School Handbook

2026

Welcome

Ysgol Dyffryn Trannon

Pawb o bwys yn ein hysgol ni –

Ysgol Dyffryn Trannon, Calon Ein Bro

Everyone matters in our school –

Ysgol Dyffryn Trannon,

at the Heart of our Community.

Welcome to Ysgol Dyffryn Trannon!

Ysgol Dyffryn Trannon is a special place where we value every child. We not only want our pupils to receive an excellent education but also aim to develop a learning environment that provides appropriate challenge for all, within a safe, happy and social environment, building upon a high standard of behaviour.

In partnership with yourselves as Parents / Carers, we hope to nurture a love of learning, to equip every child with the tools they need to succeed in education and life; helping them to achieve their very best.

Caroline Harries

Headteacher

School details

Headteacher:
Mrs Caroline Harries

Deputy Headteacher:
Mrs Gwenfair Owen

ALNCo:
Miss Emma Richardson

Telephone: 01686 430664
Email: office@dyffryntrannon.powys.sch.uk
The school website: https://dyffryntrannon.powys.sch.uk
Facebook page: @YsgolDyffrynTrannon
Twitter page: @DyffrynTrannon
Chair of the Governors: Mr David Jerman
Type of School: Category 3 – Welsh-medium

The school motto:

'Pawb o bwys yn ein hysgol ni – Ysgol Dyffryn Trannon, Calon Ein Bro'
'Everyone matters in our school – Ysgol Dyffryn Trannon, the Heart of our Community'

Our Values: At Ysgol Dyffryn Trannon, we aim to work together as a community, to provide the best possible education that will equip our children for life and work.

- **We show respect**
- **We are confident**
- **We are independent**
- **We are inclusive**

School Staff (Sept 2026)

Year group	Teacher(s)	Teaching assistants
Foundation Learning - Reception Year 1 & Year 2	Ms Sarah Walters Miss Emma Richardson	Mrs Anna Gethin Mrs Nesta Jones Mrs Emma Baker-Davies Mrs Anna Bradley Miss Esyllt Powell Miss Lowri Preston
Year 3 & Year 4	Mrs Cerys Williams	
Year 5 & Year 6	Mrs Gwenfair Owen	
Cover	Mrs Caroline Harries	

School Secretaries: Mrs Tracy Jones and Mrs Sian Canning
Breakfast club: Mrs Tracy Jones, Mrs Ann Jones
After School Club: **Tree Tops** Run by 'Cylch Trannon'
Cleaners: Mrs Tracy Jones, Mrs Ann Jones
Mid-day Supervisor: Mrs Tracy Jones, Mrs Ann Jones
Cooks: Mrs Jill Griffiths, Miss Bronwen Owen, Miss Julie Davies

Members of the Governing Body (Sept 2026)

Type of Governor	Name of Governor
Headteacher	Caroline Harries
Local Authority	Cllr Gary Mitchell
Local Authority	Iwan Owen
Minor Authority	Joanna Manson
Community	Pat Davies
Community	David Jerman
Parent	Jordan Davies
Parent	Chris Gethin
Parent	Hannah Gittoes
Teaching staff	Gwenfair Owen
Non-teaching	Anna Bradley
Clerk to the Governors	Jen Wilde

School Access Policy

The school admits new pupils in accordance with Powys Education Authority's Policy. Children are admitted to school full time in the September following their fourth birthday (if parents so wish). Before a child can be moved from another school parents are expected to complete an online form. Parents are invited to the school before the child starts to meet the Headteacher and teaching staff and to share information about the child. New pupils are invited to spend some time in the classroom so that they can settle in quickly and meet new friends. They can also come to spend some time / sessions at the school in conjunction with Cylch Trannon, usually in the Summer Term.
https://en.powys.gov.uk/article/1158/Applying-for-a-School-Place

Home – School Agreement

The school has a home – school agreement which sets out what is expected by the school in terms of commitment of parents and pupil to support the school, together with the school's commitment to cooperate and provide the best service for both parents and pupils.

Admissions

School admission packs are available from the school office. The Headteacher will be able to offer advice concerning the possible date of admission, visits, Welsh-medium education, transport arrangements, etc.

All school admissions applications are made direct to the Local Authority. All parents have the right to apply to the LA and will be allocated a place if there is room. We currently have 108 pupils on roll. Many of the classes are supported by Teaching Assistants.

The use of the Welsh Language

Ysgol Dyffryn Trannon is a Welsh medium Primary School. Pupils in the Welsh stream are taught solely through the medium of Welsh in the foundation learning classes. English is introduced in Year 3 and taught from Year 3 to Year 6. The aim is that all pupils are fully **bilingual** at the age of 11.

The pupils' voice committee – 'Criw Cymraeg' – promote the use of Welsh through teaching their peers a range of playtime games. Ysgol Dyffryn Trannon work on the Siarter Iaith initiative to achieve the aim of ensuring that learners:

• are confident in using their Welsh language skills

• foster positive attitudes towards the language

• increase the use of the language inside and outside the school.

Attendance

Regular attendance is vital if your child is to succeed in school. Please inform the school by telephone, email, or letter if your child is absent.

Please remember how important the beginning of the day is and remember that once the register has been marked, we must record lateness in the register. This counts as an unauthorised absence.

- ✓ If your child is ill before school, he/she should not be sent or brought to school.
- ✓ If you must take your child out of school for any reason, please inform us in writing and arrange to collect your child, from the school office.
- ✓ If you are taking your annual holidays during school time, ask for a holiday form from the school office.
- ✓ Holidays in term time are authorised at the Headteacher's discretion.

Preparing for School

Here are a few suggestions for parents as they prepare their child to start school in Ysgol Dyffryn Trannon:

- Talk, discuss, chat constantly with your child.
- Read with and to your child daily, play with them and discuss with them.
- Teach your child simple number rhymes.
- Help your child carry out task such as dressing and undressing, tying shoe-laces, going to the toilet, washing hands, using a knife and fork, tidying up etc
- Develop activities that promote conversation and self-confidence.
- Help your child become familiar with the shape of his/her name.

Breakfast Club

Ysgol Dyffryn Trannon have their own Breakfast Club at £2.50 (price correct at the time of publishing) a session, bookable and payable through 'ParentPay'. The breakfast club opens daily from 7.55am until 8:55am. Cereal, toast and water are provided, and a variety of activities are available in a happy and safe environment. At the end of the club, the pupils join the rest of their class on the school yard until the bell rings.

After School Club – Tree Tops

The club is open from 3:20pm to 5:15pm Monday to Thursday. There is no club on a Friday. Healthy snacks and activities are planned for the children to enjoy at a cost of £7 a session (price correct at the time of publishing).

School Dinners

The lunches are prepared at off-site and are delivered to Ysgol Dyffryn Trannon. All pupils have the option of free school dinners or may choose to bring sandwiches if they prefer. The Powys school menu is available on both the Powys website and our school website. This information can be found on the Powys County Council website. **Pupils from Reception to Year 6 are all eligible for a free school meal.**

Play Time Snack

Pupils are encouraged to bring a small snack to school to eat at breaktime. To promote healthy eating in our school, we encourage pupils to bring fresh fruit / vegetables to eat. We do **not** allow the following: sweets, chocolate, biscuits, or crisps etc. The children also have access to free milk supplied to the school specifically for Foundation learners.

School Hours

	Foundation Learners	Key Stage 2
School gates open	8:45am	8:45am
Session 1	8:55 – 10:30am	8:55 – 10:30am
Morning break	10:30 – 10:45am	10:30 – 10:45am
Session 2	10:45 – 11:45am	10:45 – 12:00pm
Lunch	11:45 – 12:45pm	12:00 -1:00pm
Session 3	12:45 – 3.10pm	1:00 – 3:15pm
Home time	Bus Children – 3:15pm All other pupils – 3:10pm	Bus Children – 3:15pm All other pupils – 3:20pm

School Uniform

Pupils are encouraged to wear school uniform every day. We believe that this fosters respect and positive attitudes towards the school. The uniform gives pupils the chance to be proud of their school, feel they belong and prepare to maintain high standards of behaviour. The school uniform is available in the school office with Mrs Tracy Jones. The paying system is through Parent Pay.

The school hoodies, jumpers, cardigans, T shirts and polo shirts, P.E bag, book bags and coats are available from the school office. The school has a full uniform which all pupils are expected to wear. This consists of:

*Navy blue sweatshirt

*Blue polo shirt

*Navy blue or black, skirt/trousers/shorts/jogging bottoms (plain – no logos – no jeans)

*Black footwear

*Plain white t-shirt (with logo) and black shorts / joggers for PE/Games

We also have a selection of second-hand uniform available at school.

It is extremely important that you put your child's name on all items of school uniform. Aside from a small watch (without games), pupils should not wear any jewellery to school. As exception to this rule, pupils with pierced ears can wear 'studs' only. All such items of jewellery must be removed during physical education and swimming for safety reasons.

Physical Education - clothes

White t shirt, black shorts / leggings, black pumps or trainers are to be worn for P.E in school. The t-shirt can be purchased at the school office but again to pay for the items, this needs to be done through Parent Pay. No jewellery, including watches, should be worn during P.E sessions.

Health and Safety

All possible care is taken of pupils' safety whilst at school. If a pupil is ill or has had an accident, parents **will** be contacted. After the last sickness episode, pupils should not return to school for 48 hours. Medication will be given to pupils in exceptional cases only after completing the necessary consent form. A pupil cannot leave school early without permission. If arrangements for your child's 'pick up' have changed, parents are urged to contact school to let them know of the changes.

The school gates are locked at 8:55. All visitors must report to the main entrance where the school office is manned by our Secretaries Mrs Tracy Jones and Mrs Siân Canning before entering the school. Visitors will be given a visitor ID card and are asked to fill in the Visitors Book.

Risk assessments are carried out regularly to ensure that the site, the building and visits are safe for all pupils, staff, volunteers and visitors.

The school have a very clear policy on Safeguarding and information is displayed in the school reception area. Staff are up to date with the Safeguarding and Child Protection Policy and are up to date with training in order to keep our children safe.

Emergency Contact Numbers

Contact numbers are kept in the school office in case of an emergency, accident or illness. It is important that records are kept up to date to ensure that the safety of our children is met. It is the responsibility of parents of the children in school to provide the most recent information.

Charging Policy

Parents are asked for voluntary payments to cover costs of:

- Educational visits / school trips
- Transport to theatres / sporting activities

Without the support of parents, some of our trips would not have taken place – Thank you! If you have difficulty paying for trips, please contact the Headteacher.

Many of our outdoor trips support the school curriculum to widen the children's horizons and practical experiences.

Equal Opportunities

At Ysgol Dyffryn Trannon we aim to regard all people, both staff and pupils, with equal respect regardless of gender or race and provide an educational and social environmental that will support and draw on the contributions of all individuals and groups within the school. We respect the entitlement of all children, including pupils with disabilities and special educational needs, to a broad, balanced, relevant and differentiated curriculum integrated as fully as possible into all areas of school life. We believe that diversity is a strength that should be respected and celebrated by all who teach and learn here and by all who visit the school too.

Pupils and Parents with Disabilities

The layout of the school building ensures easy access for all pupils, parents and visitors with a disability to access. Special arrangements are made between school and home with pupils with a disability or Additional Learning Needs starting school. Ysgol Dyffryn Trannon is built to ensure that easy access for wheelchairs around the building and into the school areas. Appropriate toilets for disabled pupils and adults are located within the school with easy access.

Special parking bays have been reserved for cars to drop off and pick up pupils with physical disabilities. The school is sensitive to the needs of pupils with disabilities and makes every effort to include them in all aspects of the life and work of the school.

Additional Learning Needs (ALN)

Our aim as a school is to provide every pupil with the opportunity to develop his / her full potential with careful consideration given to the child's individual ability and needs. Children with additional needs are regularly monitored. Our teaching staff, with the support of teaching assistants, will initially address identified difficulties. If difficulties persist, we will ask the local authority to supply specialist advice and support. Serious continual learning difficulties are supported and catered for within our school. Children with any identified learning problems and the more able and talented pupils are supported with planned tasks / challenges to meet their requirements. This takes the form of individual or group support as it is seen to be most effective, but support is also given in the classroom. Parents will of course be kept informed with regards to any problems and measures being taken to solve them.

The ALNCo (Additional Learning Needs Co-ordinator) will try to ensure that all children with learning needs are given appropriate and targeted support.

Behaviour

Our rules for behaviour are few but concern the safety and well-being of pupils. They are based on the school's values and the standards that parents would normally set at home. We work in partnership with parents to develop children's self-discipline and encourage behaviour that shows consideration for others.

We do much to create a positive attitude towards school and to provide a stimulating environment in which to work and play; this in turn prevents many problems from arising. At all times we praise and reward good behaviour.

The Curriculum

As a school we have considered how all learners can be supported to realise the ambitions and aspirations of the four purposes.

The four purposes are the starting point and aspiration for our school curriculum design. Our school aims to support all learners to become:

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

Our curriculum will provide rich opportunities and authentic learning experiences to develop the key concepts, knowledge and skills as described in the statements of what matters and in line with the Statements of What Matters Code

Our curriculum will provide learning experiences through the 6 AOLEs of:

- Languages, Literacy and Communication
- Expressive Arts
- Science and Technology
- Humanities
- Maths and Numeracy
- Health and Wellbeing

Our curriculum will develop the mandatory cross-curricular skills of literacy, numeracy and digital competence. Our curriculum will enable learners to develop competence and capability in these skills and to extend and apply them across all areas. Learners will be given opportunities across the curriculum to:

- Develop listening, reading, speaking and writing skills.
- Use numbers and solve problems in real-life situations.
- Be confident users of a range of technologies to help them function and communicate effectively and make sense of the world.

Homework

At Ysgol Dyffryn Trannon, we believe that the best homework for our pupils is to explore their creativity both indoors and outdoors, investigate current topics (including what is happening in Wales and around the world) and spend time with friends and family, learning about how society works. However, we also recognise the importance of our home / school partnership, and we ask parents and carers to support their child with the following:

A guide for Early learners (Reception to year 2)

- Reading to and with your child, encourage listening to audio books / songs.
- Learning letter sounds and how to spell high frequency words.
- Learning number bonds and times tables (x2, ,5, x10 moving to x3 and x4 at year 2)
- Play board games e.g. Snakes and Ladders

A guide for Later learners (Years 3 to 6)

- Ensuring that your child reads regularly.
- Online maths / language e.g. SumDog.
- Completing work started in school, via Teams.
- Learning multiplication tables, e.g. Hit the Button.
- Researching information related to current theme.
- Practise a musical instrument, if receiving tuition.

Optional: For older pupils, specific learning opportunities will be made available on MS Teams, during school holiday periods.
We will not provide an onerous amount of homework because we believe that if your child is working to the best of his/her ability then he/she should be free to enjoy leisure time out of school hours.

Complaints

If a parent is dissatisfied with a specific educational aspect, we follow our complaints policy. The steps are roughly as follows:

Step 1: Discuss the matter with the class teacher.
Step 2: Discuss the matter with the Headteacher / Deputy.
Step 3: Write to the Chair of Governors who will investigate the matter with the Headteacher /Deputy.
Step 4: Write an official complaint to the Governing Body where a committee will investigate the matter.
Step 5: If necessary, the matter will be referred on to the Authority.

Relationships and Sexuality Education (RSE)

Our school curriculum embraces the RSE guidance and mandatory RSE Code. Our RSE provision will have a positive and empowering role in our learners' education and will play a vital role in supporting them to realise the four purposes as part of a whole-school approach. Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy.

Health Education forms a natural part of the school curriculum. As children progress through the school various topics of personal welfare and awareness are discussed. Children will study various topics including physical development, good hygiene and general health matters. Sex and substance abuse education is given as part of our health programme in Years 5 and 6. The governing body of Ysgol Dyffryn Trannon has decided that Sex Education should form part of the school curriculum.

Ysgol Dyffryn Trannon is working towards a further accreditation as a 'Healthy School' as part of the National Healthy School Project. The project is part of the Government's drive to reduce health inequalities, promote social inclusion and raise educational standards. As a Healthy School we aim to help pupils become healthier, do their best and build on their achievements. We promote physical and emotional health by providing accessible and relevant information and equipping pupils with the skills and attitudes to make informed decisions about their health. As a healthy school we understand the importance of investing in health to assist in the process of raising levels of pupil achievement and improving standards and we recognise the need to provide both a physical and social environment that is conducive to learning.

Assessment

An annual written report is presented to parents regarding their child's progress. Children are assessed internally as part of the school assessment policy. Children will also undertake the Welsh Government assessments in both Language and Maths (Year 2-6)

Child Protection and Safeguarding

The Headteacher - Mrs Caroline Harries, is the Designated Person with responsibility for Safeguarding at the school. Mrs Gwenfair Owen (Deputy Head) is the Designated Person in the absence of the Headteacher. Mr David Jerman / Mrs Hannah Gittoes are the Governors with responsibility for Safeguarding.

Each member of the school staff is responsible for safeguarding and protecting the children who attend it. If there are concerns regarding neglect or physical, emotional or sexual abuse, then the staff have a duty, in accordance with the Wales Safeguarding Procedures 2019, to tell the Designated Person with responsibility for Safeguarding the School Children. The Designated Person may consult with professional colleagues as well as relevant agencies such as Social Services. Following these discussions, the Designated Person may have to officially refer the child to the Social Services Department, in accordance with the authority's guidelines and protocol. The Social Services Department decides whether or not action is required. Due to the nature of the allegations, it will not always be appropriate to discuss issues with parents before referring the child. Social Services and the Police are responsible for investigating allegations.

Worship and Religious Education

We hold a daily act of collective worship; on certain days this takes place as a whole school, whilst on other days this may be time for reflection in classes. All our assemblies are acts of worship of a broadly Christian nature.

The school follows the LA agreed Scheme of Work for Religious Education.

The school has no affiliations with any religion or religious denomination.

Sports

Swimming

During the year, Reception to Year 6 children have an opportunity to swim at Llanidloes Sports Centre (Freedom Leisure). We ask that you provide a suitable bag, costume and a towel. A permission slip must be completed for your child to wear goggles during their swimming lesson. The permission slip is sent home to be completed and returned at the beginning of the first term that your child starts swimming. Swimming sessions usually take place during the spring and summer terms and payment for transport is made via Parent Pay.

In line with the Powys Swimming Policy no trunks are to be worn below the knee, only one-piece swimming costumes, no earrings and all long hair should be tied back.

Sport and Leisure

We believe that sport plays an important role in the development of the whole child. Within the curriculum we offer the children opportunities to take part in individual and team games, gymnastic activities, outdoor and adventurous activities, dance, athletics and swimming. As part of our junior games programme, we include football, cricket, netball, rounders and athletics.

In addition to this the school runs a programme of extra-curricular activities which take place during or after school including opportunities for the children to participate in a variety of sports. The school is also active in inter-school competitions through the Sport Powys programmes, taking part with some success in football and netball tournaments, swimming galas, cross-country and rounders tournaments. We support activities at local sports clubs including Llanidloes Rugby Club, Llanidloes Junior football club and the Cricket Club.

School Sport Ambassadors (pupils from Y5 and Y6) are appointed to develop sporting activities in the school.

Parent, Child and Teacher Evening

In the Autumn and Spring term, these evenings take place, giving you the chance to meet with the teacher alongside your child. You will have the opportunity to review your child's books and work together. The Annual Report to Parents is issued during the summer term, and parents are welcome to meet with class teachers if they wish to discuss the report.

If you have any concerns about your child’s education at any point, you are welcome to contact the school to arrange with the class teacher in the first instance.

Friends of the School

Ysgol Dyffryn Trannon have a supportive Friends of School called 'Ffrindiau Ysgol Dyffryn Trannon'. They have arranged a wide variety of fundraising activities. An example of these being:

- Halloween disco, cake stall, Christmas bingo, Easter bingo, summer disco, sports day refreshments.

If you wish to know any more regarding 'Ffrindiau Ysgol Dyffryn Trannon', please see our Facebook page.

https://www.facebook.com/FfrindiauYsgolDyffrynTrannon/

Pastoral Care

Children are always in the care of a responsible adult during the school day. When children are first enrolled, parents are asked to inform the school of any health problems relevant to their child. It is important that the Headteacher and the staff are fully aware of these when a child starts school. Parents will receive a parent pack with various forms to be completed. The school nurse will visit to check children's hearing, sight and speech. Pupils with specific needs or problems will receive help from the appropriate support service, in consultation with the parents. School staff treat minor injuries in school, during midday the lunchtime, supervisor deals with minor injuries and reports these and all accidents to the class teacher / Headteacher. When a child needs to be sent home or requires hospital treatment, Parents are contacted as soon as possible.

For this purpose, the following contact telephone numbers are necessary.

a. Numbers of parents' homes and places of work.
b. Numbers of a relative or close friend to whom a child can be taken if the parents are unavailable.
c. Numbers of the child's doctor.

Medications

Where possible we request a child's medication be administered at home. If this is not possible, non-prescribed and prescribed medication should be accompanied with written permission and instructions (Forms are available from the office). If a child needs to bring an inhaler to school and suffers from 'asthma' please contact your child's class teacher to complete the paperwork involved with this. If you have any other healthcare issues regarding your child which you wish us to share, please do so prior to your child starting at the school. The Headteacher will be happy to discuss any of your concerns.

Information to Parents

Letter/e-mail / Class Dojo will be used to inform parents of events at the school. We kindly ask that you read all correspondence. We have also invested in the text message system which is used to communicate with parents.

Term dates for the diary

This calendar is subject to any changes that may arise as a result of Welsh Government policy decisions. Powys County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

Please see the Powys County Council website for information about term dates etc:

https://en.powys.gov.uk/article/1166/School-Term-Dates