

# WAUN WEN PRIMARY SCHOOL



## PROSPECTUS 25/26



---

## WELCOME / CROESO

---

This prospectus will tell you something about our school, the people here and the ethos that is so important to us. We strongly believe that every child matters and want to create a safe, happy, welcoming environment with high standards of education, opportunities, and experiences available to everyone in Waun Wen Primary School.

I hope that this information conveys the safe, caring respectful environment that underpins our happy school and which so many visitors to our school comment so positively on.

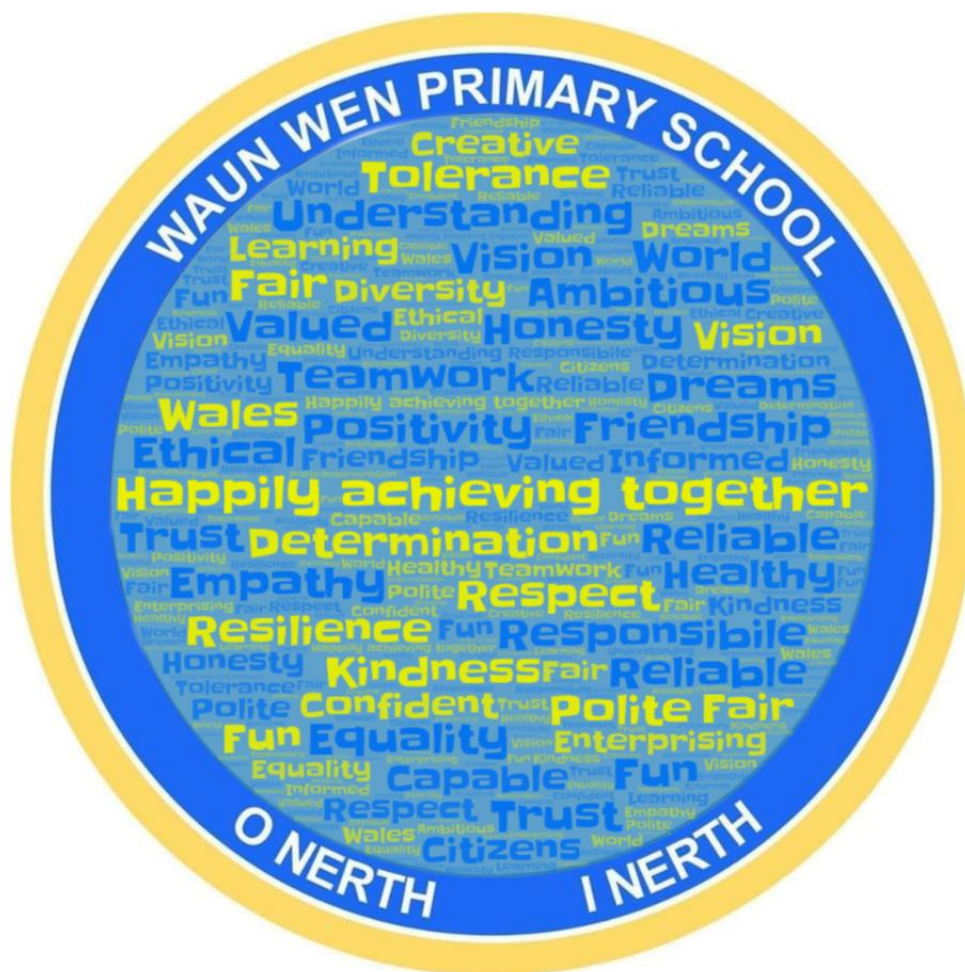
*“HAPPILY ACHIEVING TOGETHER”* summarises how we feel in Waun Wen. We want all our pupils to feel happy in school and to be able to achieve their potential and this will all take place together as part of our caring school community.

Headteacher

---

## OUR VISION

---



---

## OUR AIMS AND VALUES

---

At Waun Wen we aim to:

- Teach our pupils to treat everyone respectfully and equally, to value diversity and to treat everyone fairly
- Have high expectations to inspire all pupils to achieve their potential
- Develop a broad and exciting curriculum with a wide range of experiences to inspire our pupils to learn
- Provide a safe, happy, nurturing environment where pupils can develop resilience and confidence as they begin their learning journey through life.
- Develop communication, numeracy and digital skills that will equip them for an ever-changing world.
- Ensure all pupils feel they belong in their school, where they are valued and listened to.



---

## SCHOOL INFORMATION

---



Waun Wen Primary School is an English-medium, Local Authority maintained primary school for pupils between 3 and 11. The school is situated in an inner-city of Swansea. Waun Wen is not a distinct area but one of pockets of development intersected by major roads.

The school was built in 1875 with classrooms spread over four floors linked by steps. The building has been extensively remodelled over the years and includes a “Flying Start” facility.

|                     | Morning sessions | Afternoon sessions |
|---------------------|------------------|--------------------|
| Nursery             | 8.45am – 11.45am | 1.00pm – 3.00pm    |
| Reception to Year 2 | 8.45am – 11.30am | 12.30pm – 3.00pm   |
| Year 3 to Year 6    | 8.45am – 12.05pm | 1.00pm – 3.00pm    |

**HEADTEACHER:**

Mrs C Nicklin

**DEPUTY HEADTEACHER:**

Miss B Roberts

**CHAIR OF GOVERNORS:**

Mrs L Barnsley

**SCHOOL ADDRESS:**

LION STREET  
WAUN WEN  
SWANSEA  
SA1 2BZ

Tel: 01792 651010

**E-MAIL:**

[waun.wen.primary@swansea-edunet.gov.uk](mailto:waun.wen.primary@swansea-edunet.gov.uk)

**WEBSITE:**

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

**SECRETARY:**

Miss H O’Callaghan

Members of staff supervise the children in the school yards for ten minutes before the start of the day, school gates are locked during the school day and all visitors are only permitted to access the school via the main entrance. All visitors are asked to sign in and given a visitor badge.

Fire drill is carried out regularly and the school premises are checked for maintenance of a safe environment.

---

## THE SCHOOL CURRICULUM

---



Our curriculum is designed to provide all pupils with a broad and balanced education. We are continually evaluating and developing our curriculum in line with Curriculum for Wales and use a variety of cross-curricular themes to develop skills in each area of learning. Our curriculum is designed for the children in our school and the priorities that have been identified for them.

The four purposes of the curriculum in Wales are that children should be:

- Ambitious, capable learners who are ready to learn throughout their lives

- Enterprising, creative contributors who are ready to play a full part in life and work
- Ethical, informed citizens who are ready to be citizens of Wales and the world
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society

In Waun Wen, we have four dragons who help us remember what the purposes of the curriculum. Ambitious Aaron, Enterprising Ernie, Ethical Ethel and Healthy Hetty.

Wherever possible, the school uses first hand experiences to enrich the children's education. This includes educational visits, visitors and using the local community. Teachers liaise closely during planning to ensure all aspects of the curriculum are covered and priorities for our children are addressed.

The school is single form entry and fully implements the Curriculum for Wales with a high pupil to adult ratio.

---

## **RELIGIOUS VALUES EDUCATION AND COLLECTIVE WORSHIP**

---

Non-denominated Religious Education is provided for all children as part of the curriculum. Waun Wen has a diverse population of children and understanding and acceptance of all our children is a priority to us. We believe in teaching values which can be found in all religions and will guide our children to become well-rounded and fair adults.

Assembly is an important part of our school day which helps to build the feeling of community. They are non-denominational and although broadly Christian in nature, stories and aspects from other religions

are included along with the values the school community has chosen, to ensure that all children are aware of the multicultural society in which we live.

---

## **USE OF THE WELSH LANGUAGE**

---

Welsh is taught as second language. The school follows teaching schemes and resources recommended by the local authority. It is the aim of the school to ensure children are immersed into the language and can see, hear, and use it as a natural part of their school life.

Welsh culture and heritage are also an important part of the school activities. Our teaching of Welsh is supported by the peripatetic team of the LA.

---

## **ATTENDANCE AND PUNCTUALITY**

---

Good attendance and punctuality are essential to a child's progress and wellbeing.

Parents are asked to bring their child to school punctually. An absence needs to be reported to the school on the first day via telephoning the school or leaving a message. Our Pastoral Support Officer will phone parents if the child is absent, and no message has been received.

Permission for holidays during term time must be obtained from the Headteacher.

The Education Welfare Officer (EWO) works closely with the school and will assist parents who are having difficulty with the child's attendance. Any parents who are having difficulties should contact the school for advice and support.

We have a daily Breakfast Club which runs from 8.15 until 8.45am every day for all pupils from nursery to year 6. The club is free for all children with no booking necessary.

---

## **ADMISSIONS**

---

Applications for a place in Nursery are made directly to the school. Nursery provision is on a half day basis, with rising 3's receiving at least 2 hours provision.

Pupils entering full time education (Reception to Year 6) have to apply through the Local Authority. A place will be allocated provided there is room in the class.

Details of admission arrangements can be found at:

<https://www.swansea.gov.uk/article/1053/School-admissions>

---

## **PASTORAL CARE AND WELL-BEING**

---



The school has a pastoral support officer who supports children and their families when need.

All staff have received training in trauma and adverse childhood experiences and are highly skilled at working with children who have experienced challenging times in their lives. 6 member of staff are Trauma Informed Practitioners. The school works to support all children who need it and liaises with additional learning needs teams and external agencies.

Through our understanding of the range of experiences that children bring with them to school, we promote positive, trusting relationships and encourage good behaviour and respect to all. Where there are issues with behaviour, staff work with the children to support them and when necessary, will meet with parents to discuss any issues.

---

## **SCHOOL UNIFORM**

---

All children are encouraged to wear the school jumper or hoodie. Year 6 pupils have a different colour jumper which they select. Sensible footwear that children can run and play safely in, and weather appropriate outdoor clothing is also encouraged.

Jumpers and hoodies are available from the school office. Second hand uniform is available too.

---

## **SCHOOL MEALS**

---

The school has its own cook who serves meals every day. Hot meals and cold snacks are provided daily, and the menu is available on the school and local authority website:

<https://www.swansea.gov.uk/primaryschoolmeals>

All children in Wales, from Reception to Year 6, are entitled to free school meal. Some families maybe entitled to a School Uniform Grant. Families are encouraged to apply for Free School Meals and if successful are then able to receive the Uniform Grant. Applications for Free School meals can be made via the local authority website:

<https://www.swansea.gov.uk/article/3198/Free-school-meals>

---

## **TOILET PROVISION**

---

We have two sets of toilets. One for Foundation Phase children and the other for ks2 children. Unfortunately, there is no accessible toilet in the school.

Toilets are cleaned daily and checked throughout the day by the school cleaners.

---

## **CHARGING POLICY**

---

The policy for charging and remissions is in line with the legal requirements as recommended by the local authority.

Parents may be asked for a voluntary contribution towards the cost of some activities or visits, but no child will be prevented from taking part in a visit, however if insufficient money is raised to cover the cost of the visit, it would be with regret that the visit may be cancelled.

---

## **SAFEGUARDING AND CHILD PROTECTION**

---

At Waun Wen Primary School, the safety and well-being of every child is of the utmost importance. Safeguarding and Child Protection policies are in place and available of the school website.

We are committed to ensuring the Health and Safety of everyone in the school and there a locked doors at all entrances, gates to yards are kept locked during the school day and are supervised by staff at the start and end of each day. Fire drills, emergency evacuations and lockdown procedures are conducted regularly.

There are designated First Aiders in the school who deal with any accidents. If there are any concerns the parent or carer is contacted and informed of any concerns.

Medication can be administered by staff, but a consent form has to be completed first in the school office.

In the event of a potential child protection issue, permission from the parent is sought before any information is passed to another agency, however this permission will not be sought if there is a likely risk of putting the child at further harm.

---

## **ADDITIONAL LEARNING NEEDS**

---

Waun Wen is an inclusive school where we believe in supporting all children, with individual needs, to be able to access the curriculum. There is a whole school approach to providing children with additional learning needs with the support they need.

The school ALNCo works closely with class teachers to identify children who need support and additional input. The school is working closely with other agencies to implement the new ALNet Bill.

School staff have all been trained in Speech and Language Communication needs and the need for a child to communicate effectively is seen as a priority for all children.

---

## **SPORTING ACTIVITIES**

---

We understand that physical fitness has an impact on individual's wellbeing and for them to be healthy and confident learners. All classes access physical activities every week and after school clubs are run for sporting activities where restrictions and staffing allows.

Children need to be suitably dressed for PE and wear trainers for these sessions.

---

## **RELATIONSHIPS AND SEXUALITY EDUCATION**

---

Relationships and Sexuality education are provided as part of our personal and social education. It will be taught in a way that is appropriate to the pupil's age and experience and will be presented within a moral, family orientated framework.

The school is supported in this area by the School Nurse who delivers lessons to upper key stage 2 children. Teachers do not enter into discussions about personal issues and lifestyle. Our approach will embrace the values of the school in all areas of this part of education.

---

## **EQUAL OPPORTUNITIES**

---

The school is committed to a policy of equal opportunities and inclusion. We offer equal access to learning for all of our children in all areas of the curriculum. We encourage all children to participate in every aspect of school life.

---

## PUPIL ATTENDANCE

---

|                  |  |
|------------------|--|
| Autumn Term 2024 |  |
| Spring 2025      |  |
| Summer 2025      |  |

---

## TERM DATES

---

| <b>Term</b>        | <b>Term begins</b> | <b>Mid-term holiday begins</b> | <b>Mid-term holiday ends</b> | <b>Term ends</b>   |
|--------------------|--------------------|--------------------------------|------------------------------|--------------------|
| <b>Autumn 2025</b> | Monday 1 September | Monday 27 October              | Friday 31 October            | Friday 19 December |
| <b>Spring 2026</b> | Tuesday 5 January  | Monday 16 February             | Friday 20 February           | Friday 27 March    |
| <b>Summer 2026</b> | Monday 13 April    | Monday 25 May                  | Friday 29 May                | Monday 20 July     |

### Bank holidays

Good Friday - Friday 18 April 2025

Easter Monday - Monday 21 April 2025

May Bank Holiday - Monday 5 May 2025

Spring Bank Holiday - Monday 26 May 2025

---

## **COMPLAINTS**

---

We expect all children, staff, and parents to follow our values and listen respectfully to each other. Minor complaints should be dealt with by the Class Teacher and if you are not satisfied then contact the Headteacher.

A serious or formal complaint should be made in writing to the Headteacher, so that an investigation can take place.

It is always our aim to resolve any issues that you have as swiftly as possible but if you feel that your complaint has not been resolved then you may wish to take your complaint to the Chair of Governor. The school has a Complaints procedure which is available on our website and by request from the school office.