



Western Learning Federation

Annual Report to Parents

2022-23

Mr. Wayne Murphy, Executive Headteacher

Ms Bianca Rees- Acting Chair of Governors

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To all parents and Carers,

I would like to take this opportunity to pay tribute to David Saunders, our previous Chair of governors, who very sadly passed away at the end of August 2023. David was a big presence across Riverbank, Ty Gwyn and Woodlands School and he has been missed by many. He always had a smile, a chat, care and concern. The well-being of all of the pupils and staff and advocating for them across Cardiff were at the heart of everything David did, he was passionate, dedicated and kind. Without having had the pleasure of working with David for so many years I don't think I would have had the knowledge or confidence to become your next Chair of Governors. David was a Teacher and he definitely taught me how to become an effective, confident and balanced Governor.

I am grateful to have been voted as your new Chair of Governors and I will always do my best for your amazing children.

Last year our schools across the Federation continued to gain many achievements and awards including Investors in People and Rights Respecting Schools. All of these awards show us that what we are doing on a day to day basis is really giving your children a voice and the knowledge that they have rights and are deserving of a happy and healthy school life

Across the Western Learning Federation we are continuing to recruit high quality staff at all levels and the branding exercise from last year has shown real impact in this area. Our high quality Professional Learning Offer is driving standards and staff knowledge with a positive impact for pupils as we continue to provide the very best opportunities for all staff.

The branding exercise has led to the design of new Uniforms which we are looking to rollout over this next academic year. There has been very positive feedback from pupils, staff and families.

I was delighted to share with you the six case studies across the federation, two from each school have been published this term as examples of excellence by Estyn. This acknowledgement is testament to the dedication of everyone involved in the Western Learning Federation across the three schools, which includes you as parents. Thank you for your continued support.

Our pupil population grew over the last academic year and in order to support this growth, we worked closely with the Local Authority to provide additional accommodation and estates infrastructure across each of our three schools and I'd like to thank everyone involved in supporting these projects.

It is a difficult climate at the moment and we understand that the cost of living crisis is continuing to be a strain across the country. We continue to advise Local Authority and Welsh Government, not just on the needs of our pupils but also you, their families.



We successfully worked with the Local Authority for an increase in average pupil funding to support the growth in numbers of pupils and the needs of pupils, this is already having a huge impact across the Federation.

As always, a huge thanks to all of our staff across the federation, including Estates, Admin, Senior leaders, Health, Teachers and Support staff based in the classroom for their continued dedication, drive and care. As the saying goes, 'it takes a village'.

I would also like to thank the Governing body for their dedication. It is not an easy role and everyone's time is precious, so I am grateful for your continued support both of myself and all of the pupils. Our biggest question in Governor meetings continues to be, quite rightly, what is the impact on pupils.

There will always to be challenges, but as a team I am confident that we can keep driving the Western Learning Federation forward as a sector leader in Additional Learning Needs Education. Driving standards, sharing best practice, being a voice on a wider stage, these are all part of our vision to learn, grow and achieve together and embed our vision to learn, grow and achieve together, to be the best we can be for all of our learners that we have in our three schools.

Best wishes

Bianca Rees

Chair of Governors- Western Learning Federation



Western Learning Federation Vision, Mission Statement, Values & Principles

Our Vision

Together we learn, grow and achieve

Our Mission Statement

Collaborate in all we do, to achieve best outcomes for all our learners in our Federation.



Our Values

- We celebrate our differences.
- We have a shared sense of belonging.
- We play, laugh, smile and celebrate success.
- We have a positive attitude.
- We learn from experiences to develop life and independent skills.
- We follow our dreams and aspirations.
- We care for our own and wider environment.
- We improve quality of life.

Definition

Values One's judgement of what is important in school life.

Principles Morally correct behaviour and attitudes.

Our Principles

Honesty

Responsibility

Positivity

Trust

Empathy

Patience

Respect

Kindness

Western Learning Federation Governing Body

Your right to request a meeting with the Governing Body

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them. If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

In order for parents/carers to request a meeting with the Governing Body, 10% of the pupils registered at the school will need to do so. Should you require a meeting please contact the schools office on

2. The meeting must be called to discuss matters which affect the School

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

3. A maximum of 3 meetings can be held during the school year

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's Governing Body is:

*Chair of Governors or Clerk to the Governing Body, Ty Gwyn School, Ely, Cardiff, CF5 5AQ.
02920 838560*

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetingsstatutoryguidance/?lang=en>

Western Learning Federation School Governors 2022-23

GOVERNOR	NAME
Chair	David Saunders
Vice Chair	Bianca Rees
Community Representatives	
Community (1)	Ann Cocchiara
Community (2)	Amanda Coffey
Community (3)	Doug Corp
Community (4)	Vacancy
Local Authority Representatives	
Local Authority (1)	Cllr Peter Bradbury
Local Authority (2)	Vacancy
Local Authority (3)	Bianca Rees
Local Authority (4)	Raven Hope
Parent Governors	
Parent (1)	Glyn Taylor
Parent (2)	Zoe Oram-Jones
Parent (3)	Sean Ward
Parent (4)	Karen Webb
Parent (5)	Nigel Hooper
Executive Headteacher	Wayne Murphy
Deputy Executive Headteacher	Rachel Faulkner
Teacher Representatives	Tiffany Roberts Sara Rovero-Franco
Non-Teaching Representative	Laura Duncombe
School Representation	Jamie Brotherton- Head of School at Ty Gwyn School
School Representation	Amie Lucas/Deborah Herald- Head of School Riverbank School
School Representation	Siân Thomas- Head of School at Woodlands School
Federation Representation	Robert Monteith- Business Manager Western Learning Federation

Our Clerk to the Governors is:

Bethan Jones
C/O Western Learning Federation
Ty Gwyn
Ely
Cardiff
CF5 5AQ



Our Chairperson of the Governing Body is:

Bianca Rees
C/O Western Learning Federation
Ty Gwyn
Ely
Cardiff
CF5 5AQ

Copies of Governing Body Minutes are available from the Clerk to Governors for parents wishing to view them.

From time to time, vacancies occur for parent representatives on the Governing Body. Any parent of a pupil registered at the three schools (Riverbank School, Ty Gwyn School and Woodlands School) is eligible to stand as a candidate. All parents of children at the schools have the opportunity to participate in the election if one is deemed necessary.

The election will take the form of a secret ballot and parents are able to vote returning the ballot paper to the respective school in a sealed envelope marked 'voting paper', with a pupil or by post. The Local Authority will make the necessary arrangements for the election. Arrangements are made for the election of parent governors one school term before a parent governor's term of office expires, or on receipt of a resignation. Information about parent elections is sent to parents via text or post.

For further information on being a governor on the Western Learning Federation governing body, and joining, [please click here](#).

Governors' Functions

Meetings of the Governing Body have taken place on a regular basis throughout the last year. At the first meeting of each term Governors receive and consider the Executive Headteacher's written report on the School and its work. We also have a number of wider issues brought to our attention by the Local Authority. Minutes of all these meetings are available for anyone who wishes to read them. Issues raised by the Local Authority for all Governing bodies to consider have included Health and Safety Management in Schools; Child Protection Policy and Procedure; Managing staff in schools – counselling and disciplinary procedures; Education workforce registration; dealing with complaints; eSafety strategy; pupil participation and rights of children and young people; Welsh education – strategic plan.

The Governing Body comprises of a number of committees which deal with such issues such as Finance and Resources, Premises, Curriculum and School Improvement, Staffing, Pay, Discipline and Health & Safety. All Governors have had the opportunity to participate in the Local Authority training programmes for Governing Bodies and school-based training for Governors was held on the use of data in special schools.

Previous APM

No request was made for a meeting in 2021/22.



Admissions

Admissions Policy

The procedure for admissions involves pupils being assessed and a Statement of their Special Educational Needs being drawn up by the Local Authority. For some pupils at Ty Gwyn School an Individual Development Plan will be developed. The Local Authority Inclusion Panel meets to discuss referrals to the School and makes a decision on the placement of pupils with ALN. Parents are encouraged to visit the School if a possible referral is being made so that they can make an informed choice. If the Local Authority recommends one of the schools within The Western Learning Federation and the parents are in agreement then the Local Authority will agree an admission date.

All parents of pupils admitted will be asked to sign a Home/School Agreement.

Copies of the Admissions Policy for each school is available at the respective school or by clicking here: [Western Learning Federation - Policies](#)

Staff

WLF Leadership Team

Role	School		
	Western Learning Federation		
Executive Headteacher	Wayne Murphy		
Deputy Executive Headteacher	Rachel Faulkner		
	Riverbank School	Ty Gwyn School	Woodlands School
Acting Head of School	Amie Lucas	Jamie Brotherton	Siân Thomas
Acting Deputy Head of School	Lauren Pope	Tammy Lloyd	Simon Wilson
Assistant Head of School		Tess Combstock	Lucy Board

Staff list

The list below provides the staff in the schools during the academic year

Staff	Class No.	Support Staff
Riverbank		
Helen Ball	Porffor	Charley Evans, Mahbuba Chowdhury, Marcia Silva Oliveira
Dave Morgan	Aur	Donna Gouveia, Lowri Baldwin, Rachel Payne
Jessica Lander	Arian	Angela Kincaid, Anna Davies, Lucy Drew
Linda Cardiff	Coch	Maria Haines, Fran Hancock
Christianne Schindehutte	Gwyrdd	Rhian Salisbury, Laura French
Amy Barrett	Glas	Dora Sarai, Olivia Drew, Ellie McDonald
Sara Rovea Franco	Melyn	Natasha Sperandeo, Jackie Davies, Anselmo Travares, Josie Tiley
Lis Stone	Seren	Christie-Anne Jones, Leanne Ryall, Judith Simpson
	PPA	Claire Jacobs (HLTA)
	Nurture	Rebecca Miller (HLTA) Leanne Ryall
	Aspire Outreach	Rebecca Miller Jo Smith
Ty Gwyn School		
Jemma Harries	Enfys	Gemma Wood, Laura Butt, Lydia Tutton, Shanay Carole

Georgie Bradbury Lydia Jarvis	Pili Pala	Jan Rowlands, Megan English, Katherine Atkins
Jackie Dow Charlotte Whitehouse	Eirlys	Sarah Philips, Harriet Mintowt-Czyz, Adele Redpath
Tiffany Roberts	Rhosyn	Beth Dinnick, Rachel Miser, Sarah Jones, Keira Payne
Rhian Smith	Rhymni	Cath Rowlands, Sarah Challacombe, Paul Cubbin, Paul Davies
Ellie Dooley	Melyn	Kay Khan, Richard Gibson, Natasha Klymenko
Stacey Harlton Liz Rozario	Seren	Kirsty McGuinness, Hinah Arshad, Sarah Binti
Rhiannon James	Haul	Daisy May Sykes, Morgan Parsons, Olinki Ajuwon
Eilidh Brailey	Mor	Rebecca Morgan, Oscar Eckersley, Niamh Morris
Tessa Morgan	Lleuad	Rhian Daniels, Hannah Ahmed, Kate Katinova
Rebecca Ward	Tawe	Sinead Hogan, Rebecca Hassen, Sabina Begum
Sallyann Davies	Ely	Lucy Hancock, Danielle Miller, Bilkis, Bonita Thomas
Trish Portsmouth	Ebbw	Claire O'Sullivan, Terry Ray, Annette Alison
Angeliki Tzagkaraki	Usk	Bernie Fletcher, Kirsten Hurley, Bev Davies, Maria Pasqual
Leanne Jones	Arian	Natalie Bowen, Roxy Jones, Sarah Dowson, Chloe Hurley
Bryoni Parry	Gwyn	Mia Pole, Rebecca Crowley, Emily Seidel-Haas, Taylor Adams
Toni Garlick Lucy Lester	Coch	Liz Escorcio, Michelle James, Khalida Rahman
Anthony Cannon-Jones	Porrfor	Liam Sutherland-Payne, Titus Machechali, Zoe Goodridge
Jamie Martin	Conwy	Jo Garrett, Jo Gould, Robyn Ward
Olivia Favager	Dyfi	Steph Rowlands, Beth Howorth,
Kate Taylor	Twmpa	Brooklyn Morgan, Amy-Louise Kelly, Margeret Agunbiade, Gina Ho
Ceri Moorcraft	Snowdon	Hifzuha Aamir, Anita Walsh, Thomas Copeland-Roberts
Sarah Edwards	Hafren	Natalie Willets, Rhian Wilkes, Taylor McDiarmid
Fabio Ruiz Capitas	Aman	Jack Withey, Zoe Burch, Annmarie Davies, Jon Pearce
Fabio Ruiz Capitas	Taff	Jack Withey, Kayla Pearce, Keira Jones
Harri Legg-Edwards	Pen-Y-Fan	Luca Berenyi, Ellie Bolt

Mazzin Al-Azzawi	Eden	Hollie Parsons, Philip Searle, Keira Jones
Maria Liatsopoulou	Caerphilly	Emma Williams, Hayley Hayward, Alys Meakings
Gareth Jones	Machen	Ben Edwards, Matthew Jones, Simona Stoilva
Carys Buswell	Tryfan	Claire Mayo, Olivia Maynard
Library		Jenny Griffiths
Maternity Cover		Alison Marshall
Art Instructor		Leanne Davies
Music Instructor		Andy Pidcock
HLTA		Debbie Richardson
Family Services		Debbie Tingley
Family Services		Morwenna Holman
Family Services		Mel Cummings
ICT support		Sally Backer
	FA	Jess Jenkins
	Lifeguard	Scott Rastaitis
Woodlands High School		
Miss A Cook	Maple	Miss L Baldwin
Mrs M Davies	Oak	Miss O Savage, Mr A Leigh
Miss R Tucker	Willow	Miss R Mellor / Miss J Huntley, Mr M Hafiz, Miss M Phillips
Mr L Kinsey	Rowan	Mss L McAlpine, Mr M Stevens
Miss L Jones	Elm	Ms R Begum
Mr L Fisher	Hazel	Miss M Coles
Mr T Davies	Holly	Miss L-B Lombardini
Miss A Cox	Rosewood	Miss Lewis
Mr R Payton	Hawthorn	Miss R Zilinskaite
Mrs R Bryan	Cedar	Miss J Ford, Miss M Perks
Mrs Lauren Prynne	Sycamore	Miss R Ocock, Miss C Murray, Mr M Shields
Ms L Jones	Beech	Miss B Ash
Mr H Kemp	Magnolia	Miss A Hall-Lambert
Miss A Lewis	Redwood	Mrs L Lloyd, Mrs G Kaur
Miss A Conner	Walnut	Ms H McAdorey, Mr J Dunn
Miss E Crossman	Ash	Miss K Harray, Miss R Rainbow
Miss S Hearn	Fig	Mrs R Seaward
Project Search	Cherry	

Admin Staff

Role	School		
	Western Learning Federation		
Business Manager	Rob Monteith		
Finance Manager	Ian Roberts		
PA to Executive Headteacher	Pam Cotter		
	Riverbank	Ty Gwyn	Woodlands
Admin Support Officer	Emma Garvey	Kate Donoghue	Laura Duncombe
Admin Assistant	Stacey Owen	Deborah Hooper	Angela McInerney
Admin Assistant		Julie Yiacoumi	Julie McDowell
Admin Assistant		Leslie Ann Kelly	
Admin Assistant		Stacey Owen	
		Vicky Griffiths	

Estates Staff

Riverbank School

Gary Board	Estates Manager
Jesse Barcoe	Estates Assistant

Ty Gwyn School

Steve Copeland	Estates Manager
Mark Rees	Estates Assistant
Paul O'Neill	Estates Assistant

Woodlands High School

Jeff Donovan	Estates Manager
Gary Board	

Midday/Kitchen Staff

Riverbank School

Nigel Emmet	Midday Supervisor
Jessey Barcoe	Midday Supervisor
Michelle McGrath	Midday Supervisor
Linda Hibbert	Midday Supervisor
Janet Warren	Midday Supervisor



Nicola Bowen-Smith	School Cook
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Ty Gwyn School

Kelly Miller	Midday Supervisor
Lucy Cummings	Midday Supervisor
Donna Cummings	Midday Supervisor
Elizabeth Price	Midday Supervisor
Natasha Palmer	Midday Supervisor

Woodlands High School – No Midday Supervisors



School Organisation

Internal organisation - School Organisation

Riverbank School

Riverbank School is a Local Authority maintained day special school for children aged 4 – 11, with additional learning needs, specifically Severe Learning Difficulties.

We have 8 classes in the school and 80 pupil places at Riverbank School.

Each class has a teacher and at least 2 teaching assistants. We aim to keep classes to a maximum of ten pupils. As the building was built in 1974, we have two classes in an open plan classroom. We also have four classes situated in a portakabin in the school grounds.

A very flexible approach is needed because children are often absent from school due to illness, medical appointments and hospitalisation and this affects delivery of the planned curriculum, timetables and progress through topics.

Flexibility is also needed to accommodate the interruptions in classroom routine necessary for toileting, care and therapy, much of which is carried out in the classroom setting.

We utilise our outside areas to support our teaching of all areas of the curriculum. We have a forest school area including a school pond and fire pit, an allotment, a mud kitchen area, an outdoor sensory garden, a covered sand pit and a covered ball pool.

Class time is divided into group and individual sessions and subjects are taught through a cross-curricular topic approach. Each pupil has an individual programme of work to enable them to access the curriculum at their personal level.

We strive to enable the pupils to reach their full potential in all areas, educational and social.

Ty Gwyn Special School

Ty Gwyn Special School caters for 217 pupils ranging from 3 to 19 years of age who all have a range of complex learning and physical needs.

All pupils have at Ty Gwyn have a statement of special needs or Individual Development Plan (IDP). The school has seen growth primarily in pupils with autism but the school has also seen an increase in pupils with complex medical needs. Pupils with autism make up around a third of the school roll. Pupils with physical and medical difficulties (PMED) make up nearly another third with other primary learning needs making up the final third. It should be noted that many pupils primary need is not their only need and they may indeed have several of these needs. Every pupil at Ty Gwyn is treated as an individual with a unique pattern of strengths and needs.

- Our pupil population is 30% female and 70% Male.



- 39% of our pupils are eligible for free school meals (FSM)
- 53% of our pupils identify as being from minority ethnic groups (BAME)
- There are 40 different ethnicities represented within the school
- For 32% of our pupils English or Welsh is not their first language (EAL)
- There are 31 different first languages used or understood by our pupils
- 5% of our pupils are classified as looked after by the local authority (CLA)

Due to their complex needs the majority of pupils within the school are working between Routes for Learning and B steps on the Cross Curricular frameworks. A minority of Pupils are working above C steps and are judged to be More Able and Talented (MAT) in our context. Further details of school context and pupil data can be seen in the school data pack.

We have 29 classes with staffing of 1 teacher and at least 3 Teaching Assistants.

Woodlands High School

Pupils are allocated to classes according to their Learning Profile so that the curriculum is appropriate and meets the needs of all learners. Year groups are mixed within each Key Stage (KS) from year 7 onwards. This means that a KS3 class will have pupils from years 8 and 9, KS4 classes will include years 10 and 11 and Post 16 classes include students from years 12, 13 and 14.

Each key stage provides pupils with a broad and balanced curriculum that prepares them for the next key stage. Our key stage 5 (post 16) curriculum prepares our learners for college, work and life beyond school. It is based on their needs, interests and abilities as well as high expectations to ensure they all reach their full potential. Off-site visits and extra-curricular activities (including after-school clubs) run throughout the year.

School Hours and Attendance Data

School Hours

Riverbank School:	9.10AM-3.20PM
Ty Gwyn School:	9.15AM – 3.15PM
Woodlands High School:	8.30AM – 2.50PM

Attendance

Riverbank School:	89.8% for academic year 2022-23
Ty Gwyn School:	82.57% Whole school Average Attendance 2023-24
Woodlands High School:	86.47% for academic year 2023-24

The nominated governor for attendance is **Zoe Oram-Jones**



School Improvement and Self Evaluation

Developing the Western Learning Federation and Schools

Each School Development Plan lays out the school's priorities for improving the school, as well as the Western Learning Federation School Improvement Plan which sets out the Federation priorities.

The priorities of the School Development Plan for the Western Learning Federation and each school are listed in Appendix 1.

The full self-evaluation report and development plan are available to view at the respective schools school.

Safeguarding

A priority at the Western Learning Federation is to promote the protection and well-being of all our pupils. We have designated safeguarding officers who regularly train staff in safeguarding matters and offer advice and guidance to all staff members. Our Safeguarding Policy is available on our Federation website and on the websites of the respective schools, as well as on request.

Role	School		
	Western Learning Federation		
DSP	Wayne Murphy, Executive Headteacher Rachel Faulkner, Deputy Executive Headteacher		
	Riverbank	Ty Gwyn	Woodlands
DSP	Amie Lucas/Deborah Herald, Head of School	Jamie Brotherton, Head of School	Sian Thomas, Head of School
Deputy DSP	Amie Lucas/Lauren Pope, Acting Deputy Head of School	Tammy Lloyd, Deputy Head of School	Simon Wilson Deputy Head of School
In the absence of DSP and Deputy DSP	Helen Ball, TLR	Tess Combstock, Assistant Head of School	Lucy Board, Assistant Head of School
Safeguarding Policies		Safeguarding Policy	

Across the Western Learning Federation, the nominated Governor for child protection is **Ann Cocchiara**.

Cardiff County Education Safeguarding Team

The Education Safeguarding Team can be contacted by telephone or email on:

029 2233 0876, 029 2233 0877 or 029 2233 0878

Educationsafeguarding@cardiff.gov.uk

The Designated Officer for Safeguarding (DOS) is Lynda Gallagher who can be contacted on 029 2233 0889.

Curriculum

Riverbank School

Riverbank School adopts an active learning approach to the curriculum wherever possible.

The curriculum is:

- Relevant to each child's needs and reflects their interests
- Determined by the individual child's level of development
- Practical and experimental
- Stimulates children to think for themselves and develop a sense of responsibility
- Allows children to make their own choices and decisions, when appropriate
- Encourages the use of all senses to investigate, explore and imagine
- Provides opportunities for communicating, questioning, answering and problem solving
- Recognises the importance of play
- Is regularly assessed to inform planning

Ty Gwyn School

The vision for the school curriculum is aligned to the four purposes. The needs of our pupils inform our curriculum and everything they experience is in pursuit of the four purposes to help pupils become:

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

TLR holders each have a responsibility for AOLEs and each teacher has a coordinator responsibility for each discipline within the AOLEs. (please see attached sheet). Ty Gwyn is a Rights Respecting Gold accredited school and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work. We provide a high quality and adaptive learning environment and a rich, diverse and meaningful curriculum to our learners.

Ty Gwyn is a Healthy School, we are an inclusive and Eco-friendly school where pupils are at the heart of everything we do. We work extremely closely with families and have maintained the Investors in Families Platinum award from many years.

Throughout the year the school has endeavoured to link pupils and classes through whole school events, games and fun learning activities.



Ty Gwyn works with a number of accrediting bodies to both develop and provide quality assurance of our practice. Ty Gwyn holds the following awards:

- Investors in People Platinum
- Investors in Wellbeing -Silver
- Investors in Families Diamond
- National Autistic Society - Autism Accreditation
- Basic skills Award
- Rights Respecting School – Gold
- Healthy Schools – National Quality Award

Woodlands High School

Our curriculum is a curriculum document which has been developed by the staff of Woodlands School for our pupils. We have worked hard to align the needs of our pupils with the skills of our staff, all under the umbrella of the New Curriculum for Wales and the Four Core Purposes. We are all aiming to ensure our pupils become:

- 1.Ambitious, capable learners ready to learn throughout their lives
- 2.Enterprising, creative contributors, ready to play a full part in life and work.
- 3.Ethical, informed citizens of Wales and the world,
- 4.Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Each booklet contains activities which are aligned to 'What Matters Statements' (WMS) from three AoLEs within the New Curriculum for Wales. Each of our topics will focus on a primary and secondary AoLE. In some cases, there may be other supporting AoLEs supporting the topic.

At Woodlands, we are privileged to be able to be a part of our students taking the important step from childhood to adulthood. With this in mind, we have tailored our careers and work experience programme to meet the individual needs of our pupils and to guide them to move on from school into further training or occupations in which they can be secure and happy and which make the most of every individual's abilities, interests and talents.

For our revised vocational program for 2021 - 2022 we have aligned our curriculum offer with the four core purposes, Positive Behaviour Support (PBS) and the values of The Western Learning Federation and Woodlands School. Each option should work within the federation's values and work to make community links, collaborate with others, celebrate success, aspire to achieve lofty goals and follow pupils dreams. Each option will from this point on, be referred to as a cooperative and should operate as a business. Each cooperative should also create opportunities for enterprise, promote a healthy lifestyle, work ethically, improve our pupils skills and offer each member social role valorisation.



In Post 16 all students are given information about appropriate opportunities in the world of work. They undertake practical workshops, role-play and visits to a variety of work environments. Pupils are also offered individual work experience placements based on their interests, skills and level of need.

Specialist Careers Advisors from Careers Wales work in close liaison with the school, pupils and parent to plan appropriately for the transition from school. To support this work, strong links exist with local colleges (both day and residential) and other training providers in the local area. We are delighted with the pride our pupils take in their successes at these work experience ventures and we are equally proud of the number of Careers Wales awards which we have earned for this aspect of our work.

PTA

Riverbank School

Currently Riverbank School does not have a PTA

Ty Gwyn Special School

Parents and carers of children attending Ty Gwyn School are represented by the Friends of Ty Gwyn; this is an active group which holds regular meetings and fundraisers.

Woodlands High School

Currently Woodlands High School does not have a PTA, however, there is a Friends of Woodlands parent/carer group

Lunchtime Clubs and Extra Curricular Activities

Lunchtime Clubs and Extra curricular activities were:

Riverbank School

Riverbank School offers the following extra curricular activities:

- Sports events – CCFC
- Athlete visits - Paralympians
- Rubicon Dance – performance at event at St David’s Hall
- Open orchestra – first special school in Wales to be involved
- Live Music Now – variety of professional musician’s performances
- Welsh National Opera – weekly visits
- Award winning choir
- Shakespeare in Schools project – culminating in performance of The Tempest on stage in the Sherman Theatre
- Eco club
- Weekly Sports Sessions with RISE
- Student Council
- Flying bedroom

Ty Gwyn Special School

Lunchtime Clubs and Extra Curricular Activities has also developed new clubs and activities

- Boxing
- RISE
- Variety of music sessions
- Dance
- Boccia
- Self regulation circuits

Woodlands High School

Clubs and Extra curricular activities were suspended in March 2020 due to COVID 19. It is hoped that these activities will resume when it is safe to do so.

Healthy Schools

Riverbank School

We are currently at Phase 4 and working towards Phase 5. Our Action Plan focuses on Mental and Emotional Health and Wellbeing.

Health and Wellbeing coordinators and have met with the regional Healthy Schools coordinator and put together an action plan for accreditation.

3 main areas of focus are



1. Leadership - (policies in place and priority of HS in SIP, staff training)
2. Pupil support- (nurture principles, ipad use, E safety, first aid)
3. School council - (pupil voice making a difference across the school, RRS, displays)

Completed actions to date:

- policies in place sent to regional Healthy School coordinator to sign off
- whole staff inset training - to inform and help embed into the school
- Health and Wellbeing coordinator attended RSE training and disseminated to all staff
- Evidence of learning folders on the hwb network for staff to access
- Folder of evidence started to collate evidence

Further actions:

- Regional coordinator attend Riverbank for pre accreditation visit
- Collation of online portfolio of evidence
- Audit and amend current practice where necessary

Ty Gwyn School

Ty Gwyn Achieved the NQA National Quality Award (Highest Award) in October 2022 after starting our healthy schools journey with the healthy schools network in 2008.

The National Quality Award comprised of seven topics.

1. Food and fitness (nutrition and physical activity)
2. Mental and emotional health and wellbeing, including staff wellbeing
3. Personal development and relationships, including sex and relationships education
4. Substance use and misuse, including alcohol, smoking, and drugs (legal, illegal, and prescription).
5. Environment, including eco-initiatives and improving the school and wider environment
6. Safety, including a variety of topics such as child protection, sun safety, internet safety, and first aid
7. Hygiene including across school and non-school setting

Woodlands High School

Following on from a recent Estyn thematic report, as a school we have been invited to participate in a pilot for Emotional and Mental Wellbeing which is being led by the Welsh Network of Healthy School Schemes (WNHSS).

The school is progressing well to achieve NQA Healthy Schools Award.



An electronic portfolio of evidence for the Healthy Schools' seven areas has been created and is updated regularly.

Anti-Bullying

Riverbank School

The School council has produced their own Anti-Bullying Policy; please visit the website to view

Ty Gwyn School

The school's ethos and vision is based on respect and equality. Wellbeing is at the core of our curriculum. Rights Respecting schools and pupil voice underpin these values. There are no cases of bullying at the school

Woodlands School

All of our staff have completed the Anti-Bullying course online, this was created by the Anti Bullying Alliance and was very worthwhile. We have a School Council being led by staff and pupils.

Community Links

Riverbank School

- SaLT, OT & Physio – joint workshops
- Epilepsy nurses – Buccol training
- Hearing Impaired team
- Visual Impaired team
- Educational Psychologist
- Disability & Inclusion team re outreach
- The Index
- CHAD
- Craig Hill –Landscapes for Learning
- SIG
- Gareth Coombes
- Cardiff Met lectures & PCGE lectures
- Local Children's Safeguarding Board
- Portal training re ILM
- Estyn
- Save the Children – Families Connect Programme
- Special Needs Health visitors
- CSC – ACE train the trainer training
- SOP
- LA – EY placement panel
- LA – Cardiff 2030 stakeholders
- Healthy Schools advisor



- University Stuttgart, Germany
- Investors in Families
- Clinical Psychologist
- FCE
- Open University
- Money Advice Service
- UNCRRC

Ty Gwyn School

- The school links with a wide range of partners across Cardiff, Wales, the UK and beyond including:
 - Cardiff Local Authority
 - Central South Consortium (CSC) – Links with schools across consortium
 - Cardiff Metropolitan University
 - Health Professionals
 - Therapy Professionals
 - Social Services
 - Careers Wales
 - Psychology Services (Clinical & Educational)
 - Sports Clubs
 - Hearing Impaired team
 - Visual Impaired team
 - Disability & Inclusion Team re outreach
 - Erasmus – International Links

Woodlands High School

As a school we have a lot to celebrate in relation to our communication and relationships with our Community. We share all our celebrations on all social media, especially Twitter to ensure our community are recognised for their hard work and commitment to our school. The school has developed excellent relationships with partners and regularly draw on their support to ensure that the needs of all the pupils are met.

Here are some of the things that took place:

- We have been approached by Cardiff Council to apply to become a School of Sanctuary, we will be the first school in Wales to achieve this. Our leader of Cultural Diversity has presented to this group explaining how we promote diversity in our school through our culture and ethos and curriculum.
- Refugee week- this week we looked at stories and songs and had a guest speaker on Teams.
- Harvest collection for Cardiff Food Bank
- Parent Café weekly sessions which continued to run throughout school closure via Zoom

Parent Information Evenings

All pupils have an Annual Review of Statement or Individual Development Plan. This is a time for parents and any other professionals who have been involved with the pupil to meet together and discuss progress made and whether or not the placement remains appropriate or needs to be amended in any way. Annual Reviews continued to take place during the Pandemic. Where necessary they take place remotely using Teams, enabling parents and stakeholders to take part.

In addition to this we offer a Parents' evening in both the autumn and spring terms. This is an opportunity to meet with the class team and discuss progress towards targets and look at the "work" that has been going on within the classroom. Again, where necessary these meetings can take place remotely or via telephone.

Ty Gwyn School

Person Centred Annual Reviews and Individual Development Plan Meetings take place in person, remotely or through a combination of both depending on parents/carers preferences.

Parents & carers attend parents evening twice a year, where parents are invited to review targets and discuss progress or any concerns. Health staff are available for consultations also on these evenings. Parents are invited to regular coffee mornings to discuss pupils and have a chat with staff. There are meetings to inform parents on curriculum development and transition into key stage 3 and 4. Regular meetings for parents/carers are held to prepare for post 19 provision, these meetings are held in collaboration with Careers Wales and social Services. The school also once again held a transition event whereby post 19 providers form a 'market place' for parents & carers to have direct access to the providers

Woodlands High School

Annual Reviews continued. Parents were given an option of on Teams or in person which enabled parents and stakeholders to take part.

Parents' evenings are usually carried out twice a year. The first parents evening was held in October, with the second in March. All Annual Reviews were completed last year,

Complaints

The Governing Body has established a procedure to consider complaints in relation to the school's curriculum and other related matters. This procedure is available in a document available in school. A copy would be available to any parent seeking to make a complaint under these arrangements.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Head of School. An appointment can be made to discuss any complaints with the Head of Schools and also to view any curricular related documents



The Governing Body has established a procedure to consider complaints in relation to any school matter. This procedure is available in a document available in school. A copy would be available to any parent seeking to make a complaint under these arrangements.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Head of School. An appointment can be made to discuss any complaints with the Heads of School and also to view any curricular related documents

School Policies

The Western Learning Federation, individual Schools and Governing Body review school policies and progress towards implementing strategies when appropriate. These can be accessed via each individual school and by contacting the respective school office by telephone or by email:

The Western Learning Federation, individual Schools and Governing Body review school policies and progress towards implementing strategies when appropriate. Many of these are available on the school and federation websites. [Click here](#) to access each schools' policies via the Western Learning Federation website. Policies can also be accessed via each individual school and by contacting the respective school office by telephone or by email:

Riverbank School:	02920 563 860
Ty Gwyn School:	02920 838 560
Woodlands High School:	02920 561 279
Western Learning Federation:	02920 838 560

They are also located on each school's website:

Riverbank School

[Ty Gwyn School](#)

Woodlands High School

Governing Body minutes to meetings **are held by the Clerk to Governors** and can be viewed upon request.

School Prospectus

If you require a copy of a School Prospectus, you can request a copy from the relevant school office.

Buildings

Riverbank School

- 1 main building housing classrooms, meeting room, kitchen, school hall, admin and SLT offices.
- 2 double portacabin
- 1 garage converted into learning space

Ty Gwyn School

- 1 main building housing classrooms, school hall, admin and SLT offices.
- 1 modular building housing 4 classrooms for primary ASD pupils and 1 sensory room
- 1 annexe building housing 4 classrooms, soft play, sports hall, admin offices and multiagency offices
- 3 additional classrooms are being built as an extension of the red corridor, this is due to be completed Jan 24

Woodlands High School

- 1 main building housing classrooms, school hall, admin and SLT offices.
- Changing room block
- 4 double portacabins
- 4 additional classrooms housed in a two storey portacabin

Toilets

Guidance from Welsh Government requires governing bodies to report to parents on toilet facilities and the arrangements for cleaning them.

Riverbank School

We have one class with their own toileting area and changing bed.

Four classes share two sets of toilets, boys and girls, and a changing area with two changing beds and a large disabled toilet.

Two other classes then share a separate toileting and changing area with two toilet cubicles and a changing bed. The four portakabin classrooms with four toilet cubicles.

Ty Gwyn School

Green Corridor	10 staff toilets 2 accessible toilets 2 showers
Blue Corridor	5 classroom toilets, 1 staff toilet, 7 accessible toilets, 3 showers
Red Corridor	3 staff toilets, 6 accessible bathrooms, 6 accessible toilets. Changing rooms – including 4 toilets, 4 showers & wet room
Grey Corridor	5 classroom accessible toilets, 6 classroom toilets, 3 showers
Annexe	3 staff toilets, 7 accessible toilets, 5 showers
Modular	

Woodlands high School

Main Building		Changing Room Block	Portacabins
Ground Floor	(Boys) 3 Stalls	(Boys) 2 Stalls	(Unisex) 3 Toilets
	(Boys) 1 Urinal	(Girls) 2 Stalls	3 Disabled Toilets
	(Girls) 5 Stalls	1 Disabled Toilet	
	1 Disabled Toilet	(Boys) 2 Showers	
First Floor	(Boys) 2 Stalls	(Girls) 2 Showers	
	(Boys) 1 Urinal		
	(Girls) 2 Stalls		
	1 Shower Room		

Toilets are cleaned every day by the Cardiff County Council Cleaning Services.

Term Dates – 2023/2024

Autumn Term Dates		
First Day of Term	Last Day of Term	Return to School
Monday 4 th September	Friday 27 th October	Monday 6 th November
Monday 6 th November	Friday 22 nd December	Monday 8 th January
Spring Term Dates		
First Day of Term	Last Day of Term	Return to School
Monday 8 th January	Friday 9 th February	Monday 19 th February
Monday 19 th February	Friday 22 nd March	Monday 8 th April
Summer Term		
First Day of Term	Last Day of Term	Return to School
Monday 8 th April	Friday 27 th May	Monday 6 th June
Monday 6 th June	Monday 25 th July	

Final return statement 2022-2023

Summary – Riverbank School

Summary	
Total resources available in 2022-23	£
	1,450,600
School balances Brought forward from 2021-22	
School Loans Brought forward from 2021-22	120,992
Prior Year Adjustment	0.00
Total delegated resources	
Total	1,571,592
Actual Expenditure	
Less change in investments	0.00
Less Movements in Temporary Loan	0.00
Less variance in earmarked rates	0.00
Total balance carried forward to 2023-24	
Statement of Balances Held	£80,517
Uninvested Balance as at 31st March 2023	
Invested Balance as at 31st March 2023	0.00
Outstanding Loans as at 31st March 2023	0.00
Total Balances held as at 31st March 2023	80,517

Final return statement 2022-23

Summary - Ty Gwyn School

Summary	
Total resources available in 2022-23	£
	5,283,005
School balances Brought forward from 2021-22	481,189
School Loans Brought forward from 2021-22	
Prior Year Adjustment	0.00
Total delegated resources	
Total	5,774,359
Actual Expenditure	
Less change in investments	0.00
Less Movements in Temporary Loan	0.00
Less variance in earmarked rates	0.00
Total balance carried forward to 2023-24	
Statement of Balances Held	£110,838
Uninvested Balance as at 31st March 2023	
Invested Balance as at 31st March 2023	0.00
Outstanding Loans as at 31st March 2023	0.00
Total Balances held as at 31st March 2023	110,838

Final return statement 2022-23

Summary – Woodlands High School

Summary	
Total resources available in 2022-23	£
	2,518,220
School balances Brought forward from 2021-22	362,926
School Loans Brought forward from 2021-22	0.00
Prior Year Adjustment	0.00
Total delegated resources	
Total	2,881,146
Actual Expenditure	
Less change in investments	0.00
Less Movements in Temporary Loan	0.00
Less variance in earmarked rates	0.00
Total balance carried forward to 2023-24	
Statement of Balances Held	£
Uninvested Balance as at 31st March 2023	98,956.81
Invested Balance as at 31st March 2023	0.00
Outstanding Loans as at 31st March 2023	0.00
Total Balances held as at 31st March 2023	98,956.81

Appendix 1

School Improvement Plan Priorities

Western Learning Federation School Improvement Plan Priorities			
Embed the shared vision across the Western Learning Federation that is clear, accurate and familiar with all practices to ensure the learning of all learners.			
To provide a clear direction in creating and supporting continuous learning opportunities of all learners.			
To embed a culture of promoting team working and collaboration with staff in the Western Learning Federation, the sector and beyond			
To foster, nurture and promote a culture of enquiry, innovation and exploration across the Western Learning Federation.			
To embed, monitor and reflect on the systems for collecting and exchanging knowledge of learning.			
To learn with the external environment and wider learning systems and provide the Western Learning Federation expertise where appropriate.			
To continue to develop a highly skilled workforce model, ready to grow leaders' learning throughout the organisation.			
Priority's	School		
	Riverbank	Ty Gwyn	Woodlands
Priority 1: (Standards)	To enhance systems and provision that will ensure all pupils make progress within the organisation and that we can effectively report on it.	To continue to improve pupil outcomes for all pupils; developing basic skills competencies for all groups of learners.	To continue to raise standards for all pupils by meeting their academic, behavioural and emotional needs.
Priority 2: (Wellbeing, equity & inclusion)	Continue our journey of enhancing our excellent provision that ensures our learners feel safe, nurtured and catered for.	To develop ambitious, confident and independent learners.	To ensure that pupils quality of life improves through the development of readiness to learn, independence skills and skills for life.
Priority 3: (Teaching)	Enhance teaching within the school as we aim for 80% good or above practice.	To develop excellent practice in teaching, learning and assessment.	To teach each pupil, using the very best approach for their individual learning needs.
Priority 3b: (Curriculum)	Further enhance our curriculum offer by continuing on our pathway to a		Refine the school's curriculum to maximise outcomes for all learners.

	successful launch of 'Curriculum for Wales; 2022'.		
Priority 4: (Care, support & Guidance)	Enhance our systems to ensure that all stakeholders are engaged in developing a curriculum that is child centred and systems are in place to measure its impact.	To ensure that all pupils have excellent support and challenge as they move through the school.	Further develop our understanding of pupil's holistic progress towards their academic skills, behaviour and wellbeing.
Priority 5: (Leadership)	Further embed our practices as we move forward as a learning organisation.	To improve quality and effectiveness of leadership across the school.	Create a consistent, skilful coaching and mentoring culture.

End of report.