

Craig Yr Hesg Primary School

Cefn Lane, Glyncoch
Pontypridd, CF37 3BP
01443 486830

Cefn Primary School

Greenfield Avenue, Glyncoch
Pontypridd, CF37 3BD
01443 486826



Executive Headteacher – Sarah Haggett

Friday 6th September 24

Dear Parents, carers, and guardians,

I hope this letter finds you well and that you have had a wonderful summer break filled with relaxation and memorable moments. It is with great excitement that I extend a warm welcome back to all our pupils and families and a great big hello to all our new pupils and families as we embark on a new academic year at the Fern Federation.

As we begin the new 24-25 academic term, I would like to take this opportunity to express how thrilled we are to have your child as a part of our Federation. This year promises new adventures, exciting challenges, and countless opportunities to get involved with the new school planning process.



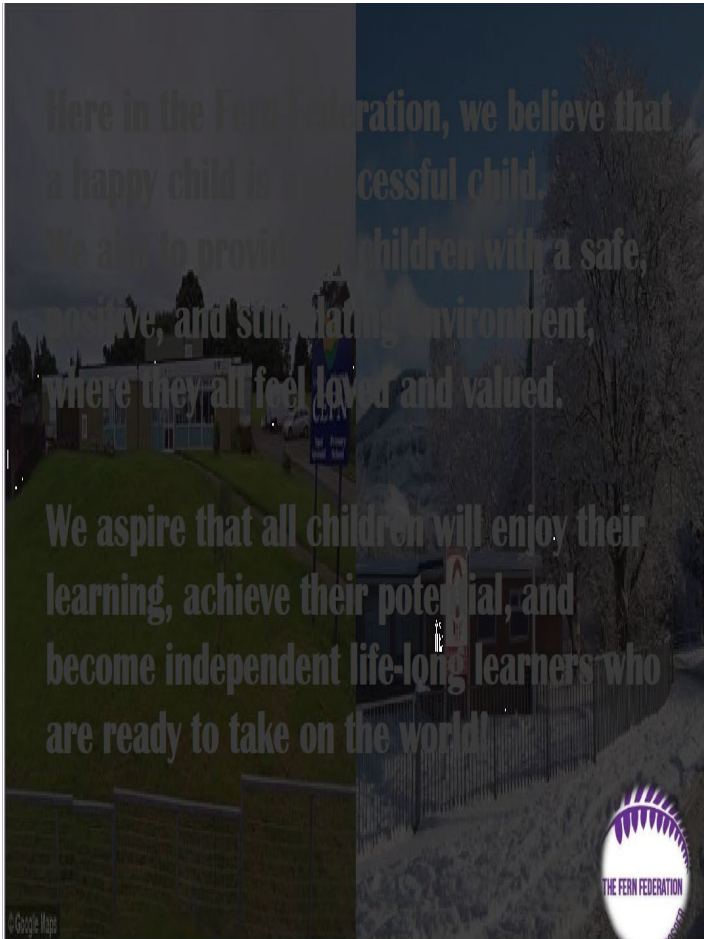
Take a look at the plans here:

<https://glyncochschoolplanningconsultation.com>

Our dedicated staff across Cefn and Craig Yr Hesg have been working incredibly hard over the summer to ensure that everything is in place for a smooth and successful start to the school year and I hope you encountered this during the pupils first week back. As every year, we have taken all the necessary steps to create a safe and nurturing environment that promotes both academic excellence and the well-being of every child entrusted in our care.

To help support you I thought I would share with you some important details and information to keep in mind as we begin this school year:

Federation Vision and Values



Uniform Policy

Our Federation maintains a uniform policy to promote a sense of unity and belonging, but please do not go to any expense when purchasing uniforms. There is no requirement or expectation to have logos put onto school jumpers, however we do expect **all children to wear uniform**, if you need support with this please speak to your child's class teacher.

Clothing Item	Cefn Primary School	Craig Yr Hesg Primary school
Jumper/Cardigan	Blue	Red
T-shirt	White	White
Trousers/skirts/shorts/leggings	Black, navy, grey	Black, navy, grey
Shoes	Black trainers Smart flat shoes	Black trainers Smart flat shoes
PE T-shirt	White	White
PE Shorts/tracksuit Bottoms	Black, navy, grey	Black, navy, grey
Swimming Costumes	Swim shorts	Swim shorts
P3 pupils only	One piece swimsuit-no bikinis	One piece swimsuit-no bikinis
Summer uniform	Black, navy, grey shorts white t-shirt, blue summer dress	Black, navy, grey shorts white t-shirt, red summer dress



Staff Structure for the 24-25 academic year:

Fern Federation Staffing roles and responsibilities 2024-2025							
Exec. Head Teacher-Mrs Sarah Haggett- Leadership		Head of School Cefn -Mrs Emma Byers-Curriculum		Head of School CYH- Mrs Carrie Smith-Thomas-Teaching & Learning		Federation ALNCo- Miss Lewis	
TLR- Miss Dyer-ITE				SLT- Miss Brown- ITE			
CEFN PRIMARY							
Cefn Class	Nursery Reception/Year 1	Nurture	Year 2 & Year 3	Year 4 &Year 5	Year 5 &Year 6	SEBD	
Cefn Class Teachers	Mrs Meazey Mrs Smith	Miss Lane	Miss Osbourne	Mrs Brown	Mrs Reynolds	Mrs Rosser	
Teaching Assistants	Mrs Newbury Mrs Williams	Mrs Hill Miss Lewis	Miss Rees	Miss Whiting	Miss Varga	Mrs Lynch Miss Jones	
CRAIG YR HESG PRIMARY							
CYH Class	Nursery/ Reception	Year 1 & Year 2	Year 2 & Year 3	Year 4 & Year 5	Year 5 & Year 6		
CYH Class Teachers	Miss Wookey Mrs Evans	Miss Dyer	Mrs Davies	Zoe Najian	Miss Andrews		
Teaching Assistants	Miss Jones	Miss Jones	Mrs Shine-Roberts	Miss Hughes			
FEDERATION STAFF							
Cefn Clerk	Mrs Morris	CYH Clerk	Mrs Davies	ALNCO	Miss Lewis	Caretaker	Mr Davies
Cefn cook	Mrs Braithwaite	Cefn Cook	Mrs Paul	CYH Cook	Mrs Griffiths	CYH cook	Mrs Talbot
Mr Bradbury		Mrs Jones			Mrs Talbot		

Communication: Open communication between school and home is vital, our Federation uses the platform **Parent Hub** here you will find all the information you will need during the school year. In order to do this effectively please could ensure that all of your personal details are up to date-including telephone numbers, home addresses, email addresses etc. If they need updating, please let Mrs Morris in Cefn and Mrs Davies in Craig Yr Hesg know, you can either pop into either office or email: admin@cefnprimary.rctcbc.cymru
admin@craig-yr-hesgprimary.rctcbc.cymru

In addition to this our teachers use a variety of online platforms to communicate with you such as dojo, seesaw, please make sure you have signed up so you can see what is going on in your child's class, if you are unsure, please speak to your child's class teacher.

There is our new school website that will hold information on policies, grants, school information and dates: www.fernederation.com

Please be reminded that if you do have an issue, concerns, worries or complaints we ask that you inform the school/ Federation directly and do not address this on social media. We cannot resolve a problem if we do not know about it.

Healthy Snacks and packed lunch

Please could you ensure that all children are provided with a healthy packed lunch and a piece of fruit or vegetables for snack, or alternatively your child can purchase a piece of fruit each day for a £1 a week. (Please do not send in any fizzy pop, crisps, energy bars, chocolate)

As a Federation we are aiming to be as healthy and active as possible. Over the forthcoming year you will receive lots of information from our health and wellbeing pupil group about our wellbeing plans. For drinks please could you provide your children with a water bottle that they can fill throughout the day.

School Lunches

If your child is not eligible for free school meals, then they cost of £2.75 per day. This must be paid online no cash will be accepted please contact the school offices for information on how to do this. Menus are available on RCT website:

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schoolcatering/Primaryschoolmeals.aspx> .

There is a policy relating to free school meals, based on family income. For more information, please contact the school offices on 01443 400815 or 01443 486830.

School events and dates

We have an exciting calendar of events and activities planned throughout the year, including parent-teacher meetings, concerts, and extracurricular clubs. We look forward to your active participation in these events. These dates are for your diary up until the October half term.

Date	Event
Week beginning 18 th September 2024	Extra-Curricular clubs start
26 th September	McMillan coffee afternoon Cefn (tickets will be on sale to attend £5 limited seating- seated afternoon tea, quiz, raffles)
27 th September	McMillan coffee afternoon Craig Yr Hesg (tickets will be on sale to attend (£5 limited seating- seated afternoon tea, quiz, raffles)
4 th October 2024	Friday 4 th October – INSET day teachers training day
16 th October 2024	Miss Evans, Miss Wookey (CYH) Mrs Smith, Mrs Meazey (Cefn) Parent meetings or phonecalls
17 th October 2024	Miss Dyer parent meetings or phonecalls
18 th October 2024	Mrs Davies (CYH) Miss Osbournes (Cefn) Parent meetings or phonecalls
19 th October 2024	Miss Najian (CYH) Miss Brown (Cefn) Parent meetings or phonecalls
20 th October 2024	Miss Andrews (CYH) Mrs Reynolds (Cefn) Parent meetings or phonecalls
23 rd October 2024	Halloween disco – further details to follow Cefn
24 th October 2024	Halloween disco – further details to follow CYH

Extra-Curricular Clubs Commencing Week beginning Monday 16th September:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Autumn 1 Week beginning 16 th	Football Year 5 and 6 (Based in CYH pupils from Cefn to walk down)	Ball skills and Team Building Cefn Yr 3-6	Ball skills and Team Building Yr 3-6 CYH	Football Year 3 and 4 (Based in CYH pupils from Cefn to walk down)

Attendance:

As a Federation we are committed to helping ensure that all our pupils are in school nearly all the time. Our target each term across each school continues to be >95%.

As a result, holidays will continue not to be authorised by the Federation as agreed by the Governing Body during the Autumn Term.

Fixed Penalty notices will be issued for: persistent poor attendance, persistent lateness, and persistent early pick-ups. Please keep us informed of your child's absence daily; you can either ring the office, leave a phone message, email the school, or visit the school office, PLEASE DON'T JUST TELL THE CLASS TEACHER.

Attendance Main Targets:

Craig Yr Hesg Primary School -Punctuality

24-25 Academic Dates:

Term	From	To	INSET Days
Autumn 2024	Monday, September 2 2024	Friday, October 25 2024	02.09.24 INSET DAY 04.10.24 INSET DAY
Half Term	Monday, October 28 2024	Friday, November 1 2024	
Autumn 2024	Monday, November 4 2024	Friday, December 20 2024	
Christmas Holidays	Monday, December 23 2024	Friday, January 3 2025	
Spring 2025	Monday, January 6 2025	Friday, February 21 2025	
Half Term	Monday, February 24 2025	Friday, February 28 2025	
Spring 2025	Monday, March 3 2025	Friday, April 11 2025	
Easter Holidays	Monday, April 14 2025	Friday, April 25 2025	
Summer 2025	Monday, April 28 2025	Friday, May 23 2025	
Half term	Monday, May 26 2025	Friday, May 30 2025	
Summer 2025	Monday, June 2 2025	Monday, July 21 2025	18.07.25 INSET DAY 21.07.25 INSET DAY

The Federation has 2 additional INSET days, you will be notified when these have been arranged.

Federation Curriculum Overview:

	Autumn		Spring		Summer	
	Term 1 – 8 week (Mon 2 nd Sept – Fri 25 th Oct) AOLE – Humanities A time before me	Term 2 – 7 week (Mon 4 th Nov- Fri-20 th Dec) AOLE – Expressive Arts Funny Faces and Fabulous Features	Term 1 - 7 week (Mon 6 th Jan- Fri 21 st Feb) AOLE – Science & Technology Materials & Matter Made of what?	Term 2 – 6 week (Mon 3 rd March- Fri 11 th April) AOLE – Humanities Sustainability & Advocacy Our Wonderful World	Term 1 – 4 week (Mon 28 th April- Fri 23 rd May) AOLE – Expressive Arts The Tour of the Era's	Term 2 – 7 week (Mon 2 nd June- Fri 18 th July) AOLE – Science & Technology – Fun at the Fair & DT Project
1	Assessments (all) Julia Donaldson & Michael Morpurgo	Anti-Bullying Week Remembrance Day (5/11) Kindness Day National Testing	AOLE	AOLE Eisteddfod – 03/03 World book day (06/03)	AOLE	National Testing
2	Assessments (all) Julia Donaldson & Michael Morpurgo	AOLE	AOLE	AOLE	AOLE	AOLE
3	AOLE	AOLE	AOLE	AOLE	AOLE	AOLE
4	AOLE	AOLE	AOLE	AOLE	AOLE	AOLE
5	AOLE	AOLE	AOLE	AOLE		AOLE
6	AOLE	AOLE	AOLE	AOLE Easter Activities RVE		AOLE
7	AOLE	Christmas & Well-Being	Assessment Week (all)			Well-Being/Transition Week
8	AOLE					

AOLE	Colour code
Humanities	
Expressive Arts	
Science and Technology	
Events	

Here in the Fern Federation, we believe that every child has the potential to achieve greatness, and we are committed to providing the support and resources necessary to help them reach their full potential. Together, as a school and Federation we can create a positive and enriching educational experience for your child.

Should you have any questions or require assistance, please do not hesitate to contact our offices. I look forward to working closely with you all to ensure a successful and rewarding year for all as **Together We Will Prosper!**

Warmest regards,

Mrs Haggett,

Executive Head Teacher Fern Federation

Miss Smith-Thomas

Head of School Craig Yr Hesg Primary

Mrs Byers

Head of School Cefn Primary