



### Attendance

The school had an attendance rate of 91.3% for the 2023/2024 academic year. This is the just above the Neath Port Talbot average of 90.96%. However, attendance is still below our target level of 93%

The number of children who are not brought to school persistently has decreased. We also have several children who are being brought to school late after registration has closed.

We want parents/carers and pupils to feel as happy and secure as possible in school and for pupils to attend every day. We will continue to work closely with our Education Welfare Officer, Nicola Bryant to support pupils and families in their education.

Welsh Government have instructed local authorities to implement Penalty Notices under the (Penalty Notice) Regulations 2013 for pupils who persistently are absent from school.

### A welcome from the Chair of Governors, Mrs.. Sandra Miller

Dear Parents and Carers

In my role as Chair of Governors it gives me great pleasure this year to thank you for your support in being part of your children’s education. We have moved on from Covid (however we still need to be vigilant), but we have new challenges in the changes in the curriculum which I believe we will take forward in partnership.

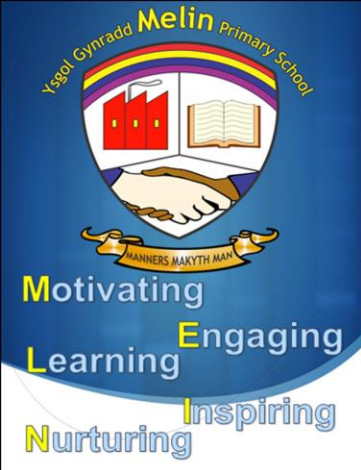
To effectively learn your child/children need to be in school, from our early learners through to our very important year sixes. Please do your bit in listening to your child read, support them in other elements of homework such as learning words for spelling they will appreciate it. Our teaching staff and support staff will give you the guidance you need to take this forward if in doubt please ask. I have been involved in Melin schools for nearly 40 years and enjoy every minute of it. My commitment to our children is to be able to assist them through their education and the joys of school life and I will do so for as long as I can.

### Delegated School Budget

Teaching Costs	£649,509
Payroll Costs	£425,746
Administration Costs	£14,400
Premises Cost	£139,650
Local Authority Costs	£81,629
Transport	£0
Contract Costs	£21,979
Capitation	£26,700
<b>Total Costs</b>	<b>£1,359,613</b>
Formula Allowance	£1,082,039
Other Income	£291,153
Net Expenditure	£1,071,584

### Physical Education and Sporting Aims

We develop positive attitudes to sport and a healthy, active lifestyle whilst promoting an enjoyment of the challenge and physical demands of activities. This is achieved through regular PE and ‘games’ lessons, use of experts from outside agencies and usually a range of after-school clubs. We have a carefully planned PE scheme called Get Set 4 Education which develops different skills. The sports ambassadors worked with our PE lead to plan the schemes of work for the Infant and Junior children. Our annual Sports Day returned with green house winning the skill-based event. The children from Year 2 to Year 6 have had the opportunity to take part in the Summer Holiday Enrichment Programme. Junior pupils have also taken part in a range of outside sports activities including a football tournament, PASS activities and multi-skills event.



At Melin Primary School we believe that the emotional wellbeing of the child, developed through a curriculum based on activity and experience is at the heart of learning. We have high expectations that encourage good habits, promote ambition and positive attitudes to learning. This will enable the children to grow to be literate, numerate, digitally competent and independent life-long learners. They will be happy, healthy, safe and contribute creatively and ethically to their community, Wales and the world.

### School Organisation

We are an English medium primary school which caters for children between the ages of three and eleven. Pupils use Welsh through Welsh lessons and encouraged to use Welsh as a language within their time in school. Currently, there are two part time nursery classes and nine full time classes. We have eight teaching and 16 support staff. There are at present 209 full time pupils on roll, and 27 part time nursery pupils. Children are organized into mixed ability classes and taught by their class-teacher. Classes may contain on year group or be a mixture of two-year groups. All pupils are taught according to their own individual ability.

### School Prospectus

The school prospectus has been prepared by the school and has been published. An electronic copy of the prospectus can be found on the school website.

Infant Site		Junior Site	
Class	Teacher	Class	Teacher
Nursery/Reception	Mrs. L. Jeremy (Acting Deputy Headteacher)	Year 3	Miss H. Price (covering Mrs. D. Beer's maternity)
Reception/Year 1	Miss. O. Watkins	Year 4	Mrs. S. Cooke
Year 1/2	Mrs. E. Dye (covering Mrs. R. Davies' maternity)	Year 4/5	Mrs. A. Lewis
Year 2	Mrs. A. Cameron (0.6) and Mrs. N. Davies (0.4)	Year 6	Miss E. Cochrane (two term secondment)

### Community Links

It has been lovely to welcome parents and carers into school for events throughout the year such as book looks, Christmas concerts, sports day and our Year six leavers' concerts. We have also run several successful adult learning courses in our Family Room and undertaken school workshops linked to the Curriculum for Wales. Members of the Police, Health and NPTCBC Road Safety Team have attended to develop links and deliver key safety and life-skill messages. We have also had visitors into school from Bumbles of Honeywood and Urdd to supplement teaching. The school has taken part in SHEP to provide a summer holiday club. The school continues to work with local schools on the National Professional Enquiry Project (NPEP), Community Focused Schools and a new project 'Ready Steady School' to help with the transition into Nursery.

### School Policies

The staff and Governors have prepared and approved a series of policies. These policies have followed the national/local guidance in many cases.

Copies of relevant policies and information can be found on the school website or by request form the school office.

Policies are monitored, reviewed and, if necessary, adapted at set timescales (usually over a one- or three-year period) or when updated guidance becomes available.

# 2024-2026 Academic Year Dates

## 2024 -2 205 Academic Year

Autumn Term 1	2 <sup>nd</sup> September – 25 <sup>th</sup> October
Half Term	28 <sup>th</sup> October to 1 <sup>st</sup> November
Autumn Term 2	4 <sup>th</sup> November – 20 <sup>th</sup> December
Christmas Holidays	23 <sup>rd</sup> December – 3 <sup>rd</sup> January
Spring Term 1	6 <sup>th</sup> January – 21 <sup>st</sup> February
Half Term	24 <sup>th</sup> February – 28 <sup>th</sup> February
Spring Term 2	3 <sup>rd</sup> March – 11 <sup>th</sup> April
Easter Holidays	14 <sup>th</sup> April – 25 <sup>th</sup> April
Summer Term 1	28 <sup>th</sup> April – 23 <sup>rd</sup> May
Half Term	26 <sup>th</sup> May – 30 <sup>th</sup> May
Summer Term 2	2 <sup>nd</sup> June – 21 <sup>st</sup> July
Summer Holidays	22 <sup>nd</sup> July – 29 <sup>th</sup> August

### School Toilets

Our Junior site has four sets of toilets which been refurbished during the summer holidays. These are cleaned daily. The staff toilets on the Junior site have also been refurbished.

Our Infant site has three sets of toilets. These were re-fitted last summer holidays. The toilets are cleaned daily with the Nursery/Reception toilets being cleaned more frequently.

We have also had a hygiene room installed on our Infant site. This now consists of a disabled toilet and a changing bed.

All toilets in the school now have push taps to save water and electric hand driers.

### Additional Learning Needs (ALN)

Children and young people with ALN need extra support to learn. This would be because they either find it harder to learn than other children of the same age or have a disability that means they cannot use, or find it difficult to use, facilities for learning in our school. Some children and young people who need extra help in school do not have an ALN. This may be children who just need some help catching up. The extra support given to children with ALN to help them learn is called additional learning provision (sometimes called ALP). This must be written into a support plan called an individual development plan (IDP). Additional learning provision for a person aged three or over is education that is additional to, or different from, what is made available to most children of the same age. This means, that additional learning provision support that is made available in our school, but most children or young people of the same age do not need to use this support to make progress. Additional learning provision can be delivered by teachers or teaching assistants. It can also be delivered by specialist services like a speech and language therapist or teachers of the deaf.

The ALN system emphasizes increased collaboration, and we will work with you, your child and other professionals following the person-centered approach to decide how best to meet your child's needs. Our school will move children to the ALN system after giving you an IDP notice. An IDP notice means we have decided that a child has ALN and an IDP will be made for the child. A no IDP notice means we have decided that the child does not have ALN and an IDP will not be made for the child. For example, children may be given a no IDP notice because their needs have changed, and they no longer need additional support to learn.

Sometimes, disagreements can arise. Most of the time, disagreements can be resolved by discussing the problem with us. If you are unhappy with anything, you should make your views known as soon as possible. Always speak to the school's additional learning needs coordinator (ALNCo) as soon as you have worries or concerns so that that can be resolved at an early stage. If you are still unhappy, then you can talk to the local authority to seek further advice.

## Governing Body Membership

Local and Minor Authority Governors	Mrs. S. Miller (Chair) Miss S. Worth (Vice Chair) Cllr. W. Carpenter Cllr. M. Protheroe
Parent Governors	Mrs. L. Clamp Mrs. K. Jenkins Ms. J. Lester Ms. N. Robinson
Staff Governors	Mrs. D. Harris (Acting Headteacher) Miss O. Watkins (teaching Governor) Mrs. L. Porter (Non teaching representative)
Community Governors	Mrs. R. Reed Miss. S. Worth <b>VACANCY</b>

### Parent Governor Vacancy

We have one vacancy for a community governor on the Governing Body for the school.

Further information will be sent out to parents from Mrs. Winter, out Clerk to Governors, regarding any election that is required.

### Our Healthy School

As always, we continue to promote an active lifestyle both in school time, after school and during the summer holidays through activities that allow children to develop their physical skills and their awareness of healthy eating.

We do this through formal lessons. Visitors from external agencies and through after school or holiday clubs which promote exercise for fun and healthy eating. We also continue to make good use of our school garden and nearby Eaglesbush valley. All children in Year 4 take part in Forest school activities in groups throughout the year. All pupils on the Infant site have access to Coed Melin regularly.

The school continues to engage in the Healthy Schools Scheme. All our classes learn about being healthy through their curriculum topics, with pupils having the opportunity to benefit from visitors such as the School Nurse, Fire Service, NSPCC, CAMHs and PCSOs to learn more about keeping their bodies and minds as safe and healthy as possible. The school has also completed the Whole School Approach to Emotional and Mental Wellbeing survey in order to ensure that the school focuses on the wellbeing of pupils and all stakeholders.

All children from Year 2 to Year 6 are able to sign up to our Summer Holiday Enrichment Programme (SHEP) which aims to give children 'food and fun' throughout the first three weeks of the Summer holidays. Children have sports, arts and healthy lifestyle teaching along with great food and fun to keep them active and busy through the holidays.

### Meeting with Parents under Section 94 of the School Standards Organisation (Wales) Act 2013

There has not been a meeting with parents to report back on to you in this report. No meeting has been requested by parents.

### **Information relating to school improvement plan targets set by Governors**

The school sets targets for improvement each year as part of our school improvement plan. This is informed by our Self Evaluation Report which highlights what we do well as a school, and what we need to improve on.

#### **The targets set for the academic year 2023/2024 and improvements made were as follows:**

##### *Target 1: To develop pupils' higher order thinking skills*

Staff have received training from the local authority on improving pupils' higher order thinking skills. Staff continue to develop these thinking skills through well planned activities and through independent learning opportunities such as Melin Missions

##### *Target 2: To improve the spelling, sentence structure and use of punctuation within pupils' writing*

Staff have received training on improving early writing skills. The learning environments have been adapted to provide scaffolding support to assist pupils in developing their writing skills. Pupils' spelling is improving through the implementation of the Nelson's Spelling scheme. However, it is still not at the level we would like.

##### *Target 3: To improve pupils' instant recall of multiplication facts and number bonds*

Staff have engaged in Big Maths training to implement Learn Its into the classroom routines. These Learn Its activities support the teaching and learning of number bonds and multiplication facts. Results from the NPEP have shown pleasing improvements across the primary phase, in particular in the younger years.

##### *Target 4: To develop and successfully implement a shared understanding of progression in line with the Curriculum for Wales.*

Staff have participated in research and professional discussions on our shared understanding of progression. Staff have completed self-evaluation activities focusing on progression within the lesson to support learners. Parents/carers have been invited into school to participate in progression workshops.

##### *Target 5: To improve systems and procedures in place to improve pupils' attendance*

School leaders have worked closely with our Education Welfare Officer to monitor attendance and support pupils who have poor attendance. Pupils have participated in an attendance committee to promote the importance of good attendance. The committee has created an Attendance mascot, Mr. Broga and a slogan '*attend today and achieve tomorrow*'.

***Performance by the end of the Foundation Phase and Key Stage Two Teacher assessment*** With the implementation of the New Curriculum for Wales end of year data was not collected or reported on.

Contact the Governing Body: **Mrs.. M. Winter, Clerk to Governors**

Melin Primary School, Mile End Row, Melin, Neath, SA11 2ED or [m.winter@npt.gov.uk](mailto:m.winter@npt.gov.uk)

Contact the Chair of Governors: **Mrs.. S. Miller, Chair of Governors**

Melin Primary School, Mile End Row, Melin, Neath, SA11 2ED



## Melin Primary School 2024-2025

**Our vision at Melin: we have high expectations that encourage good habits, promote ambition and positive attitudes to learning. This will enable the children to grow to be literate, numerate, digitally competent and independent life-long learners. They will be happy, healthy, safe and contribute creatively and ethically to their community, Wales and the world.**

<b>Strong features of our school</b>	<ul style="list-style-type: none"> <li><b>Pupil Voice</b> – We listen carefully to our learners, and they contribute to our school curriculum. The pupil voice groups lead initiatives in our school</li> <li><b>Growth Mindset</b> – we encourage our learners to have a growth mindset, learning from mistakes and showing resilience in their learning</li> <li><b>Partnership working</b>– We work with our school community creating a community focused school. We work closely with our cluster schools to ensure our pupils receive a broad and balanced curriculum through knowledge, skills and experiences.</li> <li><b>Progress</b>– Learners in Melin Primary School make good progress and we always aim to meet individual needs of all pupils</li> <li><b>Professional learning</b> – We encourage enquiry learning and support professional learning within our school e.g. NPEP</li> </ul>
<b>Our School Development Priorities 24-25</b>	<ul style="list-style-type: none"> <li><b>Priority 1:</b> To improve literacy skills. <u>In particular word and sentence structure to impact on pupils' writing skills</u>  <b>How are we going to address this?</b> <i>Through a whole school approach, staff training, increased opportunities for teaching and learning and an exciting and engaging curriculum with a range of experiences as well as professional enquiry project as part of our Professional Development Review cycle.</i>  <b>Who is going to lead this?</b> <i>Mrs Jeremy</i> <ul style="list-style-type: none"> <li><b>Priority 2:</b> To develop a concrete, visual, abstract approach to teaching so that pupils gain a deeper understanding of mathematical concepts in number  <b>How are we going to address this?</b> <i>Through staff training on the concrete, visual and abstract approach to teaching number, planning support, planning a variety of experiences in number, applying number skills in a range of contexts including our 'Numeracy Nook' missions as well as a professional enquiry project as part of our Professional Development Review cycle.</i>  <b>Who is going to lead this?</b> <i>Mrs Cooke</i> <ul style="list-style-type: none"> <li><b>Priority 3:</b> To develop and successfully implement a shared understanding of progression in line with the Curriculum for Wales.  <b>How are we going to address this?</b> <i>Through staff training and professional dialogue, workshops for parents/carers, assemblies and working with pupils and listening to their input to our curriculum. Through careful planning and monitoring to ensure pupils make progress within their lessons and are exposed to an engaging curriculum that incorporates authentic, real-life learning experiences.</i>  <b>Who is going to lead this?</b> <i>Mrs Harris and Mrs Jeremy</i> <ul style="list-style-type: none"> <li><b>Priority 4:</b> To improve pupil attendance and close the gap between eFSM and non-eFSM  <b>How are we going to address this?</b> <i>Regular attendance reviews and a graduated response, working with families, assemblies, rewards including certificates, attendance tags with an attendance reward termly, attendance committee promoting the importance of attendance and making it visible in school, reporting attendance in our weekly newsletter.</i>  <b>Who is going to lead this?</b> <i>Mrs Harris and Mrs Bryant (EWO)</i></li> </ul> </li> </ul> </li> </ul> </li> </ul>

Curriculum Design: Self-Evaluation Activities e.g. Learning Walks, Listening to Learners, Book Looks, Staff Professional Development Review