



Western Learning Federation
Annual Report to Parents
2021-2022

Mr. Wayne Murphy, Executive Headteacher

Mr. David Saunders, Chair of Governors

Ms. Bianca Rees, Vice Chair of Governors

Message from the Chair of Governors

Message from the Chair of Governors

To all parents and carers.

Whilst the academic year 2021 to 2022 was still in a shadow of the Covid pandemic, all three schools have made significant progress throughout the year. Riverbank, Ty Gwyn and Woodlands have continued to provide a high standard of learning experiences and skill development during this year. As governors we would like to thank all the leaders of the schools, their teaching staff, the teaching assistants, and all the support staff from estates to kitchen staff and cleaners for their work in 2021 - 2022, it really is a team effort.

The Covid pandemic affected the provision of teaching and learning and the school life of our three schools so it has been exciting to have more normality back with the face to face opportunities for pupils learning and well-being increasing again. We continued to work with our Health & Safety Team, Local Authority and Welsh Government to ensure continuity and stability as far as we could for our learners with risk assessments in place that ensure the safety and wellbeing of all our pupils, as we know Covid is still in our midst. The commitment of all staff has continued.

As governors we are grateful to be able to visit the schools again after such a long period. This is an important role for governors as we can see both the educational provision for our pupils, but of equal importance, we see and take part in many of the social events that take place in the schools. I hope that you, as parents and carers, have also enjoyed being back in the schools and being able to take part in School events like the Jubilee celebrations, sports day events and parents information sessions, to join in the celebrations and to see your amazing children in their day-to-day school lives.

To support the strategic leadership across the organisation, growth within the schools and to meet our vision, a Deputy Executive Headteacher was recruited. The Governing Body has worked with the Executive Headteacher to assemble a strong senior and middle leadership team across the Western Learning Federation that has excellent experience, a high skill set and secure knowledge to take the Federation and schools forward. In addition to this 2021-22 saw an enormous recruitment drive with the hiring of outstanding teachers and teaching assistants who will again, help to drive standards forward across the organisation. An infrastructure across the Federation has been developed for estates and administration, again adding to the quality that already exists.

As part of the growth and development of the Federation, staff from across the three schools came together to host an exciting inset day on 8th April 2022. This was an important event across the Federation which allowed members of staff to build on the Positive Behaviour Support strand of professional learning. It involved staff and experts in the field delivering workshops and presentations on Positive Behaviour Support, with a key focus on looking at Journeys. This was the first PBS Conference and an opportunity for staff across the Federation to showcase their highly skilled abilities, some of who are guest speakers throughout the day.

The academic year 2021-22 was a year where the Federation expanded and increased its pupil population across the Federation. The following environmental developments were undertaken or due to be completed:

- Riverbank School
 - o Double modular accommodation installed in September 2021
 - o Double modular accommodation to be installed in the Autumn term of 2022
 - o Outdoor areas developed to support outdoor play
- Ty Gwyn School
 - o Completion of annexe phase 2 in January 2022
 - o Extension planned – date to be confirmed
- Woodlands
 - o Two double modular accommodation facilities installed by September 2022
 - o Reorganisation of playground at front of building

Riverbank and Woodlands will be moving to the Fairwater Campus, to a new state of the art building alongside Cantonian High School. Over the past two years we have been working with various agencies and contractors to ensure that the build is of the highest quality in meeting the needs of our pupils.

As you are aware, we have begun a very exciting rebranding project of the Federation. As the only special school Federation in Wales, the purpose of this project is to align, modernise and provide consistency as one learning organisation.

Over the last few months, leaders, staff, pupils and our Governing Body have met to work closely together to develop new logos for the Federation and each school. Please see the new logos below:

Furthermore, video and photography sessions have been undertaken of each school which will form part of the exciting developments across the Federation and within each school.

We also launched the first edition of the Western Learning Federation magazine. This provides updates, key information and allows the Federation to share some of the wonderful experience's pupils have had in school during the summer term.

Staff in all the three schools have now implemented the new Welsh Curriculum, we are very excited about this development and how our pupils will have opportunities to develop their learning experiences and skills.

Whilst this school year has continued to have many challenges, I hope in this academic year we can continue to 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.

Yours sincerely.

Binki Rees

Acting Chair of the Western Learning Federation.

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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 the contact details below.

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, C/O Pam Cotter, Personal Assistant to Executive Headteacher, Ty Gwyn School, Ely, Cardiff, CF5 5AQ.
02920 838560 FAO Pam Cotter*

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 2020-21

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)	Peter Bradbury
Local Authority (2)	Vacancy
Local Authority (3)	Bianca Rees
Local Authority (4)	David Saunders
Parent Governors	
Parent (1)	Glyn Taylor
Parent (2)	Karen Webb
Parent (3)	Sean Ward
Parent (4)	Nigel Hooper
Parent (5)	Zoe Oram-Jones
Executive Headteacher	Wayne Murphy
Teacher Representatives	Tiffany Roberts Sara Rovea-Franco
Non-Teaching Representative	Helen Hurley/Laura Duncombe
Staff	Deb Herald
Staff	Diane Stones
Staff	Siân Thomas

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:

David Saunders
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	Ty Gwyn	Woodlands
Head of School	Deborah Herald	Diane Stone	Siân Thomas
Deputy Head of School	Aaron Ellis	Jamie Brotherton	Simon Wilson
Assistant Head of School		Matt Thomas	Lucy Board
		Tammy Lloyd	

Staff list

The list below provides the current staff list of teachers.

Staff	Class No.	Support Staff
Riverbank		
Marc Skone	Porffor	Maria Haines, Dora Sarai
Amie Lucas	Aur	Tammy Jones
Dave Morgan	Arian	Angela Kincaid, Anna Davies
Lis Stone	Coch	Christie-ann Jones, Corrinne/Jackie
Christianne Schindehutte	Gwyrdd	Deanne Griffiths, Tomos Farrington
Julia Brice	Glas	Judith Simpson, Georgina Virgin
Helen Ball	Melyn	Rhian Salisbury, Deb Brown, Syeda Lucky
Jess Lander	Seren	Tash Sperandeo, Leanne Ryall
	PPA	Claire Jacobs (HLTA)
	Nurture	Rebecca Miller (HLTA) Joanne Smith
	Aspire Outreach	Rebecca Miller
Ty Gwyn School		
Jemma Harries	Enfys	Gemma Wood, Vicky Doolan, Shanay Carole
Georgie Bradbury	Pili Pala	Bryoni Parry, Harriet Mintowt-Czyz, Taylor Adams
Jackie Dow	Eirlys	Sarah Philips, Rachel Carr, Janet Rowlands, Bonita Thomas
Charlotte Whitehouse	Rhosyn	Kirsten Hurley, Rachel Miser, Keah Munday
Lucy Lester Toni Garlick	Rhymni	Kirsty McGuinness, Michelle James, Adele Redpath

Lydia Jarvis	Melyn	Kay Khan, Shazia Shahid, Sophie Jackson, Sadie Gray-Rogers
Rhian SMith	Oren	Cath Rowlands, Maddie Cartwright, Claire O Sullivan, Alison Snook
Tiffany Roberts	Seren	Wenna Holman, Sarah Jones, Naima, Annmarie Daives
Leanne Jones Elidh Brailey (Supply)	Haul	Steph Rowlands, Rebecca Morgan, Nia-Hedd Morgan
Tessa Morgan	Mor	Rhian Daniels, Olivia Maynard, Hannah Ahmad
Mazzin Al-Azzawi	Lleuad	Emily Chapman, Anna Beardsley, Roxie Jones, Sam Fulthorpe
Trish Portsmouth	Gwyrdd	Julie Walker, Megan English, Jess Jenkins
Rebecca Ward, Alison Marshall, Leanne Jones	Tawe	Rebecca Hassen, Keira Payne
Sallyann Davies	Ely	Sinead Hogan, Gareth Jones, Danielle Miller, Helen Hicks/Bev Davies, Mark Walsh
Kate Taylor	Ebbw	Rebecca Westlake, Brooklyn Morgan, natalia Burakova
Angeliki Tzagkaraki	Usk	Anita Walsh, Bernie Fletcher, Sian Hampton
Bethan Powell	Arian	Leanne Davies, Chelsie Hollis
Ellie Dooley	Gwyn	Jon Pearce, Mia Pole, Liam Sutherland-Payne
Carys Buswell Joanne Parry (Supply)	Coch	Natalie Evans, Isobel Green
Richard Martin	Porrfor	Etain Adams, Yiu Cheung Li
Josh Anderson	Conwy	Jo Garrett, Rebecca Crowley, Robyn Ward
Empty Class	Dyfi	
Chris Owen	Twmpa	Elizabeth Escorcio, John Grimas, Beatrice Owen
James Patrick	Snowdon	Hollie Parsons, Hifzuha Aamir, Alison Johnston, Sarah Challacombe
Harri Legg-Edwards	Hafren	Natalie Willets, Katherine Atkins
INtensive Support	Aman	
Fabio Ruiz Capitas	Taff	Jack Withey, Kayla Pearce, Keira Jones
Jenna Powell	Pen-Y-Fan	Ben Edwards, Sarah Culbertson, natalie Bowen, Fran Parker
Jared Stride	Eden	Beth Dinnick, Bilkis, Matt Thomas, Lucy Hancock, Grace Chung
Tessa Combstock	Caerphilly	Emma Williams, Chloe Hurley
Hannah Costello	Machen	Mark Davies, Khalida Rahman, Matthew Jones
Library		Jenny Griffiths
Maternity Cover		Alison Marshall
Art Instructor		Lisa Tann
Art Instructor		Chris Pompa
Music Instructor		Andy Pidcock

HLTA		Debbie Richardson
Family Services		Debbie Tingley
Family Services		Pauline Thomas
Family Services		Mel Cummings
IT		Sally Backer
	FA	Jess Jenkins
	Lifeguard	Scott Rastaitis
	Wellbeing Support	Andy Hunt
Woodlands High School		
Mr R Tucker	Maple	Ms H McAdorey, Ms L Lewis, Mr R Kiley, Ms R Payne
Ms S Hearn	Oak	Ms A Del Rosario, Ms A Powell (supply)
Miss S Wiggins	Willow	Ms C Ludlam, Ms J Ford, Mrs A Kaur, Ms L Nethercott (supply)
Miss L Pope	Rowan	Ms R Bickerton (Mon-Thurs), Ms J Huntley (Fri), Ms R O'cock
Miss L Evans	Elm	Ms R Sergeant, Ms R Begum
Mr T Davies	Hazel	Ms H Newton, Ms M Phillips
Mr L Fisher	Holly	Ms S Lloyd/Ms R Bickerton (Mon – Thurs), Ms J Huntley (Fri), Ms C Murray (Supply)
Miss H Russell	Rosewood	Ms L McAlpine, Ms M Thompson, Mrs A Kaur (Fri)
Mr R Payton	Hawthorn	Ms K Smith/K Harry (supply), Ms R Mensikov
Mrs R Bryan	Cedar	Ms A Randell, Ms L M Bashi
Mrs N Johnson	Sycamore	Ms R Mehjabeen, Ms M Coles, Mr M Shields (Tues, Thurs, Fri), Mrs A Kaur(Mon & Wed)
Mr L Bevan	Chestnut	Mr J Brimble, Ms A Hall-Lambert
Miss L Prynne	Pine	Mr J Borseti (supply), Mr H Kemp (supply), Ms A Benedict (supply)
Mr L Kinsey	Beech	Ms R Mellor, Mr R Whitebeam
Project Search	Cherry	

Admin Staff

Role	School		
	Western Learning Federation		
Business Support Manager	Rob Monteith		
Finance Manager	Ian Roberts		
PA to Executive Headteacher	Pam Cotter		
	Riverbank	Ty Gwyn	Woodlands

Office Manager	Rebecca Welsh/Helen Hurley	Rebecca Hicks	Helen Hurley
Admin Assistant	Emma Garvey	Kate Donogue	Laura Duncombe
Admin Assistant	Stacie Bolton	Deborah Hooper	Angela McLinery
Admin Assistant		Gloria Pitarresi	Julie
		Julie Yacomi	
		Vicky Griffiths	
		Stacey Owen	

Estates Staff

Riverbank School

Gary Board	Estates Manager
Jesse Barcoe	Estates Assistant

Ty Gwyn School

Steve Copeland	Estates Manager
Marc Rees	Estates Assistant
Paul o'Neil	Estates
Lee Carew	Estates Assistant

Woodlands High School

Jeff Donovan	Estates Manager
Gary Board	Estates Manager

Midday/Kitchen Staff

Riverbank School

Nigel Emmet	Midday Supervisor
Jessey Barcoe	Midday Supervisor
Michelle McGrath	Midday Supervisor
Martine Davies	Midday Supervisor
Carys Alexander	Midday Supervisor
Nicola Bowen-Smith	School Cook

Ty Gwyn School

Kelly Miller	Midday Supervisor
Lucy Cummings	Midday Supervisor
Donna Cummings	Midday Supervisor
Elizabeth Price	Midday Supervisor
Natasha Palmer	Midday Supervisor
Claire Salter	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 70 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 housed in an open plan classroom. We also have two 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% for academic year 2021-22
Ty Gwyn School:	Whole school Average Attendance 2021-22: 81.81%
Woodlands High School:	89%

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		
	Riverbank	Ty Gwyn	Woodlands
DSP	Deb Herald, Head of School	Diane Stones, Head of School	Sian Thomas, Head of School
Deputy DSP	Aaron Ellis, Deputy Head of School	Jamie Brotherton, Deputy Head of School	Simon Wilson, Deputy Head of School
			Lucy Board, Assistant Head of School
In the absence of DSP and Deputy DSP	Helen Ball, TLR	Matt Thomas, Assistant Head of School	
		Tammy Lloyd, Assistant Head of School	
Safeguarding Policies	Child Protection Policy	Child Protection Policy	Child Protection 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

Education Safeguarding@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, we are in the process of setting one up.

Lunchtime Clubs and Extra Curricular Activities

Lunchtime Clubs and Extra curricular activities were suspended in March 2020 due to COVID 19. These activities have slowly resumed since and will continue to expand over time.

Riverbank School

Riverbank School offers the following extra curricular activities:

- Sports events – CCFC, Glamorgan Cricket
- 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

Ty Gwyn Special School

Lunchtime Clubs and Extra Curricular Activities were suspended in March 2020 due to COVID 19. Some of these activities have now re-started. The school 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. The plan is to achieve the award by 2022.

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

Anti-Bullying

Riverbank

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

Ty gwyn

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

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
- UNCRC
-

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. Many of these are available on the school and federation websites. 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 be 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.
- 1 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 2 classrooms, soft play, sports hall, admin offices and multiagency offices
- There are plans to add 2 additional classrooms to accommodate additional pupils as the Annexe will be closed for further development.

Woodlands High School

- 1 main building housing classrooms, school hall, admin and SLT offices.
- Changing room block
- 4 double portacabins

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 two portakabin classrooms share two 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

Woodlands 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 – 2021/2022

Autumn Term Dates		
First Day of Term	Last Day of Term	Return to School
Friday 3 rd September	Friday 22 nd October	Monday 1 st November
Monday 1 st November	Friday 17 th December	Monday 3 rd January
Spring Term Dates		
First Day of Term	Last Day of Term	Return to School
Monday 3 rd January	Friday 18 th February	Monday 28 th February
Monday 28 th February	Friday 8 th April	Monday 25 th April
Summer Term		
First Day of Term	Last Day of Term	Return to School
Monday 25 th April	Friday 27 th May	Monday 6 th June
Monday 6 th June	Monday 25 th July	

Final return statement 2021/2022

Summary – Riverbank School

Summary	
Total resources available in 2021-2022	£
School balances Brought forward from 2020-2021	126,700.29
School Loans Brought forward from 2020-2021	0.00
Prior Year Adjustment	0.00
Total delegated resources	1,374,790
Total	1,501,490.29
Actual Expenditure	1,380,498.07
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 2022-2023	120,992.22
Statement of Balances Held	£
Uninvested Balance as at 31st March 2022	120,992.22
Invested Balance as at 31st March 2022	0.00
Outstanding Loans as at 31st March 2022	0.00
Total Balances held as at 31st March 2022	120,992.22

Final return statement 2021/2022

Summary - Ty Gwyn School

Summary	
Total resources available in 2021-2022	£
School balances Brought forward from 2020-2021	346,760.67
School Loans Brought forward from 2020-2021	0.00
Prior Year Adjustment	0.00
Total delegated resources	4,697,570
Total	5,044,330.67
Actual Expenditure	4,563,137.19
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 2022-2023	481,193.48
Statement of Balances Held	£
Uninvested Balance as at 31st March 2022	481,193.48
Invested Balance as at 31st March 2022	0.00
Outstanding Loans as at 31st March 2022	0.00
Total Balances held as at 31st March 2022	481,193.48

Final return statement 2021/2022

Summary – Woodlands High School

Summary	
Total resources available in 2021-2022	£
School balances Brought forward from 2020-2021	163,140.74
School Loans Brought forward from 2020-2021	0.00
Prior Year Adjustment	0.00
Total delegated resources	2,168,440
Total	2,331,580.74
Actual Expenditure	1,968,644.43
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 2021-2022	362,936.31
Statement of Balances Held	£
Uninvested Balance as at 31st March 2022	362,936.31
Invested Balance as at 31st March 2022	0.00
Outstanding Loans as at 31st March 2022	0.00
Total Balances held as at 31st March 2022	362,936.31

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.