Ysgol Comins Coch

School Prospectus

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Ysgol Comins Coch

Comins Coch, Aberystwyth, Ceredigion. SY233BQ
Phone 01970 623497. staffcc@cominscoch.ceredigion.sch.uk

Headteacher's Letter of Introduction

We are pleased to welcome you and your child to Ysgol Comins Coch and hope that the years spent here will be happy and successful. The information in this prospectus is intended to help introduce you and your child to the school.

Every year we have many visitors to the school and frequently receive unsolicited comments about the learning environment, behaviour and relationships within the school. The school is justifiably proud of its reputation for concern for the individual child, both in terms of welfare and educational provision. We hold with the belief that every child is entitled to the highest quality educational experience that can be provided.

The last inspection of the school by His Majesty's Inspectorate (Estyn) took place in 2024. Their report, which is available on our website, is very complimentary of the work of the school. As flattering as this report is, we are prouder of the way our children work, play and learn together. Our success is best measured in the way the children learn, show respect for one another and enjoy being part of our school community.

We wish your child a happy introduction to the school and successful progress through his/her time with us. We strongly believe that your involvement in this process is crucial, and we provide frequent opportunities to keep you informed about the ways we are working with your child. However, we believe that a close relationship between parents and the school is always of great benefit to the education and care of every child. As such, please understand that as parents you are always welcome to come and speak to your child's teacher or myself. If you are ever unclear about any aspect of your child's learning or experience, please just come and have a chat.

Yours sincerely,

M Carruthers

Michael Carruthers
(Headteacher)

Ysgol Gymunedol **Comins Coch** Community School

Ysgol Comins Coch is situated in the village of Comins Coch a mile outside the town of Aberystwyth. The majority of children are drawn from the village of Comins Coch, Waunfawr and other local villages.

The school buildings, which are of 1960's design and construction, provide seven classrooms and a school hall which is used for assemblies, PE and school meals.

The school is fortunate to have extensive school grounds which provide opportunities for games activities, environmental studies and extensive play areas. The main school playground provides a safe area for play.

The age range of pupils is from three to eleven years, with children being accepted in the term after their third birthday

Name and address of School: Enw a chyfeiriad yr Ysgol:	Comins Coch Community School. Comins Coch, Aberystwyth, Ceredigion, SY23 3BQ Tel: 01970 623497
Headteacher: Pennaeth:	Mr Mike Carruthers
Chairman of the Board of Governors: Cadeirydd y Llywodraethwyr:	Mr Phil Mostyn
Classification of School: Math o Ysgol:	LEA Maintained Primary School

Organisation of the School : Trefn yr Ysgol (2026-27)	
Meithrin/Derbyn Nursery/Reception **Dosbarth Dyfi Class** **(Cyfrwng Cymraeg/Welsh Medium)**	Mrs Rachel Pullen-Roberts/ Miss Lowri Davies
Years 1 and 2 **Dosbarth Teifi Class**	Mrs Siwan Davies, Miss Lowri Davies & Mrs Ceri Callow
Years 3 and 4 **Dosbarth Ceulan Class**	Mrs Ruth Morgan/
Years 4 and 5 **Dosbarth Rheidol Class**	Mr Lee Gower
Year 6 **Dosbarth Ystwyth Class**	Mrs Sarah Payne

Curriculum Vision and Values for Ysgol Comins Coch

We aim to ignite in our students a love of learning which will serve them well throughout their lives.

Our vision is for all learners to make progress appropriate to their ability in every lesson, demonstrate mutual respect and positive behaviour for learning. We are an inclusive learning community where ambition, belief, determination and resilience underpin the shared common purpose of preparing our learners for a successful future. The Wellbeing of our pupils is at the heart of our curriculum and our curriculum vision is rooted in Welsh values and culture. It has the development of literacy, numeracy and digital competency at its core, alongside developing the attributes for children to be good learners, as these are the essential life skills for every child to be able to access future learning. We tailor learning to provide children with opportunities to develop skills and explore concepts. These will allow them to build their knowledge and understanding through topics that will capture their interest and stimulate their imagination; developing ownership and decision making equipping all young people with the knowledge, skills and dispositions for future challenges as lifelong learners. We value our relationship with our parents, Governors and the wider school community who work alongside us to ensure the pupils are fully supported with their academic progress and wellbeing.

Comins Coch Primary School is a values-based school because we believe in developing a set of skills and attitudes that prepare our children for the modern-day world. These skills include:

Responsibility Respect

Determination

Kindness Honesty Creativity

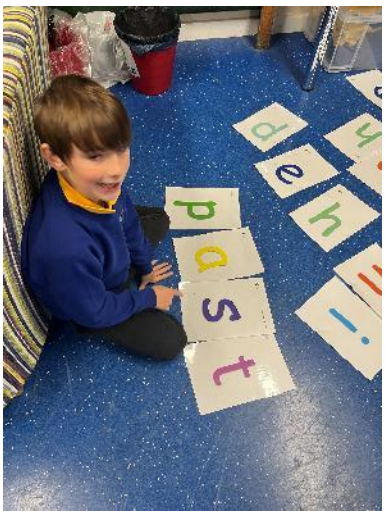
Class Organisation

Class organisation is reviewed before the start of each new school year as pupil numbers are finalised. Sometimes it is necessary to organise classes in mixed year groups to keep class sizes to reasonable levels. There is one year group (Year 4) who have been split in 2026-27. There will be opportunities for children to work as individuals, as a member of a group, or as part of a whole class. Classes combine for Assembly, singing, PE and games and other learning activities as appropriate.

The School Curriculum.

Since September 2022 the school have been following the new curriculum for Wales. The four purposes are at the heart of the curriculum to support the children 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 citizens of Wales and the world;
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.



The curriculum is organised in six areas of learning and experience:

- Expressive arts
- Health and well-being
- Humanities (including RE which should remain compulsory to age 16)
- Languages, literacy and communication (including Welsh and modern foreign languages)
- Mathematics and numeracy
- Science and technology (including computer science)

There are also three cross curricular responsibilities literacy, numeracy and digital competence which run through all the areas of learning and experience.

The Welsh Language

The school is categorised as *"Predominantly English medium with significant Welsh*." Pupils in the Nursery and Reception Class receive their education through the medium of Welsh. All the other children at Ysgol Comins Coch undertake learning activities to develop their understanding and use of the Welsh language. Our aim is to enable each child to have a bilingual competence by the age of 11. The school actively promotes children's use of Welsh as a natural language in the school. We aim to ensure that by the time children leave Ysgol Comins Coch they have a choice of either Welsh or English secondary education.

Additional Learning Needs

It is imperative that some children are given the opportunity for additional support and help or challenge. In order to provide this additional support, there is a team of Learning Support Assistants at the school who offer specialised tuition for children both through small intervention groups and / or through in-class support as the need arises. Children with more specific or pronounced additional educational needs are referred to the education department of the local authority for additional guidance and support. Through this referral process some children will be entitled to additional support or in some instances a Statement of Special Educational need.

Religious Education and Collective Worship

This incorporates religious services during the week. Whilst children learn about all main world religions, emphasis is placed on Christian standards and values. Parents are welcome to discuss and make special arrangements for worship on religious grounds.

Music.

In addition to the school's music curriculum there is an opportunity for children to have tuition under the Authority's Music Scheme. Parents of these children usually support this scheme with a financial contribution. In addition to music lessons, we also have a school choir who take part in charity events, sing at senior citizens residential homes and the Urdd Eisteddfod.

Homework

Homework is given at the discretion of the class teacher. It is usually linked with what is being taught in the class at the time. Children take reading books home from school, and it is expected that parents will both help and support their children's reading regularly. Older pupils are also encouraged to practise their times tables regularly.

Pastoral Care

We believe that our school should be a happy place for children and a welcome place for their parents. The physical and emotional wellbeing of each child is central to all aspects of school life. We aim to engender an atmosphere that will cater for the pastoral needs for each child as they arise.
Our pastoral care system will support each pupil as an individual and will also ensure that each pupil contributes to, and benefits from, a caring environment within the school.
This pastoral care aspect permeates all areas of school life. It is an integral part of the caring environment within the school, where teachers care for one another, the pupils in their care, and where pupils also show a mutual caring for each other, their teachers and others.

Sport

The school sees great value in extra-curricular activities in supporting children's learning and development. The school works with BMO coaching who hold a weekly club after school which includes different sporting activities in its timetable. The school has its own after-school Club. We also actively encourage and support children to become involved with activities such as Aberystwyth Arts Centre and local clubs. The school has a full physical education scheme of work and all children from Year 3 upwards have swimming lessons during the school year. In addition, the school competes in inter-school sporting activities.

Walking/Cycling to School

We encourage all parents and children where possible to walk or cycle to school. The school has a purpose-built bike stand which can hold up to 15 bikes. The school is on a cycle route with Waunfawr and Penrhyncoch.

School Discipline

Effective teaching is impossible without proper discipline. Acquiring discipline is a gradual and continuous process. Our approach is a positive one. Good behaviour, manners and courtesy will be encouraged and openly acknowledged. Children need to be taught what are, and are not, acceptable standards of behaviour.

Whilst emphasis is on a positive approach it has to be understood that negative behaviour will not be tolerated. Negative behaviour is any behaviour that is detrimental to the caring atmosphere of our school.

School Security

The security of all pupils, staff and visitors is of utmost importance. We aim to ensure that everyone maintains a high level of awareness of security and safety issues at all times.

In order to ensure that the school security measures continue to be effective, parents are asked to ensure that children are accompanied to, and collected from school promptly. All contact details should be updated regularly and absences reported before 9:30am on the first day. The entrance doors are locked at 9:00am promptly and we ask that parents vacate the building by that time. If pupils arrive late, they are taken to class by a member of staff. When parents visit during the school day, we ask that you report to the school office and sign the visitor book. No parent is to walk through the building during the school day unless accompanied by a member of staff. Also, no parent or other adult is to accompany their child to the school toilet during the day. Motor vehicles are not to be driven into the school yard without prior arrangement.
The school ensures that entrances are securely closed from outside entry, health and safety checks and fire drills are conducted and all fire safety equipment is checked regularly, and the site is constantly monitored by CCTV security cameras.
The trained person for co-ordinating child protection is Mrs Sarah Payne (Assistant Headteacher). In her absence she will be deputised by Mr Mike Carruthers (Headteacher), The nominated Governor for Child Protection Issues is Mr Phil Mostyn.

Parents are informed that were a child to make an allegation against a family member or someone at the household, then, parental consent to make a referral to Ceredigion Social Services will NOT be sought by the school. The Social Services Department and the Police would need to speak to the child as soon as possible if it is believed that a crime has been committed.

Health, Care and Control

At Ysgol Comins Coch improving the health and welfare of all members of our school community is of paramount importance. We are committed to working with the Network of Healthy Schools to ensure that our school is a healthy and happy place to be. We aim to promote and instil good habits that help children to grow and develop as healthy, active and fit adults

It is important that the Headteacher is informed of <u>any</u> health problem which may affect your child. In particular we need any relevant information regarding your child's health and well-being in relation to physical education and sport.

With certain illnesses the Local Health Authority recommends that pupils are kept away from school for the following minimum number of days.

- Sickness or diarrhoea: 48 hours after symptoms have passed.
- Chicken Pox: 7 days from appearance of rash.
- German Measles: 4 days from appearance of rash.
- Measles: 7 days from appearance of rash.
- Mumps: 7 days from disappearance of swelling.

Occasionally your child may be taken ill whilst in school. It is imperative that the school has a contact telephone number for parents / guardians.

If a child sustains an accident whilst at school, the headteacher will inform the parents and will follow appropriate procedures depending upon the seriousness of the accident.
It is only under special circumstances that the teachers in school will be willing to administer medicines to children and a 'Consent to Administer Medication' form must be completed beforehand.
If a child has any allergy or medical condition it is essential that the school is made aware before they start school and notified on the annual "Information from Parents" form. Due to some of our pupils suffering nut allergy the school maintains a policy where **nut products are not allowed in school.**
The school maintains the premises with due care and attention to health and safety arrangements. All school activities follow the school's Health and Safety policy with the safety and security of children always the highest priority. The school is vigilant towards the security of the school premises and requests that all visitors to school, including parents, report to staff immediately upon arrival at school either at the reception desk or at the headteacher's office.

School Closures

Should adverse weather conditions occur during school hours we ask that you collect your children from school at the earliest opportunity and not wait until the end of the school day. In the event of school closure due to unforeseen circumstances,

- Ceredigion Website. http://www.ceredigion.gov.uk
- Facebook "Ceredigion School alerts" or on the school Facebook page
- The school website will notify parents of arrangements, ***www.cominscoch.ceredigion.sch.uk/***

School Meals

A good quality hot lunch is cooked on the premises and provided in the school canteen at a price set by the Local Authority. As part of a Welsh Government initiative all pupils are entitled to have their meal for free. Where children bring a packed lunch, they are encouraged to bring a healthy meal, and we do not allow any items which contain **nut products**.
Everyday children in Foundation classes are given milk to drink during the day. During this break children are also encouraged to bring a fruit for a snack which is referred to as "Tocyn".

Attendance and Rates of Absence

Attending school regularly and punctually is very important. If your child is absent, please send a written message of explanation or a phone call as soon as is possible, to avoid any official enquiries.

Holiday absences during term time will be classified as *Unauthorised* absence. If you wish to take your child away on holiday during term time a letter of notification should be received by the school at least a fortnight beforehand. May we stress however, that even a short period of absence can disrupt the learning pattern of a child, and we strongly advise that you try to arrange holidays in school holiday time.

Your Child's Progress

Record keeping is an integral part of teaching and as such is continuous throughout the child's entire primary school life. Through assessing the child formally and informally teachers are better able to make an evaluation of the child's overall progress and development. Pupils from years 2 – 6 undertake the Welsh Government's National Tests in Reading, Procedural Mathematics and Mathematical Reasoning every year. The results of these tests are reported to parents in July.

Written reports are issued to parents at the end of the school year, and parents are invited to view their children's work at two consultation evenings during the year. If you ever have any queries about your child's education, please get in contact with the Headteacher as soon as possible.

Parent / Teacher Association

There is an active Parents / Teacher Association (PTA) at the school, which helps to organise a variety of events. It plays a very important role in supporting the school with the organisation and running of social events and fund raising. The committee meets regularly to arrange such events and welcomes all offers of assistance from other parents. All parents are kept informed of activities by regular letters and through the school website. The AGM of the PTA, when new officers are elected, takes place in the autumn.

Personal Property

We would be grateful if parents could discourage children from wearing valuable jewellery or watches to school. Similarly, money should not be brought to school unless required as payment for organised activities. The school cannot be held responsible for valuables left in our possession. Earrings, watches, bracelets and necklaces can be dangerous, and children will need to remove them for PE and swimming.

Sex Education

Through Science topics such as *Ourselves* and *Living Things* children are taught about plant and animal life cycles, human life cycles and reproduction of plants and animals. The school nurse is invited to talk to Ystwyth class on aspects of puberty, growing up and personal management. A

short video is shown outlining these aspects and children are encouraged to ask questions of the nurse and school staff.

Charging and Remissions Policy

The school prides itself on the variety of stimuli and opportunities it provides for children. Children have numerous opportunities for visits including residential visits in Years 4, 5 and 6. Ceulan class visit Llangrannog, Rheidol and Ystwyth classes visit Cardiff and Glanllyn. In line with national guidelines parents are asked for contributions towards meeting the cost of these visits. It is recognised that there are times when parents may not be able to make a full contribution towards the cost. On these occasions any shortfall may be met by the school fund. All children will be given the opportunity to participate.

Equal Opportunities Policy

The Headteacher and governing body of the school ensure that the school's equal opportunities policy is observed. Ysgol Comins Coch will continue to endeavour to ensure that all staff, trainees and pupils, regardless of gender, ethnic origin, age or disability, are encouraged to develop to their full potential at all times.

Accessibility and arrangements for pupils with disabilities

Pupils with disabilities can be admitted to the school and integrated into mainstream classes with the support of various LA agencies and personnel.
All pupils, irrespective of disability, are treated equally and the school does not allow any form of discrimination. The school has level access to the main class areas with level access from the rear of the building to the school hall. The school monitors all children carefully and due consideration is given to pupils' disabilities.

Uniform

All children are expected to wear the school uniform which consists of a yellow polo shirt and a royal blue sweatshirt. These items are available from CIT Dillad/Clothing which is located on the industrial estate.

Daily Routine

	Arrive at school	Breaktime	Lunchtime	Breaktime	End of the school day
Ystwyth (Year 6)	**8.30am**	**10.30am**	**12.15pm**	**2.15pm**	**3.15pm**
Rheidol (Years 4 and 5)	**8.30am**	**10.30am**	**12.15pm**	**2.15pm**	**3.15pm**
Ceulan (Years 3 and 4)	**8.30am**	**10.15am**	**11.45am**	**2.00pm**	**3.15pm**
Teifi (Years 1 and 2)	**8.30am**	**10.15am**	**11.45am**	**2.00pm**	**3.15pm**
Dyfi (Meithrin/Derbyn - Nursery/Reception)	**8.50am**	**10.15am**	**11.45pm**	**2.00 pm**	**3.15pm**

Gofal Plant Gogerddan Childcare

Plant Meithrin Gogerddan is a wrap-around service based in Ysgol Comins Coch run by Gogerddan Childcare Ltd. This service is for children aged 3-4 years, before they start in full time education. For further information please contact them on: 01970823100 or e-mail:enquiries@gogerddanchildcare.co.uk

Clwb Comins After-School Club

The school provides an after-school club for the all the pupils at the school and runs every weeknight until 5.30pm. Information regarding the activities taking place at the club are updated weekly and can be found on the school website. Parents book spaces a week in advance through Parentpay. For any further information please contact the school.

CEREDIGION COUNTY COUNCIL
SCHOOL HOLIDAY DATES 2026/27

2026 - September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2026 - October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2026 - November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2026 - December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2027 - January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2027 - February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2027 - March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2027 - April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2027 - May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2027 - June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2027 - July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2027 - August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NON-PUPIL DAY
SCHOOL HOLIDAYS

Please note that schools have another 2 non-pupil days during the year. They may be set on different dates across Ceredigion, and schools will notify parents directly of these.

Staff at Comins Coch School

Mr Mike Carruthers, the Headteacher, has overall responsibility for school management, organisation and finance.

Mrs Sarah Payne or Mrs Ceri Callow, Assistant Headteachers will deputise in the absence of the Headteacher. Mrs. Ceri Callow (acting AHT Curriculum) is a part time teacher of Years 1 and 2 and leads on curriculum development in school. Mrs Sarah Payne (AHT Pastoral Care) is the A.L.N.C.O. (Additional Learning Needs Co-ordinator), leads on welfare issues in school and is the teacher of Year 6 class. Other leadership roles for curriculum, resources and projects are shared amongst all staff who support the headteacher in the monitoring and development of all aspects of school life

A full list of all staff appears at the end of this prospectus.

Information About Admissions

We have new children starting Ysgol Comins Coch every term as children are admitted to school in the term after their third birthday. The deadline for receipt of applications for admissions to primary schools in January, April or September 2027 was 31st January 2026. Applications for admission during the 2028 calendar year will be required by 31st January 2027.
Admission to Ysgol Comins Coch is by application to Ceredigion Local Education Authority. All children who wish to apply for a place at Ysgol Comins Coch must complete an application form. Application forms should be completed electronically and can be found on the Ceredigion Local Authority website. Parents will be informed in writing by the Local Authority regarding the success of the application.

Parents who do not live within the school's defined catchment area are welcome to apply for a place, although priority will be given to those who live within the catchment area.

In the weeks prior to admission children will be invited to attend school for a session to assist in their settling to school quickly. Parents who wish to start their child at the school are asked to contact the Headteacher.

Introductory Visits

Parents who wish to visit the school are asked to telephone the school to arrange an appointment with the Headteacher. Parents are always welcome and please come prepared to ask any questions you may have. We assure you that no question is considered unimportant or insignificant. If there is anything you are unclear about, please pick up the telephone or come to see us and ask. It all leads to give you a clearer picture of our life here at Ysgol Comins Coch.

Transfer to Secondary School / Transition

We work closely with our partner schools, Penweddig and Penglais, to ensure a smooth transition for pupils between the different phases of education. Most children who leave this school are able to choose either of the two secondary schools and the transition arrangements are identical with both schools. Staff from the secondary school visit Ysgol Comins Coch to meet the pupils and discuss arrangements and individual children. These arrangements are very supportive in ensuring a smooth transition and help children to settle in the secondary school quickly.

Destination of Pupils when leaving Ysgol Comins Coch

Children leaving Comins Coch usually go on to either Penglais School or Penweddig School. At the end of 2025-2026 academic year twenty six children transferred out to Penglais school and one to Penweddig school.

Penglais School

Ysgol Gyfun Penweddig

Complaints Procedure

The school has adopted the All Wales Complaints procedures for schools. Where parents have a complaint about the school or curriculum they should in the first instance contact the Headteacher. Where matters cannot be resolved, parents are requested to raise the matter with the Chair of Governors and then the Director of Education. Further details are available on the school website and directly from the school.

Accuracy of Information

The information in this prospectus is correct at the time of review (September 2026).
This document has been amended and conforms to the National Assembly for Wales Circular 14/01. 'School Prospectus, Guidance for Headteachers and Governing Bodies.'

Further Information and Clarification.

We hope that this school prospectus gives you some idea of what your child will experience here at Ysgol Comins Coch. If, however, you do have any queries or would like any further information please do not hesitate to contact the school.
Please also check most current information on the school website which is updated on a regular basis.

www.cominscoch.ceredigion.sch.uk

Staff at Comins Coch School.
2026 – 2027

Michael	Carruthers	Headteacher	Rachel	Griffiths	Teaching Assistant
Sarah	Payne	Assistant Headteacher	Emma	Forbes	Teaching Assistant
Ceri	Callow	Assistant Headteacher	Mandy	Daniel	Teaching Assistant
Lee	Gower	Teacher	Jack	Rendell	Admin Support
Ruth	Morgan	Teacher	Jane	Adam	Lunchtime Supervisor
Siwan	Davies	Teacher	Karolina	Pochedin	Lunchtime Supervisor
Rachel	Roberts	Teacher	Sue	Hopkins	School Cook/Breakfast club/After-school club
Lowri	Davies	Teacher	Emma	Morgan	Catering Assistant / Breakfast club/After-school club
Katie	Dowse	Teacher/HLTA	Sian	Titley	Cleaner / Caretaker
Angharad	Evans	ALN Teaching Assistant	Yvonne	Wharton	Cleaner
Hawys	Hughes	Teaching Assistant			