

# GOVERNING BODY ANNUAL REPORT TO PARENTS 2020- 2021



*"Working Together, Learning Forever"*

## Burlais Primary School

GERDDI ALEXANDER

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September 2021

*Dear Parents/Carers,*

*It is with great pleasure that I forward you our annual report to parents and carers, which will be our final report with Mrs. Bastian as our Headteacher. I would like to take this opportunity to thank her for outstanding service to our school and community. Mrs. Bastian has worked in partnership with the governing body to successfully establish Burlais Primary School and we wish her well for her retirement.*

*Our new Headteacher will be Mr. Mark Thompson. Mr. Thompson is a very experienced teacher and Headteacher. He has been the Headteacher at St Helen's in the Sandfields, Swansea for a number of years. He has proven himself as a first class leader, and his school has been successful in receiving excellent inspections. Mr. Thompson has very good relationships with the staff and parents of his community. Being a local boy, brought up in Cwmbwrla, I know that you as our parents will welcome him to our community. I am sure that you will make Mr. Thompson part of our Burlais team.*

*In closing, the last 18 months have been very difficult for both parents, staff and our community but hopefully with continued vigilance; we will see our lives returning slowly and a more normal way of life next year.*

*Yours sincerely,*

*Cllr Chris Holley O.B.E.  
Chair of Governors*

## **2. CURRENT LIST OF GOVERNORS AND THEIR TERMS OF OFFICE:**

<b>NAME</b>	<b>STATUS</b>	<b>TERM OF OFFICE</b>
Cllr Chris Holley O.B.E. (Chair)	LA	27/01/2025
Mr Nigel Hawkins (Vice Chair)	Community	10/12/2024
Mrs Alison Bastian	Headteacher	10/12/2024
Mrs Julie Palmer	Community	26/01/2025
Mr G. Rogers	Community	21/01/2025
Mrs Amena Jamal	Community	10/12/2024
Mr M Cassamo	Parent	02/12/2024
Ms H. Swallow	Parent	01/05/2025
Mrs Maureen Morgan	Parent	17/12/2023
Mrs Eve Dewson	Parent	31/10/2024
Mr Matthew Giffard	Parent	17/12/2023
Mr Gavin Thomas	Teacher	31/08/2021
Mr David Webster	Teacher	18/09/2023
Mrs Lucy Woods	Support Staff	09/05/2022
Cllr Graham Thomas	LA	27/01/2025
Peter Black	LA	27/01/2025
Paul Davies	Community	2 2/03/2023

### **Clerk to Governors:**

Mrs S. Lewis  
C/o Burlais Primary School  
Gerddi Alexander  
Cwmbwrla,  
Swansea  
SA5 8BN

## **3. CHANGES TO SCHOOL PROSPECTUS**

The school prospectus is updated annually in accordance with the guidance received from the National Assembly for Wales. This year the following amendments have been made:

- Updated statistical data
- Changes in the composition of the school staff and Governing Body

#### **4. POLICIES AND SCHEMES OF WORK**

School staff are beginning to prepare for the advent of the New Curriculum for Wales in 2022. Within this plan staff, take account of Literacy and Numeracy Framework and Digital Competence Framework. This will ensure there is coverage of all skills and range within each of the subject areas/areas of learning.

The Governing Body has reviewed the following policies this year: -

- Child Protection
- Pay Policy
- Blended Learning Policy

#### **5. CURRICULUM ORGANISATION**

At Burlais Primary School, we aim to -

- Provide our pupils with a curriculum which is broad, balanced, relevant, challenging and exciting
- Provide our pupils with a consistent high-quality curriculum which is differentiated to meet the needs of all our pupils
- Ensure that all pupils are given the opportunity to develop socially, emotionally, morally and spiritually
- Develop pupils' performance in the skills identified by our school, recognising that these underpin all learning
- Prepare our pupils with the necessary skills to become independent, life long learners

The school is currently working on a new framework for the New Curriculum 2022, which takes, into account the new National Curriculum Orders for Wales, Literacy and Numeracy Framework, Digital Competence Framework. Curriculum Planning is regularly monitored and reviewed by staff and reflects current education practice. As result, the school is beginning to develop its vision for the New Curriculum.

## **6. ADDITIONAL LEARNING NEEDS**

The school has a written policy for Additional Learning Needs procedures comply with the SEN Code of Practice for Wales. All procedures are clearly understood by all staff. Staff make use of the support and advice given by the LA's Access to Learning Team. The school hosts a Special Teaching Facility for pupils with Speech, Language and Communication Difficulties. Whilst these pupils are based in specific classes, they are fully integrated into the life of the school through the school's inclusion policy. The school is currently focusing upon developing activities to support our more able pupils.

Individual Educational Plans are in place for those pupils who require additional support. At the time of writing, there are 19 mainstream pupils with statements of special needs in the school and one awaiting statutory assessment. Currently 47% of pupils are on the ALN register at the school. There are places for 27 pupils with statements of additional learning needs in the Speech and Language Unit.

The school also received additional funds to help support individual focus groups of pupils through the Pupil Development Grant (PDG) and ALP Grant. The school is working with its partner primary school to focus upon raising standards in Literacy and Numeracy.

There are also eight pupils for whom there are Health Care Plans in place.

The school also provides additional support for those pupils with English as an Additional Language and their progress is carefully tracked. The school receives additional funding under the Minority Ethnic and Gypsy, Traveller Learners grant to support this.

Any pupils with physical disabilities will be subject to the normal admission procedures and wherever possible adaptations will be made to the school site in order to accommodate these pupils.

Mrs Elizabeth Bartlett undertakes the role of Additional Learning Needs Manager.

## **7. INSPECTION**

In June 2017, Estyn - Her Majesty's Inspectorate for Education and Training in Wales, inspected the school. Following the inspection, Estyn came to the following judgement: -

- The school's current performance – Adequate
- The school's prospects for improvement – Adequate

Copies of the Estyn report are available from the school office or from the school website.

## **8. SCHOOL IMPROVEMENT PLAN/POST INSPECTION ACTION PLAN**

The school has a Post Inspection Action Plan following the Estyn Inspection in June 2017 and worked on the recommendations made by Estyn as follows:-

1. Raise standards of pupils' writing
2. Improve pupils' ability to apply their literacy, numeracy and ICT skills across the curriculum
3. Improve pupils' attendance
4. Improve the quality of teaching and teachers' use of assessment to meet the needs of all pupils
5. Focus senior leadership roles and performance management procedures on improving teaching and learning
6. Ensure that the processes for self-evaluation and improvement planning focus robustly on raising pupils' standards

A progress report was submitted to Estyn in July 2018. The LA and school agreed that strong progress had been made towards meeting Recommendations 1, 2,4,5,6 with very strong progress against Recommendation 3. The school received a monitoring visit from Estyn in December 2018 where it was judged to have made strong progress in meeting the above recommendations and no further follow up is required.

The school continues to focus upon these areas for development in its School Improvement Plan and progress continues to be monitored in conjunction with the school's Challenge Advisor during the termly visit.

## **9. FINANCIAL STATEMENT**

**CITY AND COUNTY OF SWANSEA**

**SCHOOL : Burlais Primary**

**End of Year  
Statement 2020/21**

<b>BUDGET ALLOCATION</b>	<b>2,016,916</b>	<b>TEACHING COSTS</b>	<b>1,404,506</b>
<b>NET EXPENDITURE</b>	<b>1,828,791</b>	<b>SUPPORT STAFF COSTS</b>	<b>758,315</b>
		<b>SUPPLIES AND SERVICES</b>	<b>77,516</b>
<b>UNDER / OVER SPEND 2020/21</b>	<b>188,125</b>	<b>PREMISES</b>	<b>39,395</b>
		<b>RECHARGES</b>	<b>167,016</b>
		<b>GROSS EXPENDITURE</b>	<b>2,446,748</b>
		<b>INCOME</b>	<b>617,957</b>
		<b>NET EXPENDITURE</b>	<b>1,828,791</b>
<b>UNDER / OVER SPEND 2020/21</b>	<b>188,125</b>		
<b>INVESTMENT @ 01.04.20</b>	<b>32,871</b>		
<b>INVESTMENT @ 01.04.21</b>	<b>220,996</b>		

## **10. COMMUNITY LINKS**

Burlais Primary School continues to be actively involved in the local and wider community. Usually the children benefit greatly from the visits of local clergy, police and fire officers, road safety team and various theatre companies. During the course of the academic year however, these visits were unable to continue due to the lockdown restrictions.

Despite Covid 19, the caring, sharing ethos of the school continues to extend through our support of various charities. Over the last academic year, donations were made to the NSPCC and Comic Relief. Our Harvest appeal was to support Matthew's House in collecting tinned goods for the centre in Swansea. As part of our Empathy focused work, Y4 pupils collected tinned goods for the Salvation Army and Matthew's House as part of their work on "Community Heroes".

The school has excellent links with Pentrehafod Comprehensive School and its partner feeder schools. Regular liaison meetings are held and usually a programme of visits to the school is provided for Y5 and Y6 pupils prior to transition. The school also works closely with Pentrehafod staff through its Transition Plan. Over the last two academic years, the school has worked with the Pentrehafod Cluster on a joint Empathy Project.

The school is involved in joint working with other local primary schools as part of the City Consortium Group.

### **Links with Business and Industry**

The school continues to seek opportunities to develop links with local industry through its cross-curricular topic work.

## **11. EXTRA CURRICULAR ACTIVITIES 2020 - 2021**

Unfortunately, extra curriculum activities have been limited this year due to Covid19 restrictions

<b><u>ACTIVITY</u></b>	<b><u>Person(s) Responsible</u></b>
Lego Club	Mrs J. Colfer

### **Residential visits**

Unfortunately, no residential visits took place during the last academic year due to Covid19 restrictions.



## **School productions/concerts Autumn Term 2020 – Summer 2021**

Usually all pupils participated in the school Christmas Concerts, Carol Service and Harvest and Easter Festivals and each KS2 class presented a class assembly. However, these activities have been restricted this year due to Covid19 restrictions.

The governors would like to thank all members of staff for providing these activities, which enrich the curriculum for our pupils.

## **12. SPORTING AIMS AND ACHIEVEMENTS**

Sport continues to play an important part in the life of our school with a number of pupils achieving success in a variety of areas. This year sporting fixtures have been suspended due to Covid19 restrictions

## **13. LANGUAGE OF THE SCHOOL/USE OF WELSH LANGUAGE**

English is the main language of the school. However, Welsh as a Second Language is taught to all pupils unless they are disapplied from the teaching of Welsh (Mainly pupils in the school's STF). It is monitored, assessed and reported upon along with all other National Curriculum and is taught as part of the National Curriculum in both Foundation Phase and Key Stage 2. The school places a great emphasis on developing pupils' bi-lingualism and incidental Welsh is used as much as possible as part of the school's daily routines.

For those pupils for whom English is an additional language, there is additional support, which funded via a MEGRT grant. At Burlais, a specialist teacher is employed to support pupils with EAL and fund the additional resources necessary to support these learners.

## **14. SCHOOL TOILET FACILITIES**

The school has a "Toilet Policy" which outlines the provision for toilets within the school. These toilets are cleaned daily by the School Cleaning Service and monitored by school staff during the day. There has been increased cleaning during the Covid 19 pandemic. There is access to toilet facilities for disabled pupils on both floors and changing facilities are available. Appropriate waste disposal arrangements are in place.

## **15. HEALTHY EATING AND DRINKING**

Burlais Primary School is committed to the aims of the Healthy Schools Network and promotes the health and well-being of all in its school community. The school has a "Food and Fitness Policy" which has been agreed by Governors and staff. As part of the school's curriculum pupils, have the opportunities to develop a good understanding of healthy eating and drinking and are encouraged to eat a range of healthy foods. The school also promotes healthy eating and drinking through the following activities: -

- Fruit Tuck Shop/Fruit Snacks in Foundation Phase

- Promoting Healthy Lunch Boxes
- Encouraging pupils to drink water
- Breakfast Club
- A range of after school activities
- A range of outdoor learning activities and residential visits

## **16. ATTENDANCE INFORMATION 2020 - 2021**

The school continues to work on improving attitudes to attendance and punctuality. Our attendance target is 95% and the school continues to remind parents of the importance of regular attendance. The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of possible attendances in that term:

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Year 1	16117	0	1322	590	18029	89.4
Year 2	16002	4	1674	353	18033	88.8
Year 3	14083	2	1000	444	15532	90.7
Year 4	18198	4	1583	339	20127	90.4
Year 5	16973	78	1334	319	18704	91.2
Year 6	15574	117	1294	479	17464	89.8
Totals	96947	205	8207	2524	107889	90.0

The school has an Attendance action plan and is working with the Education Welfare Service in order to raise attendance and reduce unauthorised absences. The school has a dedicated Attendance Officer and a Family Liaison Officer.

## **INSET DAYS 2020 – 2021**

School was closed for staff training on the following dates:-

- Tuesday September 1<sup>st</sup>, 2020
- Wednesday September 2<sup>nd</sup>, 2020
- Monday December 21<sup>st</sup>, 2020
- Monday January 4<sup>th</sup>, 2021
- Monday April 12<sup>th</sup>, 2021
- Monday June 7<sup>th</sup>, 2021
- Friday July 16<sup>th</sup>, 2021

## **TERM DATES 2021 - 2022**

Term	Term begins	Mid-term holiday		Term ends	Total days
		Begins	Ends		
<b>Autumn 2021</b>	Thursday 2 September	Monday 25 October	Friday 29 October	Friday 17 December	72
<b>Spring 2022</b>	Tuesday 4 January	Monday 21 February	Friday 25 February	Friday 8 April	64
<b>Summer 2022</b>	Monday 25 April	Monday 30 May	Friday 3 June	Friday 22 July	59
<b>Total:</b>					<b>195</b>

### **Bank holidays**

- Good Friday - Friday 15 April 2022
- **Friday April 29<sup>th</sup> (additional Bank Holiday)**
- Easter Monday - Monday 18 April 2022
- May Bank Holiday - Monday 2 May 2022
- Spring Bank Holiday - Monday 30 May 2022

### **INSET DAYS 2021 - 2022**

Schools will be closed to pupils for INSET:

- Thursday 2<sup>nd</sup> September, 2021
- Friday 3<sup>rd</sup> September, 2021