

# Hawthorn Primary School

## SCHOOL PROSPECTUS 2025-26



"Where every child matters"

# Headteacher's Welcome Croeso'r Pennaeth

## "Where every child matters"

Dear Parents/Carers,

On behalf of myself, the pupils, staff and governing body of Hawthorn Primary, I would like to welcome you to our school prospectus. Our school motto is "Where Every Child Matters" and this underpins our commitment and dedication in ensuring that every child is given the very best opportunity to succeed in all areas of school life, throughout their time at Hawthorn Primary.

This prospectus has been designed to provide you with an insight into our school and contains lots of information that will help you become familiar with our curriculum offer, school routines and other examples of the wonderful work we do not only within the school but also the wider community.

Choosing the right school for your child is vitally important. As a parent myself, I know that every parent wants the very best education for their child, but we also want our children to be safe, happy and be part of an environment where everyone can shine collectively and as an individual. We believe we offer all these things. We pride ourselves on our academic results but we are equally proud of our caring, happy and friendly school ethos, which places the wellbeing of its pupils at the core.

We place great emphasis on developing a strong partnership between home and school; achieved through initiatives such as the parent forum and our work with Capital Youth Music as it is through working together in an atmosphere of mutual respect and support that we can provide the very best for our children.

I am incredibly proud to be the Headteacher of this wonderful school and to lead a team of staff who are all committed to providing the very best education so that each child is prepared for a life long love of holistic learning and discovery.

If you have any queries about any aspect of school life, please don't hesitate to contact me via the school office or to arrange a tour.

Cofion Cynnes/Best wishes

Mr Gareth Davies  
Pennaeth / Headteacher



# Safeguarding Diogelu

At Hawthorn Primary School, we are committed to safeguarding and promoting the welfare of everyone in our school. We expect all staff, volunteers and visitors to the school to share in this commitment.

If you have any safeguarding concerns during your time at our school, please contact the appropriate person below. The safeguarding governor for Hawthorn Primary School is Jo Moggridge.

Safeguarding is **EVERYONE'S** responsibility

**Jo Moggridge**  
Safeguarding Governor



**Gareth Davies**  
Designated Safeguarding  
Person



**Jill Thomas**  
Deputy Designated  
Safeguarding Person



**Karen Ghazi-Torbati**  
Deputy Designated  
Safeguarding Person

# Vision, Aims and Values

## Gweledigaeth, Nodau a Gwerthoedd

### Vision

Hawthorn Primary School is a place where every child matters. We promote the holistic development of each and every child; encouraging collaboration, creativity and independence whilst fostering a lifelong love of learning and exploration. The wellbeing of every member of our school family is at the forefront of all we do and as such, we place a significant emphasis on the strong relationships we have with our community, which are based on mutual respect. We recognise and celebrate individual and collective successes and work tirelessly to allow our children to succeed in every aspect of school life. Hawthorn Primary School is a special place of learning. Hawthorn Primary is an inclusive school. Hawthorn Primary School is a place where every child matters.

### Aims

At Hawthorn Primary School, we strive to provide the very best education for all our pupils, whilst placing wellbeing at the heart of all we do. Our core aims for all members of our school community are;

1. to develop strong and effective relationships based on mutual respect and trust;
2. experience a wide range of exciting authentic learning opportunities which supports individual and collective progress;
3. to place learners at the centre of all activities; encouraging independence and resilience whilst fostering a love for life long learning;
4. to feel safe, happy and respected as individuals.
5. promote creativity and curiosity in learning and the importance of our wellbeing;
6. create a curriculum that is challenging, engaging and bespoke to our school community;
7. play a proactive role in expanding links with our community and the wider world;

### Values

Our core values have derived from work undertaken with all stakeholders at Hawthorn Primary School. As a whole school community, we felt the most important values to us were respect, success, inclusivity, positivity, strong relationships and a clear sense of belonging.

### School Rules

We have developed three very simple rules which we feel encompass all of the above. These are familiar to the children, are discussed regularly and are on display both within classrooms and the corridors. Our school rules are,

- Be Ready
- Be Respectful
- Be Responsible

# Staffing Structure

## Strwythur Staffio

### 2025-26

#### Acorns (Nursery/Reception)

Miss Leanne Rutter (Class Teacher & SLT)

Mrs Julie Fishlock (HLTA)

Mrs Gemma Garbett (LSA)

Mrs Katrina Jones (LSA)

Mrs Debbie Witts (LSA)

#### Headteacher

Mr Gareth Davies

#### Chair of Governors

Dr Steve Chadwell

#### Vice Chair of Governors

Miss Celeste Lewis

#### School Office

Mrs Ursula Brookes

#### Year 1

Mrs Vikki Hill (Class Teacher)

Mrs Ceri Lord (Class Teacher)

Mrs Bridget Shillabeer (LSA)

#### Year 2

Mrs Julia Davies (Class Teacher & SLT)

Mrs Amanda Milton (LSA)

#### Year 3

Mr Peter Ingram (Class Teacher)

Mrs Jill Thomas (Class Teacher & Deputy Headteacher)

#### Year 4

Miss Rebekah Morrissey (Class Teacher)

Mrs Ainhoa Duncan (Class Teacher)

#### Year 5

Mr Adam Hadley (Class Teacher)

Mrs Sue Rock (LSA)

#### Year 6

Mr Charlie Hiscock (Class Teacher & SLT)

#### THRIVE

Mrs Bernie James

Mrs Julie Fishlock

Mrs Katrina Jones

#### ALNCo

Mrs Karen Ghazi Torbati



# SIP Priorities

## Cynllun Gwella Ysgol

### 2025-26



# Teaching and Learning

## Addysgu a Dysgu

At Hawthorn Primary School, we believe that effective teaching and learning is paramount on ensuring that every child makes the progress he/she is capable of. Using a wide range of the very best research base from across the globe, effective pedagogical strategies identified in the development of Curriculum for Wales and our own experiences, we have developed the set of 'non-negotiables' below. These are the key components, we feel, have the greatest impact on children's learning and therefore will be evident in all learning activities throughout the school day.

There is regular opportunity, during our weekly professional learning sessions, for staff to share good practice in these areas and engage with current research from across the world. This helps to ensure that your child has access to the very best teaching and learning experiences on a daily basis.

At Hawthorn Primary School, our curriculum vision is to provide purposeful opportunities for all children to acquire the knowledge and skills to further develop their independence in a confident, creative and challenging manner collaboratively, empathetically and with a sense of community and the wider world.

There are four purposes and six areas of learning and experience (AOLE) which underpin the Welsh Curriculum. The four purposes are;

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

The six AOLES are:

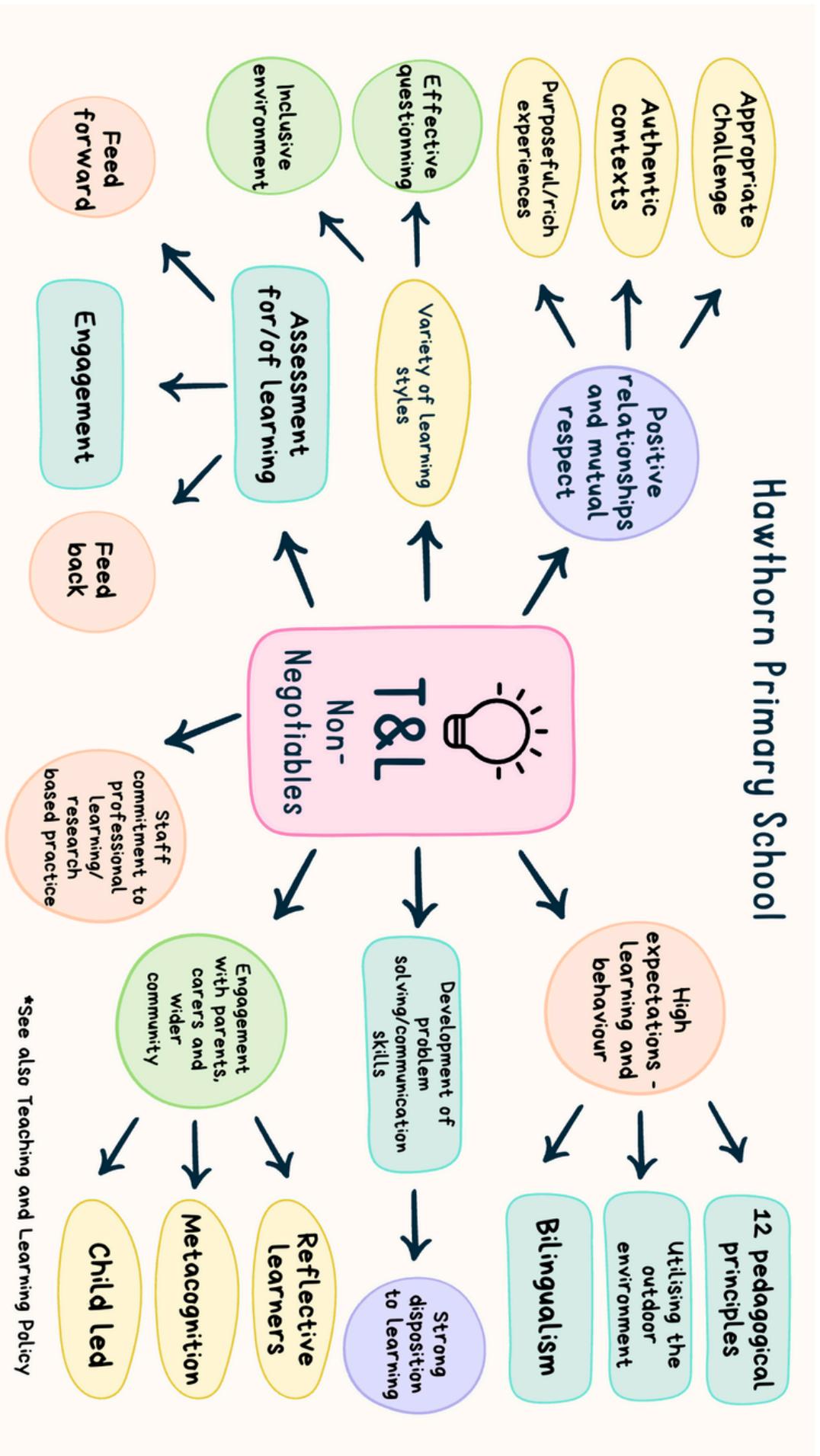
- Mathematics and Numeracy
- Languages, Literacy and communication
- Health and well-being
- Expressive Arts
- Humanities
- Science and Technology

The four purposes are the starting point and are at the heart of all learning. We strive to ensure that they permeate all aspects of school life.

We are also very proud of the Hawthorn Primary School Teaching and Learning Model which we love to share with others.

# Teaching and Learning

## Addysgu a Dysgu



# Assessment

## Assessment at Hawthorn Primary School

**We believe progression and assessment is fundamental to ensuring we achieve our school vision. Our school curriculum is underpinned by the mandatory principles of progression which describe what it means for learners to progress regardless of a learners 'stage of development.**

**Our assessment arrangements are informed by these principles of progression.**

**We use a variety of evidence informed assessment strategies to enable each individual learner to make progress at an appropriate pace. We ensure our processes identify learners who require further support or challenge and provide opportunities for staff to evaluate and assess in order to action next steps in learning for individuals and groups of learners.**

**Our assessment arrangements ensure active engagement between learners and teachers and is based on ongoing reflection on where a learner is, what their next steps are and what is required to support them in achieving these.**

### Principles of Progression

**These principals articulate the ways in which learners make progress in their learning and contribute to the four purposes at Hawthorn Primary. This means that progression is embedded in learning and teaching and forms the basis of our thinking when designing, planning and enhancing our school curriculum now and into the future.**

**Our school curriculum will be kept under review to ensure that it is meeting the needs of our learners and our school vision. Throughout the year there will be a variety of self-evaluation activities to inform our understanding of the effectiveness of our curriculum and the required revision. We will work within our school, across the cluster and in partnership with governors, the regional consortia and local authority to further develop a shared understanding of progression and to ensure a high-quality learning for all.**

# **General Info** **Gwybodaeth Gyffredinol**

## Times of the School Day

Nursery 9.00am - 11.30am

PS 1, 2 and 3 8.50am - 3.20pm

## School Uniform

All pupils are expected to wear school uniform. This enhances a sense of unity as a school community. The school uniform consists of:

- White Polo shirt/shirt/blouse
- Grey Skirt/Trousers
- Red Sweatshirt/Cardigan/Fleece
- Suitable footwear.

The school uniform may be purchased online. Please contact Mrs Brookes should you have any questions regarding this.

## Medical Information

Prescribed medicines or tablets can be brought into school when needed, however we cannot administer any form of medication without the completion of a 'Medical Administration' Form. These can be accessed on our website or at the main office. All medication will be stored securely in the main office of the school

## Attendance

School attendance is monitored closely by the Head teacher and our School Attendance Officer Mrs Claire Jefferis. It is a proven fact that pupils whose attendance falls below 95% do not make the same progress as their peers.

Should a pupil average attendance below 90% over the time of their primary school career, they will have missed over a year of learning. It is for this reason that attendance is of such importance. It is Local Authority policy not to authorise holiday requests for absence during term time.

Punctuality and attendance are of equal importance due to the effect this can have on learning time. Children who arrive at school after the gates close at 8.55am are required for their parents to go to the main entrance of the school, where the late book can be completed.

# General Info

# Gwybodaeth Gyffredinol

## Additional Learning Needs (ALN)

Children who experience difficulties in mastering basic language skills, following initial identification by the class teacher, are either withdrawn from the class situation to be given specialised teaching in a small group, or are helped in the class situation by our highly skilled support staff. There is a wide variety of provision being undertaken each week which helps to address the specific needs of pupils. Since the publication of the Revised Code of Practice for Children with ALN, the school has interpreted the document and formulated its own policy to suit its particular requirements. Information on this can be obtained by appointment with the school's Additional Learning Needs Co-ordinator (ALNCO) Mrs Karen Ghazi-Torbati.

## Relationships and Sexuality Education (RSE)

All children should have the right to access information that keeps them safe from harm. You have a central role to play in this. At Hawthorn we gradually build knowledge, skills and ethical values as the children develop throughout the school. We will equip our children with the tools to be able to understand how relationships, sex, gender and sexuality shape their own and other people's lives, but only at the appropriate ages. We do this using the JIGSAW scheme. Our latest RSE Policy can be found on our website. We work with the school nurse, police and external services to support and enhance this aspect of our curriculum.

## Religion, Values, Ethics and Collective Worship

Children are given the opportunity to inquire and explore various religions and beliefs. Through cross curricular activities and events throughout the year we recognise the diversity and cultures of Hawthorn Primary and take pride in celebrating these where possible. We take part in collective worship daily and we take time to focus on seasonal events. We hold our weekly celebration assembly in which we celebrate the children's achievements, attendance, hold reward raffles, as well as the Golden Book and the Headteacher Award.

## Rights Respecting School

A rights-respecting school is a community where children's rights are learnt, taught, rehearsed, respected, protected and promoted. This is part of our ethos. Each year our children create their class charter, incorporating elements of the United Nations Convention on the Rights of the Child. Hawthorn Primary is a SILVER Rights Respecting School and we will be looking to achieve the GOLD award in the very near future

# **General Info** **Gwybodaeth Gyffredinol**

## Welsh Ethos

At Hawthorn Primary, we are extremely proud of our Welsh heritage and are committed to ensuring that the whole school community, share in this pride. Our staff and pupils use a wide range of sentecne structures incidentally, throughout the school day as a way of immersing the children in the Welsh language and we celebrate our Welsh heritage in our inquiry work and through our annual Eisteddfod celebrations, including the the Bard Ceremony. Our school currently holds the Siarter Iaith Silver award, showing our commitment to the weelsh language.

## Complaints Procedures

If you have a complaint about the school, you should approach the class teacher or the Headteacher in the first instance. If you wish to subsequently take the matter further, you should inform the Headteacher who will show you how your complaint can be made. Should you then still wish the matter to be pursued, there is a procedure that will involve the governing body hearing your complaint. A copy of this complaint procedure is available on the school website. This covers the action of the governing body and the Local Authority. We hope parental concerns will be dealt with to your satisfaction at the initial stage.

## P.E. Kits

PE uniform consists of either black shorts / black skort, black joggers / black leggings and a house colour t-shirt. A long sleeve red overtop is optional. We have partnered with ?? on this new PE uniform but purchasing from ??is not the only option available to you, as the items mentioned can also be purchased from a variety of other shops and supermarkets. We will be trialling different arrangements for PE this year. This means that the children will be able to come to school on their allocated PE day wearing appropriate clothing and footwear to undertake a PE lesson safely. Your child will be notified of their PE dayby their class teacher at the start of the school year

## Active Travel Plan

We are working as a school to develop active travel. With our secure learning environment, over 50% of Year 5 & 6 pupils were able to walk to and from school independently. We have a range of bike and scooter racks at school to promote Active Travel.

# **General Info** **Gwybodaeth Gyffredinol**

## **Admissions**

The application process to obtain a place at our school is facilitated by Cardiff Local Authority. You can contact the School Admissions Team on 02920872909 or register your child online at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) Families are eligible to apply for a Nursery place for their child, to start the September following their third birthday. We know these formative years lay good foundations for the rest of your child's education. Meetings are held for parents of new children attending the Nursery and Reception Classes. In order that our school records are kept up to date, we ask parents/carers to complete a form which provides us with essential information. Any changes to this information should be reported immediately to the office.

## **Breakfast Club/After School Club**

We provide a daily Breakfast Club that runs from 08:15. Children are provided with toast, cereal, yoghurt, fruits and a selection of fruit juices, water or milk. This service is facilitated by Cardiff Local Authority Catering Service.

We also have a private After School Club is based on the school grounds which runs from 15:20 – 17:20. For more info, please contact the school office.

## **The Governing Body**

The Governing Body is the strategic body that helps the Headteacher and staff, move the school forward. They are made up of independent Governors as well as staff members. They meet regularly to help the school with its work and are the 'critical friend' to the Headteacher and the Senior Management Team. We aim to provide quality learning experiences for our children - learning, which is structured, balanced and relevant to the child. We aim to provide a safe and secure environment in which your child feels happy, confident, and stimulated to learn whilst having fun. Please visit our website for further information on our Governors

# Community Partnerships

Here at Hawthorn, we have developed excellent links with our local community in an innovative and exciting way which has benefits for everyone involved. Please click the link on any of our community partners to find out more about them and how we have worked together. If you know anyone who you think would be suitable to be one of our community partners, please contact us - we'd love to meet them!

## What is a Community Partnership?

The main aim of a Community Partnership is to maximise the holistic opportunities for children within Llandaff North and in turn, maximise the potential of both organisations within the agreement.

### Benefits include:

- \* Partnerships allow for the pooling of resources, such as funding, facilities, and expertise, leading to more efficient use and enhanced services.
- \* Collaborative efforts can lead to the development of more comprehensive and effective services, addressing community needs more holistically.
- \* Organizations can expand their reach and capacity to serve the community by leveraging the strengths and capabilities of their partners
- \* Working together fosters creativity and innovation, as diverse perspectives and ideas come together to solve problems and create new opportunities
- \* Partnerships build stronger relationships within the community, fostering trust, cooperation, and a sense of shared purpose.
- \* Collaborative efforts can amplify the impact of initiatives, making it possible to achieve larger-scale and more sustainable outcomes.

## Current Partners (September 2025)



# Capital Youth Music

Students at Hawthorn have the opportunity to learn and perform through the school's partnership with Capital Youth Music. Fewer opportunities and rising costs mean more and more young people can't access the opportunities for friendship and confidence that come from music. Hawthorn Primary and Capital Youth Music are working together to change that.

Capital Youth Music is a groundbreaking Registered Charity led by a cooperative of professional musicians, parents, teachers and young people. Through a partnership agreement, Capital's home is at Hawthorn and over 80 young people rehearse in the school after hours in high quality ensembles that are free to players at the point of delivery.

The Hawthorn Hornets Brass Band, which includes a starters coaching group, is the foundation for entry into the Capital Minis and Capital Starters, the youngest groups.

Under the partnership, instruments are free, provided by school and Capital. Children commit to regular personal practice at home and attending twice-weekly sessions. In return the children have three hours of professional tuition a week. Capital's trustees include professionals trained in teaching, safeguarding and child counselling. They work with school and families to support individual needs. Capital's young people mentor the younger players, set stages, keep the music library, influence decisions, and help choose the music. In every way, they get opportunities to grow their skills and lead. Hawthorn pupils have the opportunity to become involved and develop their skills and confidence.

The music is high quality. Capital gives young people the experience of performing the best music on the best stages. Its regular concert programme venues include the Royal Welsh College of Music and Drama, Llandaff Cathedral, the Temple of Peace, and the National Museum in Cardiff. The Capital ensembles play all genres of music from grand opera to West End shows, from movie soundtracks to the classics. Their music is carefully selected to stretch the young players, and performed to the highest standard. Weekly sessions are coached by musicians who play and teach professionally. They've taught in national youth ensembles and schools, played with the Capital City Jazz Orchestra, West End and touring shows, Guards and RAF bands, top championship brass bands, and the UK's professional orchestras. They volunteer with Capital because they want to give back.

Very few schools have their own brass band! Even fewer schools outside private schools or specialist music schools offer the opportunity to have three hours of top quality tuition and regular concert experience in professional venues. We're proud to be partners.

**CAPITAL**  
— YOUTH MUSIC —

# Friends of Hawthorn Primary School Cyfeillion Ysgol Gynradd y Ddraenen Wen

## Parents and Friends Association (PFA)

Here at Hawthorn Primary School we have always been very proud of the strong links we have with our families and community. The PFA members give up their time and energy to fundraise and work in partnership with the school and create opportunities beyond that of the school budget. For instance, the PFA have recently donated money to ensure there is a reading corner in each class and have also provided funds to furnish the 'Learning Lounge'. Both these projects have impacted on every child within our school. They are a very important part of school life and make a real difference to our children.

Joining the PFA is also a great way of getting to know new people. If you would like to become a member of the PFA and work in partnership with the school, please email the school office expressing your interest. We look forward to hearing from you.



**Celeste Lewis**  
**Co Chairperson**



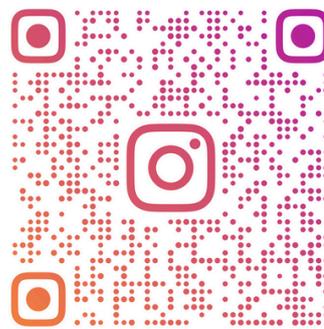
**Charlotte Bessent**  
**Co Chairperson**

**With support from; Laura Kalirai, Sian Taylor, Gemma Cooper, Katie Bestwick, Alex Richards, Andy Corps, Janine Parry and Tone Gunderson**

**"We are looking for new volunteers in the form of parents/caregivers and people in the community. If you know of anyone keen to get involved, please contact us or the school office as we would love to expand our pool of resource for what is a very worthwhile and fulfilling role."**



**Visit us**



HAWTHORNCARDIFF

**Follow us**

## **Contact us:**

**Head teacher: Mr G Davies, BA Ed (Hons)**

**Hawthorn Primary School  
Hawthorn Road East  
Llandaff North  
Cardiff  
CF14 2LR  
Tel: 029 2056 4345**

**Email: [hawthornprm@cardiff.gov.uk](mailto:hawthornprm@cardiff.gov.uk)**



**"Where every child matters"**