

**Rhondda Cynon Taf County Borough Council**

**Governing Body of Ysgol Ty Coch Special School**

**Annual Report to Parents Summer Term 2023**

This report is a summary of the steps taken by the Governing Body in the discharge of its functions since the last report was published in Sumer 2022.

**1. Clerk to the Governing Body**

The Clerk to the Governing Body is Mrs. Jill Williams, Governor Support Unit, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

**2. Chairperson of the Governing Body**

The Chairperson of the Governing Body is Mrs. J. Stuckey, C/o Ysgol Ty Coch Special School, Lansdale Drive, Tonteg, Pontypridd CF38 1PG.

**3. Members of the Governing Body**

The following people are currently members of the Governing Body

<b>Name</b>	<b>Category of Governor</b>	<b>Appointed By</b>	<b>Retirement Date</b>
Mr. J. Bridges Mr. D. Jones Community Cllr. J. Murphy VACANCY	<b>Local Authority (LA)</b>	<b>Council Members</b>	04.05.2027 17.10.2024 14.11.2026 27. 03. 2027
Mr. J. Hall  Mrs. J. Stuckey (Chairperson) Mr. L. Walker (Vice Chair) VACANCY	<b>Community Governors</b>	<b>Governing Body</b>	31.01.2027  05.03.2026  15.112026
Mrs. C. Davies Miss. A Hardman Mrs. R. Jones Mrs. A. Tovey Mrs. A. Lewis	<b>Parent</b>	<b>Parents</b>	12.01.2027 12.01.2027 24.09.2023 23.02.2025 12.10. 2025
Mrs. T. Evans Mrs. E. Russ-Jones	<b>Teacher</b>	<b>Teaching Staff</b>	25.01.2027 25.10.2025
Miss. L. Davies	<b>Support Staff</b>	<b>Support Staff</b>	10. 5. 2026
Mr. D. Jenkins	<b>Headteacher</b>		

When fully constituted this governing body is made up as follows

<b>LA Representatives</b>	4
<b>Parent Governors</b>	5
<b>Headteacher</b>	1

<b>Community Governors</b>	4
<b>Teacher Governor</b>	2
<b>Total</b>	16

#### **4. Parents Meetings/Resolutions**

Under the School Standards and Organisation (Wales) Act 2013 (the Act) the governing body is no longer required (as a matter of course) to hold, or to offer to hold, a meeting for the purpose of discussing the governors annual report to parents.

However, the Act does make provision to enable parents to meet with governors up to a maximum of three times a year, in order to discuss whole school matters, should they so wish. In line with the terms of the Act such a meeting will be held only if the following conditions are met;

- A petition (requesting that a meeting be held) is received by the governing body. The petition must contain the signatures of ten percent of the parents/carers of registered pupils at the school or, the signatures of thirty parents/carers of registered pupils at the school (whichever is the lower).
- The petition must state the reason for the calling of the meeting. It will be for the governing body to determine whether the reason is valid.
- The meeting must be for the purpose of discussing a matter relating to the school (not individuals).
- Parents/carers may request no more than three meetings during the school year in which the petition is received.
- There must be sufficient time remaining in the school year to accommodate the holding of the meeting in line with the requirements of the Act.

Should a meeting be held, it will be open to all parents/carers of registered pupils at the school, the Headteacher and other persons invited by the governing body. In line with the School Standards and Organisation (Wales) Act 2013 (the Act), there was no meeting held in 2022. There were no resolutions passed at the meeting held prior to that date.

#### **5. Election of Parent Governors**

Elections are held, to fill vacancies for parent governors, upon the cessation of the term of office or receipt of a resignation. A term of office lasts for a period of four years however, a governor may resign at any time during this period if they wish.

Mrs. Ciara Davies and Miss. Amy Hardman are the most recently appointed parent governors following the ballot that took place in the Autumn term 2022. They started their terms of office in January and attended their first meeting in the Spring term. There will be another vacancy for a parent governor in September when Mrs. Ruth Jones's term of office comes to an end.

In line with the rules for governing bodies, arrangements will be made, at the appropriate time, for a new parent governor to be appointed. If you would like to become a governor, please put your name forward when you get the application form. If you would like to know what is involved in this role before you apply, please give the school a call and one of the governors will be happy to chat with you.

Meetings of the Governing Body are now being held in school again having been held online during the pandemic. The meetings of the full Governing Body are held once each term and last, on average, (up to) two hours.

## **6. School Performance Data**

The Connecting Steps Assessment Tool, based on the Curriculum for Wales, assesses all pupils from Routes for Learning to Wales Progression Step 3 in respect of Literacy, Numeracy and Health and Wellbeing. This data, alongside teacher observation and reading assessments, informs planning and next steps for pupils.

Assessments are shared with parents via the annual review process. In line with the new ALN process, each pupil then has an Individual Development Plan (IDP). Unlike mainstream schools, there is no comparative data available in the additional learning needs sector, although data is compared within the school, regarding minority groupings such as CLA and BAME. The wide variety of pupil's needs and the many strategies used for catering for those needs means that individual pupil data is used to track progress.

All pupils have a learning journey which is hosted by Seesaw. Targets are set on One Page Profiles and progression can be seen, on Seesaw, by parents and staff. This is also used to demonstrate progression in the four purposes, that operate throughout the Curriculum for Wales. Staff meet regularly to monitor this and share good practice. Where pupils achieve highly in any element of the assessment, they are identified as More Able and Talented (MAT) and planned for accordingly.

## **7. Financial Statement – Period Covered 2022 – 2023**

Enclosed, as appendices A/B are a copies of the school's provisional financial statements for the Financial Year 2022 - 2023.

A total payment of £62.10 has been made to governors, in respect of travel allowances during the past year.

The 'Friends of Ty Coch' (FOTC) is a group made up of staff and parents. This group acts as the school's Parent /Teacher Association (PTA) and raises vital funds to support the work of the school. Should you wish to make a donation to the school this may be done via the Friends of Ty Coch by contacting Mrs. L. Langley at the school.

The school's Private Fund was audited by the LA in December 2022 and passed inspection.

The balance of the school's Private Fund, as at the 7<sup>th</sup> June 2023 was £5,487.64.

The following donations have been received:

Oct 2022 – Pay-pal, Just Giving £18.75  
Oct 2022 - Race Night fundraiser £1,147.15  
Oct 2022 - Uniform Commission £70.10  
Nov 2022 - Clarke Nicholas Donation £500.00  
Nov 2022 - Non uniform day fundraiser - £135.51  
Dec 2022 - Tesco Community Grant £10,000  
Jan 2023 - David Stone donation - £50.00  
Jan 2023 – Misc. donation from Mr Goldsmith and Mr Dimond £100.00  
Jan 2023 - Xmas raffle £1,621.00  
Jan 2023 - Xmas Fayre £445.16  
Jan 2023 - Summerdale Sheltered Housing £500.00  
April 2023 – Misc. Donations £105.22  
April 2023 - Easter Raffle £1,660.00

fund is independently audited on a regular basis. The funds received have been use for the benefit of the pupils, to enhance their learning and play experiences. The purchases include a large contribution to the cost of the new playground for Dosbath Aderyn.

## **8. School Prospectus**

The School Prospectus has recently been updated. This is done on an annual basis to include any changes required by the Welsh Government or other related bodies. A copy of the prospectus is generally issued to parents whose children are starting school for the first time or transferring between schools. Parents are informed if any amendments are made to the existing prospectus.

The updated Prospectus is displayed on the school's website for you to see any time you wish. If you require a copy, please contact a member of staff at the school and they will organise this for you.

## **9. School Development Plan**

Governors are responsible for drawing up (in conjunction with staff) plans to ensure the continuing development of the school. The plans identify the direction the school will take, over a three-year period, in

delivering the curriculum. The plans are regularly monitored and revised to take account of progress made, in meeting the targets set when the plan was drawn up, and of any changes to curriculum requirements. The plan includes details of the costs involved in achieving the target. Governors review the progress made against the plans at the termly meetings of the full governing body.

At each of the termly meetings governors review the section of the plan relating to the current academic year. The section of the plan reviewed at the meeting held on 22<sup>nd</sup> March this year covered progress made in respect of;

- Developing high quality teaching and learning
- Investing in staff to ensure excellent outcomes for all pupils
- Providing unconditional support for parents
- Celebrating difference and diversity in the community
- Enhancing the physical environment to improve engagement and outcomes

In developing high quality teaching and learning the school regularly Self Evaluates progress against set targets, holds regular Performance Management sessions with all staff involved and has an ongoing evaluation of the impact of professional learning on teaching and learning for pupils. Staff are supported in learning to further their careers and are involved with the LA on an ALN initiative. They also undertake training in line with their duties and in keeping with the changes to the curriculum. This involves staff undertaking rolling programme of refresher training to meet the ever changing requirements of the provision of education and other supportive initiatives.

Some of the works planned to improve the physical environment include:

- refurbishment in Dosbarth Aderyn including a new playground which was part funded by The Friends of Ty Coch. Refurbishment/remodelling of four classrooms to give additional quiet breakout spaces for the pupils. One classroom altered to create an additional room.
- fencing at the Buarth Y Capel site and the installation of an additional classroom
- an upgrade of the quad playground facilities, soft play flooring in Dreigiau (small yard)
- staffroom facilities

Our AOLE enrichment day programme continues to support pupils learning and the delivery of the School Improvement Plan. These days have taken various forms, including Expressive Arts workshops provided by professionals, on subjects such as music, art and other creative activities. There have also been activities linked to more

formal learning including Humanities, Maths and Numeracy, Language, Literacy and Communication and Health and Wellbeing. The pupils have enjoyed the many hands-on experiences which have included:

- recording a song in the Welsh language which was played at the Principality stadium. Watching the Wales women rugby team train at the Principality Stadium
- gaming and Safe Internet and Esport
- a joint concert with produced with Park Lane School which was put on at Coleg y Cymoedd
- careers and work-related education, the re-opening of Chillies Restaurant onsite (for staff at present), the re-opening of the salon, production of plants (on site) for sale
- some primary stage pupils attending a local main stream school to participate in lessons. Arrangements are in hand for KS4 pupils to resume links with the local secondary school following the restrictions imposed by the pandemic
- a celebration of World Book Day
- Criw Cymraeg, who are championing the Welsh language and culture, are preparing a submission for a bronze award
- work with the Children's Commissioners office helping to make the National Survey more accessible, including for Eye Gaze users

All the events held so far have been very well received, with pupils fully engaging and enjoying their experiences which have had a great positive impact on pupil and professional learning. All events have been fully evaluated to assess the benefits.

The review undertaken during the meeting held on 21st June this year covered arrangements to ensure the smooth hand over to the new Headteacher, Mr. Simon Wilson, who will take over the running of the school from Mr. David Jenkins with effect from the start of the new academic year in September.

In line with the agreed arrangements in place at the school, the Standards Committee received an update on the process being followed to enable this. To accommodate the change of Headteacher, different types of evaluative documents were produced. These documents clearly identify strengths and areas for improvement. These documents are:

1. Evaluated department improvement plans
2. Evaluated main school improvement plan
3. Formal self-evaluation report which has been co-constructed
4. Range of enquiries which case study the progress made

Earlier in the term the Senior Leadership Team (SLT) were tasked with providing this self-evaluation based on all quality assurance processes undertaken throughout the year. The SLT made a range of presentations which were challenged and scrutinised. The evaluation process made use of the following supporting guidance documents:

1. The national improvement resource - <https://hwb.gov.wales/evaluation-improvement-and-accountability/>
2. ESTYN common inspection framework - <https://www.estyn.gov.wales/>
3. ESTYN writing guide - <https://www.estyn.gov.wales/>
4. The School improvement plan/department improvement plans
5. Quality assurance materials undertaken throughout the year e.g.
  - a. Collaborative Work scrutiny
  - b. Lessons observations
  - c. Instructional Rounds/Learning Walks
  - d. Moderation
  - e. Assessment Data including b-squared, MOTIONAL, AET
  - f. Learner questionnaires
  - g. Staff questionnaires
  - h. IEP/IDP data

The current focus of the plan is as follows:

- To develop an internal structure which promotes collective ownership, collaboration and innovation in/of the curriculum
- To inspire young people to achieve great learning
- To keep abreast of the latest developments in each area of the cross cutting themes associated with the new curriculum
- To plan exciting and engaging enrichment days which act as a vehicle to improve staff understanding of the new National Curriculum in Wales
- To continuously evaluate, reflect and refine on curriculum design and content to meet the needs of learners
- To Continue embedding the key purposes of the new curriculum through AOLEs
- To develop teaching and learning experiences, skills and knowledge associated with topical events to improve connections in learning

The targets include short, medium and long-term aims which cover Outcomes for pupils, Provision and Leadership. Within these, the areas currently under development are:

- High Quality Teaching and Learning
- Investing in Staff
- Celebrating Difference in the Community
- Enhancing the Environment
- Unconditional Support for Parents

Regular curriculum reviews are held to ensure that the school reflects on the curriculum on offer. The next review will take place at a meeting of the

Standards and Impact Committee in the Autumn term. This will involve input from staff who will appraise governors of how provision is impacting on pupil's learning and the progress made in meeting the targets on the plan.

All school staff undertake regular training to ensure that they are fully aware of all the curriculum requirements and those involving the health, safety and wellbeing of our pupils. The new curriculum documents can be viewed at <https://hwb.gov.wales/curriculum-for-wales>.

The School Improvement plan is available on the school's website should you wish to look through it.

## **8. Attendance Information**

The Welsh Governments attendance target for **all** schools is 95%.

Over the current academic year our pupils have achieved an overall attendance average of 85.81%. This is the highest, for this period, of all the Special Schools in RCT. Understandably, a small number of pupils are still finding the return to school, following the pandemic, difficult to manage and in these cases school staff are supporting the pupils and their families. These pupils are being provide with bespoke learning and are in regular contact with staff by alternative means.

An electronic registration system has been introduced in all classes this has proved to be very successful in enabling the close monitoring of pupil's attendance.

The school prospectus and website inform parents of the need to ensure that children attend school regularly in accordance with the Authority's Attendance Policy which has been adopted by the governing body.

In line with this policy parents must notify school by 9.30am on the first day of a pupil's absence. All medical appointment cards/letters are to be shown to the class teacher before pupils are taken out of school to attend an appointment. The school session times are organised as follows:

### **Primary**

Morning session 08:50 - 11:45

Lunch break 11:45 – 12:15

Afternoon session 12:15 – 14:50

### **Secondary**

Morning Session 08:50 - 12:45

Lunch break 08:50 – 12:15

Afternoon session 12:45– 14:50

## **10. Use of the Welsh Language - Communication**

This school is an English medium school, lessons and other school activities are communicated through the medium of English.

The use of the Welsh language is promoted by using incidental Welsh with all pupils throughout the school day, this includes the use of Welsh during



assemblies, having a variety of items around the school labelled in Welsh, the use of printed sheets of useful Welsh language phrases and the use of bilingual book bags.

A sense of cultural identity is promoted through the learning of Welsh songs, rhymes and poems and visits from theatre groups and performers. Context booklets have been enhanced to include Welsh opportunities. Welsh enrichment days are held, along with an annual Eisteddfod, with all classes participating and the artwork entries are put on display around the school as a further reminder of the various elements of the Eisteddfod and the Welsh culture.

Curriculum Cymraeg is implemented in the delivery of lessons and is regularly monitored to ensure it is up to date on the curriculum map. A range of Welsh emblems are constructed/painted/drawn and recipes made by the pupils during lessons and for cultural celebrations. The school has been linking with Ysgol Gynradd Gymraeg Castellau to improve pupils understanding of the Welsh language and culture. While the Criw Cymraeg group champions Welsh language and culture across the school.

The school has recently received a Bronze Award for Gymraeg Campus (Welsh implementation). We are very proud of this achievement, being only the third Special School to gain this award.

Should parents request that their child is taught at this school in a language other than English this request will be given due consideration. Pupils for whom English is a second language are catered for according to their needs with input from appropriate personnel.

## **11. Post Inspection Action Plan**

Schools are inspected, on a rolling programme, by Estyn, a body charged with this task by Welsh Government. On completion of the inspection a report is issued detailing findings against a set of criteria. Any issues identified as needing attention are highlighted and the Governing Body is responsible for drawing up the Action Plan to address them. The report may also indicate how well a school is doing. In the last inspection Ysgol Ty Coch was classed as excellent and tasked with sharing its good practice with other schools.

Parents are provided with a copy of the summary report produced by the inspectors. The school/governing body is issued with a full report. Parents may request a copy of the full report if they wish.

Governors are responsible for monitoring the progress of the plan at their termly meetings. In due course, the content of the Post Inspection Action Plan is integrated into the Schools Development Plan.

## 12. Term Dates and Holidays 2024 - 2025 Academic Year

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2024	Mon 2 Sept 2024	Monday 28 Oct 2024	Friday 1 Nov 2024	Friday 20 Dec 2024	75
Spring 2025	Monday 6 Jan 2025	Monday 24 Feb 2025	Friday 28 Feb 2025	Friday 11 Apr 2025	65
Summer 2025	Monday 28 April 2025	Monday 26 May 2025	Friday 30 May 2025	*Monday 21 July 2025	55
				TOTAL	<b>195</b>

- i) **Mon 2 Sept 2024 and \*Monday 21 July 2025** will be designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff. **\*It is intended that this INSET Day will either be taken on Mon 21 July 2025 or at an alternative time for example in the form of twilight sessions.**

All schools will be closed on **Monday 5 May 2025** for the May Day Bank Holiday.

Significant dates:   Christmas                      Wednesday 25 December 2024

                                  Easter                                      Good Friday 18 April 2025  
  Easter Monday 21 April 2025

                                  May Bank Holidays Monday 5 May 2025  
  Monday 26 May 2025

- ii) Any school closure(s) for election purposes must be balanced during the academic year.
- iii) The Welsh Government may decide to allocate additional INSET days, schools will be informed of these as they are decided.

The School day is organised as follows:

**Primary**

**Secondary**

Morning session 08:50 – 11:45

08.50 –12.15

Lunch break 11:45 - 12:15

12.15 - 12.45

Afternoon session 12:15 – 14:50

12.45 – 14.50

**13. Community Focused Schools**

A community-focused school is one that: ‘provides a range of services and activities’, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes.

The development of community-focused schools is not just a short-term project or initiative, but a real opportunity for schools and communities to work together in new ways for the future benefit of children, young people and adults.

When circumstances allow, the pupils regularly enjoy visits within the schools’ locality as part of their learning process, in line with a Skills Based Curriculum. This involves active links with other schools including Ysgol Hen Felin, Park Lane, the River Centre and Craig y Parc. In addition, there are inclusion projects with Llanilltud Faerdref and Garthowlg. Pupils travel by local bus or one of the schools’ minibuses.

The pupils use of the leisure centre has resumed with the Primary pupils having weekly swimming lessons. Primary pupils are involved in attending lessons in nearby main stream schools, while others attend the local college. Key stage four staff are currently pursuing the resumption of links with the Secondary sector.

Duke of Edinburgh activities have also resumed. Several pupils have been involved in activities to complete Bronze and Silver Duke of Edinburgh Awards which included camping out away from home overnight. This was a first night spent away from home for a number of those involved.

Use of the Family Centre, set up by fundraising and donations of services, has also resumed. This space enables parents and pupils to have somewhere other than school to attend appointments with staff, meet for coffee mornings and hold information sessions with staff.

A successful Accreditation Evening was held at which pupils from the previous academic year also received their certificates, something that was not possible during the pandemic. Family, friends and invited guests were there to help pupils celebrate their achievements and Paralympian Rhys Jones handed out certificates.

As part of their Enterprise activities the pupils have revived Chillies following

the enforced closure during the pandemic. The area has had a make-over and has been awarded a five-star rating. Food is served to staff with plans for opening to the public again.

Ty Crefft products were on sale at the Christmas Fayre where the pupils were also manning the stalls. Some of the items used during the Golf fundraising day were also produced by Ty Crefft and various products have been on sale to the local community. Monies raised go to the private fund for the benefit of the pupils.

Roots at Ty Coch, the horticultural enterprise has been selling plants and shrubs locally and some students have undertaken work experience at Pugh's Garden Centre. The hair Salon, which offers accredited courses for pupils, has reopened.

During the year the school took being a Community School to a new level, national level, when the pupils worked with the Children's Commissioner to make the National Survey more accessible, including by using Eye Gaze. This venture was highlighted on the BBC and S4C.

At the end of term, a Tea Party will be held at Buarth y Capel.

#### **14. Review of School Policies**

The school has a large number of Policy documents covering both curriculum and non-subject areas. The governing body is responsible for ensuring that all the policies required to be in place at the school are regularly reviewed and updated in line with the latest regulations. Over the current academic year governors have reviewed/revised forty-two policies. Should you wish to view any of them they can be found on the school's website. If you would like a copy of any policy, please contact the school to request one.

The following are some of the policies that have been reviewed over the past year which may be of particular interest to parents/carers.

The following are some of the policies that have been reviewed over the past year which may be of particular interest to parents/carers:

Equal Opportunities/Accessibility; Visual Impairment; Hearing Impairment; Transport: Religion, Values and Ethics; Home Learning; Relationship Sexuality Education; Complaints; Charging; Curriculum; School Emergency; Fire Safety; Positive Behaviour; Safeguarding.

Should you want to bring anything to the attention of the governing body or require our help please contact the school and a member of staff will let us know.

#### **15. Additional Learning Needs**

Ysgol Ty Coch is a special school that caters for pupils, aged 3 to 19 who have a wide variety of additional learning needs. Pupils are admitted to the school

under the direction of the Local Authority, following consideration of their needs, by a panel of professionals.

All pupils at the school are currently in the process of being transferred to the new Individual Development Plans (IDP). This year there has been focussed year groups of learners, where a Person-Centred Planning (PCP) meeting has been held with the parents to identify pupil needs. Following this meeting, the IDP is written. Universal provision is identified for all pupils and the need for bespoke intervention from the Additional Learning Provision (ALP) is identified, where necessary. The meetings are conducted in a child centred way and are attended by a range of professionals who work with the pupils. Staff have received training in the application of the new Additional Learning Needs legislation.

## **16. Access for Disabled Pupils**

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in drawing up the School Development Plan/Post Inspection Action Plan, and the day to day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve the access to the school. Pupils, their families and other stakeholders had input to the audit via conversations with staff and the completion of surveys. The Accessibility Audit

Toolkit was completed in June 2021 (for both sites) and reviewed in the Spring term 2022. This document is on the school's website attached to the Equal Opportunities Policy and a hard copy is available in school.

The governing body's Premises, Health and Safety Committee meet regularly to review the requirements relating to the safe opening/operation of schools during the pandemic. All requirements were met including the placement of signage, installation of PPE items and the appropriate cleaning and access to the site for those attending school.

The Traffic Management risk assessment has been reviewed and updated and a revised plan drawn up for both sites.

Fire Evacuation Procedures have been regularly tested and the outcomes, which were very good, were recorded. The school's policy and procedures has

been reviewed by a member of the Authority's Health and Safety unit. We had a planned fire drill on 13<sup>th</sup> May which was outstanding. The evacuation time was approximately 2.5 minutes. All classes now evacuate to their nearest yard and await instruction whether to gather at the main muster point. It took 3.5 minutes to complete the roll call using our new walkie talkies. The feedback from fire marshals was outstanding.

Critical Incident Planning – our critical incident plan includes a site map of both sites indicating the location of fobbed doors and site safety features.

The school has two mini buses which enables pupils to access off-site activities, including educational activities, which form a key part of the curriculum.

### **17. Fabric of the Building (Including Toilet Provision)**

The building is generally in a good state. We continue to engage well with our site improvement strategy. In collaboration with the Local Authority (LA) a significant amount of work has been undertaken. The cost of this work is shared between LA and school. Work completed since the last report includes:

- The refurbishment of five classrooms to better accommodate/facilitate the teaching and learning
- Dosbarth Aderyn new playground installed
- The new staffroom is well underway. The previous space was taken over as a teaching area.
- A new covered area has been installed in the garden area at Buarth y Capel
- The repair and refurbishment of the Forest area
- An additional classroom installed at the Buarth y Capel site

The following are some of the projects planned for the coming year:

- Another area of the Tonteg site will be remodelled over the Summer holiday to create an additional teaching space to cater for the increase in pupil numbers. The Local Authority will facilitate this provision
- New playground and fencing at the Buarth y Capel site
- Flooring replacement throughout the lower half of the Tonteg site
- The completion of the new staffroom facilities
- The upgrading of the quad playground facilities
- Installation of soft-play flooring in Dreigiau small yard
- Continuation of the replacement and repair fencing around the school.

The Site Supervisor and caretaker regularly inspect the buildings and grounds,

on both sites, and ensure that day to day repairs are undertaken in a timely fashion. The school has a Staff Health and Safety Group that liaises with the governing body's Premises, Health and Safety Committee in keeping a watchful eye on the need for repairs/ refurbishment around the whole school.

The Premises, Health and Safety Committee of the schools governing body meets on a termly basis to consider any matters brought to them by the Headteacher, Site Supervisor, School Council and the Staff Health and Safety group. The committee meets at both sites and regularly visits the areas of the school that are under discussion in order to make well informed decisions to address the issues raised.

The latest visit by the Committee took place this term when they reviewed the various sections of the Tonteg site to view the areas that the Headteacher has listed as needing to be refurbished. The recently installed toilet and changing facilities were also reviewed.

On the visit to the Buarth y Capel site the Committee were joined by Mr. Wilson. It was felt that, with the exception of the condition of the perimeter fencing, the site is in a good state of repair. Improvements to certain areas of the outdoor space were discussed. The Committee reviews the RAMIS document at each meeting

Governors have allocated funds for day to day repairs, expenditure of this money is managed by the Headteacher. Governors are updated on this expenditure at the termly meetings of the governing body.

The toilet facilities at the school are of an appropriate number and size to meet the needs of the pupils, in line with a directive from the health sector. These facilities are cleaned daily by staff specifically employed for the purpose. The cleaning of these areas is subject to monitoring by the Local Authority to ensure that a high standard of cleanliness is maintained.

Members of the School Council undertake a termly review of these facilities and provide the Headteacher/governors with details of any concerns or requests for improvements. There is a rolling programme of toilet refurbishment in place.

The governing body has produced a Toilet Policy in line with Welsh Government requirements. This policy is available on the school's Website.

## **18. Target Setting**

Unlike main stream schools there is no comparative data available in the special needs sector. The wide variety of pupil's needs, and the many strategies used in catering for those needs, means that there is only individual pupil data, whereas comparisons in mainstream schools are made in respect of groups of 'like' pupils.

## **19. Attendance Information**

The Welsh Governments attendance target for **all** schools is 95%.

In normal circumstances figures, showing pupil attendance for each of the last three school terms, would be listed here however, given the impact of the pandemic on school attendance this is not possible. The figures are not available due to the school closures that occurred, during this period, in line with the Welsh Governments Covid measures.

We are able to report that our pupils have achieved an overall attendance of 85.72% over the current academic year. This is the highest, for this period, of all of the Special Schools in RCT.

Understandably, a small number of pupils are finding the return to school difficult to manage and in these cases school staff are supporting the pupils and their families. These pupils are being provide with bespoke learning and are in regular contact with staff by alternative means.

The school prospectus and website inform parents of the need to ensure that children attend school regularly in accordance with the Authority's Attendance Policy which has been adopted by the governing body. In line with this policy parents must notify school by 9.30am on the first day of a pupil's absence. All medical appointment cards/letters are to be shown to the class teacher before pupils are taken out of school to attend an appointment.

Any alterations to the attendance policy, required as a consequence of the measures taken by the Local Authority and Welsh Government in dealing with the pandemic, have been adhered to.

Any parents/carers wishing to make a request for permission to take pupils on holiday during term time must make complete a Holiday Notification Form which may be obtained from the school.

## **20. Admission/Transition Arrangements**

The County Borough Council is the Admissions Authority for all schools (other than Church schools where the schools governing body is the admissions authority) within the Authority's boundary. The school's admission arrangements are, therefore, operated in line with the Authority's policy on school admissions which is contained in the publication Starting School book (the book). The book is made available to parents at the point of their application

for their child's admission to school. The contents of this book can also be accessed online on the Authority's website.

Pupils are admitted to Ysgol Ty Coch Special School as directed by the Local Authority. Pupils will remain at the school for as long as the school can meet their needs. Parents are involved in discussions on any reviews that may result in alternative placements for their child.

The governing body has produced guidance on the admission of pupils to Ysgol



Ty Coch Special School. This document, which is available on the school's website, should be read in conjunction with the Authority's policy on admission to schools. The Authority's policy, contained in the Starting School book, is available on the RCT CBC website.

## **21. School Leavers**

The total number of school leavers, for the period September 2022 to July 2023 is eight.

The destinations of these pupils are as follows:

- One pupil going to Bridgend College
- Six pupils going to Coleg y Cymoedd at Nantgarw
- One pupil will be going to a Social Services Eco Project

A Leavers Assembly will be held on 18<sup>th</sup> July. This will give us the opportunity to celebrate the time that these pupils have spent with us and for us to be able to wish them all the best for their future endeavours.

It is pleasing to be able to tell you that this year the Leavers Prom will be held in style, with pupils once again being able to join with pupils from Ysgol Hen Felin and Park Lane Special Schools for the occasion. The event will be held at Coleg y Cymoedd in Nantgarw.

We wish all the Leavers the very best on their future journeys.

## **22. Sporting Aims and Achievements**

In line with the fitness policy, which is designed to help pupils to establish and maintain life-long active lifestyles the school encourages all pupils to engage in activities at school. Some of the topics recently experienced by the pupils included a Health and Wellbeing Day which focussed on Physical Literacy. Following on from this all classes have been incorporating movement into their daily learning.

A MOVE Health and Wellbeing Enrichment Day was held earlier in the Summer term. It was a great day with lots of movement and creative art produced. Following the school's success in gaining the MOVE Gold Quality Mark award in the Autumn term 2021 the school has become a MOVE centre of excellence, only the second school in Wales to be awarded this status (at the time of writing this report).

Some of the pupils were involved in helping to facilitate the Golfing fund raising day held at The Vale Resort. This incorporated health, wellbeing and enterprise and was greatly enjoyed by all involved.

Sports days were held on 6<sup>th</sup> and 7<sup>th</sup> July. Thankfully the weather was kind on both days and all participants and spectators had an enjoyable time.

Physical Literacy – since pupils have returned to school, we have worked hard to promote our physical literacy provision. I am delighted by how active our pupils are with most completing a daily mile

Some pupils took part in a rugby match against Parklane School which was held at Cardiff Arms Park.

Boccia games between the two schools have also taken place. We are working hard to connect our wheelchair users through the medium of sport.

Disability Sport Wales work – leading the network of special schools sports events

In addition, the new, and revamped, playgrounds and play equipment, along with the Forest Schools area and the garden provide pupils with many and varied opportunities to keep active.

Staff have been using sports to embed the cross-cutting themes of the new curriculum. This has included pupils watching the Welsh women's team training, the school being involved in a Learning Partnership Agreement with the WRU and pupils participating in a challenge to bounce a rugby ball.

## **22. Healthy Eating**

The school complies with the regulations in respect of the way in which the food allergen information is to be displayed and the requirement to provide allergen information for foods sold loose, or served out of the home.

Further information on this matter may be obtained from:

[www.UFS.com/allergens](http://www.UFS.com/allergens) and on [www.rctcbc.gov.uk](http://www.rctcbc.gov.uk) via school catering.

The school operates a healthy eating policy throughout, with balanced meals being provided at lunchtimes by experienced catering staff who receive regular training to keep up to date with regulations and innovations in providing healthy options that will appeal to pupils. The school meals staff also cater for the various dietary requirements of individual pupils. The School Council keeps a watchful eye on the catering arrangements and alerts the governing body to any concerns that they have.

Pupils are taught about the benefits of healthy eating through a variety of strategies including incorporating it into elements of learning such as food and fitness and through the growing of herbs and produce in the school grounds. These products are used in lessons.

Below are some excerpts from the Food and Fitness Policy and the Home/School Agreement.

## **Food and Fitness Policy**

### **Aims**

To improve the health of the whole school community by equipping pupils with ways to establish and maintain life-long active lifestyles and healthy eating habits.

To ensure that food and nutrition and physical activity become integral to the overall value system of the school and a common thread of best practice runs through the curriculum, the school environment and community links.

To develop a 'whole school approach' to food and fitness policy.

### **Home/School Agreement**

We encourage all children and staff at Ysgol Ty Coch Special School to make healthy food choices throughout the school day. Our catering staff ensure that the menus provided at lunchtime are always nutritious and well-balanced. In the classrooms, we offer only fruit for snacks and milk or water to drink. The children are not offered fizzy or high calorie squashes, cake (except on special occasions) or biscuits during the school day. Our aim is to promote healthy eating for children to grow to become healthy eating adults. Please help us to achieve this by sending only healthy snacks and drinks to school.

## Appendix A

### Ysgol Ty Coch Special School – Tonteg Site

PROVISIONAL FINANCIAL STATEMENT FOR 2022/2023

<b><u>EMPLOYEE COSTS</u></b>	<b><u>Total Spent</u></b>
TEACHERS (including Headteacher/Deputy Headteacher /Supply Staff/Reading support)	£1,427,930.00
MANUAL WORKERS (Site Supervisor/Supervisory Assistants/ Cleaners)	£95,836.00
A.P.T. + C (School Clerks/Nursery Nurses/Teaching Assistants/ Instructors/HLTA/Supply Staff)	£1,408,22.00
TRAINING/COURSE FEES	£10,485.00
<b><u>PREMISES RELATED</u></b>	
REPAIRS TO BUILDING/SITE (INCLUDING GROUNDS MAINTENANCE/SECURITY/SERVICE LEVEL AGREEMENT)	£129,282.00
GAS/ELECTRICITY/WATER	£45,838.00
CLEANING MATERIALS/TRADE WASTE	£19,576.00
<b><u>SUPPLIES, SERVICES AND OTHER EXPENSES</u></b>	
EQUIPMENT/FURNITURE/TV license/MEDICAL SUPPLIES/MATERIALS	£51,826.00
ICT	£37,274.00
POSTAGE	£1,185.00
TELEPHONES	£8,917.00
INSURANCE/MATERNITY DELEGATION/SPECIAL PERILS	£21,250.00
LA SERVICE LEVEL AGREEMENTS – Governor Support/Finance/IT/HR /Payroll/GDPR	£10,679.00
TRANSPORT – SHOOOL MINI BUSES/FUEL/REPAIRS	£18,411.00
<b><u>INCOME</u></b>	
MISCELLANEOUS – INCLUDING WELSH GOVERNMENT GRANTS	£366,468.00

**Appendix B**

**Ysgol Ty Coch Special School – Buarth y Capel Site**

PROVISIONAL FINANCIAL STATEMENT FOR 2022/2023

<b><u>EMPLOYEE COSTS</u></b>	<b><u>Total Spent</u></b>
TEACHERS (including Headteacher/Deputy Headteacher/Supply Staff/Reading support)	£248,928.00
MANUAL WORKERS (Caretaker/Supervisory Assistants/Cleaners)	£34,942.00
A.P.T. + C (School Admin./Nursery Nurses/Teaching Assistants/HLTA/Instructors/Supply Staff)	£172,170.00
TRAINING/COURSE FEES	£35,912.00
<b><u>PREMISES RELATED</u></b>	
REPAIRS TO BUILDING/SITE, (INCLUDING GROUNDS MAINTENANCE/SECURITY/SERVICE LEVEL AGREEMENT)	£14,509.00
GAS/ELECTRICITY/WATER	£12,342.00
CLEANING MATERIALS/TRADE WASTE	£1,257.00
<b><u>SUPPLIES, SERVICES AND OTHER EXPENSES</u></b>	
EQUIPMENT/FURNITURE/TV license/MEDICAL SUPPLIES/MATERIALS	£30,089.00
ICT	£4,177.00
POSTAGE	£0.00
TELEPHONES	£1,756.00
INSURANCE/MATERNITY DELEGATION/SPECIAL PERILS	£2,171.00
LA SERVICE LEVEL AGREEMENTS – Governor Support/Finance/IT/HR /Payroll/GDPR	£3,502.00
TRANSPORT – SHOOOL MINI BUSES/FUEL/REPAIRS	£4,579.00
<b><u>INCOME</u></b>	
MISCELLANEOUS – INCLUDING WELSH GOVERNMENT GRANTS	£10,863.00