

# Welcome to Class 7 Year 4 Information Booklet

2025-2026

Croeso i'r Dosbarth 7 Blwyddyn 4

2025-2026

Ysgol Gynradd  
Garnteg  
Primary School

# GARNTEG PRIMARY SCHOOL

Ysgol Gynradd Garnteg

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# Croeso! Welcome to Class 7!

Welcome to Class 7 for the 2025-2026 school year! We are so excited to welcome you and your child to the class this year, and to continue the children's amazing learning journeys as they experience new skills, adventures and challenges in Year 4! We are looking forward to a wonderful year together, full of kindness, friendship, perseverance and always trying our best - values identified by the children on our move up day.

Our school ethos is built on curiosity, creativity and kindness and we learn with a 'Climb to Sparkle' curriculum, where exciting and engaging topics and themes emerge from the children's own interests and ideas, while climbing high to reach new targets and improve our skills every day. The children are encouraged to develop their independent learning skills, and to develop resilience to support them in becoming a confident, lifelong learner.

We can't wait to continue this journey with the children this year and to see how we all continue to grow and learn together!

In addition to our weekly newsletter, be sure to check our school website [www.garntegprimary.co.uk](http://www.garntegprimary.co.uk), our class dojo page and our Twitter pages for regular updates and information  
@garntegprimary

Staffing



Mr Phillips

Class 7 Teacher



Miss Parry

Teaching Assistant



Mrs Underwood

Teaching Assistant

A day in the life of Year 4!

## Daily routines and timetables

- The school is open from 8:45am. When the children arrive in the classroom they begin an Early Morning Activity which will support or reinforce learning or be time to enjoy reading a range of books, magazines and leaflets. This will allow the class teacher to complete the register. Pupils begin activities immediately upon arrival and morning register is taken at 9.00 am. Morning register closes at 9.10am. Registers are also taken at the start of the afternoon session. Registers are closed at 9.10 am and 1.10pm.
- The children participate in collective worship and assembly sessions each day, including focus on values, Curriculum Cymraeg, 'Seren yr Wythnos' celebration assemblies, singing and visiting speakers.
- The learners then begin their daily curriculum skills sessions, where they develop their skills across the Welsh curriculum including 6 areas of learning and experience: Language Literacy and Communication, Mathematical Development, Expressive Arts, Humanities, Health and Wellbeing and Science and Technology. You can find more information about our Garnteg curriculum below. During the morning session learners will also participate in a 'daily mile' movement session to support pupils wellbeing.
- Following the afternoon register, the children participate in guided reading, and language skills activities to support their reading development, tailored to their current reading level.
- Twice a week the children will participate in PE sessions as part of their health and wellbeing curriculum, an outdoor games session and an indoor hall-based session. Please can the children bring suitable PE kit on these days, such as t shirt, shorts and suitable footwear. The children should wear their uniform to school and will change during the day before starting the sessions. Our sessions are currently on a Tuesday and Wednesday afternoon.
- The school day finishes at 3.15 and children are to be collected from the top entrance gate of the school or the bottom gate by nursery. If a child is not collected as normal they will be taken to the school reception area to wait in the safe environment of the school.
- 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

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 class dojo.

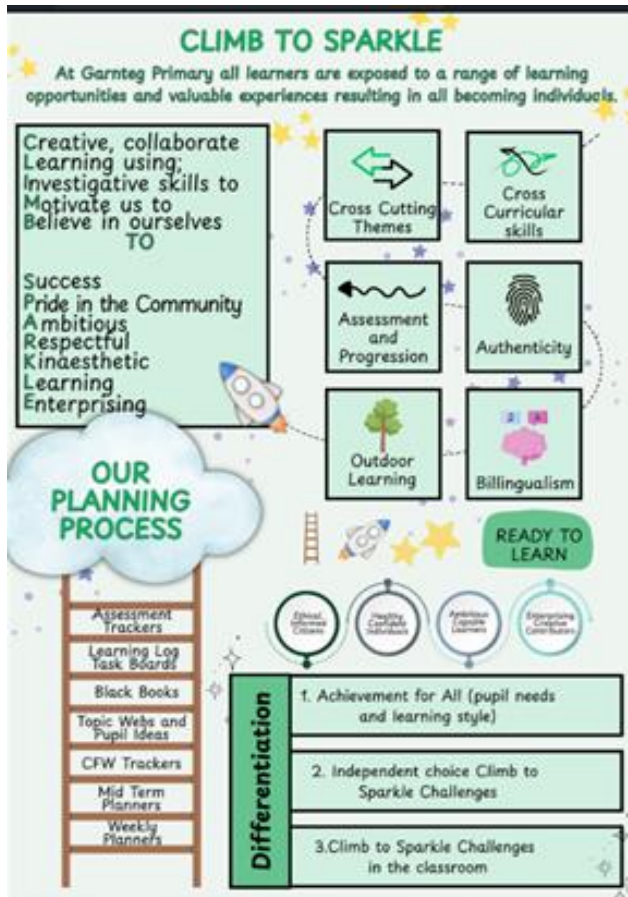
The school uniform consists of:

- 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



# CLIMB TO SPARKLE CURRICULUM

At Garnteg, we are proud to help create the new Curriculum for Wales. The goal is for schools to be places where everyone keeps learning. Through pupil voice, students help plan and think about their learning in all areas.



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, Dance, Digital media 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 oppo

The aim is for our children to become:

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



The children have already shared their ideas for new learning in the Autumn term through their move up day. We are looking forward to exploring our new topic, 'A New Dawn', in the Autumn term. Keep an eye on our dojo pages, X page (twitter) and newsletters for more information about our learning!





# ALN bill at Garnteg Primary School

In September 2021 the new ALN (Additional Learning Needs) system from Welsh Government came into place. 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>

## School Trips

Near the start of each term (where possible) children will be taken on a trip that relates to the theme for that term. The trip will aim to 'spark' the children's enthusiasm for the topic and can then be built on back in and around the classroom.

Some trips may not necessarily be linked to a terms theme, these trips will still be of strong educational or experiential value



## Classroom Rules

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

The school rules across Progression Step 1, 2 and 3 are:

- Walk quietly around the school at all times.
- Keep hands, feet, objects and unkind words to ourselves.
- Follow instructions first time.
- Listen to the chosen speaker.
- Respect everyone on our school community.

These rules are reinforced throughout the school and children are expected to adhere to them at all times.

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

## Healthy Snack

Children are encouraged to bring one item of healthy snack to school and their own drinks bottle. No sugary drinks should be brought to school. If unhealthy snacks are brought to school children will not be allowed to eat them. If your child has any specific dietary requirements please let us know.

## School Council and Eco Council

Two children from each class are elected to represent their peers on both the School Council and Eco Council. This involves attending meetings, where children are encouraged to highlight any issues their peers may have raised with them and to participate in making decisions that affect the running of the school.

Children are then elected to be learner curriculum team members in each of the Areas of Learning and Experience. Two children represent the class in each team, in an area of particular interest to them, and will support in developing this area of learning across the school including sharing and collecting pupil voice and opinions.

## Medical information

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.

## 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 download the app and receive notifications of the points changing, pictures and a live feed throughout the day. Notices and updates from staff will be posted on the class dojo story.



# Attendance

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.



## Safeguarding

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.

### 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 Messor 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.*

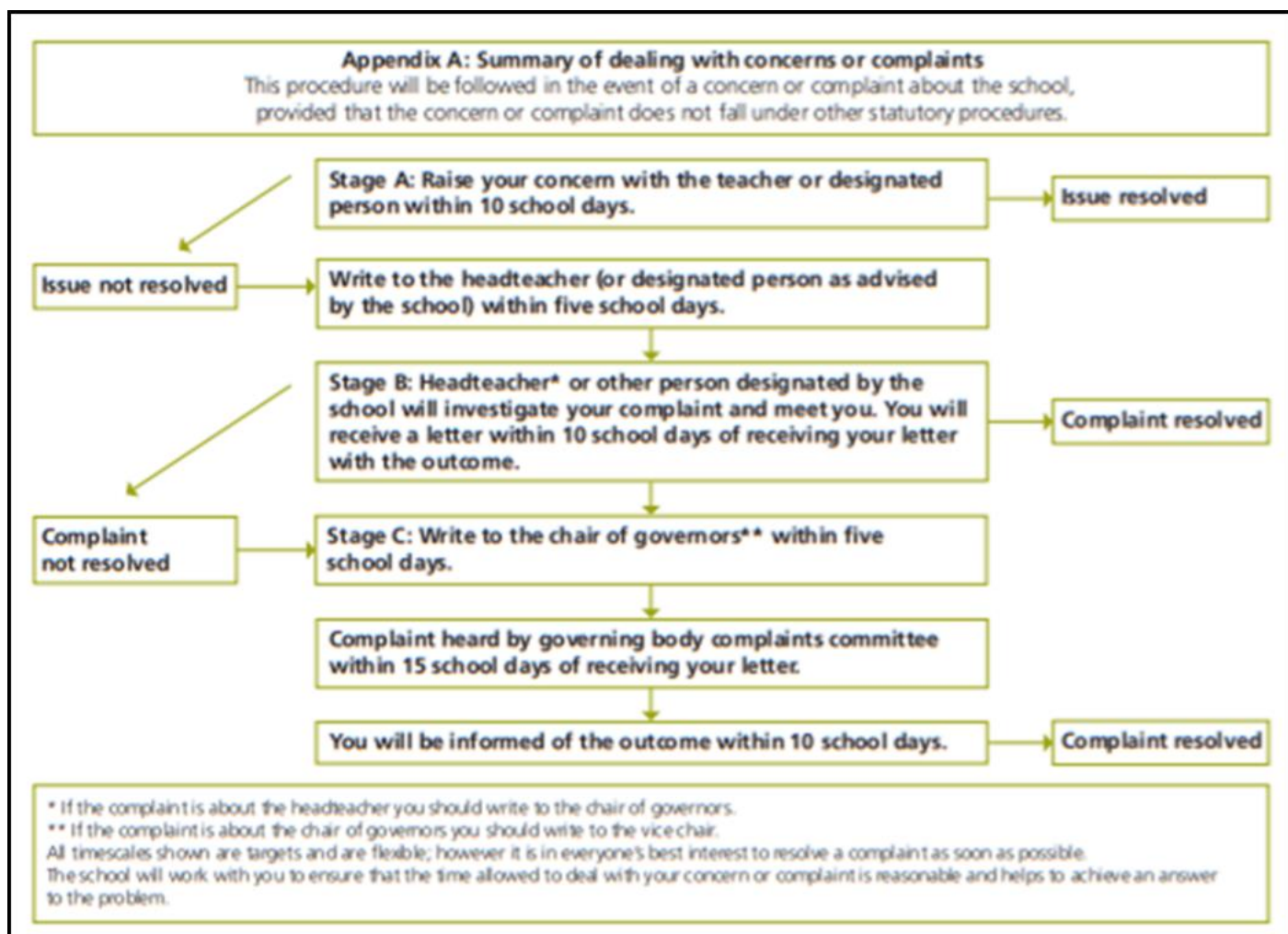
### Stage C: Write to the chair of Governors within five days

*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.



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

In Year 3/4 we encourage the following home learning activities to support learning. Children are rewarded for sharing their home learning with the class and home learning reading records and learning log books are collected regularly back at school to celebrate the children's hard work and progress.

### Reading

We recommend 10 - 15 minutes reading 5 times a week as a part of homework. This strongly supports the children in their reading development and develops a love and passion for reading. Each child will have a home reader and reading record which will be changed every Monday, or otherwise as often as needed so that the children always have access to new materials at their current reading stage. A record is kept of the return of these reading books, so that we can ensure all learners have access to new and exciting texts. Please can you ensure they are returned at least once each week.

### Spelling

Spelling lists are given in advance, at the start of each term. The children are then tested on that week's spellings every Friday. You can help your child learn their spellings by using the following activities:

- Use dictionaries to research and establish clusters of words using the same root.
- Create new words out of the same prefixes

- Use an (online) etymological dictionary to research word histories
- Use newspapers to highlight common connectives
- Identify phrases in everyday life which contain connectives.
- Make letter fans
- Create a word collage
- Create a poster
- Create a card game with certain spelling on
  - Play word games such as snap

## Weekly homework

Children will be given a home learning log sheet that will be based on our termly topic. Children will be encouraged to complete all their home learning log tasks by the end of the term. They will have a range of tasks to choose from and their Learning Log book must be returned by Monday every other week. These learning log books are celebrated in the class and pupils receive dojos and other rewards for completing challenges. Please can you ensure these are kept safe at home so the children have access to materials they need to complete their challenges, and that they are returned to school at least every two weeks.

## Numeracy

In addition to the numeracy challenges contained in the children's weekly homework, children have access to TT Rockstars, an online service where they can practise their maths skills, particularly their multiplication and times tables skills. Log in's will be sent home for the children to access this resource, and there are very positive results from doing these activities at home on the children's mental mathematical skills. Each week the pupils will also complete a big maths assessment in class. We send these home following the assessment for the children to continue to practise their target areas.

## Home – School Links

You are offered the opportunity of meeting with teachers throughout the year.

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

A written report is issued at the end of the Summer term.

Each week a newsletter is published and sent home each Friday.

You are invited to concert performances and assemblies throughout the year to share our celebrations.

## Home-School Post

We recognise the importance of children, parents, and teachers working in partnership to enhance the quality of education for each individual. To this end we have outlined some



homework ideas to support learning this half term.

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/ks2/>

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

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

[https://hwb.gov.wales/repository/source/britannica\\_school/browse?level=ebi](https://hwb.gov.wales/repository/source/britannica_school/browse?level=ebi)

[www.primaryresources.co.uk](http://www.primaryresources.co.uk)

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

Enjoy supporting your child's learning.

We look forward to sharing your work and meeting you at Parents evening.

## Year 3/4 High Frequency Words

ask	stopped	first	around
asked	think	half	below
began	thought	morning	between
being	told	much	both
brought	tries	never	different
change	turn	number	following
coming	turned	often	high
didn't	used	only	inside
does	walk	second	near
found	walked	sometimes	other
goes	walking	still	outside
gone	watch	suddenly	place
heard	write	today	right
I'm	woke	until	round
jumped	woken	upon	such
knew	almost	while	though
know	always	year	together
leave	any	young	under

