YSGOL LLANHARI
WELCOME TO YSGOL LLANHARI
NURSERY & PRE-NURSERY DEPARTMENT
Welcome
The staff and governors would like to warmly welcome you and your child to Ysgol Llanhari primary department.

We hope that you will enjoy happy years in our company. We are very much looking forward to working together with you for the sake of your child’s wellbeing and development and we hope that this handbook will prove beneficial to you in preparing for September.

The headteacher and staff have the same vision for our Early Years Department, which is to create an ethos where everyone respects and cares for each other, regardless of culture, nationality, gender, race, ability or disability. We work together to help each child develop educationally, but more importantly, emotionally and socially.

Dosbarth Dewi Draenog
Since September 2012, Ysgol Llanhari primary department has an excellent building complete with new, modern resources and equipment.

Dosbarth Dewi Draenog is open and light and has a separate, dedicated cloakroom and toilets for the children. Outdoors, there is a canopy-covered learning area which allows the children to play and learn in the open air regardless of weather conditions.

The nursery and pre-nursery children will play in a designated area with soft flooring – equipped with all kinds of resources to entertain them! All the way around the primary department itself there is a larger playground which enables them to ride bikes and engage in more independent play when they are a little older. We are also very fortunate that there is a wonderful green area around us in Ysgol Llanhari.

For some children, this will be their first independent step outside the boundaries of their home and we aim to help them develop self-confidence and maturity as they meet their needs and pursue their individual interests.

Our aim is to create a happy, welcoming and relaxed environment here in the nursery and pre-nursery department where your child will feel safe and will enjoy experiencing a variety of play activities which are planned, structured and spontaneous.
Our Aims

To develop a home-school partnership and enhance what your child has learned at home.

To ensure that all children have opportunities to learn through activities and experiences that are appropriate to their stage of development rather than their chronological age since young children develop at different rates and using different styles.

To introduce your child to the organisation of a structured school life and to the Foundation Phase curriculum through six areas of learning.

To encourage your child to make decisions for him/herself in order to enable him/her to learn independently.

To prepare your child for the reception class.

Staff of the Primary Department

Headteacher: Mr Meirion Stephens  
Deputy Headteacher: Mrs Rhian Phillips  
Assistant Headteacher: Mrs Catherine Webb

Primary Department  
Chair of Governors: Mr Ceri Morgan

Teaching Staff
Dosbarth Dewi Draenog: Miss Ffion Rowlands  
Dosbarth Cadi Cwningen: Miss Elin Williams  
Dosbarth Gwion Gwiwer: Miss Ffion Jones

Teaching Support
Dosbarth Dewi Draenog: Miss Rhiannydd Morgan  
Miss Bethannie Hayes  
Dosbarth Cadi Cwningen: Miss Emma Rees  
Dosbarth Gwion Gwiwer: Miss Cerys Jefferies

Secretary: Miss Nia Thomas  
Caretaker: Mr Wayne Ball  
Cleaner: Demi Robson  
Cook: Mrs Rachel Gaines  
Dinner Supervisors: Mrs Anita Robson  
Mrs Jane Powell

Staff Clwb Brecwast: Miss Cerys Jefferies  
Miss Emma Rees

Staff Clwb Carco: Miss Rhiannydd Morgan  
Miss Nia Thomas

During the year, your child may meet other people too including:

CACHE students, Pupils on work experience from secondary schools, Parents and helpers and Prospective teachers from UWIC
The School Day
Nursery and Pre-Nursery

Morning session 9:00am - 11:30am
Afternoon session 1:00pm - 3:00pm

Morning play time 10:30am - 10:45am
Afternoon play time 2:05pm - 2:15pm
Lunchtime 11.30am - 1:00pm

School Term and Holiday Dates
Summer 2014

Term: Monday April 28th - Monday July 21st
Half Term: Monday May 26th to Friday May 30th

There will be 195 school days in 2013 - 2014
Mayday Bank Holiday - Monday May 5th 2014

Monday July 21st 2014 and May 13th 2014 will be INSET days in all schools within the Local Authority.

General Information

Parking Arrangements
Within the school boundaries, there is a designated parking area for parents / guardians. When you drive through the main school gates, you will turn LEFT and follow the signs to the Primary Department.

We respectfully ask that you do not cause an obstruction by the roundabout or along the bus route. Our priority is the safety of all children.

Transport
The children who travel by bus will be escorted from the bus to the playground in the morning. At the end of the day, they will be escorted again by classroom assistants to the bus. If your child is not going home on the bus for whatever reason, it is essential that you notify the class teacher.

The highest standard of behaviour is expected at all times from all pupils who travel by bus to the school.

If there is a question about school transport, parents should contact the Authority’s Transport Department on 01443 494700.

Health and Safety – Fire Drill
There will be a fire drill shortly after your child starts with us in September. The class teacher, with the support of the teaching assistants, will escort the children to the assembly point in a quiet and organised manner. Every step will be explained clearly to them.
Starting School

Settling In
Children in the Nursery department will start in September on a staggered group-by-group basis, in order to give them a chance to settle and to give parents and staff an opportunity to get to know each other.

You will receive a start date for your child. On that day, your child will attend school for half a day and then the class teacher will let you know whether your child is ready to start full-time the following week.

Your Child’s First Day!
This is an important day for you and your child. We will do our very best to ensure that it is a happy and memorable one for all concerned.

The Start of your Child’s First Day
In September, we request that you escort your child to the cloakroom and ask him/her to take off his/her coat and place it on the correct hook. A member of staff will be waiting on the Dewi Draenog yard from 8.50am to greet you and help you on your first day. Then, a teacher or assistant will help your child to sign in by finding his/her photo and placing it on the registration wall.

There will be activities and tasks laid out around the classroom so that your child can play freely. We kindly ask that you say goodbye to your child in a swift and jolly manner since a child can sense when a parent is worrying! It is likely that some children will be tearful when parents leave them on their first day – this is usual, but most children settle in very quickly. We will contact you if we feel that your child is worried and continues to cry after a reasonable time. You are also welcome to contact the secretary later on to put your mind at rest if you wish.

The End of your Child’s First Day
When you collect your child at 11:30 a.m., we ask that you please wait by the gate leading to Dewi Draenog yard. A member of staff will be waiting for you and will call your child when you arrive. We will hand children over safely to their parents/guardians one at a time. If a different person is going to be collecting your child, it is essential that you tell the teacher beforehand, either by phoning or sending in a letter. We will not allow your child to leave with another individual without your permission.

Once children in the nursery department have settled in and become accustomed to the day’s arrangements, they will assemble in the mornings either on the soft-play yard without their parents or in the class depending on the weather. A member of staff will be on duty from 8.50 a.m. onwards.
Breakfast, Lunch and Snacks

Llanhari Breakfast Club
The school offers a breakfast club for its pupils every morning from 8.00am until 8.40am, free of charge. The club will start on Monday, September 9th for nursery children. This initiative is being funded by the Welsh Government. A registration form has to be completed before your child attends the club.

Lunch
We request that children in the nursery and pre-nursery class eat school meals rather than a packed lunch since it is part of the curriculum (personal development and wellbeing). Please let us know if your child has any food allergies. The school meals will be provided by ‘Catering Direct’ and the head cook will be Mrs Gaines. School meals will be healthy and each child will get a drink with his/her meal.

Staffing
During the breakfast club and at lunchtime, a team of experienced assistants will care for the children, giving priority to good behaviour and the safety of each and every child. They will also be available to provide first aid should there be a need.

Payment
Dinner money must be sent to school on the Monday each week in an envelope clearly labelled with your child’s name and class. School meals must be paid for in advance. Cheques should be made payable to “RCT CBC”. You can pay for a week, a fortnight, a month or a term in advance if you wish.

Free School Meals
Please complete the relevant form in order to receive free school meals – they are available from the school office or alternatively please contact the Local Authority. A new form has to be completed for each academic year. Please make it known immediately if you are no longer entitled to free school meals.

Healthy Snack
We ask that you give your child a piece of fruit in his/her bag to eat during play time and please remember to put his/her name on it! Children are not allowed to bring sweets, chocolate, biscuits, crisps, ‘cheesestrings’ or any produce containing nuts to eat in school.

Milk
Your child will get 1/3 of a pint of milk each morning free of charge. If your child is allergic to milk, we will provide a cup of water as an alternative.
Your Child’s Education

The Foundation Phase Framework (3-7 years)
The curriculum will be skills based – practical activities and creativity will be combined with knowledge and understanding. This is a new approach to a stage in a child’s life which is completely key to his/her future development.

The Areas of Learning
Personal and Social Development, Wellbeing and Cultural Diversity
Language, Literacy and Communication Skills
Mathematical Development
Knowledge and Understanding of the World
Physical Development
Creative Development

The curriculum also develops children’s understanding of world religions and celebrations within other cultures.

The Aims of the Foundation Phase
To raise the standards of achievement and attainment
To reinforce your child’s positive attitude to learning
To address your child’s developmental needs
To lay the foundations for lifelong learning
To help your child become an active citizen within his/her community
To help your child learn how to learn

In order to reflect the aims of the Foundation Phase curriculum, teachers will:
create an exciting, attractive and purposeful indoor and outdoor learning environment
ensure that children are given opportunities to learn through activities and first-hand experiences
ensure that children have opportunities to broaden their learning, to investigate, to make choices, to solve problems and to discover
Areas of Provision

Foundation Phase classrooms are organised into areas of provision for activities, each one being just as important as the next. Each child is given an opportunity to visit these areas during the week.

Book Corner
The book corner encourages children to enjoy books and to use them purposefully. We will encourage children to choose books independently and to start pursuing their interests as they develop a love for pictures and text. The area will be luxurious, attractive, exciting and welcoming.

Language/Mark Making Area
Mark making is an essential element of a child’s development. Children will develop confidence in their mark-making skills from working in an area that is safe, exciting and rich in terms of language. They will have access to a variety of utensils in the area including pencils, crayons, chalk, little twigs and cotton buds....

Mathematics Area
Within the mathematics area there will be a wide range of resources to support practical experiences for investigating number, shape, space, money and measuring. There will also be opportunities for children to reinforce and apply their knowledge in play situations across all areas.

Construction Area
Construction is a valuable experience for children as they use their senses and imagination to explore and investigate. They will develop their motor skills as well as learning to estimate, plan and design.

Small World Area
Small world play gives children the opportunity to reinforce and develop their understanding of the world around them. Children will use small world play not just to recreate the experiences and environments with which they are familiar and which they understand, but also to develop their imagination skills by creating their own stories and events.

Role Play Area
We provide domestic, transactional and fantasy experiences in developing our role play area. We consider the children’s interests as we select themes that will appeal to boys and girls. Through role play, children will us
Investigation/Discovery Area
In order to make sense of the world around them, there will be many opportunities available for the children to explore, investigate and reinforce their understanding. They will enjoy learning for themselves and pursuing their interests in a safe environment.

Sound and Music Area
We encourage children to experiment with sound and help them to develop an appreciation of music.

Creative Area
We provide a wide variety of materials for children in the creative area to enable them to convey their own individual perceptions of the world. We will encourage their independence and desire to improve.

Clay and Playdough Area
In the clay and playdough area children will learn to work together, to share ideas and to network. They will start to learn about form, shape and texture; they will develop hand-eye coordination and fine motor skills as well as a sense of achievement.

Sand Area
In the sand area, children can explore and investigate, recreate and imagine. Playing in the sand enables children to begin to understand texture and movement as well as features and natural substances in the world.

Water Area
Children love playing with water since it makes them feel relaxed, calm and at ease. Playing in the water is important for physical, cognitive, social and emotional development.

I.C.T. Area
The children will use a computer, robot and interactive whiteboard as well as other technological resources to develop their ICT skills.

Outdoor Fun
We provide opportunities for children to discover the world around them and participate in stimulating, challenging and achievable activities in an outdoor environment. This develops strong social skills and the ability to work effectively in groups. Children are given opportunities to develop confidence in their own abilities.
Cookery
There will be many opportunities for your child to discuss and cook food during the year in order to develop his/her language and mathematical skills. It is essential that you inform the class teacher if your child has an allergy of any kind.

Baseline Assessment
When your child starts with us in September, the class teacher will assess him/her.

This assessment is conducted via informal observations and a series of activities. The information gathered will help the staff who work with your child to get to know his/her individual strengths, interests and developmental needs. The assessment will also show the next educational steps that he/she needs.

Home - School Links
We acknowledge that parental support for the school is going to be very valuable and we look forward to establishing a strong home-school partnership.

Themes
We will develop the areas of learning through cross-curricular themes, one every half term. We will send a newsletter home with your child at the beginning of each theme so that you have knowledge of what is happening back in class. This will enable you to support your child at home.

Home Tasks
A home task is set occasionally, based on what the children are learning in class. We ask parents to help with these tasks. For example, they may be asked to create a model dinosaur! Following on from this, there will be an opportunity for the children to talk about their work in class if they wish, and to celebrate their success. Information about each task will be sent home with your child. In addition, information will be available to you on our website.

Caring for ‘Dewi Draenog’
We will give your child an opportunity to take Dewi Draenog (our class mascot) home to stay with you and your family for the weekend. We ask that you discuss together what you did with Dewi over the weekend and that you draw a picture / write a short recount in the book to describe what you did before he returns. Would you please ensure that Dewi arrives back in school promptly on the Monday in order to ensure that every child gets the opportunity to care for him during the year!!
Visits
Educational visits outside the boundaries of the school will be organised for pupils each term in order to promote classwork and to reinforce their experiences in new environments. These visits are considered an important part of the curriculum and all pupils are encouraged to attend.

Costs
The school will have to ask for a financial contribution towards the costs of these visits.

Risk Assessments
The leader of each visit will conduct a ‘risk assessment’ before any visit outside the boundaries of the school.

Assistance
We also kindly ask for parents’/guardians’ assistance in supervising their children during visits.

Preparing your Child for Starting School
How can you help your child?

Encourage your child to develop self-support skills and to grow independent when using the toilet.

Teach your child to wash his/her hands and reinforce this regularly so that it becomes a natural activity. It will help your child develop personal hygiene skills and to minimise the spread of infection.

Teach your child to put on/take off his/her coat independently. We will be using the outdoor area regularly during the day, throughout the year and your child will be encouraged to put on his/her coat independently and return it to the correct hook at the end of the session.

Encourage your child to tidy his/her things. In class, children are expected to care for the classroom resources and to take responsibility for returning them to the correct place ready for others to use them.
Additionally, we would very much appreciate it if you could:

- discuss the school with your child – talk about the fun that is to be had there!
- help your child recognise his/her name in writing
- read Welsh-language books and watch Welsh-language DVDs with your child as often as possible
- give your child opportunities to use creative tools and materials at home, e.g. crayons, pencils, paper, glue, scissors and paint

**Sickness and Absences**
Please telephone or email the school secretary before 9.30am if your child is absent.

While we encourage good attendance, we suggest that you do not send your child to school if he/she is not feeling well.

It is not permitted for children to attend school if they have:

- impetigo
- conjunctivitis
- a contagious skin rash (medical opinion should be sought)
- a high temperature
- sickness and diarrhoea (children must be symptom-free for 48 hours before returning to school)

A child with chicken pox may return to school after getting the all-clear from the GP to do so.

**Illness in School**
If your child is taken ill while in school, we will do our very best to contact you.

**Accidents in School**
If your child suffers following an accidental injury, we will treat the injury and contact you as soon as possible. In an emergency, a member of staff will dial 999 before contacting you.

**Recording of Accidents**
We keep a record of all accidents in a book in class and we immediately inform parents of any head injury.
**Medication**

Please do not send medication to school with your child – school staff are not permitted to administer medication for short-term illnesses.

**Antibiotics**

If your child needs to take antibiotics, we suggest that he/she stays at home until he/she has finished the course. However, if your child feels well enough to attend school, we can arrange for you or a member of the family to come to school during lunchtime (12:00 to 1:00 in the Headteacher’s office) in order to administer the medication.

**Asthma**

Children who suffer from asthma may use their inhaler in school when the need arises, as long as you have completed the appropriate form. Please ask your GP for an additional inhaler for school and label it clearly with your child’s name. It will be put away for safekeeping by the class teacher.

**Epi-pen**

If your child uses an epi-pen we will keep two in school, one in the Headteacher’s office and the other with the class teacher. Please ask your doctor for two additional pens for school and put your child’s name clearly on them.

**Head Lice**

We suggest that you check your child’s hair regularly for head lice and we ask that you notify the school if you find any. We rely on your cooperation to control them. If we see ‘live’ head lice in your child’s hair while in school, we will telephone you.

**Holidays**

We ask politely that you refrain from organising family holidays during the school term. Attendance is crucial for the success of every child. However, if you are planning to go on holiday during the school term, we ask that you complete the relevant form. Please note, 10 days are permitted for family holidays during term time for any one academic year.
School Uniform in the Foundation Phase
The school uniform is available to purchase from the Secondary Department shop
(8:30am – 3:30pm) Please ask for Dawn Walters or Melisha Greenslade. Telephone
01443 237824 for further information or visit our website.

Black polo shirt bearing the school logo
No tie
Black trousers or skirt
Red jumper or cardigan bearing the school logo
Black school shoes
(We suggest shoes with velcro fasteners for your child to help him/her dress independently)

Summer Term
Polo shirt bearing the school logo (no tie)
Black trousers, skirt or short trousers
Red and white gingham dress

Physical Education Days
Colour polo shirt bearing the school logo
Black shorts

Your child will have P.E. lessons on a weekly basis. Children in the nursery won’t require a P.E. kit until
the summer term. The class teacher will provide you with further information nearer the time. Reception
age children will require a P.E kit from September.

The following will also be available to purchase from our shop:
Double-sided coat bearing the school logo
Satchel bearing the school logo
Name on everything!!
Please ensure that your child’s name is written on all of his/her school uniform, including coats, hats and shoes! Children remove items of clothing from time to time; it is therefore possible for clothing to get mixed up. Please let us know if an item of clothing has gone missing and we will do our best to return it as soon as possible.

If your child happens to take home an item of school uniform that belongs to another child, please return it to school.

Messy Lessons!!
Learning through play and receiving real-life experiences are an integral part of a child’s development, and while we will endeavour to cover children’s clothing by using aprons etc it is inevitable that your child, at times, will return home with paint, sand or soil on them.

A pair of wellies and a coat please!
We ask you to please send in a pair of wellies and a waterproof coat with your child at the beginning of term so that they are available for them to wear in our outdoor area on a daily basis.
Your Questions Answered

What should I do if I need to give something to my child during the day?
You may leave items with Miss Thomas in the office – she will ensure that your child receives them.

What should I do if I need to collect my child early from school?
Please let us know by sending a letter to the teacher if your child is to be collected early and then report to Miss Thomas in the primary department reception.

What should I do if I need to speak with my child’s teacher?
If you need to discuss anything with your child’s teacher, please send a note or telephone the office and we will arrange a mutually convenient meeting time which allows time for discussion without any interruptions. Please bear in mind that the start and the end of each day are both busy times for the teachers as they prioritise the wellbeing of all children.

What will happen if my child has a toilet accident?
We appreciate that accidents do happen, and we will deal with these quickly, without fuss and in a sensitive manner. Your child’s clothing will be put in a plastic carrier and we will provide him/her with a clean school uniform from the school’s stock. We kindly ask that you wash and return these items of clothing as soon as possible. Unfortunately, we are unable to offer your child a full-time place if he/she is having regular accidents. If your child soils him/herself we will contact you immediately to come and clean him/her and provide him/her with clean clothes.

Is my child allowed to wear jewellery to school?
We strongly suggest that your child does not wear jewellery of any kind to school – it can be dangerous in an environment where children are playing, investigating and exploring on a daily basis.

My child doesn’t like fruit; can he/she eat a biscuit during play time as an alternative?
Llanhari is a healthy school; therefore we do not permit sweets, biscuits or crisps as snacks during play time.

How will I receive letters from the school?
We suggest that you look in your child’s bag at the end of each day for letters or other important information. We will also be sending important text messages via ‘Call Parents’. It is therefore crucial that the mobile phone numbers we have for you are up to date.

When will my child be having P.E. lessons?
The class teacher will send a letter home within the first two weeks of school explaining the timetable to you.

REMEMBER!
A child is not permitted to go home with a stranger or anyone who is under 16 years of age. Please notify us if a different person is going to be collecting your child.
Useful Telephone Numbers and Addresses

School Address Primary Department
Ysgol Llanhari
Llanhari
Pontyclun School address Primary Department
Ysgol Llanhari
Llanhari
Pontyclun Rhondda Cynon Taf
CF72 9XE

Telephone Number: 01443 237824
Fax Number: 01443 227365
E-mail Address: post@llanhari.com
Website Address: www.llanhari.com

Local Authority Address
Education and Lifelong Learning
Tŷ Trevithick
Abercynon
Aberpennar
CF45 4UQ

Telephone Number: 01443 744000

Enjoy your child’s first school experiences. It is a valuable time in his/her development! If there is anything worrying you or your child, we encourage you to share your concern with us.

The Next Step

IMPORTANT!
Please note that you will need to apply for your child to be admitted to the Reception department. We will send you the Authority’s application form automatically during the autumn term. If you do not complete this form, your child could lose his/her place in the Reception class.