

# Birchgrove Primary School

Ysgol Gynradd Gellifedw



## School Prospectus

2024 - 25

Dear Parent/ Guardian,

The purpose of this booklet is to provide you with some information about our school. At Birchgrove Primary School, we try to do our best to ensure that all children have the opportunity to achieve whatever potential they have. At the same time, we are committed to making the pupils' time in our school enjoyable as well as profitable. Our experience has shown that children perform better where there is a strong partnership between home and school. Therefore, we positively encourage parents/guardians to support and help us in making the children's education a worthwhile and valuable experience which they will remember with fondness, for the rest of their lives.

From all the staff at Birchgrove Primary School.

## **School Information**

Name of Headteacher	Mr. M. O'Brien
Name and Address of School	Birchgrove Primary School Heol Nant Bran Birchgrove Swansea SA7 9LS
Telephone Number	01792 814814
E-Mail Address	<a href="mailto:birchgrove.primary@swansea-edunet.gov.uk">birchgrove.primary@swansea-edunet.gov.uk</a>
Website	<a href="http://www.birchgroveswansea.co.uk">www.birchgroveswansea.co.uk</a>
Age Range of Pupils	3 – 11
Number on Roll	427
Chair of Governors	Mrs H Thomas
Local Education Authority	City and County of Swansea
Director of Education	Mrs Helen Morgan-Rees Education Department Civic Centre Swansea SA1 3SN
Telephone Number	01792 636000

## **The Governing Body**

The School Governors together with the Headteacher, make decisions about how the school is run. They meet at least once a term. School governors are: parents, Local Council representatives, community representatives and staff from the school. They have legal duties, powers and responsibilities. They can only act together, not individually. Parent governors are elected by the parents of the school. They serve, as do other governors, for a period of four years.

<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Term of Office expires</u></b>
Mr M O'Brien	Headteacher	
Mrs H Thomas	Chair – LA Governor	November 2025
Mr J Thompson	Vice-chair -Parent Governor	June 2025
TBC	Staff Governor	September 2028
Miss S Davies	Teacher Governor	February 2025
Miss N Westwood	Teacher Governor	March 2025
Mrs S Hyatt	Community Governor	November 2027
Ms Carla Parker	Community Governor	September 2027
Mr M Ford	Community Governor	September 2028
Cllr R Doyle	LA Governor	March 2025
Miss Jade Evans	LA Governor	July 2027
Mrs R Vickery	Parent Governor	March 2025
Miss L Dew	Parent Governor	October 2027
Mr S Williams	LA Governor	March 2025
Mr D Fifield	Parent Governor	October 2027
Ms J Trick-Pudner	Parent Governor	June 2027
Mr S Brown	Community Governor	March 2025

Clerk to Governors: Mrs R Parsons

## Teaching Staff at Birchgrove Primary School

Staff member	Year group
Mr M O'Brien	Headteacher
Mrs M Hockin	Deputy Head teacher
Mrs C Corbett	Nursery
Mrs S Minchington	Reception
Mrs N Aitchison	Reception
Mr J Morgan	Year 1
Miss N Westwood	Year 1
Miss C Williams	Year 2
Mrs H Harris	Year 2
Mrs S Hixon/Miss R Murphy	Year 3
Miss C Jeffreys	Year 3
Mrs E Roberts	Year 4
Mrs S Wall	Year 4
Mrs N Smith	Year 5
Miss C Wright	Year 5
Mrs C Shoemark	Year 6
Mrs K Morgans	Year 6
Mrs K Williams	ALNCO

**School administration manager** – Mrs R Parsons

**School administration assistant and Pastoral Lead** – Miss L Llewelyn

**Pupil Pastoral Support** – Mrs Heledd Sherwood

**School IT support** – Miss E Graham and Mr J Blewitt

**Creative Lead/PPA** – Mrs R Mullan

### Support Staff

Miss L Holloway	Ms T Rogers
Mrs C Rees	Mrs N R Jones
Mrs T Peters	Miss K Davies
Mrs C Corbett	Mrs L McQueen
Mrs L Carsley	Miss L Illingworth
Mrs L Cooke	Miss R Mullan
Mrs S McGrotty	Miss C Jeffs
Mrs R Vickery	Miss B Rees
Miss C McKennall	Mrs S Bolt
Mrs D Rogers	Ms L Rosser
Miss S Thomas	Mrs H Sherwood
	Miss E Lewis

### **Lunchtime Supervisory Assistants**

Mrs T Peters	Mrs L McQueen
Mrs L Carsley	Mrs C Corbett
Mrs S McGrotty	Ms D Rogers
Miss L Rosser	Mrs S Bolt
Miss B Rees	Mrs H Sherwood
Miss L Holloway	Miss S Thomas
Miss C McKennall	Mrs R Vickery
Miss E Lewis	Mrs N R Jones
Mrs L Illingworth	

### **Breakfast Club Staff**

Mrs L Cooke	Miss L Holloway
Mrs C Corbett	Miss L Llewelyn

**Pastoral Support /Attendance** – Ms L Llewelyn

**Caretaker** – Mr Mike Jones

**School Cook** – Mrs A Jones

**School Cleaners** – Ms Claire Griffiths, Ms Sue Rees, Mrs P Thomas, Mr C Thomas

**After School Club** - Mrs S Bolt, Miss S Thomas, Miss B Rees, Miss C McKennall

**Welsh as a Second Language**

Ms A Pardoe, Athrawes Bro.

## **Our Mission Statement**

***'Always be the best that you can be'.***

## **Our Vision Statement**

**Our vision for Birchgrove Primary School is that, as a Learning Organisation, it becomes a community of excellence where all are entitled and encouraged to:**

Become well rounded, ambitious, capable learners who are ready to learn. Learners who are enterprising, creative contributors, ready to play a full part in life and work.

Achieve their full potential through an inclusive, safe, happy learning environment that recognises each child is unique and is valued.

Be tolerant, respectful and accepting of others, promote sustainable development, are ethically informed and persevere and develop a positive mindset to become resilient lifelong learners.

Participate in a broad, balanced, relevant curriculum through providing a wide range of learning experiences, including independent experiential learning, which focus on the needs of the individual who become digitally competent, preparing children for an ever evolving world.

Continually reflect and evaluate progress within a culture of trust, honesty and openness, so that the quality of teaching and learning within our school continues to improve

### **Our school prayer is -**

This is our school, let peace dwell here,  
Let the rooms be full of contentment,  
Let love abide here, Love of one another,  
Love of mankind, Love of life itself  
And love of God,  
Let us remember that as many hands build a house,  
So many hearts make a school.  
Amen

## School Organisation

Pupils are organised into co-educational mixed ability classes according to age. For the academic Year 2023/2024 the classes are organised as follows:

- Age 3 - 4 One morning nursery class / One afternoon nursery class
- Age 4 - 5 Two Reception classes
- Age 5 – 6 Two Year 1 classes
- Age 6 -7 Two Year 2 classes
- Age 7 – 8 Two Year 3 classes
- Age 8 – 9 Two Year 4 classes
- Age 9 – 10 Two Year 5 classes
- Age 10 – 11 Two Year 6 classes

## Enhanced Learning Provision:

‘Little Blossoms’ enhanced learning provision class was established in 2023-24. It is a small-group provision for eligible pupils within the reception to year 2 age range. Due to funding, Little Blossoms is a temporary class and the ability to continue to run the provision will remain under close review throughout 2024-25.

## Joining the School

### Admissions

The following information has been taken from the LA website

The Local Authority, the LA, is the admitting authority for all community schools in the area.

### Reception Admission Limits – Community Schools

All schools must admit up to their Admission Number in the year of entry. In the year of entry, a child will normally be refused a place once the Admission Number has been reached. There is **no right of appeal** following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the Admission Number for the rest of the year groups within a school (Reception - Year 6).

### Admission Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of the Local Authority ie. Looked After Children (LAC).
2. Children who live within the schools defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*.



3. Children who have a brother or sister attending the school at the date of their admission\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*.

*\*The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. A computer programme is used when undertaking the measurement.*

*\*\* A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.*

**Note** that schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. The governing bodies of voluntary aided schools are responsible for determining their own admission arrangements.

Requests for children to transfer between schools at periods other than the normal transfer age will be determined by applying the above admission criteria.

### **Admission Procedures – Nursery/Reception places in Community Schools**

Parents of children starting **nursery**, should contact the school directly to make an application for their child and discuss the necessary arrangements for starting school.

Parents of children starting **reception** will be asked to apply online to the School and Governor Unit in Civic Centre, Swansea, for a place for their child at the catchment school or to state a preference for an alternative placement using the admissions form.

Requests for admission to reception will be granted provided there are places available. Where admission requests exceed the number of places available, places will be allocated in accordance with the LA's admission criteria.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents will still need to apply for a place along with other applicants at the appropriate time.

Requests for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, 1 December 2023 will be processed collectively and places allocated according to the above admission criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents for the purpose of assessing ability or aptitude.

Parents who have applied by the 1<sup>st</sup> December 2024 will be advised where they have been allocated a place by the **end of April 2025**.

### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** The admissions criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school

Parents/guardians of children seeking to join the school in other years should contact the Headteacher.

### **Starting school**

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

At Birchgrove, the curriculum is grounded in active, enquiry-led learning and the development of the core components of a Curriculum for Wales 2022. Parents/guardians can play a major role in fostering good attitudes to learning, developing good language skills and promoting good behaviour.

### **Joining the school later on**

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after and monitored so that they quickly make friends and find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start in our school. Parents and carers are asked to contact the school if their child has a problem settling. We are keen to promote an active partnership with parents.

## **Moving On – Transfer to Secondary School**

At the end of their Primary school career, children transfer to a secondary school. The vast majority of our children go on to Birchgrove Comprehensive, a mixed (11-16) Comprehensive School. Our school has particularly close links with Birchgrove Comprehensive and there is close liaison between the teaching staff of the schools. Each year, Year 5 and 6 children spend time in their new school working with the new teachers, meeting new friends and getting to know their new school. This is seen as a very positive process which supports a smoother transition.



### **School Hours Daily Arrangements**

#### **Nursery AM**

Start	9.00am
Snack and break time	Encompassed within the course of the morning.
Leave	11.20am

#### **Nursery PM**

Start	12.55pm
Snack and break time	Encompassed within the course of the afternoon.
Leave	3.15pm

#### **Reception, Year 1 and Year 2 (Monday to Thursday)**

Start	8.55am
Break	10.35 – 10.55am
Lunch	12:00pm – 12.50pm
Collective Worship	10 mins daily
Break	2.20 – 2.30pm
Leave	3.20pm

#### **Reception, Year 1 and Year 2 (Friday only)**

Start	8.55am
Break	10.35 – 10.50am
Lunch	11.45am – 12.15pm
Collective Worship	10 mins daily
PM session	12.15 – 12.50pm
Leave	12.50pm

#### **Key stage 2 – Year 3, 4, 5 and 6 (Monday – Thursday)**

Start	8.45am
Break	10.35 – 10.55am
Lunch	12:00pm – 12.50pm
Collective Worship	10 mins daily
Leave	3.30pm

### **Key stage 2 – Year 3, 4 , 5 and 6 (Friday only)**

Start	8.45am
Break	10.35 – 10.50am
Lunch	11.45am – 12.15pm
Collective Worship	10 mins daily
PM session	12.15 – 1.00pm
Leave	1.00pm

Pupils in Reception, year 1 and year 2 may arrive between **8:45 and 8:55am**.

Pupils in years 3, 4, 5 and 6 may arrive between **8:35 and 8:45am**.

Parents are requested to ensure that the children are punctual and arrive within the window of time allocated for their year group (see above).

### **Parents in Partnership**

We welcome parents and guardians into Birchgrove Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued.

### **Communication with Parents/Guardians**

The school communicates with parents/guardians in various ways e.g. Class Dojo messages, newsletters, text messaging service, questionnaires, interviews, informal evenings, Twitter and the Website. Parents/guardians are invited to Parents' evenings, sports days, open evenings as well as children's performances. The school has set in place a Home School Agreement and involves parents in policy decisions.

### **Meeting the Needs of a Curriculum for Wales 2022**

A Curriculum for Wales 2022 is fully implemented at Birchgrove Primary. This means that learning is planned in accordance with the statutory codes for education in Wales. The curriculum is based on six areas of learning and experience, and the purpose of learning is to develop the characteristics embodied in the Four Purposes. We have approached the construction of the curriculum with key stakeholders (children, parents/families and governors) and value the voice of the children in the co-planning of exciting, relevant and authentic learning experiences. (See School Website for more information). **Relationships and Sexuality Education** and **Religion, Values and Ethics**, which are mandatory elements of the curriculum in Wales, are taught sensitively and in an age-appropriate way.

On entry to school, children will be assessed through the use of practitioner observations as part of the normal classroom activities and learning experiences. These arrangements will include consideration of numeracy and literacy skills and capabilities, as well as physical, social and emotional development.

Children in years 2-6 take part in National Reading and Numeracy tests twice within each academic year. The assessments are used to support learning and the data forms a part of the information that is considered to monitor pupils' progress over the course of each year.

### **Pastoral Care Arrangements**

The school aims to create a warm, caring and secure atmosphere. Parents'/guardians' home and work telephone numbers are recorded. All accidents and illnesses are dealt with accordingly and relevant procedures followed; informing parents and staff. If immediate hospital treatment is required, resulting from an accident or illness, an ambulance will be called to take the pupil to hospital and parents will be contacted.

Where children have been prescribed medicines, we encourage parents whenever possible to come to the school to administer them if they need to be taken during the school day. Where this is not possible then the school is prepared to store and administer medicine provided that the appropriate request form is completed in writing before hand. These request forms are available from the school reception office.

School staff supervise morning and afternoon breaks. Supervisory and school staff are on duty for the lunch time break. For medical appointments etc. a note from a parent / guardian must be produced.

No child is allowed to leave the school unaccompanied during the school day.

From time to time the school nurse, dentist and hearing specialist will visit the school to carry out routine health inspections and hearing tests. Parents will always be informed when this is happening. When any problems are encountered, parents will be notified and advised to seek further help from either the school health service or their family doctor.

### **Emergency Contact Information**

Please ensure that your contact details are correct, and that the school is told about any health matters, especially allergies, relating to your child.

### **GDPR**

Birchgrove Primary School is the data controller who is responsible for holding the data you provide. We will use your data to keep you up to date with school activities. We will not share your data with anyone else and we hold your information on the basis of your consent, which you can withdraw at any time. More information can be found in our privacy notice on our school website.

### **Absences**

We are obliged to formally account for all absences so please be kind enough to send a note of explanation to your child's class teacher after any absence, for whatever reason. You should also telephone the office on the first day of your child's absence. We request that pupils are punctual at all times. Poor attendance, whatever the reason for it, affects your child's progress at school. Children whose attendance is irregular miss, and sometimes never make up important learning experiences. Holiday absence during term time is discouraged and may be unauthorised due to the negative impact upon your child's educational and social development.

## **Returning to School after illness**

Children returning to school after illness should clearly be fit to do so and free from infection. Please err on the side of caution when making a decision about your child returning to school. Children should be fit to participate in all school activities including outdoor games and playtime. Injury, asthma, respiratory complaints or circulation difficulties are of course exceptions. If in doubt the school is happy to advise.

## **Attendance**

Birchgrove Primary School follows the regional attendance procedures. Our attendance target is 94%. Attendance for academic year 2023-2024 was 91.7%. Any concerns in relation to attendance issues, please contact Ms. L. Llewelyn, Pastoral Support Officer, in the first instance.

## **Positive Relationships at Birchgrove Primary**

Developing and promoting positive relationships in school is the responsibility of the Headteacher, supported by the staff. The main aim of the school's positive relationships policy is to encourage children to behave responsibly and to develop empathy for other people's views and feelings. We teach children about how to act in ways that demonstrate we are ready to learn, respectful to others and safe in our behaviour and conduct.

In cases where pupils are consistently not demonstrating the expected behaviours and conduct, parents may be invited to the school to discuss how best to support improvement in behaviour with the class teacher / Headteacher. Alternative approaches and more personalised targets may be necessary in such circumstances.

## **Recognising and celebrating great behaviour**

Each week, when great behaviour is observed in action, children are awarded 'stars' which are then placed onto a class 'Recognition board'. The board represents the recognition that has been shown for behaviours that demonstrate being ready, respectful and safe in and around the school. Pupils reflect on the recognition board during the week with their teacher and support staff, and then on Friday mornings in assembly, a pupil from each class talks to the rest of the school about how and why their class earned stars that week. The positive behaviour that has been in action around the whole school is celebrated and acknowledged as '*the way we do it here at Birchgrove*'.



## **Sport**

The school encourages all children to take part in the sporting activities offered by the school. During the Autumn and Spring Terms, participation in rugby, football, netball, cross country running and gymnastics is encouraged while in the Summer Term, the opportunity is there to participate in athletics and rounders. We regularly have 'Ospreys in the Community' visiting school to provide fun, engaging sport and wellbeing activities with older classes.

Inter-school games usually take place outside of the normal school hours. Sporting activities are carried out in the school halls, the school playground and on the school field.

## **Extra-Curricular Activities**

During school hours, groups meet and are led by different members of staff. These groups include 'Criw Cymreig', the Safety Squad, Eco Warriors, Rights Respecting Ambassadors, and the School Leadership Team.

In addition, the school organises a program of activities throughout the school year e.g. athletics and choir. Pupils can also periodically access different sporting activities such as rugby, netball or football tournaments and festivals. In Years 4 and 6, pupils will be offered the opportunity to go on a residential trip.

## **School Council**

Birchgrove Primary School recognises the importance of the pupils' voices and makes them part of the decision making process.

The school has an elected School Council. All the pupils at the school are given a chance to vote for children from their class after presenting their manifesto to serve on our School Council each year.



## School Uniform

All pupils are expected to wear appropriate uniform:

- **Red School Jumper/Cardigan/Hoodie**
- **White polo shirt**
- **Black trousers/skirt/shorts**

For PE lessons all pupils are expected to wear:

- **Red school t-shirt (the school will provide)**
- **Shorts/tracksuit trousers**

School Jumpers/Cardigans/Hoodies/t-shirts can be bought from Bergoni Sportswear - 1 Cambrian Court, Ferryboat Close, Swansea Enterprise Park, Swansea, SA6 8QN. Tel: 01792 796880 / 771070.

All articles of clothing should be marked or labelled so that in the event of the article being mislaid, the owner can be easily traced. Suitable footwear must be worn at all times

Children are not permitted to wear:

- **Football kits**
- **Nike pro style shorts**
- **Crop tops**
- **Make-up**
- **Decorative accessories (e.g. false or long fingernails)**
- **Jewellery, especially earrings which are a source of potential danger in games and physical education lessons and normal playground activities**
- **Flip flops/Crocs/Sliders**

Class teachers will advise children and parents on the days that PE and outdoor learning will take place, so that suitable items of clothing can be brought to school.

## School Meals

A wide variety of meals are available and weekly menus are available on the school website. The School Meals Service operates a healthy eating policy which is reflected in the menus offered. Free School meals, provided by the Welsh Government, are available to all primary aged children.



Facilities are also available for the children to bring their own packed lunches. With the recent research into food and its effect on the child's brain and attitude to learning we do not allow sweets or fizzy drinks in school.. All the children are encouraged to bring in a water bottle so that they can have access to water throughout the day, and also a piece a fruit for morning break if they so wish.



### **Money for other activities e.g. school trips**

Please ensure that all monies sent to school are in a secure envelope marked with your child's name, amount and the purpose of the money.

### **Equal Opportunity**

We recognise the right of equality of opportunity for all individuals, staff and pupils irrespective of their ability, gender, status, race, religious beliefs or age. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented.

### **Anti-Racism**

Birchgrove Primary School is an anti-racist school and we are committed to addressing racism in any form. We aim to work with our children and community to be actively anti-racist as we do not believe that not being racist is enough. Racism, in any form, is not tolerated at our school. All pupils and staff have the right to be treated with respect and to feel safe, regardless of their ethnic background or identity. If a racist incident occurs, it will be thoroughly investigated and dealt with. Help and support will be provided to all involved.

### **Charging and Remissions Policy**

The Local Authority policy on charges and remissions for schools has been adopted by the school. This maintains the right to free school education. However, on occasions parents may be asked to make a voluntary contribution in support of any activity organised by the School.

### **Arrangements for Additional Learning Needs**

All children are monitored to support their progress and the identification of any additional learning needs. Support and intervention can take place at any time if deemed appropriate. Children who are identified as having particular learning difficulties may receive extra individual tuition within the school. Full consultation takes place between the school and the parents of the children involved and all processes under the *Additional Learning Needs and Education Tribunal (Wales) Act* are followed. The school has a designated member of staff who has a responsibility for co-ordinating work involved with the additional educational needs of pupils. The school also has a written policy for dealing with this area of work which is available for inspection at the school.

# SCHOOL HOLIDAYS ACADEMIC YEAR 2024/25

## School term and holiday dates 2024 / 2025

Term	Term begins		Mid-term holiday begins	Mid-term holiday ends		Terms ends	Total days
<b>Autumn 2024</b>	Monday 2 September 2024	Friday 25 October 2024	Monday 28 October 2024	Friday 1 November 2024	Monday 4 November 2024	Friday 20 December 2024	75
<b>Spring 2025</b>	Monday 6 January 2025	Friday 21 February 2025	Monday 24 February 2025	Friday 28 February 2025	Monday 3 March 2025	Friday 11 April 2025	65
<b>Summer 2025</b>	Monday 28 April 2025	Friday 23 May 2025	Monday 26 May 2025	Friday 30 May 2025	Monday 2 June 2025	Monday 21 July 2025	55
<b>Total</b>							195

## Bank holidays

18 April 2025 - Good Friday

21 April 2025 - Easter Monday

5 May 2025 - May Day

26 May 2025 - Spring Bank Holiday

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a direction on term dates.

## **Current Position**

As a result of thorough self-evaluation, the school's immediate priorities have been identified and are highlighted in the School Development Plan and details in addressing these priorities are in specific Action Plans. Birchgrove Primary School provides support to other schools through its Middle Leadership course, and this is fully endorsed by the National Academy of Education Leadership (Wales). Birchgrove operates as a learning organisation and is fully committed to developing the seven dimensions that underpin an effective organisation. The school has recently supported other schools in the local authority and within the Partneriaeth region to begin using the Schools as Learning Organisations tools in their own schools. Birchgrove Primary School was inspected by Estyn in January 2020, and a report published in March 2020. The school achieved the category of **excellent** in all five inspection areas.

### **Birchgrove Primary school has the following characteristics:**

- A very clear strategy and vision that has improved outcomes for all learners
- Leaders with a very strong capacity to plan and implement change successfully and to sustain improvement
- Robust, systematic and well established self-evaluation processes
- Highly effective in its use of all available performance data and evidence about the quality of learning and teaching
- A very good track record in raising the achievement of all groups of pupils
- Leaders and staff work very successfully with other schools and partners to significantly enhance their own and others' capacity to bring about improvement and build resilience
- Governors have a good understanding of the school's strengths and areas for improvement and are effective in supporting and challenging the school's performance
- The school's leaders give a high priority to developing its workforce: performance management and professional development are highly successful in fostering effective practice and in dealing with underperformance
- All staff have a shared understanding of the characteristics of excellent and good teaching and teacher assessment is consistent and accurate

### **If your child has a problem at school**

From time to time in children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us, it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence. The Pastoral Team is always available to support parents and families.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher in the first instance, the Pastoral officer or the Headteacher.

## **Inspection of Documents**

Documents required to be available by regulation may be inspected, and where appropriate copied at the school during school hours by arrangement with the Headteacher.

## **Information about how to make a complaint**

If you have a complaint under Section 23 of the Education Reform Act relating to the curriculum, Religious Education or Religious Worship, the LA has prepared a formal complaints procedure, a copy of which is available from the school, the Education Department or the Public Library.

In the event of any other type of complaint you should contact Mrs M Hockin (Deputy Headteacher) who is the school's Complaints Officer. The school has a formal complaints procedure and a copy of this may be obtained from the School Reception office.

Further advice about complaints may be obtained from the Education Department, School and Governor Section Tel: (01792) 636611

***The information supplied in this document is in accordance with information at present available and is believed to be correct as at the date of printing, September 2024.***