



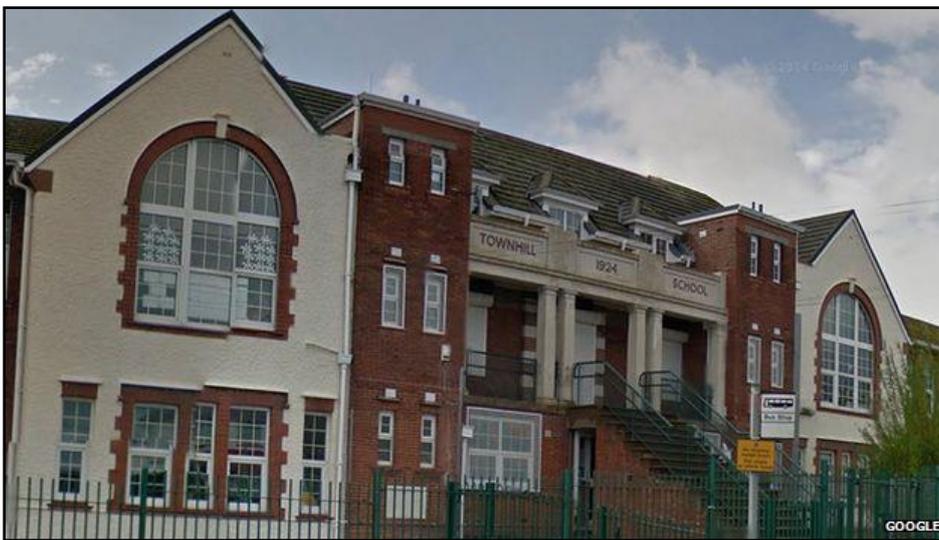
# TCS Prospectus

TownhillCommunitySchool  
"Putting Children First"



## Townhill Community School

### Prospectus 2024-25



Townhill Community School  
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Tel: 01792 516370

[www.townhillcommunityschool.co.uk](http://www.townhillcommunityschool.co.uk)  
<https://twitter.com/BussyTownhill>



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## Welcome/Croeso from the Headteacher



Townhill Community School is at the heart of the community that we serve. We set the highest standards in behaviour and strive to develop the social and emotional wellbeing and academic standards of every child. In our school, every child matters and their achievements and progress make us feel proud and thrilled to be a part of their learning journey.

Our school vision is: 'Putting Children First'. It is the voices of the children that drive everything that we do. We make it our mission to plan for their individual needs, to engage each child with their particular interests and to make them all feel valued. We want our children to love coming to school in order that they grasp every opportunity afforded them and in so doing fulfil their potential. In Townhill Community School, the children come first.

There is a superb teaching and non-teaching team working in the school. We are extremely well supported by many stakeholders from a dedicated governing body, to volunteers, parents and grandparents, community helpers and many external agencies. The focus of the whole team is ensuring each child achieves.

In our school magic happens! Come and visit us as we are tremendously proud of the exciting, dynamic and engaging learning environment we have developed and continue to create each day.

*Peter Owen*  
Headteacher/Pennaeth



## Welcome from the Chair of Governors

Dear Parents/Carers,

Welcome to the information booklet for Townhill Community School. We are proud to acknowledge that we aim to be very community focused school. In our school, you will find:

- Flying Start Provision
- An outstanding Early Years Unit
- A superb primary school for 5 – 11 years
- A specialist teaching facility (STF) for children with learning and developmental delay and complex learning needs
- A breakfast club from 8am until the start of school
- Extra-curricular after school clubs and opportunities
- A 'Bridge' class, for those children requiring additional support to integrate into early years
- Thrive provision for pupils requiring additional support to access learning
- Highly trained, welcoming and enthusiastic staff
- Secure, happy, motivated children giving of their best every day
- High standards of behaviour
- Strong and purposeful leadership



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- Motivated and committed governors



Our school is a welcoming, happy, school, which promotes a positive, caring and stimulating environment in which to learn and achieve within our community. This booklet has information about Nursery to Year 6 but if you need more information please do not hesitate to ring the school.

Townhill Community School is a very special place which we, children, staff and governors, are all proud of being a part. We share an overall aim to 'Put Children First'. That is what we seek to achieve in all our education and other activities as we look to develop the whole child. We try to make certain that every child has their individual opportunity to be the best that they can be. Because we understand that for our children to have an all-round learning, this learning does not stop when they leave the school building. Thus, we are committed to strengthening our community links within and outside our school building. We want to work together with all of our community partners, and above all our parents and carers to ensure that our children, your children, develop lifelong learning skill to equip them for their future.

If you are interested in contributing to our aim of "putting children first" through becoming a governor, please speak to Mrs Lenihan our clerk to the governors. I would be delighted to hear from you.

In the meantime, I look forward to meeting you at various school events and activities.

Warm regards,

Janet Chaplin  
Chair of Governors



## Comments from the school's last inspection report

'Pupils feel safe and cared for, and have a strong sense of belonging. They are confident that adults and other pupils will help them if they have a problem. Most pupils are very keen to attend school and enjoy the wide variety of learning experiences provided for them. This is a strength of the school. Nearly all pupils are welcoming and polite towards visitors and share their experiences of school enthusiastically. They understand their role in caring for each other. Nearly all pupils start the day feeling understood and cared for due to well-structured circle time and carpet sessions that prepare pupils for their learning successfully.'

The headteacher has a clear vision for the school and high expectations for the wellbeing and achievement of pupils. Leaders throughout the school contribute to a powerful, caring culture that is centred around putting children first.



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The headteacher has a clear long-term strategy for school improvement and has introduced useful structures to enable the school to function more effectively. He is ably supported by a very committed senior leadership team who drive the highly inclusive ethos that is such a strong feature of the school.'

(Estyn Inspection Report, February 2019)

## Our Vision and Mission

Our **vision** is to be an **inspirational** organisation in which **every member** of the community feels a sense of **belonging** and **purpose** to **develop** their knowledge, understanding and skills to be **lifelong learners**

Our **mission** it to ensure **everyone** feels **valued, supported** and develops a **love of learning**, in order to set themselves **high standards** and **aspirational goals** to maximise their **potential**

## Our Aims

### Children

1. To come into an environment that is **inviting, safe, stimulating** and **nurturing to inspire learning**
2. To feel **included, heard, cared for** and **motivated** to learn
3. To love **challenge**, have **high expectations** and be **empowered** to achieve their **aspirations**

### Staff and Governors

1. To ensure **everyone** feels **valued, cared for** and **supported**
2. To provide **opportunities** to **grow personally** and **professionally** and **help others** in their journey
3. To be able to **collaborate** with others to develop **innovative** and **inspirational** practice

### Parents and the Community

1. To ensure **everyone** feels **welcome, valued** and has a sense of **belonging** in the school
2. To provide **learning opportunities** for all
3. To nurture an atmosphere of **mutual respect** between **all members of our community**

## Our Values

- In every decision, put the **children first**
- Show **respect**, be **inclusive**; **listen** to understand the views and opinions of all
- **Persevere** in the face of challenge; show **resilience** when dealing with adversity
- Be a **team**; put the needs of others before our own
- Show **kindness** and always act with **honesty** and **integrity**
- Ensure every day is a **fresh start** for all



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At TCS our Vision, Mission, Aims and Values drive our aspirations and underpin what we do and how we behave each day. They have been developed following reflection from all members of the TCS community including pupils, staff, governors and parents. We have a shared, vision and mission to ensure that all who are associated with our school are working together to achieve the same aims and seeking to promote our core values.

## Safeguarding

Safeguarding pupils is our first priority: we have policies in place which we adhere to, these include the school's duty of care to report incidents when necessary.

## Working in Partnership

We believe that a positive partnership between parents and teachers is a key element in raising standards. We regard parents as their child's first educator. Parents are encouraged to work alongside their children both within school and at home. There are many opportunities through the year for parents to engage with the school. We have a very open relationship with parents, communication is key to giving children the best opportunity to succeed.

Any issues or concerns parents have regarding their children's education should be discussed with the class teacher or with the Headteacher.

## Equal opportunities for pupils

The Governing Body and school promote equal opportunities and good relations between people of different ethnic backgrounds and between males and females. The school maintains and records any reported racist incidents and how they are resolved. All pupils are entitled to attend our school. The school adheres to the Disability Discrimination Act 1995.



## Admissions

The school admits children into our Nursery sessions following their third birthday. You will need to contact the school office who will organise an admission day with you. You will have opportunity to view the Nursery and meet the team. You will then be given a start date.



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We respectfully ask that parents of children who are not yet toilet trained after their third birthday make this a major priority as the school setting is not the best place for children to undergo the necessary training. Where your child has an additional learning need that affects them with this skill then please do not worry, explain the situation to the class teacher.

Preference for admission to our Reception class is given as follows:

1. Children within the school catchment area
2. Children with older siblings in the school
3. Children outside the catchment area

It is important to note that admission to the Nursery class does not guarantee a place within the Reception class. The Local Authority co-ordinate all admissions through an online application system.



The school's admission limit is 60 pupils per age group. Each year group very quickly fills up because of the school's excellent reputation.

## Specialist Teaching Facility

Townhill Community School includes two classes for children with Additional Learning Needs. The children in these classes all have Individual Development Plans, having medical, physical and learning needs. The Local Authority determines which children will attend the STF. Places are agreed by a panel of experts within the LA. Our STF supports pupils from across the city.



Staffing in the STF is organised by Mrs Ceri Totty, the school's STF Manager, assisted by a strong staff team who meet the needs of the children. The two classes are very much a part of the whole school and the children attend assemblies, share playtimes, have lunch together and they take part in trips.

The children in these classes follow the National Curriculum which is adapted to give all children access at an appropriate level for their skills and abilities. Individual children have the opportunity to work in mainstream classes if this is appropriate for the child.

## School Hours

The school operates a Breakfast Club from 7:45am. This is a facility run by the school. We use grant funding and so there is no charge to any family.

### Part-Time Nursery

Morning Session	8:50am – 11:20am
Afternoon Session	12:50pm – 15:20pm

### Full-Time Pupils

School Day	8:50am – 15:20
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The hours spent on teaching during the normal week including Religious Education, but excluding the statutory daily act of worship, registration and break hours are 21 hours 40 minutes for pupils in years Reception to Year 2 and 22.5 hours for pupils in Years 3 - 6. Parents are requested to bring their children to school punctually.



**At the end of the day**, we request that parents wait for their children in the school yard. Younger children will be brought to the outer doors by the teachers. If you arrange for someone different to pick up your child, you must inform your child's teacher.

**After School Clubs** The school runs many after school clubs. These need to be booked in at the beginning of each term.

## Health Care

All teachers under the headteacher have in law, the status of being 'in loco parentis', i.e. in place of the parents, during the school day.

This demands a standard of care similar to that expected of a careful and prudent parent in similar circumstances. Minor accidents are dealt with by support staff or a teacher. More serious situations are dealt with by outside medical help, in which case parents are notified if at all possible. In the event of a child having to leave school early he/she must be collected by a parent/guardian.

Therefore, it is important that we can always contact you. Please ensure that you give us a telephone number to contact another named person if you are not available. This information is very important and it is essential that you inform us of any change of information. The only medication staff routinely supervise is asthma inhalers (with written permission). If your child needs medication such as antibiotics during school time we need parents to make suitable arrangements.

## Communicating Progress

We are very committed to ensuring that parents are kept fully informed about their child's progress. This takes place in the following ways:

- Class teachers make themselves available to parents whenever possible at the beginning and the end of the school day. If you do have any concerns, please come in and talk to the teachers. They will be happy to discuss and help sort out any problem or concern you may have. It is advisable to make an appointment as sometimes teachers are not available due to meetings, courses etc.
- 'Share my work' days, this is where you'll be invited to come in and sit for as long as needed with your child and look through their books together. Parents find this invaluable.
- Twice yearly meetings with class teachers are arranged to discuss progress and set targets for future development. These take place in the Autumn and the Spring Term.
- A written Annual School Report which comments on the progress made in Literacy and Numeracy will be issued in the Summer Term. You can arrange a meeting to discuss your child's report if you so wish.





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## Absences

We are working hard at Townhill Community School to ensure that attendance is as high as possible. If your child is ill, absences must be reported on the first day that your child is away, either by telephone or in person before 08:50am, if possible. Any appointments should be made out of school hours and where this is not possible must be backed up with an appointment card. (Please see the end of this Prospectus for some commonly asked questions around attendance.)



## School Uniform

When children are in school they are part of a community and by wearing a simple school uniform we hope to promote a feeling of equality, partnership and belonging. Our uniform consists of a red sweatshirt and a white polo shirt. We would prefer children to wear plain grey, navy or black trousers/skirts/jogging bottoms. Uniform is available at the school office or in J&S Sports, Tycoch.

Parents are asked to provide their children with shorts and t-shirts for P.E. and drama and suitable footwear for games. Please ensure that articles of clothing are marked or labelled with your child's name and sensible footwear is encouraged.

We ask that long hair be plaited and/or tied back at all times. Children are discouraged from wearing jewellery in school, particularly earrings which are considered dangerous in P.E. lessons. Valuables are asked to be kept at home and when brought to school it is at the child's own risk.

## Charging and Remissions

Under Section 10 of the 1988 Education Act, the Governing Body has determined that parents be invited to make voluntary contributions towards the benefit of the school or to support particular activities, for example educational visits in order to offset transport costs and entrance fees. The school is firmly committed to the belief that children learn best from first hand experiences and these visits are planned to enhance and enrich each child's education.

We understand that constantly asking for money from families can put a lot of pressure on the home budget, especially where there are multiple siblings in the school. We work to 'poverty proof' our school. That means we do everything we possibly can to ensure we ask for as little money as possible, to allow us to be as inclusive as is possible. We subsidise as much as we possibly can do ensure all children, no matter their economic circumstances, are cared for and have exactly the same experiences as others.

## Out and About



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The school believes in the importance of connecting children with the outdoors. We want our children to love and care for the environment. Our school grounds are limited so we make use of the Phoenix centre. Furthermore, we can walk children to places like Cwmdonkin Park. Children love being outdoors and we know the benefits in connecting to the outdoors are immensely significant:



- enhanced personal and social communication skills
- increased physical health
- enhanced mental and spiritual health enhanced spiritual, sensory, and aesthetic awareness the ability to assert personal control and increased sensitivity to one's own well-being

Source: *Health, Well-Being and Open Space, Literature Review by Nina Morris, OPENspace Research Centre, (2003)*



Through a typical week, children will spend time learning outside. The school grounds, and the surrounding environment, are used as a stimulus for learning. Children will also receive woodland and beach school sessions. Staff work to develop children's sense of self, interdependence, confidence, creativity, decision-making and problem-solving skills, empathy towards others, motor skills, self-discipline and initiative.

**Homework** Pupils from Year 3-6 will have a task to complete in their homework books and an online task each week. Homework is brought in on Wednesdays. We expect all of our parents / carers to take the time to read with the children, where possible each day. When parents spend time with their children discussing their learning and listening to them read children make greater progress in their learning.

We endorse the recommended reading schedule promoted by the National Assembly and the Basics Skills Agency. It is as follows:

Year group	Suggested reading time
Years 1 and 2	1 hour per week
Years 3 and 4	1.5 hours per week
Years 5 and 6	30 minutes daily

We believe that parents can develop a partnership with us in their child's development. Parents are always welcome to contact the school to discuss any aspects of work which has been set for their child.

## How can I encourage my child's education at home?

Actively encourage your child: to read both to themselves and with you; to borrow books from the library; to buy books; to look after books and to ask you to explain words they do not understand. It is very important to establish a 'story time' every night before bedtime where you help your child to foster a love for reading and books. Teaching your child nursery rhymes and simple songs all helps to develop their love of language. Create opportunities for writing; letters to friends and relatives; stories and accounts of things



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they have done and encourage them to bring them to school. Encourage your child to ask questions and show them where to find the answers in books or by using the internet. Help with number work by playing games; let them help you with measuring, weighing, shopping etc. Allow them to draw, paint, and model at home (despite the mess!). Most importantly show a real interest in all that they do. Praise their efforts rather than pointing out what they cannot do. Please ask us if you need any further ideas of ways you can encourage your child's learning at home.

## School Meals

Our meals are prepared and served on site. The school has its own kitchen facilities that prepares and serves meals for the whole school in the school hall. Hot meals are provided daily. Any child whose parent is in receipt of income support is entitled to free school meals (FSM). Please see our Office Manager (Mrs Lenihan) who will be happy to offer advice. The price of a school meal is £2.40 per day (£12 per week) and following the guidance from the City & County of Swansea we will only accept payment via Cunnighams – the online payment facility. All pupils from Reception through to Y3 are entitled to universal free school meals. Please take advantage of this.



## Parent Helpers

There are numerous occasions when parental help adds considerably to the smooth running of the school e.g. listening to readers, school visits and helping with PTA activities, such as the Summer Fayre.

There are many ways that parents can contribute to school life e.g.

- Speaking to groups or classes of children about an area of curriculum relevance.
- Helping with extra-curricular sporting activities. E.g. athletics, football, netball.
- Helping with curriculum activities such as cooking, modelling, listening to readers.
- Accompanying the children on school trips and visits. We are extremely grateful for this help. Appropriate safeguarding checks must be made before volunteers can work in schools.

## Parent Teacher Association (PTA)

The PTA is run by volunteer staff and parents. We are very fortunate to have such an active group that runs many fund raising activities through the year. In a typical year, the Townhill PTA raise money through: discos, fayres, Christmas crafts, Mother's Day and Father's Day stalls, links to businesses etc. The money raised is crucial to the school and goes towards a whole range of projects: outdoor equipment, playground games, books, benches, school décor – the list goes on!

## Living in Wales



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We do our best to ensure all learners develop their Welsh language skills to give them a sense of Welsh identity and to use the language confidently in everyday life. In developing their skills in Welsh and English, our children can acquire a foundation for learning additional languages, ready to be citizens of Wales and the world! We ensure that the Welsh language is at the heart of the school's ethos and strategic



development in the school development plan.

We are continually striving to improve teaching and learning of Welsh and subjects through the medium of Welsh. All teachers continually strive to develop their own Welsh language skills too. We try to use the Welsh language so that children see, hear and use it as a natural part of school life. It is given a prominent role in many school activities. Incidental Welsh is used outside lesson times, e.g. when ordering lunch, snacks, greeting one another and lining up at playtimes. Children also have an opportunity to learn about the culture and heritage, as well as the language of Wales, through activities such as St. David's Day celebrations.

## Transition

The majority of our children go onto join Dylan Thomas Community School, with whom we do a lot of transition activities or Bishop Gore School. However, we also work closely with a whole range of other schools, such as, Olchfa and Pentrehafof that our pupils have gone on to join. Prior to our year 6 pupils leaving, we ensure that we support them emotionally and practically through the latter months of their time with us. We play an active part in a transition scheme with Dylan Thomas. Our pupils are taught in our school by many of the 'Comp' teachers, the pupils also attend Dylan Thomas for a whole range of lessons and activities. This experience has proved invaluable in giving the children an insight into what to expect.



## Complaints Procedures

If you have a complaint under Section 23 of the Education Reform Act, relating to the curriculum, religious education or religious worship, the Local Authority has prepared a Formal Complaints Procedure, a copy of which is available from the school, the Education Department or a Public Library.

In the event of any complaint, please follow the school's complaint policy. In the first instance you should first try to resolve the matter by making an appointment to discuss the issue with a **teacher**, followed by the **Headteacher**, followed by the **Chair of Governors**. Further advice may be obtained from the Education Department, County Hall, Swansea. Telephone number 01792 636000.

## Health and Safety

As a school we are committed to ensuring the Health and Safety of all pupils and staff. All entrances are locked and to gain access there is video and key code entry systems. Any visitor who accesses the building is met by a member of staff and escorted to the appropriate place. The school holds a visitors' log to keep a record of all visits to the school. The school has designated first aid officers. If a head injury occurs in school, the school communicates with parents, advising them of the accident and any treatment received.



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An accident log is maintained. The staff also receive training on medication like epi-pens, or giving insulin. We communicate with all parents if there is a child in the school with a severe allergy.

The school complies with all Local Authority procedures regarding reporting incidents on school premises.

## School Discipline

A calm, orderly environment is essential if children are to learn most effectively. The chief aims of our approach are:

- To ensure all pupils rights are respected
- To promote values for life
- To use the restorative practice approach when dealing with issues of behaviour which arise
- To maintain, encourage and promote, good behaviour at all times
- The establishment of class and school rules
- Agreed sanctions where rules are broken



## Promoting Good Behaviour

We try to remain as positive as possible at all times. We are a supportive school with a caring ethos. There will be a number of means within the school of rewarding and celebrating achievement and good behaviour, such as praise in class, stickers, dojos (an online reward system and Superstar Assemblies where children who are chosen by staff receive a certificate, 'Seren yr wythnos' – 'star of the week'.



## Medical Visitors

From time to time, the School Nurse, Health Visitor, Dentist and Hearing Specialist will visit the school to carry out routine health inspections, dental inspections and hearing tests. Parents are always informed beforehand. If necessary, parents will be notified and advised to seek further help from either the School Health Service or family doctor. We liaise with other caring agencies when necessary and with other schools at times of transfer.

## Sex Education

Relationships and Sex Education (RSE) is now statutory under the New Curriculum for Wales. All lessons have a clear structure and are age appropriate. The lessons are taught three times a year from Reception to Year 6 and deal with relevant issues to the pupils such as emotions, friendships, families and changes to our bodies as we grow. We teach the older children (Years 5 and 6) about periods and the emotional and physical changes that occur during puberty.

## Teaching and Learning

We have a bespoke curriculum that aims to ensure that all pupils achieve our curriculum vision. It is bespoke because the needs of our children are very different to the needs of children in other areas of Wales and Swansea. We ensure our curriculum has a local context, it is authentic and responsive to our area and our world to make it relevant and interesting for our children.

That curriculum is built upon supporting pupils to achieve the four purposes set out in the Curriculum for Wales. We want all of our pupils to be:



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- Ambitious, Capable Learners
- Healthy, Confident Individuals
- Enterprising, Creative Contributors
- Ethical, Informed Citizens

The curriculum is split into six areas of learning:

1. Expressive Arts
2. Health and Well-being
3. Humanities
4. Languages, Literacy and Communication
5. Mathematics and Numeracy
6. Science and Technology

## Tests

Pupils from Years 2-6 sit National Tests. There are three online tests: reading, maths procedural and maths reasoning. In addition, we complete many informal tests during the year in order to help us understand the progress the children are making to enable us to plan more effectively for their learning needs.



## Religious Education

RE is a compulsory element within the curriculum and is taught in accordance with the local authorities' agreed syllabus. The school's acts of collective worship are broadly Christian in nature. Parents are entitled to withdraw children wholly or in part from Religious Education and collective worship.

## ALN (Additional Learning Needs)

The school believes that every pupil has an entitlement to the full range of curricular opportunities. A whole school approach has been adopted in providing for all children who experience special educational needs at any time during the

Primary years. Any child identified by the class teacher as needing extra help will have classwork differentiated at a level appropriate to their need.

Where a child should continue to experience difficulty, the advice of the ALNCO (Additional Learning Needs Coordinator) will be sought in the first instance and, if necessary, outside agencies will be brought in. Individual programmes of work are then devised, implemented and monitored on a termly basis. Parents will be consulted and kept informed at each stage.

For further information on ALN please see the school's ALN policy or make an appointment with the ALNCO.

## Extra-curricular Activities



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As a school we place a high priority on providing an extensive range of extra-curricular learning. All classes and clubs are delivered and supervised by staff or parents (who have a DBS check within the school). Clubs are run during lunchtimes and after school. The clubs change termly to give as many children as possible the opportunity and experience.

Clubs are free for all.

## Working and Learning with the Community

At Townhill Community School we place a high value on the community. We work alongside the Phoenix Centre to connect our services. For example, all pupils make regular visits to the library in the community centre to take books for school and home.

The centre manager sits on our board of governors to help pull our services together. Where appropriate we share resources and 'intelligence' to help us best support the community we serve.

The school funds a play scheme which runs in Phoenix Centre during the summer holiday. This provides children with invaluable social, emotional, physical and academic opportunities to continue to grow during the summer break.

The community Police Officer visits the school every term to work on PSE projects and the local PCSOs are also visitors. We particularly welcome their support in educating our pupils on issues such as stranger danger, online safety and drug abuse.

We are committed to nurturing our existing links and developing new relationships within the community.

## Pupil Voice

At Townhill Community School we value the views and opinions of our children and believe that they should be actively involved in decision making. We have established committees for: Eco, Health and Wellbeing, Community, Curriculum, Criw Cymraeg, Digital Leaders and Rights Ambassadors. As a school, we want to teach children responsibility; help them to see that the decisions they take make a difference.



There is also a school council, which has representatives from Year 2-6. The school council meet half-termly and discuss the progress of the committees. This feeds into the school's self-evaluation and subsequent development plans.

In addition, children are heavily involved in making decision around their learning. We ensure their voice is heard at the beginning of any topic to guide teachers about what they want to find out about. Lessons are then built around that. We find this gets the children engaged from get go! Once we have them hooked in, the learning is more enjoyable!

Lastly, from years 2-6 all pupils are involved each term in a class project developing their knowledge and understanding of the



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curriculum's four purposes. The class projects are entirely pupil led, they can last two days or two weeks, but they always promote a real-life authentic context.

	Year 2	Year 3	Year 4	Year 5	Year 6
Autumn 1	Health and Well-being	Charity	Community	Young Enterprise	Outdoor and Eco
Autumn 2	Outdoor and Eco	Health and Well-Being	Charity	Community	Young Enterprise
Spring 1	Charity	Community	Young Enterprise	Outdoor and Eco	Health and Well-Being
Spring 2	Community	Young Enterprise	Outdoor and Eco	Health and Well-Being	Charity
Summer 1	Young Enterprise	Outdoor and Eco	Health and Well-Being	Charity	Community

## Thrive

The need to teach healthy coping strategies to our learners in an ever-changing world has become of utmost importance. The school day is a busy one and it is important that we provide the opportunity for our learners to build up a tool kit that will allow them to regulate their emotions more easily. As a school we believe personal well-being is central to our happiness, learning and future success, it is a key ingredient in the education of the whole child.



We run Thrive across the school which is a programme offering a trauma-informed approach to improving the mental health and wellbeing of children and young people. The principles of Thrive are used to support all our learners. It is key to supporting some of our children who really struggle to regulate their emotions.

## Keeping in Touch

As stated earlier, we welcome parental involvement at all levels. If you have any spare time to come into school and work with us, you will be made very welcome.

When your child starts at Townhill Community School there are a number of opportunities for the teacher and parent to get together to discuss ways in which children can be helped at home. Regular newsletters are sent home by e-mail and posted on the **website**: [www.townhillcommunityschool.co.uk](http://www.townhillcommunityschool.co.uk)



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We also **highly recommend you following us on Twitter** <https://twitter.com/BussyTownhill>, and ask each parent to have the ClassDojo app on their phone in order to pick up news and share the exciting activities children are involved in. We ask parents' permission to use photos etc.

We sincerely hope that in choosing Townhill Community School you will feel part of a community dedicated to giving your children excellent opportunities and experiences. If you are in any doubt, come and visit the school. You will be made welcome.

Diolch yn fawr iawn!

## Questions around Attendance

### What happens if my child has an accident in school?

Every precaution and risk assessment is carried out to minimize the potential of accidents at school. In the event of a child having an accident during playtime or in the classroom the injured child is sent immediately to one of our qualified first aiders for treatment. Most accidents are minor, superficial injuries such as cuts and grazes and are dealt with appropriately. All accidents are reported in the Accident Book. More serious injuries must be brought to the attention of the Head Teacher or Deputy Headteacher immediately. If hospital examination/treatment is deemed necessary, then the parent/guardian or appropriate contact will be informed immediately. The telephone numbers of all parents and other contacts are kept in the office. If parents/guardians cannot be contacted, the Head Teacher (or in his absence, Deputy Head Teacher) will act in loco parentis. Parents will always be informed of head injuries and an 'Information for Parents' sheet will be issued for the child to take home with them. All accidents of a serious nature are recorded electronically to Swansea County Council Health and Safety Department in accordance with LA policy.

### What happens if my child becomes ill whilst at school?

If your child becomes unwell during the school day one of our qualified first aiders will assess the child to decide whether they should be sent home, in which case parents/guardians will be contacted to come to school to collect the child. However, we strongly recommend that if a child is feeling unwell before school in the morning then it is in the interest of the child to keep him/her at home until the child recovers.

### What must I do if my child is absent from school?

If your child is absent from school due to illness etc. please telephone the school early in the morning of the first day of absence to inform us. You will receive a phone call from us if we have not heard from you by 9.30am on the day of absence. This is done in the interest of child safety. Please also follow up all absences of your child with a note. We would be very grateful if you would ensure your children arrive at school on time. i.e. 8:50am. Late arrivals are noted on the school registers. Repeated late arrivals will receive a letter from the Headteacher and the School Welfare Officer may have to be informed. The Welsh Government has issued new guidelines on school attendance, which provides further guidance on the interpretation of 'authorised' and 'unauthorised' attendance. An authorised absence is where the child's absence has been described as medical, dental, bereavement/family circumstance, being educated elsewhere or attending a special event etc. All other



# TCS Prospectus

TownhillCommunitySchool  
"Putting Children First"

absences are unauthorised. Our School Welfare Officer may be requested to visit the homes of pupils whose prolonged or frequent absences give cause for concern. All attendance records are submitted electronically to County Hall at the end of every term.

## **Am I able to take my child out of school for a family holiday?**

The advice of the Minister of Education is that children should not miss schooling for any reason and that family holidays should be taken during school holiday periods. Curriculum planning and teaching is very comprehensive and progressive and therefore, it cannot be overstressed how important a good attendance record is in relation to a pupil's academic progress. The Welsh Government has set an attendance target for all schools in Wales of 95% attendance and we strive hard to achieve this consistently.

## **What do I do if I need to collect my child early from school?**

Sometimes, for very good reasons, parents ask for their child to be released early. We are always very happy to co-operate, but in the interests of safety, no child will be allowed to leave school unless collected by a parent/adult substitute. There will be no exceptions to this basic rule. I am sure that you will appreciate that our concern is with the safety of your child. If you need to collect your child early, please let us know in advance and explain your reasons fully.