

Welcome to Nursery

Information Booklet

2025 - 2026

Croeso i'r Meithrin

Llyfrynn Gwybodaeth

2025 - 2026



Ysgol Gynradd

Garnteg

1

Primary School

GARNTEG PRIMARY SCHOOL

Ysgol gynradd Garnteg

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Welcome to Nursery

Croeso i Ddosborth Meithrin

Welcome to Garnteg Primary School! We are so excited to have you and your child join our vibrant community, where every day is filled with new adventures and discoveries. Here at Garnteg, we believe in climbing high and reaching for the stars — together, we sparkle! Our school ethos is built on curiosity, creativity, and kindness, ensuring your child feels inspired and supported as they begin their educational journey. We can't wait to share this exciting path with you and watch your little ones grow, learn, and climb to sparkle together!

Be sure to check out our school website <https://www.garntegprimary.co.uk/> and our X pages for regular updates and information @garntegprimary.

We will enjoy taking you on an engaging, adventure and thrilling activities both indoors and outdoors

Nursery Staff



Nursery Teacher-Mrs N Rogers



Miss B Howat



Miss R Saunders



Miss F Parry

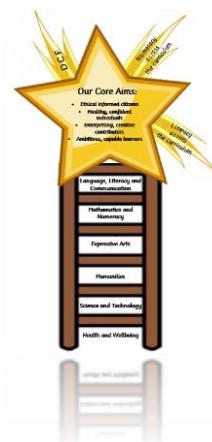
Daily Routines - Arferion Dyddiol

Morning Nursery session starts at 9.00am with registers closing at 9.15am. The morning session finishes at 11.30am. Afternoon Nursery session begins at 12.45pm with registers closing at 1.00pm. The school day finishes at 3.15pm, parents will be allowed to start bringing children down at 8:55am to the Nursery door and at 12:40pm for the afternoon Nursery pupils are brought down to the nursery door for the start of the session and staff bring pupils to the top and bottom gate at the end of the session to be met by parent/ carer.

When the children arrive in the classroom, they begin an activity which will support or reinforce learning. This will allow the class teacher to complete the register. Pupils begin activities immediately upon arrival.

All children sit together at the start of a session for circle time so that we can all say good morning/ afternoon to our friends. This will usually be done in Welsh and the use of incidental Welsh is encouraged throughout the day. This is followed by fun Squiggle While You Wiggle activities to help develop gross motor skills. We have snack daily with small groups of children at a time. At the end of the school day, the children are brought back to the school gate that they were dropped off at to be collected.

Children who return to school following a period of absence are expected to produce an explanatory note/letter from their parents, unless the school has been previously informed by telephone. Persistent, unexplained absences are reported to the Headteacher who will bring the matter to the attention of the Education Welfare Officer.



School Uniform - Gwisg Ysgol

Children are expected to adhere to the recognised school uniform. If there are any problems with uniform please inform the class teacher in person or through sending in a note. The school has a uniform which consists of:

- Grey/black trousers /skirts/ pinafore dress
- White/Red polo shirts
- Red cardigan/ jumper/ sweatshirt
- Shoes or suitable trainers
- Girl's pink/ red and white checked summer dress

All items of clothing must include your child's name.



Spare Clothes and P.E Kits

- Dillad Sbar a pecyn addysg gorfforol

Please can your child be provided with spare clothes and a bag for dirty clothes which can be kept on their peg. If you have wellies at home, please bring them in for outdoor learning activities. These can be stored underneath your child's peg in the Nursery lobby or in the welly rack in our sheltered area.

P.E will be held on a weekly basis and children will need to wear suitable kit for indoor and outdoor physical activity. This should be clearly named and stored in a named bag on the children's pegs. Each week we will be holding a forest school/PE day and the children will need to keep wellies in school for this. Please remember to write your child's name on all belongings and items of clothing.



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. Since September 2022 we are now adhering to the new Curriculum for Wales. 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.
- **CREATIVE DEVELOPMENT** - 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.

Additional Learning Needs System

The special educational needs (SEN) system has been replaced by the additional learning needs (ALN) system. The new system allows learners to be identified early and addressed quickly, and where all learners are supported to reach their potential. At Garnteg, all children will be given access to universal provision, where we aim to meet the needs of all learners through high quality teaching and learning.

For more information on the ALN bill please see this informative video

<https://www.youtube.com/watch?v=00gHqzWowPg>

Classroom Rules - Rheolau Dosbarth

In our classes we ensure that we have a happy learning environment where everyone feels valued and enjoys their time together. In order for us to achieve this we have a number of rules that we abide by that are linked in with the school rules.

School Rules - Rhelau Ysgol

As we strive to help children become life-long learners we promote independence and responsibility throughout the school day.

Healthy Snack - Bwyd Iachus

Nursery supply a healthy snack and milk daily. The cost is £1 a week which you can pay weekly or every half term. Children can also bring in their own drinks bottle with water to access throughout the session. No sugary drinks should be brought to school. If your child has any specific dietary requirements, please let us know.

Medical information - Gwybodaeth feddygol

If your child suffers from a medical condition that is likely to affect his/her education, we would be grateful if you would inform us. Should your child require regular medication, and you wish to undertake its administration, we must ask that you inform us in writing. Information should contain the time of day it is to be taken and the dosage. Please complete a medical form at the office when bringing in your child first thing in the morning.

Personal Care - Gofal Personol

Toileting

Children starting Nursery are expected to be toilet trained and are encouraged to become more independent in their personal care with dressing themselves after the toilet and using toilet paper independently. This includes washing their hands after they have been to the toilet and drying them correctly. However, we understand that accidents happen. Please can all children be provided with spare clothes that are fully labelled and a bag for dirty clothes.

School Nurses

School nurses are specialised qualified experienced professionals that work across health

and education boundaries that can support you with toileting if you require so. They work with individual children, young people and families, schools and communities to improve health. They also provide the link between school, home and the community. They are supported with a team of Registered Nurses and Health Care Support Workers.

King and Queen of Nursery - brenin a brenhines

Every Friday a child will be crowned King or Queen of Nursery as a reward for their efforts in class. A certificate will be sent home of their achievements.

Attendance - Presenoldeb

We pride ourselves on the great attendance records we have kept over previous years. We look forward to keeping this great attendance record over the coming year. Remember your child needs to be in school every day to learn and cannot achieve attendance targets if they have any absences that total 10 days or more. Please send your child to school every day.



Class Dojo

At Garnteg we reward great behaviour with dojo points. Each child will have their own monster avatar and will build up their points and rewards through the year. Parents and carers are invited to view the children's dojo point progress where they can too download the app and receive notifications of the points changing, as well as updates and information by staff on the class story.

Safeguarding - Diogelu

At Garnteg Primary we are committed to the welfare, safety and happiness of all our pupils.

All incidents are reported to the named child protection officer:

Mrs S Roche-Headteacher

IN HER ABSENCE ALL INCIDENTS SHOULD BE REPORTED TO

The Deputy Named Protection officers

1. Mrs C Jones - Deputy Head teacher

2. Mrs S Skyrme –Safeguarding Governor

The child protection officers for Torfaen are

1. Mr J Tushingham - 01495 766941
2. Mrs J Watkins - 01495 766912

Barrier System

The school grounds are operated by a barrier system. The school barrier at the main gates will be operated at the press of a buzzer which will go through to the school office. The system is camera operated where 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.

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.

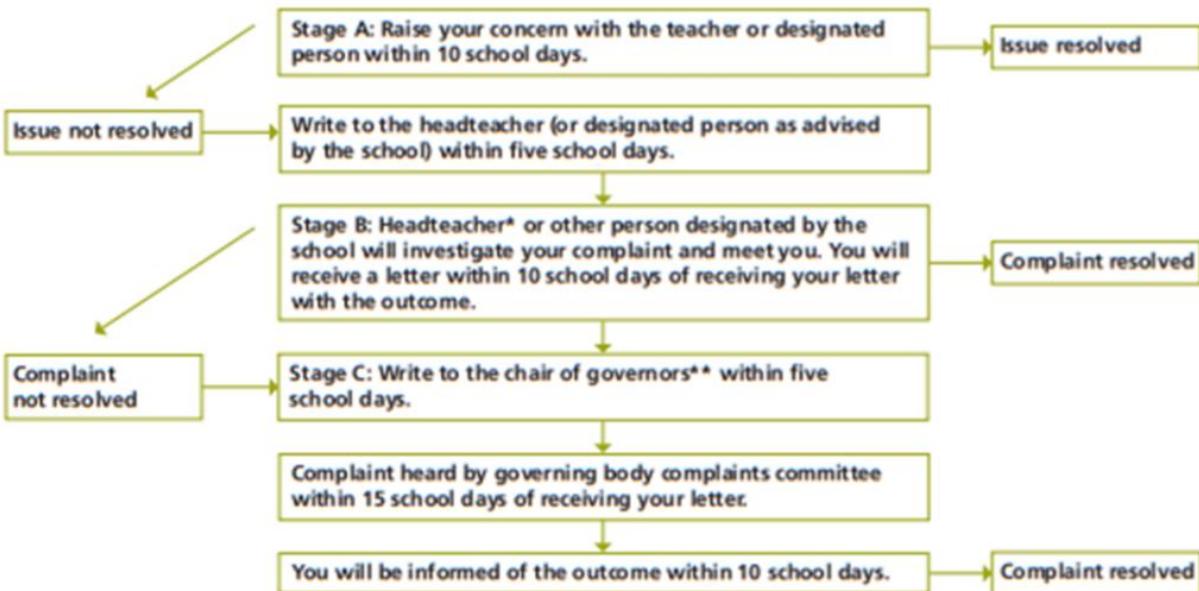
We aim to write to you within 10 school days of the meeting explaining the outcome of the governing body's complaints committee's consideration.

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.

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.

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.

Home Learning - Dysgu Gartref

Information about our topic will be updated on our class webpage and twitter sites. In Nursery we encourage the following home learning activities to support learning.

Reading

We recommend 10 minutes reading 5 times a week as a part of homework. Children can practice reading sounds as part of our schools R.W.I scheme. Learners are encouraged to retell their favourite stories and talk about the pictures.

Homework

Children will be given a homework log containing activities to complete at home over the course of each half term. These can be shared with the class teacher via Class Dojo, Twitter or Email. Dojo points will be awarded for completed homework, and it will be celebrated in class. Parents are encouraged to partake in these activities and the children are encouraged to use lots of imagination.

Home - School Links

In the Autumn and Spring term there are formal Parent - Teacher Consultations which take place face-to-face. The consultations provide opportunity for parents to discuss with teacher's children's progress, targets and voice any concerns they may have.

A written report is issued at the end of autumn, spring and Summer term.

Each week a newsletter is published and updated on the school's website and email

Reading

How You Can Help

- You can do as much as you wish

Reading is important to reinforce the strategies learnt in school during Read Write Inc or guided reading.

You can help your child learn their spellings by using the following activities:

- Hunt sounds and words around your house
- Play snap and memory games with your high frequency words
- Look, Copy, Cover, check!
- Play matching games with sounds and pictures
- Make letter fans
- Play 'splat' games, who can find the sound/word first?
- Create a poster
- Create a card game with certain spelling on

There are also lots of online resources which can help your child's spellings.

The BBC website is a great place to start!

<http://www.bbc.co.uk/bitesize/ks1/>

<https://hwb.gov.wales/>

<https://www.j2e.com/launch>

https://hwb.gov.wales/repository/source/britannica_school/browse?level=ebi

<https://www.topmarks.co.uk/>

www.primaryresources.co.uk

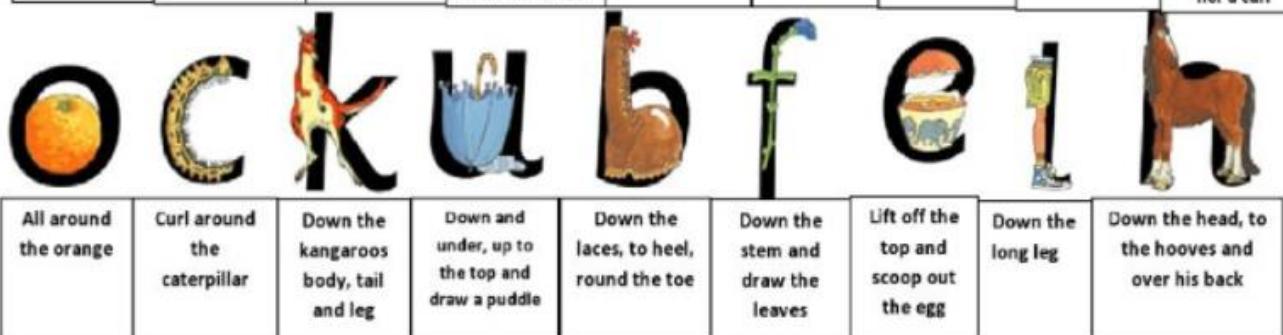
<http://www.coolmath-games.com/>

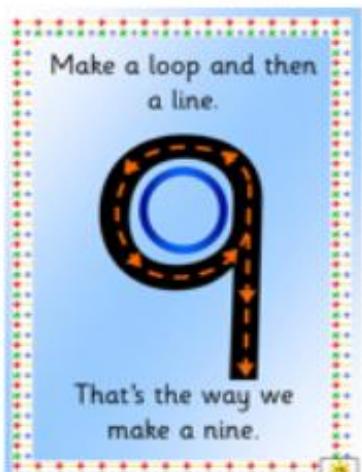
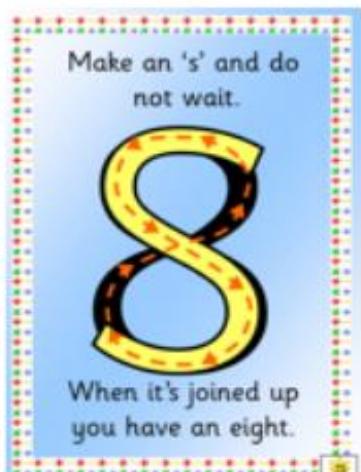
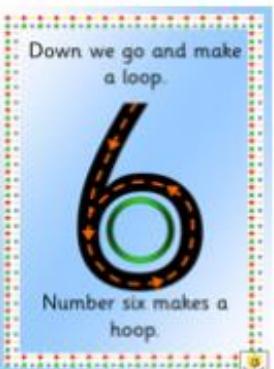
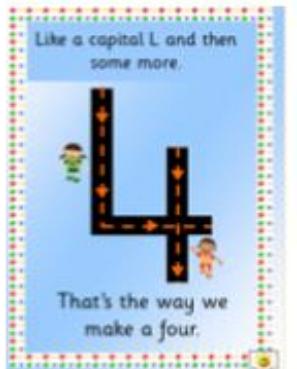
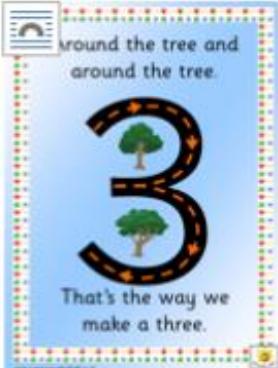
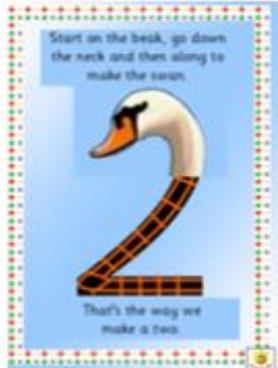
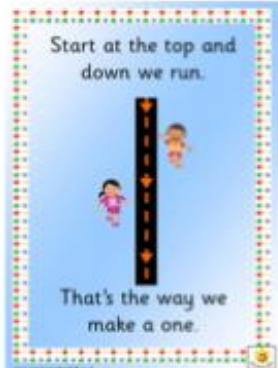
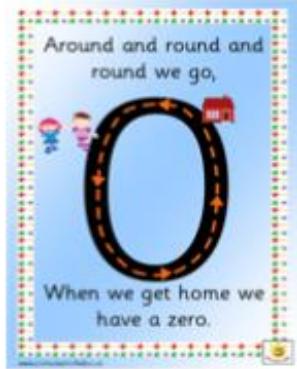
<https://login.mymaths.co.uk/login>

Enjoy supporting your child's learning.

Read Write Inc Sounds

At Garnteg Primary School we use the Read Write Inc programme to teach the children sounds (phonics) and to develop early reading skills such as blending sounds together to read words. Below are some of the sounds that your child will learn along with rhymes to support letter formation. We encourage you to practice these at home.





High Frequency Words

Below are the high frequency words that will be taught to your child when they go to Reception. We have included these in the nursery pack as nursery children will also be exposed to these high frequency words throughout the year.

45 High Frequency Words

?

| Words | R | W | Words | R | W |
|-------|---|---|-------|---|---|
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