

Cynllun Gweithredu Cychwynnol Uned Drochi'r Iaith Gymraeg Torfaen
Initial Development Action Plan Torfaen's Welsh Language Immersion Unit

Diweddarwyd / *Updated:* 15/03/2023



**TORFAEN
COUNTY
BOROUGH**



**BWRDEISTREF
SIROL
TORFAEN**

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Is-Darged / Sub-Target	Camau i'w Cyrraedd / Steps to Complete	Meini Prawf Llwyddiant / Success Criteria	Cyfrifoldeb / Responsibility	Adnoddau (Amser ac Arian) / Resources (Money and Time)	Gwerthusiad wedi'i Graddio (Gweler Atodiad 1) / Graded Evaluation (See Appendix 1)
1. Establish the Immersion Unit as a New and Separate Entity. Ensure Finance Systems are set up with Torfaen Finance Department in order to ensure clear accountability and ease of monitoring.	1.1. Separate cost centre to be set up for 'Carreg Lam' within Civica Financials. Allow access for Dr. Matthew Dicken and Melanie Tudball.	1.1. Separate cost centre set up allowing for ease of tracking, accountability and forecasting. Dr. Matthew Dicken and Melanie Tudball to have access in order to monitor usage. This will mean that the finances are in no way connected to Ysgol Panteg (as its host school).	1.1. Cerys James, Dr. Matthew Dicken	1.1. Initial set up of 2hrs. To be completed by 14 th December, 2022.	1.1. Completed.
	1.2. Separate budget sheet set up for 'Carreg Lam' forecasting salaries, resources and equipment needed.	1.2. Budget sheet set up for the immersion centre. This will forecast salaries of Teacher (UPS3+TLR2 as worst-case scenario) and Level 3 Teaching Assistant (Scale Point Max as a worst-case scenario). Capitation budget to be set up in order to purchase and monitor the purchasing of resources. Dr. Matthew Dicken to link with Elen Roberts in order to formulate required and desirable asset/resource list based on units of work. Budget sheet to be scrutinised by 'Resources, Recruitment & Leadership' Subcommittee of Ysgol Panteg Governing Body. Regular monitoring of budget sheet.	1.2. Rebekha Stone and Dr. Matthew Dicken, RR&L Subcommittee.	1.2. Initial set up of 2hrs. To be completed by 14 th December, 2022. Termly scrutiny of Budget Sheet overview by RR&L committee. Regular budget monitoring meetings with Rebekha Stone (c.1 per month).	1.2. Completed. Budget sheet set up by Rebekha Stone. Discussed at budget meeting and scrutinised at 'Governor Resources, Recruitment and Leadership' Meeting. (06/02/2023)
	1.3. Create an agreement between Torfaen and the	1.3. Dr. Andrew Powels to work with Human Resources Department to	1.3. Dr. Andrew Powels	1.3. Potential cost to Local Authority	1.3. Official Written Confirmation Received.

	immersion centre in order to ensure clarity of responsibility for staff costs.	ensure that staffing costs for immersion centre staff are the responsibility of Torfaen Education when the Welsh Government immersion grant comes to an end of 2024-2025 Financial Year.		post 2024-2025 Financial Year end. Worst Case Scenario 1x UPS3 Teacher with TLR2 and 1x Max Scale Point Level 3 Teaching Assistant.	
	1.4. Set up name, logo, motto and mission statement for the immersion centre.	1.4. The immersion centre will have a name ('Carreg Lam'), motto and mission statement. This will have been formed with input from and consultation with interested parties of the Welsh Education Forum (WEF).	1.4. Dr. Matthew Dicken	1.4. To be completed by 14 th December, 2022.	1.4. Name, logo and vision statement created.
2. Employ Staff with Relevant Skills and Experience through a Recruitment Campaign	2.1. Draft job descriptions, person specifications for intended employees. Link with Elen Roberts (EAS) in order to see good practice and examples. Advertisement will be drafted and circulated to Headteachers for comments. Advertise roles.	2.1. Draft job descriptions, person specifications for intended employees will have been created. Advertisement will have been created to recruit relevant staff. Advertise recruitment using Torfaen, E-Teach and a wider network. Social media campaign will be designed with Torfaen Communications Department.	2.1. Dr. Matthew Dicken	2.1. To be completed by 14 th December, 2022.	2.1. Complete. Advice sought from Catrin Evans (Ysgol Gymraeg Cwmbran) and HR representatives.
	2.2. Shortlist and hold interviews for Teacher with TLR2 and Teaching Assistant. Appoint relevant staff. Set Start Dates for Employees and Set Planning Meetings.	2.2. Panel consisting of Dr. Matthew Dicken, Catrin Evans (Head of Ysgol Gymraeg Cwmbrân), Elen Roberts (EAS) and Governor Representation from Ysgol Panteg to shortlist and interview candidates. Lesson observations to take place with a focus on language drilling in interesting, fun and innovative ways. Welsh language assignment to be given to prospective employees to ensure standards of written Welsh are appropriate. Appoint relevant staff following safe recruitment processes.	2.2. Dr. Matthew Dicken	2.2. To be completed by 20 th January, 2023.	2.2. After a successful advertising campaign, 'Teacher with TLR2' interviews held 16/01/2023. Elen Roberts unable to attend. Nerys Phillips (Literacy Lead from Ysgol Panteg took her place). Carys Soper appointed to the role. Begins 27/02/2023. After lack of applicants, re-advertised for teaching assistant on 11/01/2023. After second successful advertising campaign, teaching assistant appointed. Sophie Allen began role on 27/02/2023. Sophie Allen accepted another job with Cardiff Council. Therefore, re-advertising campaign started.

3. Establish an Admissions Process for 'Carreg Lam'.	3.1. Establish a SIMS system for 'Carreg Lam' as a unit.	3.1. Dr. Matthew Dicken and Melanie Tudball to work with Kath Worwood and Colin Jay regarding setting up unit on SIMS.	3.1. Dr. Matthew Dicken and Melanie Tudball	3.1. To be completed by 14 th December, 2022.	3.1. Kath Worwood has researched into methods of registration. Dr. Matthew Dicken to liaise with Joanne Bradford Cummings to discuss putting an agreement in place between schools for safeguarding of children when in the care of 'Carreg Lam'.
	3.2. Set up parameters document for access to the immersion unit. Set up entry and exit criteria for accessing the unit.	3.2. Access arrangements will allow for children of Years 2-6 in to join 'Carreg Lam' on a termly basis with a cap of 12 pupils in total. For transparency, share presentation with Torfaen Headteachers.	3.2. Kath Worwood, Dr. Matthew Dicken and Dr. Andrew Powels.	3.2. To be completed by 14 th December, 2022.	3.2. Presentation for Headteachers given by Dr. Matthew Dicken (28/11/2022).
4. Prepare for Staff and Pupils to Arrive at 'Carreg Lam'.	4.1. Dr. Matthew Dicken to link with Elen Roberts in order to formulate required and desirable asset/resource list based on units of work. Purchase required resources and IT equipment needed for staff.	4.1. Formulation of required and desirable asset/resource list will be based on (1) visits to other Immersion Centres, (2) resource list provided by Blaenau Gwent LA, (3) units of work provided by CSCJES. IT equipment purchased for staff. Prepare resources ready for use.	4.1. Dr. Matthew Dicken & Melanie Tudball. Potentially newly appointed staff.	4.1. c.£10,000 By end of February, 2023.	4.1. Once staff are employed, begin this step. IT equipment ordered. Laptops arrived.
	4.2. Adapt units of work provided by CSCJES in order to establish a baseline assessment and an entry/exit criteria for the immersion unit.	4.2. Units of work that have been provided by CSCJES will be adapted into medium-term and short-term planning documents. 10 units of work and language acquisition following an induction week following a spiral curriculum. Initially, 12 weeks of full immersion will be planned using these units of work.	4.2. Dr. Matthew Dicken and Newly Appointed Staff.	4.2. By end of February, 2023.	4.2. Work begun on this element by creating a planning framework and extrapolating required vocabulary for each unit of work. In-depth planning in process. Development of an assessment procedure for language acquisition in process and being developed along side the in-depth planning for each unit of work.
	4.3. Establish a three-phase process for immersion based on entry/exit criteria.	4.3. A protocol explaining a three-phase process for immersion will be written. <i>Phase 1: Full Immersion at 'Carreg Lam' (intended for 12 weeks).</i> <i>Phase 2: Integration into classes with peripatetic support from 'Carreg Lam'.</i> <i>Phase 3: School-Based Intervention and One Page Profile.</i>	4.3. Dr. Matthew Dicken	4.3. To be completed by 14 th December, 2022.	4.3. Planning procedure for Phase 1 and Phase 2 in process. Significant steps forward in planning a child-centred approach utilising the PCP method for Phase 2.
	4.4. Set up site ready for	4.4. 'Carreg Lam' setting within Ysgol	4.4. Dr. Matthew	4.4. c.£1,000.	4.4. Room prepared. Furniture and equipment has now arrived. Teaching resources

	learners.	Panteg will be set up ready for the arrival of pupils. Resources will be in place. Designated storage space will be given over to 'Carreg Lam' to ensure resources are not mixed with Ysgol Panteg's resources.	Dicken and Newly Appointed Staff.	By end of March, 2023.	arrived. Need to now allocate signage on school.
	4.5. Visit existing immersion units to observe and understand good practice. Initial Professional Development opportunities for Staff.	4.5. Visit Ysgol Y Ffin's Immersion Centre (Monmouthshire) & Visit Cardiff County Council Immersion Centre (Cardiff). Newly appointed to staff to spend a week in each setting observing good practice.	4.5. Dr. Matthew Dicken and Newly Appointed Staff.	4.5. Initial visit to sites. Week spend in each site, if possible (x2 members of staff).	4.5. Visits to immersion centres complete. EAS support visits complete.
5. Marketing of Immersion Provision	5.1. Set up branding package for 'Carreg Lam'.	5.1. Prospectus, logo, stationery, email addresses and essential information admission forms will have been created.	5.1. Dr. Matthew Dicken and Melanie Tudball.	5.1. By end of January, 2023.	5.1. Logo, Stationery, email addresses created. Prospectus and admission forms set up.
	5.2. Set up website for 'Carreg Lam'.	5.2. A domain name will have been purchased. Website will be designed in-house. Website will detail vision, admissions procedure, rationale and explanation of the three-stage process for immersion, staff, family support, benefits of bilingualism, contact pages. It will also need to contain relevant statutory information such as safeguarding, equal opportunities, funding.	5.2. Dr. Matthew Dicken and Newly Appointed Staff.	5.2. c.£500. By end of February, 2023.	5.2. Website set up. More population of pages to follow.
	5.3. Set up social media campaign to advertise immersion centre and the benefits of bilingualism.	5.3. Social media campaign will be designed with Torfaen Communications Department. Print media campaign will be designed with Torfaen Communications Department. Advertisements will go live by end of February, 2023, in order to recruit for Summer Term 2022-2023 and Autumn Term 2023-2024. All content will be bilingual. Focus will be based on (1) the	5.3. Dr. Matthew Dicken, Newly Appointed Staff and Torfaen Communications Team.	5.3. By end of February, 2023.	5.3. Dr. Matthew Dicken gave television interview to the BBC and S4C ready for 11/01/2023. Torfaen advertising in 'Torfaen Talks' magazine which goes to every household in Torfaen (end of March 2023).

		benefits of bilingualism, (2) late-comers to Welsh education (i.e. children from Year 2-6).			
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