



**Prospectws Ysgol Gynradd Rhiwbeina
Rhiwbeina Primary Reception Prospectus
2025-2026**

Ysgol Gynradd Rhiwbeina



Croeso/Welcome

The Governors and staff would like to welcome you and your child to our Reception classes. I hope you find this information booklet a useful guide to your child's first experience of main stream school. The full school prospectus is available on the school website.

*Mrs C. Harry
Headteacher*

Senior Leadership Team

Headteacher: Mrs C. Harry

Deputy Headteacher: Mr M. Clarke

Deputy Headteacher/ALNCo: Mrs H. Bradley

Assistant Headteacher: Mrs R. Coombs

Useful Information

Rhiwbeina Primary School
Lon Ucha
Rhiwbeina
Cardiff
CF14 6HL

Tel: 02920 623732
Email: rhiwbeinaprm@cardiff.gov.uk
Website: www.rhiwbeinaprm.co.uk

Reception Times

Reception School Times: 8.55 a.m.- 11.30 a.m. / 12.30 pm - 3.30 pm

A Shared Vision

The Headteacher and staff hold a shared vision for our Reception classes in which all members care for and respect each other regardless of culture, gender, race, or ability. We work together to help the children develop educationally as well as socially and emotionally. This vision permeates all aspects and activities within the Reception Classes. In order to achieve it we strive to provide a welcoming, happy and safe environment where children can feel secure and enjoy their learning experiences.

We aim to help them gain self-confidence and independence in their learning, taking account of their individual needs and interests.

We hope that your child will be happy and enjoy many varied and valuable experiences in our Reception classes. We look forward to working with you.

Please do not hesitate to share any concerns that you or your child may have as we value the partnership between home and school.

Our School Vision

Believe

Achieve

Succeed



To provide a safe, happy and inspirational learning environment empowering all learners to 'aim high' and achieve their full potential for future learning in a fast changing world.

To become:

Ambitious, capable learners
Enterprising, creative contributors

Ethical, informed citizens
Healthy, confident individuals



Values



The values underlining our school philosophy & agreed by pupils and staff are:

Creativity, Motivation, Independence, Resilience, Enjoyment, Reflection, Respect, Cooperation, Responsibility, Equality, Challenge, Aspiration.

We are a TEAM.

Together Everyone Achieves More

Pupils and staff collaborate and work together as a team sharing experiences and learning from each other.



Term Dates 25/26

Please see provisional term dates for the academic year 2025/2026

| Term | Begin | Half term | | End |
|----------------|----------------------------|--------------------------|--------------------------|----------------------------|
| | | Begin | End | |
| Autumn 2025 | Mon 1 Sept 2025 | Monday 27 Oct 2025 | Friday 31 Oct 2025 | Friday 19 Dec 2025 |
| Spring 2026 | Monday 5 Jan 2026 | Monday 16 Feb 2026 | Friday 20 Feb 2026 | Friday 27 March 2026 |
| Summer 2026 | Monday 13 April 2026 | Monday 25 May 2026 | Friday 29 May 2026 | Monday 20 July 2026 |

Mon 1st Sept 2025 and Monday 20 July 2026 will be designated INSET days for **all** LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed for the May Day Bank Holiday.

Governing Body

Chair of Governors

TBA

Vice Chair

Dr. S. Williams (LEA Governor)

L.E.A. Governors

Mrs B. Hampson

Mr A. Wilson

Mr S. Sivapalan

Mr T. Gallard

Community Governors

Mr. J. David

Mr E. Dolton

Mr A. Jones

Parent Governors

Mrs S. Baker

Mrs S. Bettles

Mrs A. Edwards

Vacancy from September

School Governors

Mrs C. Harry

Mr M. Clarke

Mrs. R. Coombs

Vacancy (Support Staff)

The Chair of Governors and Vice Chair of Governors can be contacted via the school.

Introducing Derbyn/Reception

There are 3 Reception classes: R1, R2, R3. Staff deployment varies from year to year.

Each Reception class will have an allocated Teaching Assistant. Each class is made up of morning and afternoon Nursery children and children new to the school taking account of age, gender, ability, and personalities to achieve a good balance.

Twins and triplets are placed in separate classes but with a shared outdoor area where they have opportunities to meet each other frequently during the day.



Please click [here](#) to view a tour of our Reception classes

Admission and Induction into Reception

Your child will be admitted to Reception in the academic year in which he/she becomes 5. You and your child will be invited to visit the class prior to his/her admission.

A pre visit and a date to start the Reception class will be allocated following a meeting with the Headteacher and Reception staff. Entry is 'staggered' in groups of 10 to allow children to settle and parents and staff to get to know each other. The younger children are admitted first.

Behaviour

Your support in assisting the staff to maintain high standards of behaviour will be very much appreciated. We believe that children thrive on praise and encouragement and we reward good behaviour. We aim to develop social skills and help the children to form friendships, take turns, and share.

We encourage self discipline, respect, care and consideration of others, their property and the school environment. In the case of persistent anti-social behaviour the Headteacher will contact the parents.

Reception Class Rules

- Try your best
- Listen carefully
- Match your voice to the task and place
- Take pride in your work and our school
- Be polite to other children, staff and adults
- Take turns and share with others
- Walk quietly inside the school building
- Be punctual at all times
- Keep your classroom and play space clean and tidy



Derbyn/Reception

In Reception we aim to:

- Provide a secure, welcoming and happy atmosphere where children experience a variety of activities and the opportunity to participate in purposeful structured and spontaneous play.
- Stimulate and challenge all our children with care and sensitivity.
- Provide first hand experiences that are appropriate to individual stages of development, both indoors and out.
- Encourage children to make their own decisions and choices to enable them to become independent learners.
- Provide a stimulating environment in which your child can acquire a variety of early skills.
- Introduce the children to the routine of school life and the six Areas of Learning and Experience as indicated in the New Welsh Curriculum
- Prepare your child for a confident entry to Year 1.
- Develop a partnership between home and school to extend and enrich the experiences your child has received at home.



Reception Curriculum

The learning experiences are presented in cross curricular topics. A new topic is covered each half term. An interactive Helping at Home document will be available via each Reception Google Classroom for each half term with information relating to the topic and how the children can be helped at home:

| Topic 1 | Topic 2 | Topic 3 | Topic 4 | Topic 5 |
|-----------------|------------------|--------------------|--------------------------|---------|
| Apple Tree Farm | Twinkle, Twinkle | It's Cold Outside! | Paws, Claws and Whiskers | Splash! |

In the Autumn Term some workshops will be scheduled to indicate how pupils acquire Early Learning skills.

Through careful planning all children will have access to experiences and activities based on the six Areas of Learning and Experience and cross-curricular responsibilities

EXPRESSIVE ARTS

HEALTH AND WELLBEING

HUMANITIES

LANGUAGES, LITERACY AND COMMUNICATION

MATHEMATICS AND NUMERACY

SCIENCE AND TECHNOLOGY

DIGITAL COMPETENCE
Cross-curriculum

LITERACY **NUMERACY**
Cross-curriculum *Cross-curriculum*



Within our Reception Classes the children will have opportunities to explore various areas in and out of the classroom.

| | | | | |
|--|--|---|--|---|
| Writing Area  | Maths Area  | Investigation Area  | Painting Area  | ICT Area  |
| Outdoor Area   | Construction and Small World Area  | Role Play Area  | Book Area  | Water Area  |
| Sand Area  | Dough Area  | Home Corner  | Workshop  | |

Home/School Links

You will be informed of all school activities via ClassDojo, an electronic communication system. Messages from your child's class teacher about events and things to remember will be sent directly to you as well as whole school notices. Families will be able to look through your child's class story and see what your child has been doing in school. An updated calendar of events will be sent electronically.

It is not the school's policy to provide daily homework. However, your child will be encouraged to bring home a variety of activities. Children who have been absent through illness are helped to 'catch up' on their return. Activities are uploaded to their relevant Google Classroom. Children will be encouraged to participate in home/school tasks and to talk about tasks they have completed at home.



ClassDojo



Starting Derbyn/Reception

What the Pupils Think of Our Reception

I like using the water wall to see how many buckets I can fill.

I like writing my numbers in chalk on the playground.

I like using the writing table with my friends.

I like getting messy in the tuff trays. The shaving foam is cold!

I like painting big pictures.

I like going to the big hall. I can get changed on my own.

I like to sing funny songs.

I like taking pictures on the iPad.

I like to read stories in the quiet corner.

I like Wish Wednesday. I can tell the Teacher what I want to



School Uniform

The majority of our children wear school uniform. School colours are red and grey, with a green t-shirt. The school sweatshirt and t-shirt can be ordered using the form available on the school website. Many of the activities in Reception are messy, but aprons will always be provided. The provider is YC Sports, 5 Penlline Road, Whitchurch.



P.E. Games

You will be informed at the start of the year of the days on which your child will be participating in indoor PE and outdoor games. For indoor PE, your child will need a white t-shirt and black shorts. For outdoor games they will need jogging bottoms, a sweatshirt and trainers. Shoes and trainers with Velcro fasteners encourage your child to become more independent at getting ready for these sessions.

The wearing of bracelets, necklaces and earrings (apart from small stud earrings) is not permitted.

Parking

There are no facilities within the school grounds for parental parking. We respectfully request that when parking in the roads around the school, that care is taken not to obstruct residents' driveways. The road cameras in Lon Y Dial operate from 8.30 a.m.-9.15 a.m. and 3.00 p.m.- 3.45 p.m. You need to avoid driving through these areas between these times or you will receive a fixed penalty notice.

Breakfast/After School Club

A free Breakfast Club operates every morning from 8.30 am to 8.55 am. Children are offered toast and yoghurt. Children must be in Breakfast club by 8 35 a.m., when the doors close.

Breakfast Club for Reception children will begin on Monday 15th September.

Registration forms will be available online in July. An after school club (Rascals) operates every week day from 3.30 pm - 6.15 pm. For more information please ring Mrs S Peppin on 07908 775 390 or for Gap Club ring 07783077685.



Healthy Eating

Children are encouraged to bring water to drink in their own labelled drinks bottle. These are stored in the classroom for your child to access through the day and can be refilled. Children can also bring a piece of fruit for morning break. Your child will have the option of bringing a packed lunch.

A free school lunch is available for all Reception children who wish to take up the offer. You can order a meal daily by 8.00 a.m. or order for the week in advance. Orders are placed through Parent Pay. Please let us know if your child has a food allergy prior to beginning school meals.

The dining hall is a busy place and the children need to get used to eating packed lunch in their classrooms for the 1st two weeks. School meals will begin on Monday 15th September 2024.

Children can bring a packed lunch from home. We would request that no glass containers or cans are included for safety reasons and lunch boxes should be clearly named. We do not have refrigerated storage for packed lunches and parents need to bear this in mind when preparing the lunch. We enlist your support in ensuring the packed lunch is healthy and nutritious.

Please avoid any nut-based food stuffs as many of our children have nut allergies.

School Access

A secure door entry system operates on all external doors. If you require entry to the school building it must be via the front entrance as access via any of the other external doors is not possible.

Entry to the Reception classes is via the field gate. The electronic gates will be open at 8.45 a.m. and close at 9.15. They will reopen at 3.20pm. Your child will be handed over to you on the Reception yard at 3.30 p.m.

Staff will open the Reception doors at 8.50 am and are available for a brief word if required.

If you require a longer appointment please contact the main office for a convenient appointment or meet the teacher at the end of the day.

The First Day in Reception

The first day in Reception is an important event in a child's life, as well as in the lives of the parents. We try to make this day as happy as possible. It helps your child if you arrive on time and leave cheerfully.

Most of our children are happy about coming to school and parents are encouraged to leave fairly quickly. However, if your child is initially apprehensive or upset, the class teacher or Teaching Assistant will help him/her settle.



The Reception Playground

At the start of the morning session, please take your child to the designated gate by 8.50 am. You can accompany your child to the Reception door where they will be met by their class teacher.

We ask that you leave the premises quickly after handing over your child. At the end of the school day the children can be collected from the Reception yard. Again, please leave the premises as soon as possible at the end of the day.

Settling into School

Please ensure your child is on time every day. Your child will miss valuable instructions if he/she is late as the class teacher will have begun the first lesson. This can also cause embarrassment to the child.

If you are late, please take your child to the school office as the outer doors are closed at 9 am for your child's safety.

Day to Day Support

It would be most helpful if you could:

- Ensure your child can go to the toilet with minimal assistance, and can ask when they need to go
- Teach your child to flush the toilet and wash/dry his/her hands
- Label all coats and removable clothing clearly
- Encourage your child to dress/undress with the minimum of help e.g. remove coat/shoes for PE.



Outdoor play is an important part of your child's development. Please ensure that your child has warm clothes in colder months, and is well protected from the sun in Summer.



Reception Events

You will be notified of Reception events via 'Schoop', and Dojo.

An updated calendar of events will be available on our website.

School Attendance: Punctuality is Important

Our school attendance target is 97%. Attendance plays a vital part in achieving our aims for all our children.



Our school Attendance and Wellbeing Officer, based at Whitchurch High School, liaises with Rhiwbeina Primary School to raise awareness of attendance issues and engage with families of those pupils whose attendance falls below acceptable levels.

The School Day

Lateness, after the close of the register, is regarded as an unauthorised absence and you will need to sign your child into school on arrival. In the case of absences, please telephone the school office to provide an explanation on the first day of your child's absence and each day thereafter if necessary. The school administrators will contact you if no explanation is received by phone or email.

If we are not notified of the reason for your child's absence, he or she will be marked with an 'unauthorised absence'.

Please note that Fixed Penalty Notice/ Fines may be issued to parents whose children have been marked unauthorised for 10 sessions within a term, unless there are exceptional circumstances.



Health and Dental Appointments

Where possible, please make routine medical or dental appointments outside school hours as collecting pupils early interrupts teaching and learning.

If you do need to collect your child early, please notify the class teacher or provide an email to the school office.

School Attendance: Holidays During Term Time

Guidance from the Education Attendance officer:

- Parents do not have the right to take their children out of school for a holiday during term time. (Welsh Government Legislation)
- Parents are required to apply in writing for permission in advance of the holiday. An authorised absence is only approved in exceptional circumstances.
- School is open to pupils on 190 days a of the year, which leaves 175 days for holidays and visiting families.
- Please be aware that with effect from January 2015, the Local Authority has introduced Fixed penalty Fines for unauthorised holidays, non– attendance and lateness across all Cardiff Schools. These fines will be issued by the Education Welfare Service.

Below is a table showing the national guidelines for attendance.

| Your Child's Attendance | National Guidelines |
|-------------------------|---|
| 100% - 95% | Optimum chance to achieve well. Your child is taking full advantage of every learning opportunity. |
| 94.4% - 90% | Satisfactory, although your child may have to spend time catching up with work they have missed. |
| Below 90% | Cause for concern: <ul style="list-style-type: none">• Your child may be at risk of underachieving• Your child may need extra support from you to help catch up with missed work• Your child may be missing out on a broad and balanced curriculum |

An Open Door

Parents are always welcome but it is best to arrange a mutually convenient time to see the Headteacher or staff about specific problems or queries.

Staff are available for a brief 'chat' at the end of the day, as the start of the day is a busy time settling the children and beginning the first lesson. The Reception staff and Headteacher are always willing to answer your questions and try and resolve any problems.

Please inform your child's teacher of any situations at home that may affect your child in school e.g. family bereavement, parent admitted to hospital. Your child's progress will be assessed throughout their time in Reception.

Parents are invited to discuss their child's progress on two Parents Evenings in the Autumn and Spring terms. A written report identifying progress in the six Areas of Learning and Experience will be provided at the end of the Summer term.



Information from Parents

Medical Information

We need to know if your child has any medical conditions or allergies. Children suffering from any allergy should have their medication in school. A care plan will need to be provided for serious allergies. There is a consent form to complete if your child requires any form of regular medication in school. Please download this from the website or ask at the school office.



Please note, no medication can be given without written consent.

For the health and wellbeing of children and staff, please keep your child at home if he/she is unwell. Poorly children do not concentrate, are lethargic and easily upset. Infections spread quickly in a school environment. Following vomiting and diarrhoea, your child must remain at home for 48 hours to stop the spread of infection.

Contact Details

We need to know how to contact you in an emergency. Please provide telephone numbers of at least two contacts. Please remember to notify us if any of the contact details change.



Access to the school is closely monitored and all doors are operated with a security key. If you need to pick up your child from school during the school day, please contact the school administrator in the main office. If you are going to be unavoidably late, please telephone the school and let us know. It is important to inform staff if someone other than yourself will be collecting your child. We will not allow children to leave with someone else unless we have already been informed.

No children in Reception will be allowed to leave without a known adult.

Moving to Year 1

Welcome to Year 1



Your child will move to Year 1 in the September preceding his/her 6th birthday.

During the latter part of the Summer term, your child will have opportunities to meet his/her new teacher and spend some time in their new classroom.

The staff are a highly effective team. The staff work closely together and all relevant information regarding your child's progress and wellbeing whilst in Reception will be shared with their Year 1 class teacher. This will help ensure continuity in the next stage of his/her education.

*If you have any queries or questions, please do not hesitate to speak to the
Headteacher, Deputy Headteachers or Assistant Headteacher.*