emotional skills. As a result, nearly all pupils' behaviour is exemplary, and they are respectful and kind towards each other, staff and visitors. They are very proud to be a part of the school community, where they feel safe, secure and cared for.*

*Estyn May 2025*

## School Term and Holiday Dates – 2025/2026 Academic Year

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Monday 01.09.25	Monday 27.10.25	Friday 31.10.25	Friday 19.12.25
Spring	Monday 05.01.26	Monday 16.02.26	Friday 20.02.26	Friday 27.03.26
Summer	Monday 13.04.26	Monday 25.5.26	Friday 29.05.26	Friday 20.07.26

# SCHOOL INFORMATION

A free breakfast club is held in the school hall from 8.20 – 8.50am.  
Please fill in a form at the main school office

of a school office.

identity and nature of business will be checked.

Please note access to school site is for disabled badge holders only, this ensures the safety for pupils and staff.

## Operational Times – Morning

8.00am – 8.30am staff only

8:20am-8:50am Breakfast club pupils only

8:45am - 9:00am-pupils entry

Both school gates will be open at 8:45am for pupils to attend and this will ensure pupils are in class for their registration at 9:00am. The staff will meet pupils at the school gates.

## Late Arrivals

If pupils arrive after 9am they will need to enter via the main office and for younger children, they will be brought in by parents or carers. Parents and carers are required to walk the children down to school site into the main school reception area. It is important that this procedure is complied with as the child will need their mark and lunch time choice of menu.

Both school gates will be open at 8:45am for pupils to attend and this will ensure pupils are in class for their registration at 9:00am.

## Communication

Staff will be available in the morning on top and bottom gates to take messages that will be passed on to relevant staff.

## Operational Times-Afternoon

At the end of the school day pupils will be collected from both main and bottom gate areas from 3.15pm. Please inform your class teacher which gate your child will be collected from. If you require someone else to pick up your child from school, please complete the regular contact collection form and inform staff on the gate in the morning, we will not be able to release pupils due to safeguarding if we have not been informed. The office will be unable to replay messages in the afternoon.

## Parking

Please be mindful of local residents when parking and waiting in your cars at home time, we encourage our pupils to walk/scoot/bike





to school whenever you can. We offer Parking at the local Millennium Hall which is just a short walk please use this rather than parking on an already busy road.

### SCHOOL SECURITY

All external doors to the school building are locked from the inside during lesson times. All visitors report to reception and are addressed via intercom. During playtime three staff members supervise children on the school playgrounds. The school grounds are monitored by CCTV. Images are being monitored and recorded for the purposes of crime prevention and public safety. The scheme is controlled by Torfaen County Borough Council.

## School Uniform

**It is the school's expectation that all pupils attending the school wear school uniform.**

The school has a school uniform that consists of:

- Grey/black trousers/grey/black skirts/pinafore dresses
- White/ red poloshirts
- Red cardigans/jumpers/sweatshirt
- Shoes, suitable trainers

*Footwear not suitable for school, eg. Heeled shoes and strappy sandals, which are potential safety hazards, will be discouraged.*

- Girls' red and white check dresses for summer
- Boys/girls grey or black shorts for summer

*Jewellery of any type is discouraged because of the danger to the wearer, their friends and because of its security. If children must wear earrings to school they must be restricted to one pair of the 'stud' type earring. These must be removed prior to PE to minimise the risks to themselves and to others. Children whose ears are in the healing period following piercing will need to provide medical tape to cover the ear lobe during PE. Parents have co-operated 100% in this matter, and we should be grateful for similar support from parents of new pupils.*

All school uniform is available from:

- Ruck um Maul sports, unit 27 North Pontypool park, Pontnewynydd, Pontypool.
- NP4 6PB - 01495 769467 [www.ruckummaulsports.shop](http://www.ruckummaulsports.shop)
- Pretty Miss, 7-9 The Arcade, Cwmbran – 01633 484408
- [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

**With the same uniform being worn by all the children – please ensure that all your child's clothing and equipment are name labelled.**

## PE Kit

Suitable clothing for PE is essential. PE and games appropriate clothing and footwear to be worn.

Clothing for educational gymnastics and dance

Girls: T shirt / school polo shirt and shorts

Boys: Shorts/t-shirt

*All work in the hall will be carried out in bare feet except where parents request otherwise, perhaps because of a foot infection. Should this be the case, trainers or plimsolls should be worn.*

Clothing for games and skills lessons

Boys and girls: T shirt / school polo shirt, shorts Tracksuits for cold days

Plimsolls/trainers/football boots, where appropriate



## School Trips and Visits

**At Garnteg, educational trips and visits play an integral part in our learning. Visits are planned at the start of each new topic as an exciting start to our learning, as well as when further opportunities arise throughout the year. Trips are linked to the context of what we are learning at school to help the topic ‘Come Alive’ and support our learning in the classroom.**

**All trips are fully risk assessed by staff before the visits take place.**

**Trips include:**

**St Fagans**

**Noddfa Church**

**Big Pit**

**Coastal Schools**

**School tournaments**

**Each year, Y6 pupils go on a Residential Visits providing pupils with the opportunity to take part in new experiences, develop new friendships and experience being away from home. Over the last few years, pupils have visited places such as, Liverpool, Coalbrookdale and London for their residential visits.**

**All trips are to be paid via the online system civica pay. You will receive an email from the school office with your child’s unique code to register on the system.**

# CLIMB TO SPARKLE CURRICULUM

At Garnteg we are proud to be part of creating a new learning curriculum in Wales. The aim across Wales is to see schools as learning organisations. We have been given the exciting opportunity to Pioneer a 'Curriculum for Wales' The National Mission. This means we are providing our learners with authentic, holistic opportunities within their learning. We aim to provide learners with a range of 'real life' opportunities that will be enjoyed thoroughly. Through pupil voice, pupils engage in the planning and evaluation of their learning across all Areas of learning Experiences (AoLEs).

These include:

- **LANGUAGE, LITERACY AND COMMUNICATION** - which includes Literacy, Welsh language as well as engagement with Modern Foreign Languages further on in the school.
- **MATHEMATICS AND NUMERACY**.
- **SCIENCE AND TECHNOLOGY** – developing Science, Design Technology, ICT and STEM opportunities.
- **EXPRESSIVE ARTS** – Music, Drama and Art
- **HEALTH AND WELLBEING**
- **HUMANITIES** – Geography, History and RE



Alongside these Areas of Learning and Experiences (AoLEs), we aim to develop the Core Purposes within learning. Within the new curriculum there are four Purposes aimed at developing the pupils for their future ventures and opportunities.

The aim is for our children to become:

- Healthy, Confident Individuals
- Enterprising, Creative Contributors
- Ambitious, Capable Learners
- Ethical Informed Citizens

These purposes will be shared with the pupils regularly and available around the school for reference.

Our pupils feel the 'Curriculum for Wales' has so far...

*I really like that we get the chance to explain what we would like to learn. Our ideas get listened to and used to help the planning of our lessons – Oscar Year 6*

*It is really good being put in a curriculum team because I get to around the school and see what other children would like to learn and let their teachers know – Alivia Year 6*

*Being able to plan our own topics makes them more engaging for me and helps me be more confident in lessons- Connor Year 6*

*I like being able to speak to visitors as it gets me confident in speaking out loud and presenting and introduces me to people like the community council. This helps me become an ambitious capable learner – Matilda Year 6*



# Curriculum for Wales 2022

At Garnteg Primary school we believe that all learners can be successful if they are exposed to a range of learning opportunities and valuable experiences that allow them to be ambitious, enterprising and confident individuals who 'climb and sparkle' together to grow in every way. We provide all learners opportunities to have an enjoyable, flying start with new and authentic experiences. At Garnteg we celebrate all races and cultures ensuring our learners are respectful, ethically informed members of their community.

## Aims

At Garnteg we believe that pupils learn best when they explore learning in a variety of ways, both indoor and outdoor and by being exposed to the wider community. We provide rich and authentic learning environments for all our learners and encourage them to share their views and ideas, promoting engagement in learning and ensuring our pupils develop lifelong skills.

Through our teaching we aim to;

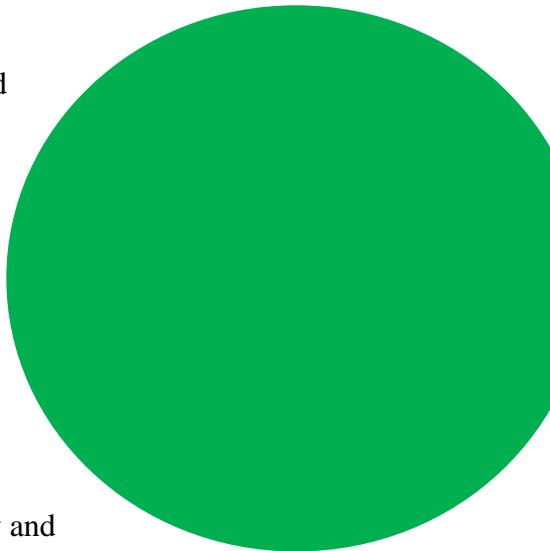
- Provide rich and authentic learning experiences which support and challenge our learners appropriately
- Provide learners with opportunities to practise and refine skills they have learned
- Encourage children to become independent, confident, ambitious learners through personalised learning experiences
- Effectively support and challenge learners, meeting their individual needs through the use of resources, support and environment
- Utilise new technologies across the curriculum enabling learners to be digitally competent and equipping them with skills for their future lives
- Ensure learners feel they are a valued member of their community and encouraging them to develop respect and understanding for the ideas, feelings and values of others

***The world is changing. There are lots of new challenges that will need new technology and new ideas. The Welsh Government wants pupils to have the knowledge, skills and experiences they will need to succeed, so the curriculum is changing.***

Curriculum isn't just about what pupils learn. It's also about how they learn and the reasons why they learn. The new curriculum will be a journey of knowledge, skills and experiences.

**It's designed by teachers.**

They will plan the lessons and learning that will help pupils be ready for their future. They will work with other schools and have guidance which other teachers have written to help them.



### **It's built for all children.**

The new curriculum will support pupils through creative lessons that have real-life meaning. It will help pupils to reflect and think about what they have learnt and move forward.

### **It's made for a fast-changing world.**

The world is more connected so the subjects pupils learn will be more connected too. Knowledge is still really important, so the new curriculum will give them the skills and opportunities to grow.

*This information was taken from the Welsh Government Booklet 'Let's Get Started: A New Curriculum in Wales which can be found on our website here:*

<http://www.garntegprimary.co.uk/climb-to-sparkle-curriculum/>

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***"The school's provision for pupils to acquire and apply their literacy, numeracy and digital skills is outstanding." – Estyn 2025***

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## **Assessment & Progression**

At Garnteg we strive to provide meaningful feedback to pupils through assessment and progression across all areas of learning. Pupils receive regular feedback to assess their understanding, this includes correction of spellings and grammar as well as forward feeding questions that will assess their understanding. Teachers regularly celebrate pupil achievements and assess understanding across all Area's of learning and experience termly, pupils then receive targets to move their learning forward. Pupils have opportunities to regularly assess their own learning through our 'climb to sparkle' curriculum, they can respond to their tasks with a ladder (further understanding required) a rocket (they're starting to grasp it) a star (understanding is fully embedded). Pupils will be given opportunities to self mark and peer mark their work- this shows a deeper level of understanding still. The assessment and progression of learners will be shared termly with families through parents evenings and reports.

Parents & carers also receive three reports each year (please see below).

These will allow you to track the progress and development of your child. These reports will come alongside three parent evenings across the year where you can speak to your child's teacher about the progression of your child and next steps and look through their current learning books.

**Garnteg Primary School**  
**End of Year Report**

Name:

Year Group:

Class Teacher:

Date:

## Progress and Standards

Subject	End of year Targets 2023-24
English: Oracy	
English: Reading	
English: Writing	
Maths	
Personal Social Emotional	
Reading Age	
High Frequency Words	

Teacher

Signed (SLT):

**Attendance:** Actual      Expected national level 95%

## New Curriculum for Wales: Progression Steps

<b>Progression Step 1</b> Working Within	<b>Progression Step 2</b>	<b>Progression Step 3</b>	<b>Progression Step 4</b>
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## Areas of Learning and Experience

**Language Literacy and Communication - (English, Welsh, and Modern Foreign Languages)**  
Target for next term:

**Mathematics and Numeracy**  
Target for next term:

**Science and Technology- (Science, DT, ICT)**  
Target for next term:

**Health and Wellbeing**  
Target for next term:

**Expressive Arts (Art, Drama and Music)****Target for next term:****Humanities (History, Geography and RE)****Target for next term:****General Comments**

Your teacher next year will be

Signed (Class Teacher):

**Acknowledgement/ Response**

Please acknowledge that you have received Child's Name report by signing this page and returning it to Class Teacher

Parent's Response:

Children's response:

## **SPORTING AIMS, AND PROVISION FOR SPORT**

The school aims to give opportunities for children to develop sporting skills both within the curriculum and beyond. A high-quality physical education curriculum inspires all pupils to succeed and excel in competitive sport and other physically demanding activities. It provides opportunities for pupils to become physically confident in a way which supports their health and fitness, which in turn, encourages them to lead healthy, active lives. This includes partnerships with clubs and attending sporting events in the local and wider community. A wide range of activities and experiences are available not only during PE sessions, but during after school clubs as well. This includes use of our 'state of the art' full size climbing wall in our school grounds.



## SEX & RELATIONSHIP EDUCATION

Sex & Relationship Education at Garnteg follows the guidelines issued by the National Assembly for Wales and Torfaen Education Authority. Children have an entitlement to Sex & Relationship Education that is relevant to them and supports learning about different faiths and cultures. Through Sex & Relationship Education teaching we aim to help our children to understand the physical and emotional changes during puberty, conception, pregnancy and birth. The school's programme is agreed by the governing body and is available for parents to see upon request.

*More information can be found at our website here:*

<http://www.garntegprimary.co.uk/media/1496/growing-up-booklet-2018.pdf>

## RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

In line with the 1988 Education Reform Act, which states that collective worship should be 'wholly or mainly of a broadly Christian character', our assemblies are based on the teachings of Christ and traditions of the Christian Church. However, we conduct our assemblies in a manner that is sensitive to the individual faith and beliefs of all members of the school.

While the majority of acts of worship in our school are Christian, we also hold assemblies that reflect other religious traditions and cultures that are represented in the school and the wider community. Pupils also explore other religions and cultures in the classroom through Religious Education. Religious Education is a statutory part of the new Curriculum for Wales. It forms part of the Humanities Area of Learning and Experience as Religion, Values and Ethics.



We  
have created  
Language Charter)

*"Pupil behaviour is exemplary and is demonstrated through care to one another." - Estyn May  
2025*

The main aim of the charter is to create an increase in the children's social use of Welsh; to inspire children and young people to use Welsh in every aspect of their lives so that:

They are confident in using their Welsh language skills

Foster positive attitudes towards the Welsh language

Increase the use of the language inside and outside the school.

All members of the school community - the pupils, the school council, the staff, the parents, the governors and people in the wider community – are all asked to contribute to this

At Garnteg, all pupils and staff are encouraged to use Welsh in a variety of contexts throughout the day including registration, assemblies and playtimes. This is on top of the everyday Welsh used in the classroom and throughout their lessons.

We see a Welsh ethos being an integral part of the school day with pupils and by embedding Welsh across learning, and fostering a bilingual ethos, pupils will benefit from more meaningful Welsh language learning and be enthusiastic about Welsh language and culture.

The Criw Cymraeg focus on the use of Welsh throughout the school using the Cymraeg Campus. The school has achieved its Bronze award and is currently working towards the Silver Award.

As well as the work within our classrooms, the school celebrate Welsh language and culture by:

- Holding its own school Eisteddfod
- Taking part in the Pontypool Eisteddfod
- Involvement with the Urdd including taking part in sports competitions and the Urdd Eisteddfod
- Holding Dydd Miwsig Cymru each year
- Celebrating Welsh personalities and culture
- Weekly Welsh Assemblies



# ADDITIONAL EDUCATION NEEDS PROVISION



*ALN in Wales is currently undergoing changes and a new ALN Bill was implemented in Schools in January 2022 and will brought into force over a 3 year period, with changes currently being made in Nursery, Year 1, year 3 and year 5. In response to this there will be changes in some of the terminology that is now used. Under the new Bill Learners who have needs that are additional to or different from those of others the same age will be considered as having an additional learning need or ALN.*

Pupils who were previously placed at Early Years/School Action now receive Universal Provision within the classroom. Universal provision includes using resources and methods to support learning and develop independence such as visual timetables, vocabulary prompts and number squares. Pupils previously placed at Early Years/School Action Plus, now receive Targeted Provision, Pupils who receive targeted provision will be supported by an Additional Learning Plan (ALP) and may have a one page profile. Advice from specialist outside agencies and the views of parents may be used to inform these plans and profiles. Pupils with complex and highly complex needs may be recognised under the terms of the new Bill to have an ALN. They will have an Individual Development Plan (IDP) or Statement of Special Educational Needs, they receive specific support from a member of the Support Staff Team within the school based upon the requirements set out in their statement/ IDP and advice from outside agencies such as speech and language, 21 PLUs and the Hearing Impaired Service. Some children will require a bespoke or modified timetable to support their needs.

During the year some pupils may receive support from the Educational Psychology Service, Torfaen Outreach, the Specific Learning Difficulties service, Speech and Language Service, the Educational Service for the Hearing Impaired and Visually Impaired, 21 PLUS, occupational therapy and physiotherapy.

The school's team of support staff work with pupils on the ALN register throughout the school as well as supporting groups and individuals within classrooms. During the year pupils can move from Universal to Targeted provision or vice versa following reviews and assessments by outside agencies.

## THRIVE APPROACH

At Garnteg Primary we are adopting a whole school approach to "Thrive". Thrive supports children with their emotional health, well-being and social skills, all of which are needed for learning to take place. Thrive is based on up to date brain science and research into child development and helps staff in school to adapt their approach to individual children to build self-esteem, well-being and positive behaviour.

The Thrive Approach begins with a whole class, computerised screening, where teachers answer a series of questions about each child in the class. The computer programme then identifies any children who would benefit from a more detailed assessment, which in turn suggests ideas, activities and strategies to support the individual child. You can find out more about Thrive at [www.thriveapproach.co.uk](http://www.thriveapproach.co.uk)

We believe that this approach can be of a huge benefit to all our children and so we are informing all parents and carers that we will be carrying out whole class Thrive Screening. We will of course let you know of any concerns revealed by the screening and you will be fully consulted and involved in any follow up activities. Sometimes it may be useful to share the results with other agencies, for example our Educational Psychologist or Behaviour Advisor so we ask your permission for this too.

**The school's extensive provision for the care, support and guidance of pupils is highly effective – Estyn 2019**



# VALUES BASED CURRICULUM

A values based education is used by the children and adults at Garnteg Primary School. Values Education gives a consistent approach to moral education. We explore the twenty two values taught through the school to teach the children perseverance, resilience and a positive attitude to embrace the challenges ahead of them. Without children having these values taught to them, and demonstrated to them in their everyday lives at school and home, how can they grow up to be citizens of the future?

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*“Values Education has the power to transform schools; their staff, children and culture.”*

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At Garnteg we aim to introduce positive values into the classroom and be positive role models to all members of the school community. The values are woven into the curriculum and used in the life of the school. The basis of these values is that what you wish done to yourself you should do to others. The care, nurture and valuing of both pupil and teacher are vital for the well-being and success of the school.

Below are the twenty two values:

<i>Appreciation</i>	<i>Caring</i>	<i>Co-operation</i>	<i>Courage</i>	<i>Freedom</i>	<i>Friendship</i>
<i>Happiness</i>	<i>Honesty</i>	<i>Hope</i>	<i>Humility</i>	<i>Love</i>	<i>Patience</i>
<i>Peace</i>	<i>Quality</i>	<i>Trust</i>	<i>Responsibility</i>	<i>Simplicity</i>	<i>Tolerance</i>
<i>Unity</i>	<i>Respect</i>	<i>Understanding</i>	<i>Thoughtfulness</i>		

## THE SIX PRINCIPLES OF NURTURE

At Garnteg we follow the ‘Six Principles of Nurture’ with the aim to improving the mental health and wellbeing of our pupils and removing barriers to learning by promoting nurture in education.



# SCHOOL ADMISSIONS

Children are accepted into the school in the Autumn Term (September), provided they are 3 years old before the 31st August.

**Parents of out-of-catchment children who wish their child to attend Garnteg should apply to:**

**Pupil Services Section  
Torfaen County Borough Council  
Tel 01495 766915 Email [school.admissions@torfaen.gov.uk](mailto:school.admissions@torfaen.gov.uk)**

During May, a letter of invitation is sent to all parents of children who will be starting school in September.

On this occasion, parents and children visit the school, during which time the children experience play activities in the nursery and reception classrooms. Meanwhile, parents attend a meeting in the hall.

Reception class teachers visit the Nurseries in the area, to meet all the children who will be starting school in September. These visits take place prior to our induction afternoon.

Dates of all the visits are circulated via playgroup notice boards or post.

All new pupils are welcome to spend a day session with us prior to taking up their placement.

Children attend school for the full day from the beginning of term unless special arrangements have been made.



# ABSENCES & ATTENDANCE

It is inevitable that there will be times when your child will need to be **absent** from school. It may be because of a visit to the doctor, dentist, opticians, etc. Whilst we would ask that, where possible, most of these appointments are made **outside school hours**, we acknowledge that in certain circumstances it is not possible. At these times, it will be **necessary to inform the school** prior to the appointment, by writing or telephoning. This absence will be **authorised** but will still affect pupil's overall % attendance. If you are picking a child up for an appointment then medical letters or cards need to be shown.

Should your child be absent through illness, please **telephone** on 01495 742934 or email school office on [garntegschool.office@torfaen.gov.uk](mailto:garntegschool.office@torfaen.gov.uk) and inform school on the **morning of absence**. These absences will be authorised except where consistent absenteeism gives cause for concern. Parents will be contacted in such cases.

If the school is not informed you will be contacted by the school. If we do not receive a response to a message or letter the absence will be recorded as unauthorised for your child and the Education Welfare Officer will be informed and may subsequently contact you. It is Torfaen and Welsh Assembly policy that **all** absences must be accounted for.

Persistent absences from school, or absences not deemed appropriate, such as - shopping, visiting family, birthdays, etc. will be **classified as unauthorised**. The number of unauthorised absences from school will appear on your child's report. Letters are also sent to parents where attendance falls below 90%. This is part of our ongoing commitment to communication.

## Holidays in Term Time

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 Days	2 Weeks	45 Lessons
90%	19 Days	4 Weeks	95 Lessons
85%	29 Days	6 Weeks	145 Lessons
80%	38 Days	8 Weeks	190 Lessons
75%	48 Days	10 Weeks	240 Lessons
70%	57 Days	11.5 Weeks	285 Lessons
65%	67 Days	13.5 Weeks	335 Lessons

Should you wish to take your child for a **family holiday** in school time then a **letter requesting absence** from school should be forwarded to the Headteacher. Torfaen LA has agreed that no holiday absences should be authorised unless in **highly exceptional circumstances**. The school has a copy of this letter and it can be found in the main reception area of the school. Where your child has a poor attendance record, permission for absence



will be refused and termly meeting with the Educational Welfare Officer will be arranged for pupils who fall **below 90% attendance**. **The name of the school Educational Welfare officer is Katie Daniel**

### **Late pupils**

#### **Pupils who arrive after 9:30am**

Please note if your child arrives after 9.30am your child will receive an **unauthorised** mark for that session and this will bring your child's attendance over the year down. Lateness is also monitored by the school education welfare officer.



*"A positive, nurturing environment where pupils thrive." – Estyn May*  
2025

# Child Protection Information

***Everyone at Garnteg Primary School and in the education service plays a part in keeping children and young people safe from harm and abuse. Creating a safe learning environment, identifying pupils who are suffering or at risk of harm and then taking appropriate action, are vital to ensuring children are safe at home and at school.*** A full copy of the Safeguarding and Child protection policy is available by request from the school office

Garnteg is a professional, caring environment. All staff make safeguarding their primary responsibility. There will be times where it is necessary for the Child Protection Officer, Mrs S Roche, to make a child protection referral to Torfaen Social Services. For parents /carers this may be an anxious and upsetting time. All referrals made by the school will aim to inform parents/carers at the time of the referral is made. However, there may be occasions where parents/carers will not be informed. Please contact Mrs Roche if you have any questions or concerns

## **Aims:**

- To provide a safe and secure educational environment for pupils attending the school and to ensure that existing procedures reinforce our stated aims of affording pupils 'dignity and a sense of self-worth'.
- To create procedures within Garnteg Primary School that recognises the requirements of the Torfaen County Borough procedures for Child Safety (2001-2) And Safeguarding Children in Wales Procedures 2008.

## **A General Definition of Abuse:**

- Emotional - Making a child feel unwanted, ugly, worthless, guilty, unloved
- Physical - Being physically violent to a child
- Sexual - Exploiting a child sexually
- Neglect - Failing to provide the things needed for a child to grow

## **We have a number of measures in place to help protect your child:**

- Staff who have been trained to identify signs of abuse including what to do if they or someone else is worried about a child
  - A designated teacher responsible for dealing with child protection procedures for checking on staff before they are allowed to work with children
  - A child protection policy which includes procedures to be followed if a teacher or other member of staff is accused of harming a child

Child Protection provides advice to schools and others on their responsibilities in relation to child protection.

School staff will listen to and work closely with parents to make sure your child feels safe and protected in the school environment. If you suspect that a child is being

**Please remember that all staff at Garnteg Primary School have a duty of care to report a Child Protection concern to Torfaen Social Services department, we act on behalf of all our children to keep our children safe.**

**Garn teg Primary School is committed to equality, including racial equality, for all members of the school community. The school promotes a positive and proactive approach to valuing and respecting diversity, and will not tolerate racial harassment of any kind.**

abused, you should report it to police or local social services. If you work in a school, you should tell the designated teacher responsible for child protection. They will take the appropriate action based on procedures set out by the local authority and local safeguarding children board, notifying the authorities where it is required. Once the authorities are notified, they will decide the best way to proceed. The school's role is then limited. School staff will not take part in an investigation, though they may be called on to supply information. They may also be asked to provide additional support for the child or young person.

## **Child Protection Procedures at Garn teg Primary School**

### **ALL INCIDENTS INCLUDING STAFF MEMBERS SHOULD BE REPORTED TO:**

The named child protection officer

**1. Mrs S Roche Headteacher**

### **IN THEIR ABSENCE ALL INCIDENTS SHOULD BE REPORTED TO**

The Deputy Named Protection officers

**2. Mrs C Jones Deputy Head Teacher**

### **IN THEIR ABSENCE OR AGAINST A SLT/HT ALL INCIDENTS SHOULD BE REPORTED TO:**

**4. Mrs A Skyrme Chair of Governors**

**5. The Child Protection Officer for Torfaen is Mr J Tushingham - 01495 766941**

**6. Torfaen Social Services REFERRAL UNIT - 01495 762200**

## **Diversity and Equality**

## PUPILS WITH DISABILITIES AND STRATEGIC EQUALITIES

Garnteg Primary School does not discriminate on grounds of disability. The school is **accessible to all** and there are no barriers to assessing a full curriculum. The school has an accessibility plan in place. A policy statement on bullying has been and is available to all parents. A full copy of the schools policy and procedures is available from the school. All schools in Wales have been required by the Welsh Assembly Government to publish Equality Objectives and a Strategic Equality Plan to ensure that equality is promoted appropriately at school. In developing our objectives we are undertaking a consultation process with all major stakeholders.



### **Strategic Equality Plan and areas of action at Garnteg Primary School**

1. Publish and promote the schools' Strategic Equality Policy (SEP) developed in line with the Equality Act 2010 through the school community.
2. Reduce the poverty for pupils achieving More Able Provision
3. Reduce the Gender gap performance in Literacy and numeracy at Key Stage 2
4. Improve outcomes in attainment and education provision levels for Looked after Groups of learners in Literacy and numeracy.

## **ANTI - BULLYING**

At Garnteg Primary School we take incidents of bullying very seriously and seek to resolve these incidents immediately. We are a KiVa school and KiVa lessons are taught throughout the year. The KiVa curriculum (student lessons and online games), are directed at all students and focus mainly on preventing bullying. We use the KiVa procedures when a bullying case has emerged and have a KiVa anti-bullying team made up of pupils and staff. Children who bully will be disciplined and the help of the parents enlisted. A policy statement on bullying has been and is available to all parents. A full copy of the schools anti-bullying policy and procedures is available from the school.

# School Adult behaviour Policy and COMPLAINTS PROCEDURE

## **Our commitment to you**

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

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

If you need help to make your concerns known, we will try and assist you. If you are a young person and need extra assistance you may want to contact MEIC which is a national advocacy and advice helpline for children and young people. Advice and support can also be accessed from the Children's Commissioner for Wales

## **Have you asked us yet?**

If you are approaching us for the first time you should give us a chance to respond. If you are not happy with our response, then you may make your complaint using the procedure we describe below. Most concerns can be settled quickly just by speaking to the relevant person in school, without the need to use a formal procedure.

## **What we expect from you**

We believe that all complainants have a right to be heard, understood, and respected. School staff and governors have the same right. We expect you to be polite and courteous. We will not tolerate aggressive, abusive, or unreasonable behaviour.

Nor will we tolerate unreasonable demands, unreasonable persistence nor vexatious complaining. We have a separate policy to manage situations where we find that someone's actions are unacceptable.

Adult Behaviour on school site policy 2026.

[Adult Behaviour on site 2026](#)

*The Governing Body has adopted the complaints procedure outlined by Torfaen LEA, A full copy of the schools' complaints policy and procedures is available by request from the school office or via our school website.*

[Complaints Policy 2026 \(002\).docx](#)

If you should ever feel it is necessary to make a complaint about the school curriculum or indeed any other aspect of the school, your first point of contact would be the class Teacher, then Senior Leader Member, Deputy Head Teacher then the Head Teacher. If after speaking with the class teacher, you are still concerned you can contact the school and arrange to discuss any matter with the Head Teacher in the hope that it can be resolved quickly and to everyone's satisfaction. Should the issue still not be

resolved then you can make a formal complaint to the governing body, preferably in writing to the Chair of Governors.

**Please see below details of the Phase leaders 2025-6**

***Stage Aa and Ab class teacher if not resolved Senior Phase leadership team member***

***Stage A 1. - Class teacher meeting visit with parent/carer and follow up recorded***

***Stage A2. Senior leader meeting visit with parent /carer formal follow up recorded***

***Unresolved***

***Nursery, Reception, Year 1, Year 2 = Mrs Messore Foundation Phase Leader in her absence Ms Brooks Curriculum Leader***

***Years 3 and 4 = Mr Phillips Phase Leader***

***Years 5 and 6 = Mrs Parker Evans***

***Unresolved***

***Deputy Head Teacher Mrs Jones***

***Stage B Complaint to the Headteacher or nominated person***

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

***Stage C: Write to the chair of Governors within five days***

*We would expect you to aim to do this within five school days of receiving a response to your concern as it is in everyone's interest to resolve a complaint as soon as possible.*

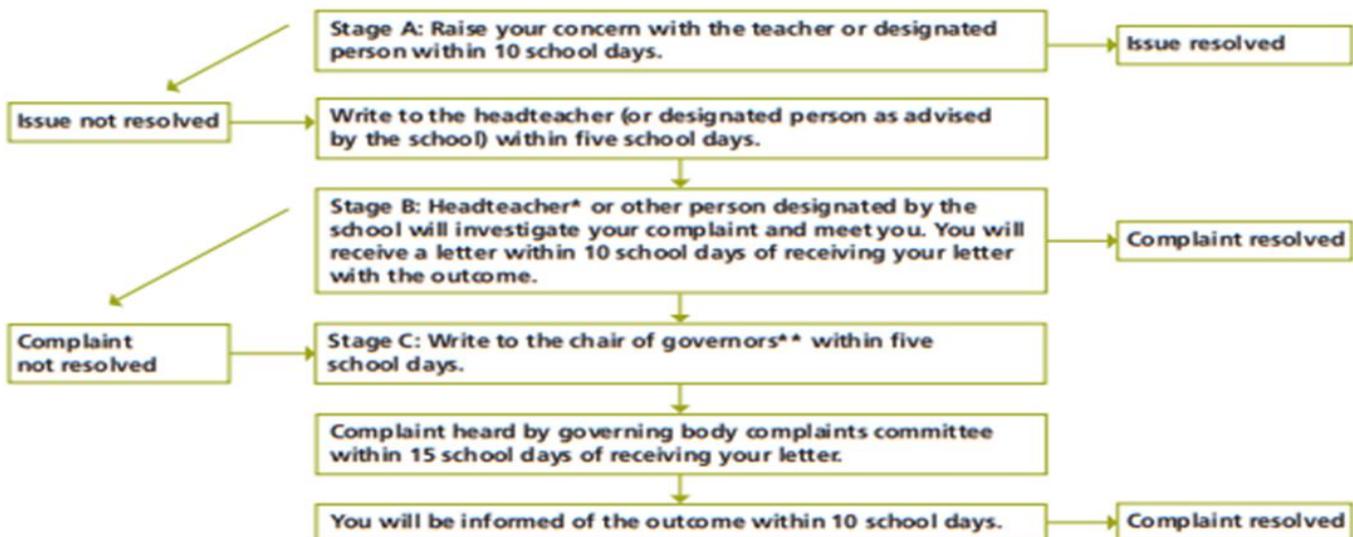
We aim to write to you within 10 school days of the meeting explaining the outcome of the governing body's complaints committee's consideration.

The governing body's complaints committee is the final arbiter of complaints.

However, there are Special circumstances where other procedures may apply for full details, please see complaints policy.

#### Appendix A: Summary of dealing with concerns or complaints

This procedure will be followed in the event of a concern or complaint about the school, provided that the concern or complaint does not fall under other statutory procedures.



\* If the complaint is about the headteacher you should write to the chair of governors.

\*\* If the complaint is about the chair of governors you should write to the vice chair.

All timescales shown are targets and are flexible; however it is in everyone's best interest to resolve a complaint as soon as possible. The school will work with you to ensure that the time allowed to deal with your concern or complaint is reasonable and helps to achieve an answer to the problem.

Complaints procedures  
for school governing  
bodies in Wales  
Guidance document no:  
011/2012  
Date of issue:  
October 2012

It is not the role of parent governors to bring complaints from individual parents into school or to meetings. That is the responsibility of the parents themselves to follow the procedure listed above.

We aim that early contact and discussion would resolve most concerns so please remember that is always best to contact school at your earliest opportunity.

A policy statement on bullying has been and is available to all parents.

A full copy of the schools Anti-bullying policy and procedures is available from the school. A full copy of the schools' complaints procedure adopted by our Governors fully complies with Welsh Assembly advice and is the policy written and adopted by Torfaen and can be obtained via the school reception. Smaller leaflets are available from the waiting areas in school and are on our school website.

*"Staff support pupils'  
spiritual and moral  
development successfully." –*

*Estyn May 2025*



*Ysgol Gynradd*

**Garn teg**

*Primary School*



Garn teg Primary School, Hillcrest, Garndiffaith, Pontypool, Torfaen NP4 7SJ

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