

# ANNUAL REPORT TO PARENTS

## 2024-2025



This report is produced in accordance with National Assembly for Wales (NAfW) Circular 15/01. A full report is available upon request.

Dear Parents and Guardians,

I hope you and your families are well. As we start another new school year, I'd like to say hello and share some information with you.

My name is Councillor Doug Williams, and I have the privilege of being the Chair of Governors for the Fern Federation, which includes Craig Yr Hesg Primary and Cefn Primary. As chairperson I am so happy to be sending you this Annual Report to Parents as it will show you what our Federation has done and achieved over the past year.

Our schools are strong because we all work together, our pupils, staff, families, and governors. Over the last year, our pupils and staff have worked incredibly hard, and you have supported us so, thank you!

We are proud of what we have achieved, but we know there's always more we can do. We want to keep improving and making our schools even better. We'll keep working with you to give your children the best education possible.

Please take a few minutes to read the report. We'd love to hear your thoughts or ideas to help us improve or if you have any questions or worries, please feel free to contact me at any time on [Doug.H.Williams@rctcbc.gov.uk](mailto:Doug.H.Williams@rctcbc.gov.uk)

Thank you again for your support. Let's keep working together to help our children to prosper!

Councillor Doug Williams



### 2024-2025 Fern Federation Governors

Governor Name	Role
CBC Doug Williams	Chair of Governors
Ms. Sian Assiratti	Vice Chair of Governors
Mr Lyndon Bengough	LA Governor
Miss Rhian Williams	Community Governor
Ms Rebecca Westwood	Community Governor
Mr David Davies	Community Governor
Mr Keith Lewis	Community Governor
Mrs Elizabeth Morris	Community Governor
Mrs Carrie Smith-Thomas	Staff Governor
Mrs Emma Byers	Staff Governor
Mrs Rebecca Davies	Staff Governor
Mr Neil Llewellyn	Parent Governor
Mr Gareth Griffiths	Parent Governor
Mr Brynmor Reynolds	Parent Governor
Mr Peter Evans	Parent Governor
Mr Dafydd Davies	Parent Governor
Mrs Claire Williams	Parent Governor
Mrs Laura Reed	Parent Governor
Ms Michaela Rohmann	Parent Governor
Mrs Naomi Poole	Parent Governor
Ms Rachael Ashcroft	Clerk to Governors



### Staff Structure 24-25

Cefn Primary School		Craig Yr Hesg Primary	
Executive Headteacher- Mrs Haggett			
Head of School Mrs Byers		Head of School Mrs Smith-Thomas	
Additional Learning Needs Co-ordinator- Mrs Lewis			
Class Teacher	Year Group	Class Teacher	Year Group
Mrs Smith	Nursery	Mrs Evans	Nursery
Mrs Meazey	Reception & Year 1	Miss Wookey	Reception
Miss Lane	Nurture	Mrs Dyer-Knight	Year 1 & 2
Miss Osbourne	Year 2 & 3	Mrs Davies	Year 2 & 3
Ms Brown	Year 4 & 5	Ms Najian	Year 4 & 5
Mrs Rosser	SEBD	Miss Andrews	Year 5 & 6
Miss Lewis	Year 5 & 6		
Mrs Morris- Office		Mrs Davies-Office	
Mr Davies- Caretaker			
Teaching Assistants		Teaching Assistants	
Mrs Newbury	Mr Davies	Mrs Leach	Mrs Jones
Mrs Williams	Miss Lewis	Miss Jones	Mrs Roberts
Mrs Hill	Miss Lewis	Miss Hughes	
Miss Rees	Miss Whiting		
Mrs Varga			
Kitchen Staff		Kitchen Staff	
Jan	Kenette	Kath	Michelle
		Rachael	Reine

## Healthy Eating and Drinking

We continue to prioritise our pupil's health and wellbeing. Pupils take part in activities that help them feel safe and supported. Our RSE curriculum is delivered through class lessons and assemblies.

Our meals are nutritionally balanced, and we encourage healthy packed lunches. Pupils are asked to bring water and a piece of fruit at breaktimes or purchase it from our fruit tuck shop.



## Fern Federation Attendance 24-25

Cefn Primary School									
Term	Nurs	Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Year 6	Whole School
Autumn	85.3%	87.4%	90.3%	91.1%	84.7%	88.2%	89.8%	87.2%	88.3%
Spring	82%	92.2%	90.2%	89.8%	89.8%	86.6%	87.8%	83.1%	87.6%
Summer	80.7%	86.5%	85.7%	84.1%	81.4%	86.6%	85.6%	84.4%	85%

## Craig Yr Hesg Primary School

Term	Nurs	Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Year 6	Whole School
Autumn	86.26%	87.5%	94.3%	94.5%	92.2%	94.9%	92.7%	91.4%	92.%
Spring	85%	84.6%	93.9%	89.6%	90.3%	91.7%	91.4%	89.6%	89.5%
Summer	89.%	85.4%	93.8%	91%	90.4%	91.9%	92.6%	91.7%	91.7%

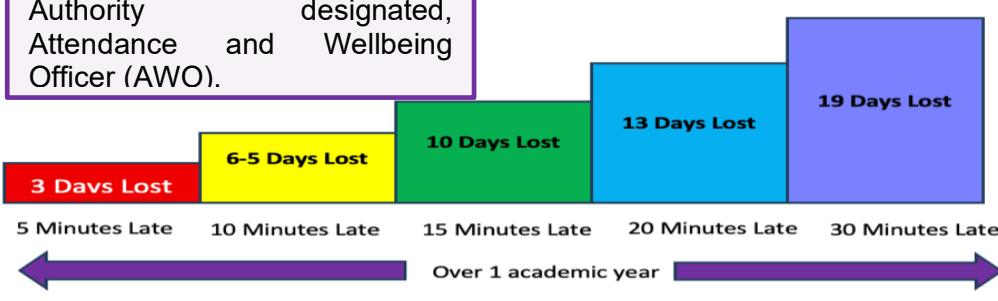


### Attendance

Regular attendance at school is essential if pupils are to reach their full potential. We seek to ensure that all pupils understand the importance of coming to school every day.

We regularly monitor our pupil's attendance and provide support to families where concerns may arise alongside our Local Authority designated, Attendance and Wellbeing Officer (AWO).

Attendance	Absence	Lessons Missed
100%	0 Days	None
99.5%	1 Day	5 Lessons
97.4%	5 Days	25 Lessons
95%	10 Days	50 Lessons
80%	38 Days	190 Lessons
70%	57 Days	285 Lessons



## Fern Federation Values.



## Fern Federation Values.

Here in the Federation, we believe that a happy child is a successful child. We aim to provide children with a safe, positive and stimulating environment, where they all feel valued and loved.

We aspire that all children will enjoy their learning, achieve their potential and become independent lifelong learners who are ready to take on the world!

## 25/26 Term Dates.

	Autumn	Spring	Summer
Term Start	2 <sup>nd</sup> September	6 <sup>th</sup> January	13 <sup>th</sup> April
Half Term Start	27 <sup>th</sup> October	16 <sup>th</sup> February	25 <sup>th</sup> May
Half Term End	31 <sup>st</sup> October	20 <sup>th</sup> February	29 <sup>th</sup> May
Term End	19 <sup>th</sup> December	26 <sup>th</sup> March	16 <sup>th</sup> July

## Federation Prospectus.

We are committed to maintaining high educational standards and being transparent in everything we do. Our Federation prospectus is regularly updated to reflect the latest information about our class structures, values, vision and future goals. You can find our prospectus on the Federation website [www.fern federation.com](http://www.fern federation.com). If you would prefer a printed copy, please feel free to request one from the school office.

## Arrangements for the teaching of Welsh.

We are proud to be an English medium Federation that values high quality education and celebrates our Welsh language and culture. We communicate with our parents in English and from Nursery onwards, pupils learn Welsh as a second language following the Curriculum for Wales (CfW) Welsh is part of our everyday life from classroom activities to events like Saint Davids Day. Welsh is on our Federation Improvement Plan for the 25-26 academic year.



## Health and Safety and Safeguarding.

The safety and wellbeing of all our pupils is a top priority for our staff and governors. All staff and governors are required to complete annual child protection training including PREVENT to ensure high standards are maintained.

The Federation uses My Concern to log any concerns.

Mrs Haggett is our Designated Child Protection Officer (DSO) whilst, Mrs Byers and Mrs Smith-Thomas are the Deputy Designated Child Protection Officers.

Mr Doug Williams was the 24-25 Child Protection Governor, In 25-26 the Child protection Governor will be Ms Naomi Poole.

Prior to any school trip, staff complete detailed risk assessments using the EVOLVE system to ensure the safety of all our pupils and staff. In addition, termly health and safety walks are carried out around our school sites to identify and address any potential hazards, helping us maintain a safe and secure environment for everyone in the Federation.

## Children's Rights.

Children's rights are a vital part of ensuring that every child grows up happy, healthy and safe. These rights are set out in the United Nations Convention on the Rights of the Child (UNCRC) which highlights key principles such as:

- Equality and non-discrimination
- Acting in the best interests of the child
- Supporting survival and development
- Involving pupils in decisions that affect them

Here in the Fern Federation, we are committed to ensuring that our pupil's rights are at the heart of our decision making and daily practice. Our school motto '**Together we will prosper!**' is rooted in Article 29 of the UNCRC, which recognises that every child has the right to develop their talents, skills and personality to the fullest in a nurturing and respectful environment.



## Federation Council- New School Videos.

### Glyncoch Walk Through New School.



[https://www.youtube.com/watch?v=EB0g\\_r0Hyos](https://www.youtube.com/watch?v=EB0g_r0Hyos)

### Welcome to our Youtube Channel.



[https://www.youtube.com/watch?v=WU\\_spFF8jiA](https://www.youtube.com/watch?v=WU_spFF8jiA)

### Hard hats, Helmets & Heaps of Excitement.



<https://www.youtube.com/watch?v=Sfu3nCnUMBm>

### PPE RAP! Stay Safe, Stay Stylish, Fresh Prince Style.



[https://www.youtube.com/watch?v=l\\_8dV\\_K1K-M](https://www.youtube.com/watch?v=l_8dV_K1K-M)

### Going Underground! Groundworks, Goodbyes & Giant Diggers.



<https://www.youtube.com/watch?v=Mi6MRH4gBMw>

### Passing the Hard Hats-Farewell Fern Criw & Meet the New Criw!



<https://www.youtube.com/watch?v=oAYEwTnTyl8>



Our Fern Federation councillors met regularly with Local Authority officers and staff from Willmott Dixon to discuss the projects that they wanted to undertake to inform everyone what was going on with the new school. The Ideas they came up with:

- A YouTube channel
- A newsletter
- A website.

In the Autumn Term 2 pupils from, each school presented to over 60 people in the Muni. The audience included Welsh Government officers, LA officers, architects, barristers and directors of education.

### Cefn and Craig Yr Hesg Primary Schools – Financial Reports 24-25

Cefn and Craig Yr Hesg Primary Schools have a designated budget allocated by the Local Authority. This is allocated using a specific formula which is applied across all schools so that there is fair funding of all Schools in Rhondda Cynon Taf. Below is the final budget spend from financial Year 204/25 (budgets run from April to April).

**A full breakdown of financial spending can be provided on request- All requests to be submitted to the Chair of the Finance Committee Doug Williams**

#### Cefn Primary School Budget.

Expenses	Spend
<b>Employee Related Expenses</b>	
Salaries	£847,723.42
<b>Premises Related Expenses</b>	
Repairs and Maintenance	£12,711
Electric	£20,000
Gas	£20,000
Water	£2,500
Cleaners & Cleaning materials	£12,045
SLA's	£25,568.69
<b>Supplies and Services Expenses</b>	
Capitation (general resources)	£13,156
ICT	£5,993
<b>Gross Expenditure</b>	
Total Funding for the Financial Year 2024-2025	£927,409

#### Craig Yr Hesg Primary School Budget.

Expenses	Spend
<b>Employee Related Expenses</b>	
Salaries	£671,724
<b>Premises Related Expenses</b>	
Repairs and Maintenance	£13,150
Electric	£20,000
Gas	£15,000
Water	£2,500
Cleaners & Cleaning materials	£12,042
SLA's	£24,461
<b>Supplies and Services Expenses</b>	
Capitation (general resources)	£10,524
ICT	£6,753
<b>Gross Expenditure</b>	
Total Funding for the Financial Year 2024-2025	£675,121

#### School Links with the Community, Business and Industry.

Within the Federation, we are keen to promote links with local businesses and other organisations within our community and benefit greatly from their support.

The Federation is proud to support Initial Teacher Education (ITE) students from Cardiff Metropolitan and College students from Coleg Y Cymoedd on placement, offering a welcoming and enriching environment where they can develop their skills and gain invaluable experience. Our staff provide mentoring and guidance throughout their time with us, ensuring that they feel confident and well prepared for their future careers in education.

We maintain strong links with Ysgol Bro Taf high and our fellow feeder primary schools. Our priority is to support a smooth and confident transition for our Year 6 pupils moving onto to their chosen high schools, and for Nursery pupils joining us from home, childcare providers or early years settings.

The pupils are given opportunities to help contribute toward charitable causes. For example, contributions from the Harvest festival are distributed to Saint Catherines or Glyncoch Food bank. Other charities that we regularly support include Children in Need, Comic Relief, Say No to Racism, and Save the Children.

We regularly welcome visits from different fields of Work and careers. As a school we want our Pupils to be aware of what is on offer to them as they grow up into successful members of our society. The Fire Service are regular visitors.



### Sporting Aims and Achievement

Sport is a vibrant and valued part of life at our school. All children are encouraged to take part in a wide range of physical activities, both within the curriculum and through extra-curricular opportunities. Our PE curriculum, delivered through Real PE, supports skill development and teamwork, while pupils also enjoy learning and competing in sports such as netball, football, and rugby. We are proud to share that our rugby and football teams reached the finals of the RCT tournaments this year, playing with great determination and sportsmanship—making us all incredibly proud. Every child is included in physical education, with a focus on personal success, enjoyment, and staying active. A variety of after-school sports clubs run throughout the year, helping pupils to build confidence, stay fit, and develop a lifelong love of sport.



### Music Experiences

Music is a key part of our creative curriculum, and we are proud to offer all pupils from Reception through to Year 6 the opportunity to learn and play the violin. This inclusive approach ensures every child can experience the joy of music-making, develop their musical skills, and build confidence through performance. Our music lessons encourage creativity, discipline, and self-expression, and we celebrate pupils' progress and achievements throughout the year



### Year 5 and Year 6 Residential

Pupils in Year 5 and Year 6 attended overnight residential. Year 5 attended the Rock Climbing Centre in Trelewis and Year 6 attended Manor Adventure. All pupils had an amazing time and participated in a wide variety of adventurous activities. The school ensured that we part funded costs to reduce the price for families and pupils attending.



### Pupil Wellbeing

The Federation worked with the School In Reach Emotional Wellbeing Service (SHINE) to support pupils who required support for a variety of reasons. Pupils were selected via various means including discussions with parents, assessments and pupils' behaviours. Selected pupils were invited to take part as staff and families recognised their potential to benefit from additional support in areas such as emotional regulation, self-esteem and managing worries. Following an initial visit focusing on these themes, pupils accessed SHINE through small group or individual sessions to build confidence and emotional resilience. Engagement throughout the sessions were strong, with pupils collaborating positively and showing enthusiasm for activities. The pupils demonstrated excellent recall of previous learning and reflected thoughtfully on their progress. During parent drop-in sessions, families were provided with helpful resources and signposted to further support where appropriate, strengthening the home to school partnership.

## Additional Learning Needs

The Federation is committed to identifying and supporting all pupils with Additional Learning Needs (ALN) in line with the Additional Learning Needs Code for Wales, approved by the Senedd on 23rd March 2021, under section 4 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

Our ALNCo, Miss Lewis, works collaboratively with all staff to ensure that Individual Development Plans (IDPs) are thoughtfully created and effectively implemented to meet the specific needs of pupils who require them. Regular monitoring and assessment of pupil progress is a key part of our approach, helping every child to thrive and reach their full potential.

The Federation has a rigorous and robust intervention programme that supports the needs of the pupils this includes EYLP, Sensory circuits, Relationship Based Play, Lego therapy, Literacy Launchpad etc. We ensure that all staff are in receipt of high-quality professional learning to support pupils of all abilities.

## Review of Federation Policies

The Federation has many policy documents covering mandatory requirements, AOLE areas, assessment, teaching and learning etc. These documents are constantly reviewed/revised by staff and governors to incorporate changing trends and legislation. Further information is available on the Federation website

<https://www.fern federation.com/school-policies> or by contacting the Executive Headteacher, Mrs Haggatt during school time.

## Access for Disabled Pupils

The Governing Body is mindful of the requirements of the Equality Act 2010 and the Special Needs and Disability Act (SEND) 2001 in drawing up the Federation Improvement Plan and the day-to-day operation of the whole site. The Federation is committed to ensuring that all pupils are able to participate in the curriculum and in activities such as after school clubs, sporting events and educational visits. All aspects of accessibility including access to written information are included in the planning process

## Reporting to Parents

As part of our ongoing commitment to strengthening communication between home and school, we were pleased during the 24-25 academic year to share the introduction of our new pupil report format.

This revised format was carefully designed to provide a comprehensive termly overview of your child's academic progress and personal development. It offered clear insights into their achievements, areas for growth, and the skills they are developing across the curriculum.

We believe this approach has helped you better understand your child's learning journey and how to support them effectively at home.

In addition to academic updates, the reports included pupil reflections, particularly from older learners which encouraged self-awareness, goal setting, and ownership of their learning. These reflections offered a valuable window into how pupils perceive their progress and experiences in school.

We are confident that this new reporting system will enhance the partnership between school and families. We welcome your feedback and look forward to continuing to evolve this format over the years to better reflect your children and the curriculum.

Home to School meetings occur 2x a year and can be completed face to face or telephone to ensure that all parents are given the opportunity to discuss their child's progress.

Term	Feedback Format
Autumn 1	Home school meeting
Autumn 2	Written Report
Spring 1	Informal drop in book look
Spring 2	Written Report
Summer 1	
Summer 2	Written report & Home to school meeting



Welsh Governments (WG's) Curriculum and Assessment Project

In 24-25 the Federation were involved in a Welsh Government assessment and curriculum design project. This work was designed to co-construct a shared understanding of curriculum and assessment across Wales. Working with colleagues across Wales we sought to trial storyboarding in order to refine our curriculum, thus ensuring it was bespoke to the needs of our pupils.

**Storyboarding in Curriculum Development:** Our Federation trialled WG's approach to curriculum development, through the use of storyboarding. This method allowed staff to visualise and plan our curriculum in a more structured and engaging manner to share with pupils and parents. By mapping out the learning journey, we were able to identify key milestones and ensure a seamless progression of skills and knowledge.

Year 6/Aut 2 /H&WB -Fueling Our Future: The Power of Healthy Eating		Essential Questions	How does healthy eating impact our physical health & wellbeing and why is it so important in our daily lives?	
	<b>Why am I learning this?</b>  To understand the basics of nutrition and why a balanced diet is important for our health and wellbeing.	<b>Why am I learning this?</b>  To learn about the nutrients our bodies need and how they help us grow, stay healthy, and have energy.		
<b>My experience as a learner</b>  Create a personal food diary for the week to track daily eating habits.  Explore the food pyramid and identify different food groups.  Create a food pyramid based off a day in your food diary.  Use an online tool to analyse the nutritional content of common foods.	<b>My experience as a learner</b>  Conduct simple experiments to test for carbohydrates, proteins, and fats in various foods.  Invite a nutritionist to talk about the role of vitamins, minerals different food groups  Create posters explaining the benefits of different nutrients.	<b>My experience as a learner</b>  Plan and design a balanced meal using food group guidelines.  Prepare a simple, healthy recipe in class.  Visit a local farm or market to learn about fresh produce.		
<b>Why am I learning this?</b>  To explore how our food choices affect the environment and how cultural traditions influence our diets.	<b>Why am I learning this?</b>  To understand how to combine different food groups to create balanced meals that support overall health.	<b>Why am I learning this?</b>  To explore how our food choices affect the environment and how cultural traditions influence our diets.	<b>Why am I learning this?</b>  To develop the skills needed to make healthy and sustainable food choices in everyday life.	<b>Why am I learning this?</b>  Learn to read and understand food labels.  Practice making healthy choices during a guided tour to a local supermarket.  Create a healthy eating campaign to promote good nutrition in the school community.

Designed to share our curriculum with pupils and parents.

**Collaboration with External Partners:** Our Federation worked diligently with external partners such as CSC, Welsh Government, Helen Bowen, Stephanie Vaughn and Nick Jones to review and refine our curriculum. These partnerships provided invaluable insights and resources, enabling us to stay abreast of best practices and emerging trends in education. By engaging with experts from various fields, we ensured that our curriculum is bespoke to the needs of our pupils, promoting their educational and personal growth.

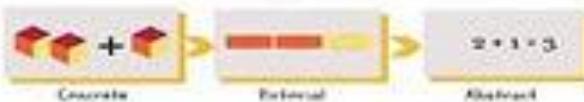
**Conclusion:** In summary, our Federations' involvement in the Welsh Government's assessment and curriculum development initiatives, particularly through storyboarding, has had a positive impact on our overall approach to curriculum planning. Our collaboration with external partners has further strengthened our efforts, ensuring that our curriculum remains relevant and tailored to the unique needs of our pupils. We remain committed to continuous improvement and innovation in our educational practices.

## Next Steps:

- Continue to utilise storyboarding as a key tool in curriculum development as a means to share our curriculum with pupils and parents.
- Develop ongoing collaboration with staff across Wales to maintain a cohesive and informed approach to curriculum design.
- Strengthen partnerships with external experts to ensure our curriculum remains cutting-edge and pupil focused.

# Fern Federation Improvement Targets 25-26

We will use hands-on activities, pictures, and abstract thinking to help everyone understand Maths better.



We will have a daily Helpwr Heddiw session to practice Welsh, making it a fun and regular part of our day.



Staff will use information and data to track progress and make sure everyone is doing their best.



We will focus on improving reading, phonics, and spelling to help everyone become better readers and writers.



Staff will give more helpful feedback to pupils to support their learning and thinking.



QR CODE OF FEDERATION



*Together We Will Prosper!*

