

OYSTERMOUTH PRIMARY SCHOOL



Governors' Annual Report to Parents and Carers 2018–2019



There is no longer a requirement to hold an annual meeting for parents to discuss this report, but parents may request up to three meetings a year with the Governing Body to discuss whole school issues.

The Governing Body has not held a parents' meeting pursuant to section 94 of the School Standards and Organisation (Wales) Act 2013.

Further advice and details about how parents may go about requesting a meeting with a Governing Body is available at the school, and /or on the Welsg Government website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>

OYSTERMOUTH PRIMARY SCHOOL



Governors' Annual Report to Parents and Carers 2018–2019

Dear Parents & Carers,

It gives me great pleasure to present to you the Governors Annual Review, providing the required statutory information about our lovely school, as well as documenting all the amazing things the children and staff have achieved in the Academic Year 2018-19.

This report gives me the opportunity to convey the Governing Body thanks and appreciation to you for your continued support, I cannot emphasize how important this is in helping to ensure a safe and happy learning environment for all our children.

The Governing Body would like to thank all the staff for their continued commitment, dedication and hard work over the past 12 months, ensuring our children are given every opportunity available to them. And in addition, to congratulate Mrs Morgan on her appointment as Head teacher and Mr Lloyd-Jones as Deputy Head.

We would also like to extend thanks to the amazing efforts of our PTA, whose support and enthusiasm for raising much needed additional funds for the school, has assisted in enriching the learning experience for all our children.

Lastly, but by no means least I would like to thank my fellow members of the Governing body, for the unconditional support they give the school throughout the year.

Oystermouth has a great future ahead and the Staff and Governing Body are committed to ensuring every child is given the opportunity and support needed in order to achieve their maximum potential. By all working together, we can continue to improve upon the already high standards that I'm sure you will agree are reflected within this report.

Kind Regards,

Laura Miles

Chair of Governors.

OYSTERMOUTH PRIMARY SCHOOL



Members of the Governing Body 2018–2019

Governing Body

Mrs L. Miles (Chairman)	LA
Cllr C. Townsend-Jones	Minor Authority
Cllr M. Langstone	LA
Mr S. Williams	LA
Rev. A. Davies	Co-opted
Mrs H. Faulkner (Vice-Chair)	Parent Governor
Mr P. Lewis	Parent Governor
Mrs H. Landers-Thomas	Parent Governor
Mrs S. Hawkes	Co-opted
Mr A. Thomas	Co-opted
Mrs E. Richards	Parent Governor
Mr. M Hughes	Teacher Governor
Mrs. C Sutherland	Non-teaching Governor
Mrs. A. Key	Clerk to the Governors
Mrs C. Morgan	Acting Headteacher

Meetings:

During the past year the Governing Body has met on a termly basis to review all aspect of school policy and practice. The ALN/Standards Committee and Finance and Premises Committee met on several occasions to discuss building issues, health and safety, the budget and its implications on staffing and school initiatives. Sub committees report to the full governing body as appropriate.

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Current Appointments & Information

Headteacher Mrs C. Morgan, M.A., B.A. (Hons), P.G.C.E., Grad. Dip. in Professional Development (Education), NPQH

Deputy Headteacher, Foundation Phase Leader, Y1 Mr S. Lloyd Jones, B.A. Ed. (Hons), Grad. Dip. in Professional Development (Education)

Key Stage 2 Leader, Y6 Mrs D. Webster, B.A. (Hons), P.G.C.E.

Y5 Mr M. Hughes B.A., P.G.C.E.

Y4 Mrs K. Ferguson, B.Sc. (Hons), P.G.C.E

Y3 Miss O. Williams, B.A Ed. (Hons), QTS

Y2 Mrs H. Morris, B.A. Ed. (Hons), Grad. Cert. in Professional Learning

REC Miss E. Draper, B.A., P.G.C.E.

NUR Mrs A. Honey, HLTA, B.A. (Hons.) Early Years Education, Outdoor Learning Practitioner Certificate, NVQ Level 2, 3

ALNCo Mrs V. Myers, T. Cert.

Support Teacher Mrs. E. Dawson, M.A. Developmental & Therapeutic Play, M.A. Media Writing, B.A. English.

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Areas of Curricular Responsibility

Implementation of the New Curriculum	Mr Lloyd Jones
Language, Literacy and Communication – English	Miss Draper
Language, Literacy and Communication – Welsh	Mrs Webster
Mathematics and Numeracy	Miss Williams
ICT / DCF	Mrs Morris
Science and Technology	Mr Hughes
Health and Well Being ESDGC, Pupil Voice, Healthy Schools, Fairtrade, Active Journeys	Mrs Morgan
Health and Well Being Physical Development	Mr Hughes – Cricket, Rugby, Athletics, Cross Country Mrs Morris – Netball Mrs Myers – Tennis Mrs Harris - Football
Humanities	History – Mike Hughes Geography – Kath Ferguson R.E. – Helen Morris
Expressive Arts	Mrs Ferguson
Outdoor Learning	Mrs Honey

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Pupil Voice Oystermoth Senedd

At Oystermouth Primary we place pupil voice at the heart of everything we do. Our Senedd is made up with every member of our Key Stage 2 children and a member of staff. We have seven groups each focusing on an area of our school development. Our committees are directed by a chair, a vice chair and a secretary as elected by their group. Action plans are updated on a termly basis and visions are shared with all members of our community; pupils, staff, parents and governors.

Teacher	Pupil Voice Group
Miss Draper	Communication
Mrs Webster	Criw Cymraeg
Mrs Morris	Digital Wizards
Miss Williams	Wellbeing
Mrs Ferguson	Eco
Mr Hughes	Learning Environment
Mr Lloyd Jones	Rights

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Oystermouth Primary School 2019/2020 Staffing

Mrs C. Sutherland, NVQ Level 2, FSA Exam UK – Series 3 US Traders’ Exam	Administration Assistant
Mrs Vadagama, BA (Hons) Business Administration 2:1	Administration Assistant
Mrs N. Harris, NVQ Levels 2 & 3	T.A.
Miss R. Seacombe, Apprentice T.A.	T.A.
Mrs S. Aston, NNEB	T.A.
Mrs S. Roberts, B. Sc. (Hons.), H.N.Dip., HLTA	T.A.
Miss L. Stocks, NVQ Level 3, CACHE Level 2, HLTA	T.A.
Mrs A. Franklin, Level 3 Diploma in Specialist Support	T.A.
Mrs C. Phillips	T.A.
Mrs J. Arcari, NVQ Level 3 Early Years Educ.	T.A.
Mrs H. Founds, B. Ed. (Hons.)	T.A.
Mrs V. Myers, T. Cert.	T.A.
Mrs M. Hill, NVQ L2 T.A.	T.A.
Mrs M Phillips, Cert. Ed., B.Ed., Dip. Ed.	T.A.
Miss B. Norris, Childcare Level 6	T.A.
Mrs C. O’Sullivan, Childcare Level 3	T.A.
Miss G. Williams, Childcare Level 3	T.A.
Mrs Ali, PGCE Primary Education	T.A.
Mrs J. Evans	Cook
Mr R. Clarke	Canteen Assistant
Mr S. Hawkes	School Caretaker
Mrs R. Gammon	Cleaner
Mrs P. Quint	Cleaner
Mr B. Elias	School Patrol Officer

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Oystermouth Primary School 2019/2020 Staffing

Supervisory Assistants employed during the lunch-time break

Mrs N. Harris, Mrs S. Aston, Mrs C. Phillips, Miss B. Norris, Miss L. Stocks,
Mrs M. Phillips, Mrs J. Arcari, Miss G. Williams, Miss C O'Sullivan,
Mrs Uddin

Breakfast Club

Mrs C. Sutherland, Mrs S. Gilby, Mrs M. Phillips, Miss C O'Sullivan

Wrap Around

Mrs T. Walton, Mrs N. Harris, Mrs T. Uddin, Mrs S. Condon

After School Club

Miss L. Stocks, Mrs J. Arcari, Mrs S. Aston, Mrs N. Harris, Mrs T. Uddin,
Mrs L. McIver, Mrs S. Condon, Miss G. Williams, Mrs J. Evans

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Finances

The Governing Body's priority has been the retention of trained teachers and support staff because we believe that this is the most effective and beneficial use of our financial resources. We managed and monitor the school's budget vigorously and to maintain good staff/pupil ratios, have had to use money from our reserves. Obviously, this situation cannot continue indefinitely and staffing levels are therefore, dependant on our financial allocation from the LA. The members of the Governing Body have not claimed any sums of money for travel or subsistence.

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	424,279	0	424,279
Salaries	307,527	19,607	327,133
Other Employee Costs	41	0	41
Premises	29,909	0	29,909
Transport	3,587	0	3,587
Supplies & Services	49,540	0	49,540
Recharges	64,678	0	64,678
Gross Expenditure	879,560	19,607	899,167
Grant Income	-118,629	0	-118,629
Income	-96,533	0	-96,533
Gross Income	-215,162	0	-215,162
Net Expenditure	664,398	19,607	684,005

RESERVES:	£
FINAL FORMULA ALLOCATION:	712,856
TOTAL NET EXPENDITURE:	664,398
TRANSFER TO / (FROM) RESERVES:	48,458
OPENING BALANCE ON RESERVES 01/04/17	59,801
CLOSING BALANCE ON RESERVES: 31/03/18	108,259

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Percentages of attendances and unauthorised absences

Year	% Attendance	% Authorised Absences	% Unauthorised Absences
2013/14	96.3	2.5	1.2
2014/15	95.6	2.6	1.8
2015/16	96.1	1.9	2.0
2016/17	96.0	2.4	1.6
2017/18	95.5	2.9	1.7
2018/19	95.5	3.0	1.6

Attendance is monitored carefully and parents whose children have a poor attendance record may be subject to a fine imposed by the Local Authority.

In a similar vein, punctuality is also vitally important. Children are expected to be in school by 8.50 a.m., the time when school starts. Lessons start immediately and any child who is late will, consequently, miss the start of the lesson and this will have to be repeated for their benefit, taking time from the rest of the class. Any child, arriving late, must report to the Office to register their presence in the 'Late Book'. This is very important as the register will have already been marked and the school needs to show your child's presence in case of an evacuation of the school, for example in the case of a fire. Parents who persistently bring their child to school late could also be subject to a fine.

The school encourages pupils to be good attenders by:

- Awarding Certificates and prizes or 100% attendance on a termly basis
- Awarding badges for 100% attendance during an academic year
- Weekly Class Award – Certificate and gift for 100% attendance

Parents are encouraged to take their children out of school for family holidays only during the times when the school is closed for holiday periods.

The attendance target for the Academic Year 2019/20 has been set at 95.7%.

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School Holidays 2019–2020

Term	Term Begins	Mid-Term Holidays		Term Ends
		Begins	Ends	
Autumn	Mon. 2 nd Sep.	Mon. 28 th	Fri. 1 st Nov.	Fri. 20 th Dec.
Spring	Mon. 6 th Jan.	Mon. 17 th	Fri. 21 st Feb.	Fri. 3 rd April
Summer	Mon. 20 th April	Mon. 25 th	Fri. 29 th May	Mon. 20 th Jul.

Bank Holidays:

- 10th April, 2019 – Good Friday
- 13th April, 2017 – Easter Monday
- 4th May, 2019 – May Day**
- 25th May, 2019 – Spring Bank Holiday

INSET Days (i.e. when the school is not open to pupils):

- Mon. 3rd Sept
- Mon. 6th Jan
- Mon. 20th April
- Mon. 1st June
- Mon. 20th July

There will be one further INSET Day which you will be informed of once the date has been set.

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The School Improvement Plan

The Annual School Improvement Plan is drawn up each year following consultation with teaching staff and the Governing Body.

The priorities in the plan reflect National (Welsh Assembly Government), LEA and School imperatives.

A copy will be made available to any parent who requests one and it is on the school's website.

Priorities for 2019/2020 are as follows:

Priority: 1

Ensure that all leaders and managers monitor, evaluate and plan for improvement rigorously in their areas of responsibility

Priority: 2

Increase opportunities for pupils to use their Welsh language skills outside of designated lessons, especially in key stage 2

Priority: 3

Ensure that teachers' feedback in all classes enables pupils to understand clearly what they need to do to improve their work

Priority: 4

Provide more opportunities for pupils to work independently and to make choices in relation to their learning

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General School Curriculum

A broad and balanced curriculum offers a wide range of experiences to meet the diverse needs of the pupils.

The main curriculum areas in the Foundation Phase are the Seven Areas of Learning.

The main Curriculum areas at KS2 are: The core subjects of English, Mathematics, Science and Information and Communications Technology and the foundation subjects of History, Geography, Art, Music, Physical Education, Design and Technology and Welsh as a second language.

Religious Education and Personal, Social and Health Education form an integral part of the curriculum.

The Literacy and Numeracy Framework (LNF) and DCF runs through all lessons. This means that skills in literacy and numeracy, as well as IT skills, are planned for, wherever possible, in teachers' lesson planning. These skills are, rightly, recognised as being vitally important in contributing to a child's all-round education and are, consequently, given prominence in all age groups from Nursery upwards.

The school is preparing for the changes in the curriculum outlined in the 'Donaldson Report'. This will involve 6 Areas of Learning and Experience:

- Expressive Arts
- Health and Well-Being
- Humanities
- Language, Literacy & Communication
- Mathematics & Numeracy
- Science & Technology

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General School Curriculum

In addition the 'wider skills' of critical thinking, planning and organising, creativity and innovation and personal effectiveness will be taught.

The school recognises the importance of the basic skills of literacy and numeracy as being the basis of all learning. The acquisition of these basic skills by all pupils is vital for their progress and is the responsibility of all staff. The delivery of the National Curriculum respects that a variety of methods will need to be involved, ranging from thematic and direct class and group situations to special assignments that respect the needs and interest of individuals. The curriculum acquires additional coherence and relevance with the progressive emphasis on:

- the cross-curricular competencies of communication (including literacy and oracy), numeracy, problem-solving and studying and the cross-curricular dimension that encourages,
- the provision of equal opportunities for all pupils, irrespective of gender, ability or cultural and ethnic background,
- the fostering of sympathetic understanding of the cultural diversity of society,
- catering for the special needs of pupils in ways which make the curriculum accessible to all pupils,
- a demonstration of the cultural relevance of the curriculum to its Welsh setting and the development of bilingualism.

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Use of Welsh Language and Bilingualism

The medium of instruction is English. Welsh is taught as a second language as part of the National Curriculum with the emphasis being on preparation for further development in the secondary school. An interest in, and appreciation of, Welsh Culture is developed throughout the school through the learning of Welsh songs, verses and hymns, studying the work of Welsh artists, writers, etc.

As a school we also stress the importance of bilingualism within the school environment. Children are encouraged to use Welsh phrases and sentence patterns learned within the classroom in subjects other than Welsh, at break times and lunchtimes as well as in extra-curricular activities. Points, under the 'Star Card' and ClassDojo system and the award of 'Cymraeg Cwl' stickers are awarded for this use of Welsh to encourage the pupils to use the language of their home country and to become truly bilingual as they pursue their time within the school. Staff set a role model by using Welsh both within the classroom and outside with the pupils and with other members of the teaching and non-teaching staff. Parents are also encouraged to practise Welsh patterns with their children at home and to this end sheets containing Welsh phrases and sentence patterns are sent home to 'help' parents. All signage within the school is given, as far as possible, in both English and Welsh.

Our school is working to achieve the Cymraeg Campus Language Charter. We are trying to increase the use of Welsh by pupils, staff and the wider community. We have ten targets to achieve for the Bronze Award. Our school has an active Criw Cymraeg—a group of pupils who promote Welsh. The aim of the Language Charter is to inspire our children to use Welsh in all aspects of their lives.

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School Policies

All school policies are reviewed on a rolling programme with the Teaching and Learning Policy and all subject policies being reviewed regularly by Area of Learning and Experience Coordinators and the Senior Leadership Team.

Review of policies ensures the inclusion of new developments, resources and methodologies particularly with the implementation of the Foundation Phase and the new skills based curriculum. Copies of school policies can be obtained from the school office and many are available on our school website. Several Policies were reviewed last year, e.g. Additional Learning Needs, Anti-Bullying, Assessment, Child Protection, Complaints, ESDGC, Fairtrade, Fire, Health and Safety, Geography, Governor Report to Parents, Instrument of Government, Internet Safety, Literacy, Mathematics, More Able and Talented, Music, Numeracy, Register of Business Interests, School Prospectus and Welsh. This term we are reviewing the Acceptable Behaviour, Homework and the Parent & Volunteer Policies.

School Prospectus

The school prospectus is updated annually and copies are available in the school office. The prospectus is issued to all parents with children beginning full-time education in Reception in September, and to parents of children transferring to the school mid-term. The prospectus was updated in December 2018 with information on staff, Governors, PTA, Assessment results, , School Holidays, Curriculum Information, Pupil Voice, Welsh Language, the lots more! The Prospectus is on the school website.



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Lunch time Clubs

DAY	CLUB	SUPERVISOR	TIME	WHO	WHERE
Tuesday	Recorder	Miss Draper	12:30pm	KS2	Literacy Lab
Wednes- day	Gardening Club	Mrs Ferguson	12:30pm	Y4	Frank's Garden (Not in the Winter)
Wednes- day	Welsh Club	Mrs Webster	12:30pm	KS2	Literacy Lab
Thurs- day	Orchestra	Mrs Bramley	12 noon	Y4, Y5, Y6	KS2 Hall

After School Clubs

DAY	CLUB	SUPERVISOR	TIME	WHO	WHERE
Tuesday	Football	Mrs Harris	3:30pm	Y5 & Y6 Girls and Boys	Underhill Park
Tuesday	Mini-Media **	Emma Griffin	3:30pm	Y2, Y3, Y4, Y5, Y6	Art Room
Tuesday	French **	Joyce Lloyd	3:30pm	Various	Library
Tuesday	Leap Frog Gymnastics **	Louise Carter	3:30pm	Various	Gym
Once a month	Film Club	Mrs Webster and Mrs Morgan	5pm	Y6	Y6 Classroom – Day will change termly
Thursday	Tennis	Mrs Myers	3:30pm	Alternate half term Y3, Y4 / Y5, Y6	Gym
Friday	Netball	Mrs Morris	3:30pm	Y5, Y6	Gym

** Club not run by school staff

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Healthy living, eating and drinking

The school is fully compliant with the Welsh Government Appetite for Life guidelines.

Oystermouth Primary School will endeavour to improve the health of the community by involving all stakeholders in establishing and maintaining life-long healthy and environmentally sustainable eating habits. The objective is “to make Primary a healthy school, where health awareness and promotion is integrated into school life as part of a drive to promote health and improve educational standards”.

Oystermouth Primary is committed to the aims of the Healthy Schools Scheme. This will be achieved by educating pupils in the growing and cooking of foods, the provision of food supplied by the school and academic provision for food education as part of the curriculum.

We help our pupils understand that all foods can be eaten as part of a healthy diet, but some foods need to be eaten in moderation. We insist that healthy diet and regular exercise be an integral part of every school day. Every break time, Oystermouth is a hive of organised activity. With an adventure playground in the Key Stage 2 yard, Astro Turf in the Foundation Phase yard, playground markings, and various games to choose from, every child is occupied. In addition we have Playground Friends and Buddy Benches in the playgrounds.



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Community Links and Educational Visits

The interest and care for the environment is a popular theme throughout the school, as are the history and traditions associated with the village of Oystermouth and the Mumbles area in general. The proximity of the castle, the Parish Church, the foreshore, etc., all provide an abundance of interest. Traditionally, too, there is a close association with the Mumbles Lifeboat and the work of the Coastguards.

Every year the Year 5 and Year 6 classes attend a three day residential. This year, Year 5 will be visiting Llain Outdoor Centre and the Year 6 class will be visiting an Outdoor Pursuits Centre in Brecon.

Mrs. Ferguson, helped by parents, works with children to utilise the greenhouse to grow plants for the benefit of the school grounds and as an Enterprise activity in the Summer Fayre. The greenhouse is located in the school garden which has been transformed into a 'Sensory Garden' named 'Frank's Garden' in memory of a much-loved 'Lollipop Man'. Every year, Year 4 run a Gardening Club and visit the National Botanical Gardens of Wales. The school also successfully takes part in the annual 'Mumbles in Bloom' and 'Swansea in Bloom' competitions.

We have established a Foundation Phase Outdoor Area which is used by all the Foundation Phase classes. It includes a 'Numeracy Nook', 'Literacy Lab', 'Creative Corner', Growing Area, Sand Pit and Muddy Kitchen. As a school, we are able to offer the full range of Foundation Phase principles to foster independent learning.

There are close ties with the local community. Last year the school continued to develop links with Norton Lodge Day Centre and Newton Grange Residential Home, Mumbles Rotary Club and local organisations are remembered and helped, particularly at Harvest and Christmas time. This care for the community at large always seeks to emphasise the value of local traditions.

The school also organises several charity events throughout the year such as 'Children in Need', Macmillan, Sports Relief and Comic Relief. Last year we raised £606.00 for Children in Need and £339.00 for Macmillan.

The school has a permanent Foodbank Collection Box by the door in the Art Room. All items are gratefully received and given to Swansea Foodbank which operates from the Red Café every week.

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Community Links and Educational Visits

The depth of the school experience is reflected in the range of educational visits that are made during the year. We also invite other visitors in, to tie in with the themes followed by the pupils. We encourage visits to local museums, businesses, etc. to give the children first hand experiences which can be followed up in school. The children have been to the Community Farm, 'Co-op' supermarket, 'Red Cafe', Patricks Restaurant, Swansea Market, plus many more.

Many classes travel to experience the atmosphere of live productions, e.g. 'Elf' at Gower College and 'Matilda' at Ffynone School. The school has developed collaborative links with Theatr na nOg through Mrs Webster being on the Artistic Advisory Board. This term Years 4, 5 and 6 watched their performance of 'The White Feather'.

As often as possible visitors speak on a variety of themes to develop individual awareness, ranging from 'Safety in the Home', to 'Say No To Strangers' or 'My Wartime Experiences'. A Building Site, Folly Farm, the Waterfront Museum, the Observatory, the Art Gallery, Swansea Museum, St. Fagan's and the Maritime Museum are but a few of the host of interesting venues associated with the development of school themes and projects. The Community Policeman visits the school to talk to children on a wide range of issues from 'People who help us' to 'Peer Pressure' and 'Drugs and Substance Abuse'.

The local Community Police Officers visit the school regularly and have accompanied some classes on visits. They have also established a 'Mini Police' group which meets once a month.

Strings tuition is provided by a peripatetic music teacher, Mrs. S. Bramley, who visits the school once a week. Children are entered for music examinations.

The school runs a Breakfast Club, Wraparound Facility and After School Club. We provide out of school cover from 8.00a.m until 5.30p.m. There is a charge for this facility.

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Sport

Sport continues to play an important part in the life of the school. Competitive sports feature prominently and school teams are entered for local, and more far-reaching competitions. To foster our links with the URDD, school teams take part in their competitions as well as the usual Swansea Leagues for Rugby, Football, Netball, Tennis, Cricket and Athletics. Last year Fran Braunerova (Y6) became the Welsh National Grade 3 Gymnastics Champion and Holly H (Y5) was selected to play for Swansea Schools' F.A. U11 team. Our netball players continue to be successful. They competed in the Swansea Primary Netball Tournament. They won every match, unfortunately losing to Newton Primary in the final. Our rugby players played in the Urdd and the Athletics squad competed in the Indoor and Outdoor phase of the athletic league and the Area Sports.

Toilets

Toilets are provided in the Key Stage 2 and Foundation Phase areas and in the Gymnasium. These are cleaned on a daily basis. To help cut down on waste, electric hand-dryers have been fitted to the toilets in the Junior and Infants along with liquid soap dispensers. Positioned outside the toilets, we have placed anti-bacterial gel dispensers to further emphasise the importance the school places on hygiene.

Inspection

The school was the subject of an Estyn Inspection during the period 8th — 11th January 2019. The Estyn Report can be viewed on the school website.