Pontnewydd Primary and Nursery School
Prospectus 2026

Ysgol Gynradd a Meithrin Pontnewydd
Prosbectws 2026



Nurture, Inspire, Achieve.

Welcome to Pontnewydd Primary School

I am very pleased to welcome you and your child to our school. Choosing the right school for your child is vitally important. Most parents want an excellent education for their children, but they also want them to feel safe and secure and happy. At Pontnewydd Primary School we believe we offer all these things.

This prospectus has been compiled to introduce you to the school and to give you an understanding of the education we offer.

Our purpose is to help each child to develop fully as an individual and our school motto is **Nurture, Inspire, Achieve.** To help gain the confidence and self-discipline they need to apply themselves to tasks, both individually and co-operatively as members of a team to achieve their full potential.

We believe that to achieve the best for a child, there needs to be close co-operation between home and school in an atmosphere of trust and confidence. Partnership is the key to success and we look forward to working together with you.

A Maloney

Ann-Marie Maloney
Headteacher

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Who we are

The school dates back to 1955, when Pontnewydd Junior Mixed School was opened as the first school to serve the newly built Cwmbran New town. It was planned as in integral part of the neighbourhood, and still contributes to the cultural and recreational life of the area by providing a base for the local community.

The old Infant School moved into its present building in 1967, and the Junior and Infant Schools were amalgamated in 1983 to become Pontnewydd Primary School.

Today, the school is a large age 3 to 11 primary school with a nursery with a special needs resource base. The school is split into Foundation Phase age 3 to 7 and Key Stage Two age 7 to 11. We are primarily two form entry.

The Foundation Phase currently comprises of morning Nursery, one reception class, one reception/Year 1 class, one year1/2 class and one year two class.

Key Stage Two comprises of one Year 3 classe, one Year 3/4 classes, one year 4 class, two year 5 classes, two Year 6 classes and 4 Learning Resource Base classes.



Our Mission Statement

At Pontnewydd Primary School our motto for all children is to Nurture, Inspire, Achieve.

Our vision

At Pontnewydd Primary School our vision is to create a learning community that:

Nurture all our children to ensure that their emotional wellbeing at the heart of all that we do. Ensuring our children are safe, happy and have self-belief. To develop children who feel valued and are healthy and confident. Children who are respectful and compassionate towards themselves and others.

Inspire all children to dream big. To set themselves high expectations. Children who are adaptive to change and resilient when faced with challenges. Children who have high aspirations of themselves and others.

Encourage all children to achieve their individual full potential and become positive citizens who contribute to their community, society and the wider world. Children who are innovative, creative and critical thinkers. Children who have a love for learning throughout their lives.

Aims

At Pontnewydd Primary School, we will enable our pupils to become:

- 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.

At Pontnewydd Primary School, we enable our staff to:

- Continue to develop their own professional learning
- Feel valued
- Feel supported in their wellbeing
- Work collaboratively as part of a team with shared aims and values.

At Pontnewydd Primary School we will:

- Deliver a curriculum where the pupil voice is at the heart of learning
- Ensure that learning is fun and engaging
- Provide learning experience that are authentic
- Provide the children with opportunities to work collaboratively and to lead their own learning.

The Curriculum



The Curriculum

Our new curriculum has more emphasis on equipping our pupils for life. It has been designed to build on their ability to learn new skills and to apply their subject knowledge more positively and creatively in more authentic ways.

Our new curriculum has four purposes that will help our children to be:

- Ambitious, capable learners, ready to learn through their lives.
- Enterprising, creative contributors, ready to play full part in life and work.
- Ethical informed citizens of Wales and the World.
- Healthy, confident individuals, ready to lead fulfilling lives.

The new curriculum has six areas of learning (AoLE):

- Expressive Arts
- Health and Wellbeing
- Humanities
- Language and Literacy
- Mathematics and Numeracy
- Science and Technology

The curriculum is underpinned by three core skills. These are:

- Literacy
- Numeracy and
- Digital Competency

Our Approach to Learning

At Pontnewydd Primary School we use a variety of teaching and learning styles, we use a thematic approach whereby each term we focus on an area of learning as a driver e.g. Autumn term science and technology focus. The afternoons comprise of a Bubble and Missions curriculum. This is where the class is divided into those pupils who are working with the teacher in a 'bubble' and the rest of the pupils are working on 'missions' that are linked to the other areas of learning. Similarly, in class, children will sometimes learn in groups, independently or from each other.

Other Activities

We provide a wide variety of sporting, social and cultural activities. Sports include football, rugby, cricket, rounders, netball and hockey, golf and tennis. Other pursuits include art, recorders, drama, choir, outdoor education and working with computers. The clubs are chosen through pupil voice. We arrange regular visits to support the children's learning and other places of interest and performing groups also visit us at the school. We also offer peripatetic music lessons.

Relationships and Sexual Education

The school's policy on RSE is part of our Health and Wellbeing curriculum. The RSE policy is available on request.

Religion Values and Ethics

The emphasis is to teach children about the diverse range of beliefs. The children are taught empathy, compassion, respect and tolerance towards others and their beliefs.

Developing Our School

The school has a three-year development plan which is aimed at raising standards and is reviewed annually. Each year as a school we evaluate what has gone well, and what needs further development and these priorities are used to form the next year's development plan.

As part of raising standards each teacher sets targets for individual children in their class.

Children in years two to six undertake Welsh Government Personalised Assessments (National Tests) annually.

Your child's day



Your Child's Day

Our school day begins at 9.00 am, and teachers are on duty from 8.50 am. We ask you to make sure that your child does not arrive at school any earlier than this, as we are not insured before this time.

The foundation phase classroom doors are opened at 8.50 am and pupils go straight in, hang up their coats and bags, and then wait in the class where they are supervised by a member of staff. The bell rings at 9.00 am to indicate the start of the school day.

Weather permitting, junior pupils should assemble on the upper junior playground between 8.50 am and 9.00 am. When the bell is rung for the start of school, children line up behind their teacher and are escorted safely and sensibly into school. On mornings when it is raining, the rear junior door is opened at 8:50am for the children to make their way to the classroom.

Your child is expected to attend school every day punctually unless there is a valid reason for not doing so.

Children arriving late disrupt their own education and the education of others. Lunchtime in the foundation phase is 12pm to 1pm and in KS2 is from 12.15pm to 1.15pm.

Children can:

a) Order a cooked school lunch (a drink of water is provided)

b) choose from the salad bar

c) bring a packed lunch in a labelled lunch box

d) go home to lunch (please inform the teacher).

Afternoon playtime in foundation phase is 2pm to 2.15pm and in KS2 is 2.20 pm to 2.30 pm.

The school day ends at 3.15 pm for foundation phase, 3.20 pm for SNRB classes and 3.30 pm for Key Stage 2.

If there are any changes to collection arrangements for pupils we ask that the school office be notified by 2.30 pm in order to ensure that the message is passed onto the appropriate class teacher.

There is a crossing patrol lady on Bryn Celyn Road before school and after school.

Sometimes parents may not be able to collect very young children as arranged. If this happens, please inform us as soon as possible and we will make sure that your child is kept safe whilst awaiting collection. If you arrange for your child to be collected by another person please let us know in advance.

Assemblies

We feel that it is important for us to come together daily. We have a whole school assembly on Mondays and Fridays and phase assemblies on Tuesdays and Wednesdays.

Each assembly is offered as a non-denominational experience, during which aspects of sharing and caring in 'Our School' are discussed through story, song and a choice to pray.

Breakfast Club

We run a 'Breakfast Club' at Pontnewydd Primary School which to date has been a great success. This is a Welsh Government initiative and is free to all those children of school age who wish to participate. Once a registration form has been completed your child may arrive at
8.20 am and breakfast is provided.

School Meals

Children may choose between a hot school dinner or cold salad bar meal provided in the school canteens each dinner time for children who wish to stay for lunch. Provision is also made for those children wishing to bring sandwiches for lunch.

Free Meals

Free meals are now available to all primary school pupils in Wales. Relevant forms for completion are on the school website.

Healthy School

We have a Food and Fitness Policy and we encourage the children to eat healthy snacks such as fruit, vegetables or chicken and cheese. Can we please ask parents not to send children to school with sweets, crisps and chocolate for their morning snack.

Clothing

All children misplace or lose articles of clothing at some time or other.

Help us find them by making sure **that all garments are clearly marked with your child's name and class.**

Please encourage your child to:

- dress and undress himself or herself
- button or zip his or her own coat
- hang up his or her own coat
- take care of his or her clothes.

School Uniform

Grey trousers, grey skirt/pinafore, yellow or white polo shirt, royal blue sweatshirt, jumper or cardigan. Grey shorts and yellow t-shirts and blue checked dresses may be worn during the Summer.

Pupils in Year 6 only may wear a white shirt with a school tie instead of a polo shirt. A blue sweatshirt may be worn over the top as usual.

School uniform with a badge may be bought from Pretty Miss in Cwmbran town centre as well as fleeces, weatherproof coats and bags.

Jewellery, Valuables and 'Special' Clothing

Jewellery often presents us with problems at school - particularly during games and PE. Earrings, for example, can cause accidents and injuries. We would therefore suggest that children should not wear jewellery to school. Stud earrings and watches are acceptable, but must be removed before PE and games.

Cloakroom Facilities

The school has more than adequate cloakroom and toilet facilities. Every child in the school has a coat peg.

PE and Games

PE and games are part of the Health and Wellbeing area of learning and therefore it is a legal requirement for children to participate. Children suffering minor ailments will be temporarily excused when parents request it. Notification of non-participation is expected. We ask that parents support us and ensure their children have their PE kits with them for PE lessons.

PE Kit

Each child requires a pair of sports shoes, shorts and a t-shirt all labelled with the child's name. Please could you make sure that they wear it to school on their PE day only. Children should wear dark shorts and white t-shirt. In the interests of health and safety the County policy states that children ought to be barefoot when participating in gymnastics and creative dance.

Games Kit

The same clothing may be worn for outside games lessons when these are held on our yard. When the weather permits, we use the field for our games' lessons. During football/rugby sessions football boots may be worn. Children will need a jumper.



Homework

A new Homework Policy is in place and a copy is available to parents. However, there will be times when teachers require work to be completed or tables or spelling learned. In addition, we encourage parents to spend a short time each evening reading and sharing books with their children. Children are often allowed to bring books home for this purpose.

Security and Safety of the Children

The safety and wellbeing of the children is of paramount importance to us. During the school day external doors and gates are locked and should parents require access to the school they should do so via the main school entrance. All visitors are required to report to the school office. There is no vehicle access on school grounds, except for nursery access on Church Road.

For security reasons it is essential that we be notified of any changes to the normal after school collection arrangements for your child.

Emergency Telephone Numbers

Emergencies occur occasionally at school, and we may need to get in touch with parents very quickly - particularly if a child has suffered an injury requiring hospital treatment. When a child starts school contact numbers are obtained by the school office via an information form. Every September the office will remind parents to update any changes to contact details. If there are any changes to this information in the school year please inform us.



School Rules

- Always move around the school safely and quietly.
- Always respect yourself and each other.
- Always respect things that belong to you and to others.
- Always respect and care for the school environment.
- Always listen and follow instructions.
- Always try your best in whatever you do.

The School's Behaviour Policy has been approved by the Governing Body and is available on the school website.

In the Playground

Lunchtime behaviour plays a critical part in the overall atmosphere of the school. Children who are constantly disruptive during break may be excluded from the school for the lunchtime period. Parents will be informed if this action has to be taken.

Going To and From School

We expect children to maintain the same high standards of behaviour on their journeys to and from school.

Lost or Damaged Property

Parents will be asked to pay the replacement cost of any school property or equipment which is lost or wilfully damaged by a pupil.



Acceptable Behaviour

The school expects every member of the school community to behave in a considerate and respectful way towards each other. Pupils are expected to conduct themselves in a sensible and disciplined manner.

We treat all children fairly and respectfully and apply this positive relationship and behavioural policy in a consistent way. This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

Our positive relationship and behaviour policy is designed to promote good behaviour rather than to deter inappropriate behaviour. However, whilst we are committed to a positive approach to behaviour management we feel it is also necessary to have a system of sanctions to run alongside. These can range from the teacher talking to the child about their behaviour to inviting a parent into school to discuss their child's behaviour.

Pupil Voice Groups

The school has a very active pupil voice community. These include:

School Council consists of one elected member of each class from Y2 to Y6. The Head Boy and Girl and Deputy Head Boy and Girl represent the two classes with the youngest children. The Council meets at least twice a term. The Deputy Headteacher and a Governor attend. The members of the Council are encouraged to bring matters of importance from the children in the classes to the meetings and these are discussed and actions set and shared.

Learning Leads consist of one child from each class from Y2 to Y6. Their role and responsibilities include observing learning within their classroom and sharing ways to improve learning to their peers.

Criw Cymraeg consists of two groups of children, one in foundation phase and one in key stage two. Children meet to discuss the development of Welsh across the school.

Digital Leaders consists of two children from each class who work on developing digital skills across the school.

School Nutrition Action Group consists of one child from each class Y2 to Y6 who work alongside their classmates to share information on being a healthy school.

Heddlu Bach are children chosen from Y5 and Y6 to support the safety of children in our school and the areas around our local community.

Eco Warriors consist of children from each class from key stage two who support the development of school being an environmentally friendly school.

Pastoral Care

Wellbeing is at the centre of all that we do at Pontnewydd Primary School. We have an extensive Nurture programme which gives additional provision for the children within our vulnerable learner groups. We have a three-tier support system which begins in the classroom. In addition to this, children who require short-term support have access to tier two provision with a member of the senior management team. Finally, those who require long-term wellbeing support have access to our 'Hive' where external professional support is provided. There is also access to an independent external pastoral support.

At Pontnewydd Primary school we also offer wellbeing support for our parents through access to our wellbeing half termly coffee mornings and to the chaplaincy provision.

Friends of the School

We have a very active committee of parents 'Friends of the School' who are a tremendous help. They arrange all sorts of fund-raising activities which include Discos, Cake Sales, Fetes, to name but a few. They also organise a Prom at the end of the Summer term for Year 6 leavers. If you would like more information please contact Mr Ray Bailey on 07852 117 826.

About our school



Nursery

The school has a 90 place, purpose-built nursery attached to the infant building. There is a drop off and pick-up area for parents' cars within the school grounds adjacent to Church Road. The times of the nursery session is: **Morning:** 9.15 am to 11.45 am the nursery follow the non-maintained guidance for planning and delivering the curriculum.

Progression Step 1

The Progression Step 1 is a curriculum for 3- to 5-year-old pupils. It places great emphasis on children's experiential learning. We believe young children should be given more opportunities to gain first hand experiences through play and active involvement. We want them to understand how things work and to find different ways to solve problems. The EYS curriculum is broad, balanced, relevant and differentiated to meet the developmental needs of all children.

Progression Step 2

The Progression Step 2 is for children aged 6 to 9 years. It places emphasis on children learning through authentic real-life contexts that build knowledge, skills and experiences through a thematic approach. It focuses on problem solving and application of knowledge and skills through a broad range of contacts. The curriculum is based upon breadth and depth and is differentiated to meet the needs of the children while challenging them to reach their full potential.

Progression Step 3

The Progression Step 3 is for children aged 9 to 11 years. It places emphasis on children learning through authentic real-life contexts that build knowledge, skills and experiences through a thematic approach. It focuses on problem solving and application of knowledge and skills through a broad range of contacts. The curriculum is based upon breadth and depth and is differentiated to meet the needs of the children while challenging them to reach their full potential.

Additional Learning Needs

Some children in mainstream classes may need additional support with their learning. This support ranges from differentiated work to the use of an additional adult or equipment depending on the needs of the child. The school's Additional Learning Needs policy is available on request.

Learning Resource Base

The school has a Special Needs Resource Base, it consists of 4 classes staffed by specialist teachers and support staff, and is an integral part of the Key stage 2 department. Children in our Learning Resource Base are from across Torfaen and places are allocated via the local authority specialist placement panel. Each child who enters the Learning Resource Base receives an initial assessment of his/her particular needs. All professionals are consulted, and the assessment then forms the basis of an Individual Development Plan (IDP) for the coming year. Children in the Learning Resource Base follow the National Curriculum at the level appropriate for their developmental stage.

Pontnewydd Playgroup (Flying Start)

Pontnewydd Playgroup and Wraparound aims to offer high quality childcare for children aged 2 – 5 years and is registered for up to 20 children per session. We provide a service for Flying Start under a Service Level Agreement for 39 weeks of the year. Our sessions run in the morning or afternoon and mainly during term time. We also provide wrap around for children attending Woodlands Nursery and Pontnewydd Nursery for 48 weeks of the year. We also offer breakfast club for nursery age children and After school club for children ranging from 2 yrs to 11 yrs inclusive.

Who do we support

Any child eligible for Flying Start and 30-hour offer. We accept private payers if there are spaces available.

For more information contact Pontnewyddplaygroup@gmail.com

Support Services

These include:

- The Educational Psychology Service, which provides support and monitors each child's progress,
- Speech and language support is available
- Specialist advice available for children who are hearing impaired or visually impaired.
- In reach support for mental health
- GEMS for children with an additional language.
- Outreach

Low pupil-teacher ratios ensure a high level of individual attention. Teachers and support staff aim to help children to develop physically, intellectually, socially and emotionally to the full.

Pontnewydd Primary School has a designated person for Children Looked After-Mrs Kelly Strong It is the job of the CLA Coordinator to ensure that there is a smooth transition for pupils new into placement or those transitioning in or out of the authority or on to High School and to track and monitor their progress and attend CLA meetings.

Annual Review

Every year a full review is carried out of each child's development and progress in the department. Again, professionals and parents work together to assess what has been achieved and what the targets should be for the year to come.

The main aim of the Learning Resource Base is to provide a caring environment in which children are encouraged to reach their fullest possible potential. Parents are seen as partners in this process, and are always welcome to discuss any queries or concerns. Regular times are set aside for the individual meetings between parents and teachers.

Children who attend the Learning Resource Base play a full part in whole school activities such as school assembly, play and sporting events alongside their mainstream peers. Transport is provided for children who live outside the school catchment area.

Parent/Teacher Consultations

You will have an opportunity to meet privately with your child's teacher three times a year. Appointments are arranged out of school hours so that parents and teachers can discuss work, progress and behaviour and how the partnership between teacher and parent can best benefit the child. Meetings can be requested to be undertaken virtually or face to face.

Absences

In the case of absences, parents are asked either to ring the school or to send a written message as soon as possible.

In order to ensure your child's safety, the school operates a First Response system; if your child is not in attendance after registration and no notification has been received about your child's absence, the school will contact you either by telephone, text or Dojo to ascertain where your child is.

Please do not directly contact class teachers via Class Dojo to report absences.
There is an option to directly message the School Office within "chats" on Dojo.

Sometimes your child may need to leave school early, and we are quite happy to co-operate with genuine requests. However, in the interests of security and safety, would you please write a brief note of explanation and come to collect your child. Messages by word of mouth are not acceptable.

We endeavour to secure a high level of pupil attendance and look for parents' help in this. The expected attendance from Torfaen is to "strive for 95%) You need to ensure that their children attend school regularly and on time in order for them to receive the best education possible. In order to support parents, the school tracks the attendance of pupils with below 85% attendance for the previous year on a half termly basis in order to work with parents to improve their children's attendance. Also, parents of children where attendance falls below 90% in any given term will be contacted by the Headteacher or the Education Welfare Officer.



School Fixed Penalty Notices

A School Attendance Fixed Penalty Notice can be issued by Torfaen, for the following reasons:

When at least 10 sessions (5 school days) are lost due to unauthorised absence during a term. These do not need to be consecutive

When at least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays. (See guidance on holidays in term time)

If your child is persistently late arriving at school after the register has closed during a term. "Persistent" means at least 10 sessions of late arrival

If your child is persistently truanting in a public place

If a school requests a fixed penalty notice to be issued, Torfaen will review the information and only issue a fixed penalty notice if it is appropriate to do so.

Health

You must inform us if your child suffers from any medical condition that could interfere with the learning process and/or be a danger to the child in school. This information will be noted on your child's record. You should also let us know if your child falls ill with any infectious disease - for example, 'Covid, worms', chicken pox, measles etc.

If your child requires any prescribed medicine or drugs during the school day, the school must be informed in advance and the relevant forms completed.

During his or her time at our school, your child will be given various medical check-ups. These include:

- height and weight
- eyesight
- hearing
- dental checks.

You will be notified by the County Medical Officer if follow-up treatment is necessary. If your child has any speech problems, dental or other particular medical problems, contact school and we will try to help via the school nurse.

The School Health Service

The School Health Service exists to promote the physical and emotional health of our children and to ensure that they are able to take full advantage of their education. The School Health Nurse is a trained nurse whose main role is to help and advise parents, teachers and children on health matters - for example, hearing problems, bed-wetting, soiling etc - and to promote good health practice within the school. If necessary, she can also monitor the health and development of a child from reception to school leaving age.

The Governing Body

As a result of the Education Reform Act 1988, Governors, in partnership with the Headteacher, are responsible for all school affairs - curriculum, discipline, staff appointments, admissions to school, community use of the school, charging for school activities and reporting to parents. The school has its own Governing Body.

As well as meeting usually twice a term, to discuss school matters, the governors hold an Annual General Parents' Meeting. At this important event they present a report outlining their work and the work of the school over the past year. The meeting is also a vital opportunity for parents to discuss, question and suggest a variety of matters concerned with the running of the school. We will inform you about the date of this meeting by pupil post and by poster display.

Please try to attend so that you can make your feelings and wishes known. Remember - this is your school - through your Governing Body you can have your opportunity to contribute as to how the school is run. Parents also now have the right to request additional meetings with the Governing Body. Up to three such meetings may be held during a school year. Information about how to go about requesting a meeting with the Governing Body is available on the governors' section of the school website.

Home/School Links

We feel very strongly that children can develop successfully only when parents and school work in partnership.

As well as the vital role parents play in the education support they give their children at home, there are many occasions when we depend on practical help from parents. For example, many of you provide transport to help us take and collect children from netball, football and rugby matches. Many parents come into school to work alongside children and help them cook and make other things (particularly at Christmas). Parents help us to supervise children on trips or during discos or parties. Some parents also come into school on a regular basis to provide classroom support for children. We encourage as many parents as possible. We hold topic immersion days termly.

Home School Agreement

Here at Pontnewydd Primary we believe in a partnership between the pupil, the home and school and a forum of parents, children and staff have recently reviewed our Home/School agreement which sets out what each party will do to ensure that our children receive the best education possible. A copy of the home school agreement is attached.

Charging for School Activities

The Governing Body recognises the valuable contribution that a wide range of additional activities and experiences can make towards pupils' personal and social development. We aim to promote these activities, both as part of a broad and balanced curriculum, and as additional optional activities.

Activities for which voluntary contribution will be requested:

- Visits to theatres, museums and other places of education interest. Charges will be raised to cover admission prices and transport costs. If we do not receive sufficient voluntary contributions, we may cancel a trip.
- Visits to the school by theatre groups, musicians and professional writers. Although these are generally funded by the 'Friends of the School' or the School Fund as part of the curriculum, the governors retain the right to seek voluntary contributions for participation in such visits.

Activities for which charging is allowed under LA policies:

- Although many class visits are subsidised from the school funds, we may have to cancel any activity for which a voluntary contribution is sought if the cost to the school has not been covered.
- Individual instrument music tuition is provided by Gwent Music Support. The charge is £50 per term.

As the school is a cashless school all payments must be made via Civica Pay. Please contact the office for details.

Admissions and Transfers

The first step for parents whose child is about to join us is to complete an admission form and return it to the Local Authority. Towards the end of the school year (late June), parents of children about to enter our school for the first time will be invited to a 'New Intake' meeting. Here they meet the Foundation Phase Leader who will highlight important aspects of school life. Parents have the opportunity to ask any questions that may concern them.

Progression Step 3, Year 6 children transfer to comprehensive school when they reach the end of Year 6. Towards the end of the children's last term at our school teachers from the comprehensive school visit them, and we have the opportunity to pay a return visit. Parents are also invited to the comprehensive school to chat and look around before their children begin schooling.

Equality Policy

Here at Pontnewydd we oppose all forms of prejudice and discrimination. The staff and governors of Pontnewydd Primary School are committed to the promotion of equality. This involves tackling the barriers which could lead to unequal outcomes so that there is equality of access and ensure the diversity within the school community is celebrated and valued.

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community, should feel safe, secure, valued and of equal worth. At Pontnewydd Primary School, equality is a key principle for treating all people the same irrespective of their gender, ethnicity, whether they are pregnant, have a disability, whether they have undergone gender reassignment, their religious beliefs/ faith tradition, their sexual orientation, age or any other of the protected characteristics.

Data Protection & GDPR

At Pontnewydd Primary School we keep information about your child on our computer systems and also sometimes on paper.

We hold your child's education records securely until your child reaches the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. Our General Data Protection Regulations can be found in the appendix.

The school uses a range of platforms to communicate with parents and as a consequence we expect parents, children and staff to sign an acceptable use policy.



Complaints

We hope that you do not have cause to make a complaint. If you have concerns about some aspect of your child's education you should normally raise this with the class teacher. If the matter is not resolved you should arrange to see the Headteacher. If you are still not happy after that you can make a formal complaint to a committee of the Governing Body. Further information is within our Complaints Policy on our school website.

Inspection

Like all schools in Wales, Pontnewydd Primary is subject to periodic inspection by a team appointed by Her Majesty's Inspector in Wales. The last inspection took place in the Spring term of 2022. An interim inspection was carried out in October 2023 and again in Spring term 2026. Copies of the report can be requested from the school office.



School Hours

Early Years – Rec, Yr 1 & Yr 2	Morning:	9.00 am to 12.00pm
	Afternoon:	1.00 pm to 3.15pm
Year 3 to Year 6	Morning:	9.00 am to 12.15pm
	Afternoon:	1.15 pm to 3.30pm
Learning Resource Base	Morning:	9.00 am to 12.15pm
	Afternoon:	1.15 pm to 3.20pm
Nursery Department (EYS)	Morning:	9.15 am to 11.45am

Terms and Holiday Dates 2026/2027

The school terms and holiday dates for the 2026/2027 school year are shown below.

There are also seven days when school closes for in service training. We have two days at the beginning of the Autumn Term and the other dates will be notified to parents when they have been fixed.

Terms and Holiday Dates 2025/2026

School Starts for Children on Thursday 3rd September 2026 for mainstream and on Friday 4th September for the pupils in the Learning Resource Base. *

2026/2027 Academic Year

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Tuesday 01.09.26	Monday 26.10.26	Friday 30.10.26	Friday 18.12.26
Spring	Monday 04.01.27	Monday 08.02.27	Friday 12.02.27	Friday 19.03.27
Summer	Monday 05.04.27	Monday 31.05.27	Friday 04.06.27	Tuesday 20.07.27

Getting ready to start school



Some Ways to Help Prepare Your Child for School

There are many things you can do to prepare your child for life at school. For example, has your child:

- been sung to?
- talked with you?
- sung nursery, finger and memory rhymes?
- looked at counting books with you?
- sorted and counted with you?
- helped to make things?
- played with sand, water, dough, pencils, paints, crayons and construction toys?
- been taken for walks?
- had responsibility for jobs around the house?
- dressed and washed him or herself?

It will also help us and your child if you could:

- ensure your child has a handkerchief and can use it.
- see that your child can flush the toilet and wash hands after use.
- encourage your child to practice putting away play materials.
- help your child to recognise his or her own name.
- help your child to practice using a knife and fork.
- encourage the use of 'please' and 'thank you'.
- encourage your child to take their own coat on and off.



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Writing, Hand and Eye Control

Let your child use paper, pencils, crayons, paints as much as possible. Encourage him or her to use small letters (a, b, c, d…). Please do not teach your child to write in capital letters. Let your child start from the 'top' of the letter and not the bottom and notice that words go from 'left' to 'right' across the page.

Below is an example of how to teach your child to form letters and numbers:



Letters should be taught phonetically - as they sound - rather than by their names. For example, **a** should be taught as in **'apple'** not as in **'acorn'**. Use capital letters at the start of names.

Meet the Staff



Meet the Staff

Headteacher	Ms A Maloney		
Deputy Headteacher	Miss S Rowland		

Nursery

Teacher	Mrs K Lewis		
Support Staff	Ms M Shone	Mrs L Hosking	

Foundation Phase Department

Teaching Staff	Miss L Keenan	Mrs P Worgan	Mrs E Payne
	Mrs K Strong		
Support Staff	Miss J Bailey	Mrs J Boor	Mrs L Starmore
	Mrs N Hall	Mrs V Pullin	Ms J Johnson
	Mrs R Sullivan		
PPA Staff	Mrs N Havelot		

Key Stage 2 Department

Teaching Staff	Ms A Meyer	Miss A Wilkinson	Mrs A Cook
	Mrs Rowebury	Miss B Rogers	Mrs K Thomas
	Ms J Angel-Farmer		
Support Staff	Miss H Hughes	Miss C Papp	Miss A Smith
	Mrs E Edwards	Miss C Rogers	
PPA Staff	Miss J Kennedy	Mrs E George	

SNRB

Teaching Staff	Mrs P Cox	Mr G Rowland	
Support Staff	Miss Chapman	Miss A Hall	
	Mrs K Hall	Mrs C James	
	Level 3 LSA	Mrs S Griffin	
	Miss R Roberts	Miss D Hughes	
	Miss C Gunter		
PPA Staff	Miss J Kennedy	Miss E Lewis	
Office Staff	Mrs J Carr	Mrs S James	
Caretaker	Mr G Hobbs	Mr R Hobbs	
Cleaning Staff	Mrs G Thomas	Mrs M Walker	Mrs E Brean
Lunchtime Supervisors	Mrs L Gibbs	Mrs C Stewart	Ms C Gunter
Canteen Staff	Mrs T Cook	Mrs L Griffin	Mrs J Trott
	Mrs S Moss	Mrs J Lloyd	

School Governors

The school has its own Governing Body. The members are listed below:

Parent Representatives	Mrs S Hyde Mr G Edmunds	Mr C Boor Mrs S Vinall	Mrs S Cousins
Teacher Representatives	Miss S Rowland	Mrs A Maloney	
Support Staff Representative	Mrs L Hosking		
LEA Representatives	Cllr S Ashley	Cllr S Evans	Mrs L Williams
Community Council Representative	Mr D Williams		
Community Representatives	Mr D Williams (Chair of Governors) Mr I Wilkinson (Vice-Chair)		
Headteacher	Mrs A Maloney		

The governors generally serve a four-year period of office apart from the Headteacher whose period runs indefinitely.

Chief Education Officer

Mr A Powles,
Head of Education Services,
Torfaen County Borough Council,
Civic Centre,
Pontypool,
NP4 6YB

Welcome to our Pontnewydd Family

Thank you for taking the time to read our prospectus. We are so proud of our children and our school and we hope your time with us will be happy and rewarding.

Appendix 1
Home-School Agreement



Pontnewydd Primary School: Home-School Agreement

The school will endeavour at all times to:

- Provide a broad and balanced curriculum that meets the individual needs of children and gives equal opportunities to them all.
- Provide the best possible standards of teaching to help every child to reach his or her full potential in all curricular areas.
- Help all children develop a sense of responsibility and tolerance, and an understanding and appreciation of others and their beliefs.
- Treat children, adults and others with respect.
- Promote good behaviour by children and tackle any bad behaviour, especially bullying by promoting our Restorative Justice team.
- Provide a happy school in which children are sensitively cared for and cared about.
- Keep parents informed of any behaviour issues.
- Keep parents/carers informed of their child's progress and about general school matters through parent evenings, written reports, fortnightly newsletters, curricular workshops/school website, drop-in sessions, twitter and by other means.
- Encourage parents/carers to become involved in the life of the school.
- Deal with parent/carer concerns fairly and promptly, and handle any complaints in accordance with an established procedure.

Signed: …… **Date:** ……

Current Class Teacher

Pontnewydd Primary School: Home-School Agreement

Parents/Carers will endeavour at all times to:

- Ensure their child comes to school regularly, on time and in an agreed school uniform, appropriate footwear and coat appropriate to the weather.
- Inform the school by 9.20 am if their child is unable to attend and about any problems that might affect the child's work or behaviour.
- Avoid taking family holidays in term time and particularly when children are due to take tests.
- Support their child in undertaking homework, reading, and learning of spellings, tables and other learning activities.
- Attend at least two meetings arranged to discuss their child's progress.
- Work with the school to secure good standards of behaviour by children in support of school rules.
- Encourage their child to be responsible and look after his/her own things and school property.
- In the Foundation Phase, if their child is going to be collected by another adult, ensure that the school has been informed.
- Support and respect the school, teachers and adults.

Signed: …… **Date:** ……
Parent/Carer

Print Name:……

Pontnewydd Primary School: Home-School Agreement

Pupils will try at all times to:

- Work hard and complete all work as well as possible.
- Behave well and follow school rules. *
- Look after books and equipment.
- Help keep the grounds free of litter.
- Treat all pupils and adults with respect.
- Keep parents informed of homework.
- Children are to complete their homework and read for a minimum of 5 - 10 minutes daily.

Signed: …… **Date:** ……
Pupil

Print Name:……

* Please refer to School Rules as listed in prospectus.

Appendix 2
Privacy Notice



Pontnewydd Primary School

DATGANIAD PREIFATRWYDD/PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

School Name:	Pontnewydd Primary School
Contact Details:	Headteacher: Ms A Maloney
Privacy Notice Name:	Pontnewydd Primary Privacy Notice

Data controller:

Headteacher

School

1. Have we sourced your personal data, directly from you?

We collect data from a variety of sources, these could include from:

- Learners
- Parents
- 3rd parties
- EAS
- Social Care
- Families First
- Torfaen County Borough Council
- School Health

2. What information does the school collect about you?

- Personal identifiers and contacts (such as name, gender, Date of Birth, next of kin, unique pupil number, contact details, e-mail address and home address, school photograph, transport)
- Characteristics (such as ethnicity, religion, language, free school meal eligibility and immigration status)
- Safeguarding information (such as court orders, looked after children, young carers and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors' information, child health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Performance in internal and national assessments and examinations
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- School History

3. The school may collect this information in a variety of ways:

- Verbally, electronically, via paper systems, 3rd parties
- Pupils/families directly, (e.g. via registration forms at the start of the school year, school trip applications, etc)
- Social Services Directorate (if applicable)
- Torfaen County Borough Council Education Directorate
- This information has been shared with the school by a previous school attended by the pupil

The schools will store your data:

- On paper and / or electronically

4. Why does the school process your personal data?

We process personal information about pupils and their families:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Welsh Government data collections
- to administer trips and activities, catering and free school meal management.

5. Special categories of personal data:

Race, ethnic origin, religion, general data, sexual orientation, social care records.

6. The school can process this category of data because:

For the processing of personal data to be lawful, an Article 6 condition from the general Data Protection Regulations 2016 is required.

Mandatory school processing of pupil information is covered by the Article 6 condition – processing is necessary for compliance with a legal obligation to which the controller is subject. The legal obligation is contained within the Education Act 1996 and associated Welsh Government regulations.

Optional processing of personal data is covered by the Article 6 condition – explicit consent. If this is the case, you have the right to withdraw consent. Please contact the school for further information.

Data Protection legislation provides extra protection for certain classes of information called 'special category' personal data, which includes:

- Physical or mental health or condition
- Politics
- Racial or ethnic origin
- Religion or other beliefs of a similar nature
- Sex life
- Sexual orientation
- Biometrics (where used for identification purposes)

7. Who has access to your data?

- Internally with schools' departments
- Torfaen Council Departments
- Educational establishments
- Education Achievement Service (EAS)
- Welsh Government
- Health Services
- Police Services
- Ambulance Services
- Social Care
- Families First
- Evolve
- Colorfoto
- Transport providers

The school shares your data with third parties because - it is necessary to fulfil the obligations of the controller and data subject

Is the Data transferred out of the EEA? No

How does the school protect data?

We have, and are developing further, internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Further-more data is not accessed by employees except in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

8. How long does the school keep your data?

The school will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area.

We will keep your information in line with the school retention schedules.

- Pupil Records - until the pupil reaches the age of 25 years old
- Class charts - until the pupil's departure
- Evolve - 10 Years
- Social Care - until the pupil reaches the age of 25 years old
- Outside agencies (Families First etc) - until the pupil reaches the age of 25 years old
- National Reading & Numeracy test results - 1 years
- Welsh Government - until the pupil reaches the age of 25 years old
- Financial - 7 years

9. Are we making automated decisions/profiling with your data?

No, we are not.

Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the school to change incorrect or incomplete data
- under certain circumstances you can require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the school
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact the Headteacher.

Signed: Ann-Marie Maloney A Maloney Dated: 3rd July 2025

Pontnewydd Primary and Nursery School

Prospectus 2026

Ysgol Gynradd a Meithrin Pontnewydd

Prosbectws 2026

Registered private/voluntary early years settings

Welsh Medium Settings

Meithrinfa Pontnewydd

40 Station Road, Pontnewydd, Cwmbran. NP44 1NZ

Telephone: 07901 826261 / 01633 873893

Ysgol Feithrin Pont-y-pŵl

St. James Hall, St. James Field, Pontypool. NP4 6JT

Telephone: 01495 755616

English Medium Settings

Belle Vue Day Nursery

Belle Vue Road, Cwmbran. NP44 3LF

Telephone: 01633 489999 Website: www.bellevuenursery.co.uk

Building Blocks Day Nursery

Ynys Lane, Croesyceiliog, Cwmbran. NP44 2LH

Telephone: 01633 864313 Website: www.buildingblocksnursery.net

Buzzy Bees Day Nursery

27 Chestnut Green, Cwmbran. NP44 5TH

Telephone: 01633 484228

Henllys Day Nursery

Henllys Old School, Henllys, Cwmbran. NP44 6HU

Telephone: 01633 869211

Wriggles and Giggles

Former Telephone Exchange, Victoria Street, Old Cwmbran. NP44 3JP

Telephone: 01633 876838 Website: www.wrigglesandgiggles.com

Little Stars Day Nursery

Monmouth House, Mamhilad Park Estate. NP4 0HZ

Telephone: 01495 755566 Website: www.littlestarsnursery.com

Llanyrafon Playgroup

Llanyrafon Social Centre, Llanyrafon Way, Cwmbran. NP44 8RD

Telephone: 07761 607540

Osbourne Lodge Day Nursery

Osbourne Road, Pontypool. NP4 6LT

Telephone: 01495 752234 Website: www.osbournelodge-nursery.co.uk

Pontymoile Under 5's Playgroup at Abersychan

Brynteg Community Hall, Abersychan.

NP4 7BG Telephone: 07889 346348

Pontymoile Under 5's Playgroup

The Active Living Centre, Pontypool Park, Pontypool. NP4 8AT

Telephone: 07889 346348

Poppies Day Nursery

Maesderwen House, Maesderwen Road, Pontymoile, Pontypool. NP4 5LE

Telephone: 01495 764675 Website: www.poppiesdaynursery.co.uk

Seren Fach Day Nursery

Caerleon Road, Ponthir, Newport. NP18 1GD

Telephone: 01633 431300 Website: www.serenfach.co.uk

Two Counties Nursery (CIC)

The Old School, The Highway, Croesyceiliog, Cwmbran. NP44 2HF

Telephone: 01633 489966 Website: www.twocountiesnursery.co.uk