



Welcome to Reception

Croeso i ddosbarth derbyn

Information Booklet

Llyfrynn Gwybodaeth

2025 – 2026



Ysgol Gynradd Garnteg Primary School

GARNTEG PRIMARY SCHOOL

Ysgol Gynradd Garnteg

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Welcome to Reception, Class 1, Early Years.

Croeso i Ddosbarth Derbyn

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](#).

Here are some photos, capturing our learners experiencing fun, innovative and exciting challenges in our Reception class. We take part in engaging, adventurous and thrilling activities both indoors and outdoors.

Diolch!





PIC•COLLAGE

Meet the team/cwrdd â'r tîm



Reception Teacher

Mrs Lewis



Mrs Gilbey-Large



Miss Gibbon-Mitchell

Daily routines/Rheolwaith Ddyddiol

Breakfast club pupils can enter via top gate into the small hall between 8:20am-8:50am.

Top gate and bottom gate will be open at 8:45am for pupils to come straight into class. If pupils arrive after 9:00am, they will have to walk to the main office with a family member or carer on order to sign in.

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 9.15am.

All children sit together at the start of a session to say good morning. This will include using Welsh language, which will also be encouraged to use throughout the day. The children will then take part in Read Write Inc sessions four times a week to develop their phonic awareness and reading skills. The children have a daily snack time during the morning session and participate in a 'Daily Mile' activity.

Registers are also taken at the start of the afternoon session. Following afternoon registration, children participate in guided group reading and phonic or high frequency word games tailored to their reading level. Throughout the afternoon the children are encouraged to take part in activities to develop their gross motor skills which includes a class motor skills activity such as dough disco.

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 use the school bus are escorted to and from the bus each day.

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.



CLIMB TO SPARKLE CURRICULUM

Cwricwlwm Dringo i Ddisgleirio

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:

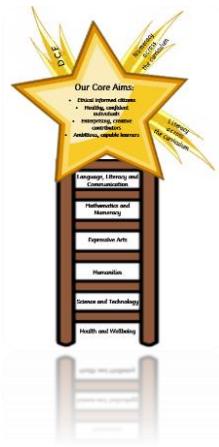
- **LANGUAGE, LITERACY AND COMMUNICATION** - which includes Literacy, Welsh language as well as engagement with Modern Foreign Languages further on in the school.
- **MATHEMATICS AND NUMERACY**.
- **SCIENCE AND TECHNOLOGY** - developing Science, Design Technology, ICT and STEM opportunities.
- **EXPRESSIVE 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.



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>



Information about our topic will be updated on our class webpage and twitter sites. P.E will be held on a weekly basis and children will need to bring 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 day, and the children will need to keep wellies in school for this.



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 / Rheolau Ysgol

Learners create their own class rules through learner voice. Please see an example below:



These rules are reinforced throughout the day and children are expected to reach their goals with good school behaviour. As we strive to help children become life-long learners we promote independence and responsibility throughout the school day.

Healthy Snack / Snac iach

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.

Lunchtime / Amser cinio

The children will eat their lunch in our school hall at an allocated time. All food and drink products in our school is analysed by our teams' dietitian to comply with the Healthy Eating in Schools (Nutritional Standards and Regulations) (Wales) Regulations.

All our schools offer a 3-weekly menu, which daily have a selection of choices,

these include a vegetarian, salad or pasta bar meal as well as the dish of the day. Please find the below link to fill in the Free School Meal Application.

https://iweb.itouchvision.com/portal/itouchvision/r/customer/category_link?cu_id=BFA177CA3BCD46AD88E0534F500A8C0BED0ADD2C&lang=EN&P_LANG=en

Medical information / Gwybodaeth meddygol

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.

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 download the app and receive notifications of the points changing throughout the day. Notices and updates from staff will be posted on the class dojo 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.

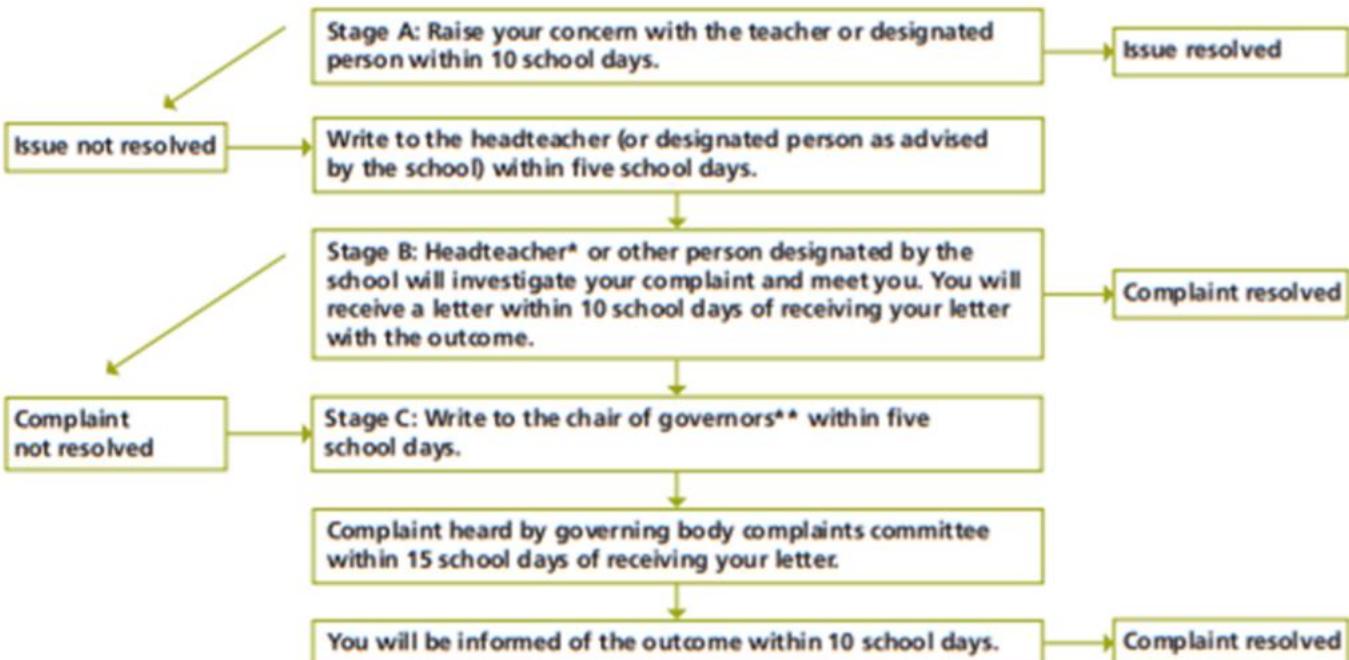
We aim to write to you within 10 school days of the meeting explaining the outcome of the governing body's complaints committee's consideration.

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 Cartref

In Reception we encourage the following home learning activities to support learning.

Weekly homework / Gwaith Cartref

Children will be given a homework log containing activities to complete at home over the course of each half term. They will need to choose one activity to complete each fortnight, and these can be shared with the class teacher via Class Dojo, Twitter or Email. Copies of these can also be given out if there is limited internet at home. Dojo points will be awarded for completed homework and it will be celebrated in class. In addition to their homework children will be given spellings once every week following the October half term. These should be practised at home and there will be assessed in school the following week.

Numeracy / Rhifedd

Each week teachers will set online maths tasks through mymaths.co.uk which can be played at home. These activities are linked to the areas of maths being covered in class. Please make sure you are playing the games several times a week. There are very positive results from doing these activities at home. Each week in school children will complete a big maths challenge and a copy of this will be sent home for you to practise.

Home - School Links / Cysylltau Cartref

In the Autumn and Spring term there are formal Parent - Teacher Consultations which take place Face to Face, on Microsoft Teams or over the phone. 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 Autumn, Spring and Summer term.

Each week a newsletter is emailed and can also be found on the school website.

Home-School Post / Post Cartref

We recognise the importance of children, parents, and teachers working in partnership to enhance the quality of education for each individual.



Reading / Darllen

We recommend 10 - 15 minutes reading 5 times a week as a part of homework. Children will have access to online reading resources through 'Bug Club' and each child will be given a log in.

A home reader book can also be supplied if you have trouble accessing the internet at home. Please contact the class teacher to have this arranged.

How You Can Help

You can do as much as you wish

Children will be encouraged to read books using 'Bug Club' online reading. 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.



Maisey mountain mountain	Around the apple, down the leaf	Slither down the snake	Round his bottom, up his tall neck and down to his feet	Down the tower, across the tower	Down the body, dot for the head	Down Nobby and over his net	Down the plait and over the pirate's face	Round her face, down her hair and give her a curl
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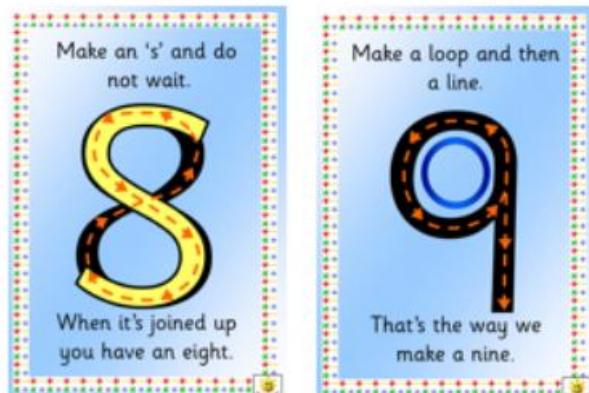
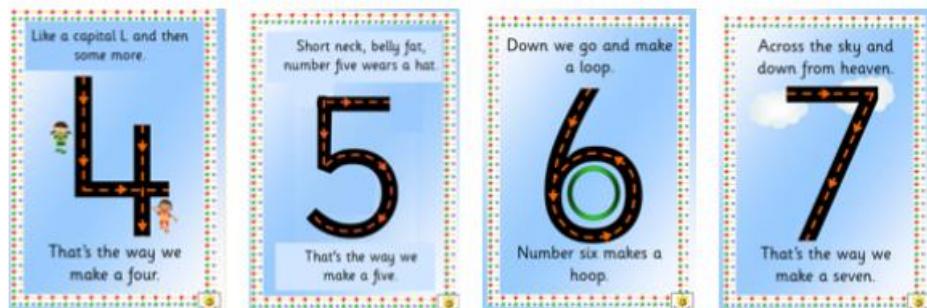


All around the orange	Curl around the caterpillar	Down the kangaroos body, tail and leg	Down and under, up to the top and draw a puddle	Down the laces, to heel, round the toe	Down the stem and draw the leaves	Lift off the top and scoop out the egg	Down the long leg	Down the head, to the hooves and over his back
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Down his back, then curl over his arm	Down the body, curl and dot	Down a wing, up a wing	Down a horn, up a horn and under his head	Down up, down up	Zig-zag-zig	Round her head, up past her earrings and down her hair	Down the arm and leg, repeat the other side
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My RWI Sound Mat



High Frequency Words

Below are the high frequency words that will be taught to your child in Reception. We encourage you to practice reading and spelling these words at home to support your child's reading development. They are expected to know all 45 words by the time they have finished their journey in Reception. These will be regularly tested throughout the year and updates will be sent home to keep you informed

Reception 45 High Frequency Words

Words	R	W	Words	R	W
			go		
I			was		
the			we		
come			this		
went			are		
look			big		
up			she		
me			they		
like			see		
going			it		
and			no		
my			he		
on			get		
mum			away		
at			this		
for			where		
a			they		
dad			there		
am					
is			day		
Said			of		
To			play		
here			all		

in			take		
can			yes		
sat					
you					