

# GOVERNING BODY ANNUAL REPORT TO PARENTS 2021 - 2022



*“Working Together, Learning Forever”*

**Burlais Primary School**  
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## **September 2022**

There is no longer a requirement to hold an annual meeting for parents to discuss this report, but parents may request up to 3 meetings a year with the governing body to discuss whole school issues. As you know we already hold a termly open meeting where parents can come along and discuss whole school issues with the Headteacher and Governing Body.

The Governing Body has not held a parents' meeting pursuant to section 94 of the School Standards and Organisation (Wales) Act 2013

Dear Parents/Carers,

It is with great pleasure that I forward you our annual report to parents and careers. Our new Head teacher is 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 former school has been successful in receiving excellent inspections. Mr. Thompson had very good relationships with the staff and parents of his former community. Being a local boy, brought up in Cwmbwrla, I know that you as our parents have welcomed him back to our community. I am sure that he has become a major part of our Burlais team.

Mr. Thompson has been very successful in bringing together our staff and pupils, and we as governors have had a great number of positive reports from both staff and parents. He has also had some success in the sporting field and long may that continue!

I know that having attended the Year 6 leaver assembly, both teachers and pupils who had worked hard on it had a great deal of fun in the production and the performance.

In closing, the last 24 months have been very difficult for both parents, staff and our community but hopefully with vigilance; our lives are returning slowly to a more normal way of life for the school and the community.

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
Mr. Mark Thompson	Headteacher	N/A
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
Samantha Jones	Parent	31/03/2026
Mrs Eve Dewson	Parent	31/10/2024
Mr Matthew Giffard	Parent	17/12/2023
Mr Gavin Thomas	Teacher	31/08/2024
Mr David Webster	Teacher	18/09/2023
Mrs Nicola Smith	Support Staff	25/05/2026
Cllr Graham Thomas	LA	27/01/2025
Peter Black	LA	27/01/2025
Mr. K. Delgado	LA	13/07/2026
Paul Davies	Community	2 2/03/2023

### **Clerk to Governors:**

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

### **Chair of Governors**

Cllr. Chris Holley OBE  
C/o Burlais Primary School  
Gerddi Alexander  
Cwmbwrla,  
Swansea  
SA5 8BN

### **Meetings:**

During the past year the Governing Body has met on a termly basis to review all aspects of school policy and practice. The Premises, Finance, Curriculum and Personnel committees met on several occasions to discuss building issues, health and safety, the budget and its implications on staffing and school initiatives.

Sub committees report to the full governing body as appropriate.

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

The school prospectus is updated annually in accordance with the guidance received from the Welsh Government. This year the following amendments have been made:

Throughout the Document:

Headteacher name amended to Mr M. Thompson.

KS2 and Foundation Phase have been removed in line with our new curriculum starting in September 2022.

Page 5

Staffing has been amended to reflect September 2022

Mr M. Wotherspoon added as DCF Manager to SMT section

Page 9

New Governors added to the list of Governors

Page 10

New School Aims and Objectives added linked to the four core purposes

Page 13

New school vision added

Page 14

Times of the school have been amended to reflect new lunchtimes

School discipline has been altered to show that sanctions now happen immediately rather than using the card system.

Page 16

New processes for nursery admissions have been added

Page 20

Parking arrangements have been amended

Page 22

Updated details of the chair for the PTFA

Page 25

Attendance information has been updated to include the full academic year 2020-2021 and the current year 2021-2022

Pastoral Support – Examples added as to some of the strategies that we offer.

Page 26

New school holidays have been added for 2022-2023 academic year

New INSET Days have been added

Page 29

Meeting the Needs of Our Curriculum – Changes have been made to reflect the New Curriculum starting in 2022 and Progression Steps

Page 31

Assessment, Recording and Reporting – Removal of End of Year Teacher Assessments.

Arrangements for RE – Removal of the right for parents to withdraw from RE lessons and reference made to the new curriculum.

Page 33 – Page 36

Subject Areas have been amended to fit in with the new AOLE's with references made to the new curriculum.

Page 37

Arrangements for Additional Learning Needs – Changes have been made to reference the new IDP process being introduced. Mention of statements and School Action and School Action + have been removed.

Page 38

STF Provision – New section added in giving a bit more detail on how the STF works.

Page 39

Health/Sex and Relationship Education – Removal of the right to withdraw pupils from these lessons and information about activities that each progression step may carry out is included

Page 40

Pupil Voice – Changes made to how our Senedd is run

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

School staff are beginning to prepare for the advent of the New Curriculum for Wales in September 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 areas of learning and experience.

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

Equality Plan, Performance management, admissions, complaints and persistent complaints, Governors allowances, H&S, Discipline, anti-bullying, equal opportunities, diversity, disability and equality, freedom of information, charging, letting and use of premises, emergency lockdown procedures, child protection, Code of conduct, ESDGC, safeguarding, attendance, Whole school risk assessment, staff handbook, use of restrictive physical interventions statement , Intimate care policy, confidentiality, food and fitness, bilingualism, communications, community links, EAL, Governors visits, Inclusion, school toilets, school uniform, school trips, collective worship, homework, Live Streaming guidance and bended learning, substance misuse (drugs), Fire, code of conduct, acceptable use , E Safety policy, use of images, radicalisation and extremism, school security, instrument of government, Grievance, LOA, staff discipline, early

retirement and redundancy, harassment, job share, management of absence, maternity, paternity, redundancy, capability, stress, whistleblowing, respect and resilience, rarely cover, staff pay and conditions, Home to school transport, smoking, sun, bomb hoaxes, home school links, domestic abuse, LAC policy, MAT, planning, work life balance, Cwricwlwm Cymreig, differentiation, display, outdoor learning, Gofs report to parents, prospectus & rarely cover.

## **5. CURRICULUM ORGANISATION**

At Burlais Primary School, we aim to -

### **School motto:**

‘Working Together, Learning Forever’

- Focus to be placed on teamwork at all levels, a sense of community, citizens for the 21<sup>st</sup> Century, empathy, respect and life -long learning enthusiasm and skills

### **School mission statement:**

“We aim to provide a happy, caring, consistent and inclusive environment where all pupils feel safe, secure and valued to be the best that they can be. We want our children to develop a positive attitude to and lead their own learning whilst enjoying rich learning experiences. We expect pupils to become increasingly independent and confident whilst showing empathy and respect to others and become ethical and informed citizens of our local community, Wales and the world.”

### **School aims**

All our children will be supported to develop as:

#### **ambitious, capable learners who:**

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and have the skills to connect and apply that knowledge in different contexts
- are questioning and enjoy solving problems
- can communicate effectively in different forms and settings, using both Welsh and English
- can explain the ideas and concepts they are learning about
- can use number effectively in different contexts
- understand how to interpret data and apply mathematical concepts
- use digital technologies creatively to communicate, find and analyse information
- undertake research and evaluate critically what they find

**and are ready to learn throughout their lives**

#### **enterprising, creative contributors who:**

- connect and apply their knowledge and skills to create ideas and products

- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risks
- lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit

and **are ready to play a full part in life and work**

**ethical, informed citizens who:**

- find, evaluate and use evidence in forming views
- engage with contemporary issues based upon their knowledge and values
- understand and exercise their human and democratic responsibilities and rights
- understand and consider the impact of their actions when making choices and acting
- are knowledgeable about their culture, community, society and the world, now and in the past
- respect the needs and rights of others, as a member of a diverse society
- show their commitment to the sustainability of the planet

and **are ready to be citizens of Wales and the world**

**healthy, confident individuals who:**

- have secure values and are establishing their spiritual and ethical beliefs
- are building their mental and emotional well-being by developing confidence, resilience and empathy
- apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives
- know how to find the information and support to keep safe and well
- take part in physical activity
- take measured decisions about lifestyle and manage risk
- have the confidence to participate in performance
- form positive relationships based upon trust and mutual respect
- face and overcome challenge
- have the skills and knowledge to manage everyday life as independently as they can

The school is currently working on a new framework for the Curriculum for Wales 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.

### **Curriculum/Learning Resources:**

From September 2022, your child will follow the **Curriculum for Wales 2022**. The curriculum is designed to provide a firm foundation in the 4 core purposes and is organised into 6 Areas of Learning and Experience. The children will work through progression steps and this will continue into their secondary school. A full summary of

our curriculum can be found on our website in the Parent section>new curriculum >summary overview.

The school staff have attended courses in curricular areas such as Language, Literacy and Communication, Maths and Numeracy, Foundation Phase, ALN, Leadership and IT to provide a wide variety of experiences and have been released to address leadership responsibilities. Members of staff have worked closely with the Headteacher regarding School Self-evaluation, and Mr. David Thomas, (LA School Improvement Officer), has been supportive in reviewing the school's progress towards its stated aims.

The Headteacher has led the evaluation of last year's improvement plan and the development of this year's which outlines the priorities and breaks them down into a year's detailed actions against which there are clear costing, staffing roles, success criteria and outcomes.

Burlais has its own robust tracking system that enables the school to produce individual pupil profiles covering a range of assessment scores and data on each pupil. These profiles contain information regarding attendance, academic progress and well-being. National Reading and Numeracy personalised assessments have been completed by all children from Year 2 through to Year 6. The results from these are mapped onto our individual electronic pupil tracking profiles. These help us to accurately plot individual pupil progress as well as cohort progress (which we use to review teaching and learning) and set future targets for improvement.

Staff members have attended many courses throughout the year. A full list and the impact of attending such professional development opportunities can be obtained from the school office.

The school provides extra-curricular music tuition from the Swansea Music Service.

The school has achieved the level 1 UNICEF Rights Respecting Schools Award.

## **6. ADDITIONAL LEARNING NEEDS**

The school has a written policy for Additional Learning Needs procedures comply with the new ALNET Act 2018. 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. We are currently moving over to the system of IDPs.

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 schools to focus upon raising standards in Literacy and Numeracy.

Health Care Plans are in place for those who need them. 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.

### **Disability discrimination and the Strategic Equality Action Plan**

An Accessibility Plan and Disability Equality Plan is in place and identifies access needs in order that the school may be inclusive to all. This has been used to inform the LA of school priorities in this area. All visitors are asked to inform the office if they have specific needs and we endeavour to meet requests.

The Governing Body has published a Strategic Equality Action Plan which was updated this year in collaboration with pupils, staff, parents, governors and local community groups. The plan is progressing well and annual reviews of our progress are available on our website.

## **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 Improvement Advisor during his visits. The focus this year has been:

### **Inspection area 1**

Improving reading standards and attitudes throughout the school  
Improve the teaching of Maths using the CPA approach.

### **Inspection area 2**

Improve healthy choices and levels of exercise  
Reintroduce pupil voice in the strategic life of the school  
Improve behaviour for a minority of pupils

### **Inspection area 3**

Revisit all AFL agreements to ensure consistency of principle and practice  
Reintroduction of after school clubs, trips and visitors  
Improvement of outdoor learning in KS2 and linked to enhancing the outdoor environment  
ALNET bill  
Revision of AoLe teams  
Development of curriculum 2022  
Ensure all planning formats are consistent and agreed and introduce Taith 360 as a tool for planning and assessment  
Agree a consistent whole school approach to involving pupils in designing their curriculum

### **Inspection area 4**

EAL tracking  
Introduce a whole school tracking system  
Reintroduce Senedd pupil voice work  
SRE policy to be updated in light of new guidance  
Update school anti bullying policy inline with updated WG guidance.  
Ensure all Senior leaders have undertaken statutory CP and H & S courses  
Undertake up to date Fire Safety and Marshal training

## Inspection area 5

Clarify and revisit the roles of all senior leaders

Complete vision with all stakeholders

Improve leadership communication

Develop consistent opportunities for staff to share good practice with one another and link to good practice outside of the school

Improve the outdoor environment of the school  
Ensure budget outlay is in line with the resources delegated to the school

## 9. FINANCIAL STATEMENT

### SCHOOL: BURLAIS PRIMARY SCHOOL

#### STATEMENT OF ACTUAL EXPENDITURE 2021/22 FINANCIAL YEAR

### SCHOOL: BURLAIS PRIMARY SCHOOL

#### STATEMENT OF ACTUAL EXPENDITURE 2021/22 FINANCIAL YEAR

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	1,476,488	3,889	1,480,377
Salaries	822,674	32,105	854,779
Other Employee Costs	-474	-101	-575
Premises	10,227		10,227
Transport		72,813	72,813
Supplies & Services	429,470		429,470
Recharges	76		76
<b>Gross Expenditure</b>	<b>2,738,461</b>	<b>108,706</b>	<b>2,847,167</b>
Grant Income	-715,108		-715,108
Other Income	-40,541		-40,541
<b>Gross Income</b>	<b>-755,648</b>	<b>0</b>	<b>-755,648</b>
<b>Net Expenditure</b>	<b>1,982,813</b>	<b>108,706</b>	<b>2,091,519</b>

RESERVES:	£
FINAL FORMULA ALLOCATION:	2,025,627

TOTAL NET EXPENDITURE:	1,982,813
<b>TRANSFER TO / (FROM) RESERVES:</b>	<b>42,814</b>
OPENING BALANCE ON RESERVES 01/04/21	220,995
<b>CLOSING BALANCE ON RESERVES: 31/03/22</b>	<b>263,809</b>

## **10. COMMUNITY LINKS (INCLUDING POLICE)**

Burlais Primary School continues to be actively involved in the local and wider community. This year, despite restrictions the children have benefited greatly from the visits of police and fire officers, the road safety team and various theatre companies. There have also been visits from local authors, sports development teams and local community organisations such as Circus Eruption.

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 Children in Need and Comic Relief. We have also supported the National Autistic Society local branch.

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.

Our local PCSOs have been regular visitors to the school and Chief Inspector J. Davies visited Y6 pupils to provide an aspirational talk.

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

The school continues to seek opportunities to develop links with local industry through its cross-curricular topic work. The school took part on the Swansea Enterprise Challenge during the Summer term of 2022.

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

### **Residential visits**

Y6 undertook residential visits to Borfa House

Y5 undertook a residential visit to Llangrannog

### **School productions/concerts Autumn Term 2021 – Summer 2022**

Usually all pupils participate 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.

However, Y6 managed to perform a leaver's assembly for their parents.

### **Extra -curricular activities**

<b>Club</b>	<b>Staff</b>
Football	Mr. Wotherspoon and Mr. Thomas
Cricket	Mr. Webster
Netball	Miss Hill
Musical Theatre	Mr. Bowen
Badminton	Mrs. Huxtable
Art Club	Mrs. Byrom and Mrs. Thompson
Funky Fitness	Mrs. Worley and Miss Sneade
Creative writing, animation and coding	Miss Jenkins and Miss Prangle
Sewing Club	Mrs. Davies, Mrs. Bartlett and Miss Rowe
Choir	Mrs. Pridmore
Outdoor Club	Mrs. Meredith-Williams, Mrs. Gay and Mrs. Jenkins
Craft Club	Mrs. Evans and Mrs. Tucker
Puzzle Club	Mrs. Maher, Mrs. Bishop and Mr. Clarke
Lego Club	Mrs. Colfer
Art Club	Mrs. Bird, Mrs. Jones and Mrs. Evans

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 the school has participated in football, rugby, netball and basketball tournaments across the city. A number of sporting clubs have also been provided after school.

### **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 subjects 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. Transition arrangements are in place for pupils as they move on to new schools.

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 2021 - 2022**

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	15748	0	1889	539	18176	86.6
Year 2	21104	0	2096	873	24073	87.7
Year 3	20108	0	1744	467	22319	90.1
Year 4	19300	0	1618	458	21376	90.3
Year 5	24397	233	2281	669	27580	89.3
Year 6	24318	530	2181	628	27657	89.8
Totals	124975	763	11809	3634	141181	89.1

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 2021– 2022**

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

2.9.21, 3.9.21, 1.11.21, 18.2.22, 8.4.22 & 24.6.22

### **School term and holiday dates 2022 / 2023**

#### **Holiday dates and bank holidays.**

Term	Term begins		Mid term holiday begins	Mid term holiday ends		Term ends	Total days
<b>Autumn 2022</b>	Monday 5 <sup>th</sup> September	Friday 28 <sup>th</sup> October	Monday 31 <sup>st</sup> October	Friday 4 <sup>th</sup> November	Monday 7 <sup>th</sup> November	Friday 23 <sup>rd</sup> December	75
<b>Spring 2023</b>	Monday 9 <sup>th</sup> November	Friday 17 <sup>th</sup> February	Monday 20 <sup>th</sup> February	Friday 24 <sup>th</sup> February	Monday 27 <sup>th</sup> February	Friday 31 <sup>st</sup> March	55
<b>Summer 2023</b>	Monday 17 <sup>th</sup> April	Friday 26 <sup>th</sup> May	Monday 29 <sup>th</sup> May	Friday 2 <sup>nd</sup> June	Monday 5 <sup>th</sup> June	Monday 24 <sup>th</sup> June	65

#### **Bank holidays**

Good Friday - Friday 7 April 2023

Easter Monday - Monday 10 April 2023

May Bank Holiday - Monday 1 May 2023

Spring Bank Holiday - Monday 29 May 2023

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a direction on term dates.

The City and County of Swansea does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government