

Information Handbook for Parents/Guardians

Ysgol Gymuned Cwm y Glo



September 2016





Ysgol Gymuned Cwm y Glo
Cwm y Glo
CAERNARFON
Gwynedd
LL55 4DE

Pennaeth /Head teacher:
Mrs.Nia G. Oliver B.Add./ B.Ed.



01286 870 860



NiaGlynOliver@gwynedd.llyw.cymru

Dear parents/guardians,

Welcome to our school. This handbook has been produced to provide parents/guardians, pupils and prospective pupils with information on the work at, and day to day running of Ysgol Cwm y Glo.

This is a County Primary School. Pupils are admitted on a part-time basis in the September following their third birthday and full-time in the September following their fourth birthday. It is one of seven primary schools within the catchment-area of Ysgol Uwchradd Brynrefail.

We take pride in that our school is a happy and caring community and efforts are made to promote the pupils spiritual and moral progress. Close links are forged with every family and problems or difficulties are addressed through discussion with the parents. Education is a school-parent partnership for our children's benefit. Your influence and support is invaluable in your child's social and educational development.

Our objective is to provide our pupils with education of the highest quality in a happy, safe and caring environment.

Although the information contained in the handbook is correct at the time of publication, some changes may be made that may affect some arrangements during next year. It is for guidance only.

Therefore, on behalf of the Governing Body and teachers of Ysgol Cwm y Glo, may I present this handbook for your attention. I look forward to working with you.

Yours sincerely,

Nia G. Oliver

SCHOOL AIMS

- Provide education of the highest possible quality, reflecting the requirements of the individual, those of the community, the LEA and the Government through the Foundation Phase, the National Curriculum and the Literacy and Numeracy Framework.
- Create a happy, safe and enthusiastic environment that enable pupils to grow, develop and mature into confident individuals, be aware of the well-being of others, and become responsible members of the community.
- Enable all pupils to become fluent in Welsh and English so that they fully contribute towards the social and cultural life of our bilingual community.
- There is firm classroom management, ensuring that the pupils are aware of school rules so that pupils and staff feel secure. Pride of place is given to pupil attendance and punctuality at the school.
 - Our aim is to make the school an integrated part of our local community, through forging links with local businesses and establishments and making children aware of the importance of their environment.

These aims are displayed around the School as a reminder to all of us!

SCHOOL CONTACTS

Ysgol Cwm y Glo
Cwm y Glo
Caernarfon
Gwynedd
LL55 4DE

Tel No: 01286 870 860

e-mail: niaglynoliver@gwynedd.llyw.cym

Website: <http://www.ysgolcwmyglo.org>

Headteacher Mrs. Nia G. Oliver

Chair of Governors: Mr. Euron Davies

LEA

Ysgol Cwm y Glo is under the management of Gwynedd Council.

Head of Service: Arwyn Thomas 01286 679 089

Senior Manager Resources: Owen Owens 01286 679 169

ALN Senior Manager: Gwern ap Rhisiart 01286 679 552

Gwynedd Area Education Officer: Diane Jones 01286 679 861

Administrative Officer: Eirian Wrench

Address: Gwynedd Education Office
Ffordd y Cob
Pwllheli
Gwynedd
LL53 5AA (01758 704 114)

Welfare Officer: Linda Jones 0777 55 00 977

SCHOOL STAFF – 2016/ 2017

Headteacher and Teacher

Peris Class (N, R, Y 1 and 2)

Mrs. Nia G. Oliver

Teacher

Marchlyn Class (Y. 3, 4, 5 and 6)

Miss Eleri E. Jones

Classroom Assistant

Mrs. Wendy Roberts (*Miss Smith*)

Cook/Clerk collecting Dinner Money

Mrs. Janet Taylor (*Anti Janet*)

Caretaker

Mrs. Christine Jones (*Anti Chris*)

Lunch Time Supervisors

Wendy Roberts, Eleri Jones

School nurse

Bethan Jones

Welfare Officer

Linda Jones

SCHOOL GOVERNORS 2015 - 2016

NAME	POST	REPRESENTING
EURON DAVIES	<u>CHAIRMAN</u> Health and safety, Disciplinary Measures against and Staff dismissal Disciplinary measures against and pupil exclusion. Complaints Pay review. Pay review appeal Finance sub-panel. Appointments and staffing Policies. Language	PARENTS / CHAIRMAN
DAVID ROBERTS	<u>VICE-CHAIR</u> Racial Equality, Appeal against Disciplinary Measures against and Staff Dismissal, Disciplinary measures against and Exclusion of Pupils, Complaints, Finance sub-panel. Buildings, Science, Music	COMMUNITY / VICE-CHAIR
AMY ROBERTS	Buildings, Pay Review Appeal, Appeal against Disciplinary Measures and Dismissal.	LEA
AARON BAYLEY	Child Protection, Bringing Disciplinary measures against and pupil exclusion. Pay review/ Pay review appeal, Finance sub-panel, Appointments and Staffing, Policies, Mathematics	COMMUNITY
OSIAN JONES	Additional Learning Needs, Appeal Disciplinary measures against Staff and Staff Dismissal, Pay Review/Pay Review Appeal, Appointments and Staffing, Art	PARENTS
DONNA WILLIAMS	Disciplinary measures against Staff and Staff Dismissal. Complaints. Humanities. Welsh Language Charter	PARENTS
WENDY ROBERTS	Welsh Language Charter, Buildings	ANCILLARY STAFF
NIA OLIVER		HEADTEACHER niaglynoliver@gwynedd.gov.uk
No representatives		TEACHERS
ALAN PRITCHARD	Disciplinary measures against and staff dismissal. Policies. Design and technology.	COMMUNITY COUNCIL
ELERI JONES	---	CLERK TO THE GOVERNORS elerielenjones@gwynedd.gov.uk

SCHOOL ARRANGEMENTS

This is a Primary County School (Infants/Juniors/Nursery). It is a daily, bilingual, co-educational school.

There are links between the school and the local secondary school, Ysgol Brynrefail at Llanrug. Joint discussion and visits are organized between teachers and parents prior to pupils transfer.

3 – 7 year olds participate in the Foundation Phase. 7–11 year olds participate in Key Stage 2. Within the foundation phase and key stage 2, pupils are expected to gain experiences in National curriculum subjects deemed appropriate for them.

There are two classes at the school this year:

Peris Class - (Foundation Phase) Nursery/Reception, Year 1 and 2,
Marchlyn Class - (Key Stage 2) Year 3, 4, 5 and 6.

The teaching is organized using various methods in accordance with the pupils needs and task requirements: whole class, ability groups, mixed groups, paired work, individual and even whole school learning. Efforts are made to try and meet everybody's needs providing the same encouragement and support for all pupils within the class.

In accordance with statutory requirements, teachers are also allocated 10% non-contact teaching time. At Ysgol Cwm y Glo, specialization is shared to achieve this.

School Term 2016 – 2017

Autumn 2016	1 September 2016 - 16 December 2016
Spring 2017	3 January 2017 - 7 April 2017
Summer 2017	24 April 2017 - 21 July 2017

Pupils return to school on Friday, 2nd September, 2016.

HOLIDAYS:

24 October 2016 – 28 October 2016	(Half-Term)
19 December 2016 - 2 January 2017	(Christmas Holidays)
20 -24 February 2017	(Half-Term)
10 – 21 April 2017	(Easter Holidays)
1 May 2017	(May Day)
29 May – 2 June 2017	(Half-Term)
24 July – 31 August 2017	(Summer Holiadays)

Schools will re-open on Friday, 1st September, 2017 for teachers, and on Monday 4th September for pupils.

Number of days in each month when schools are open :

SEPTEMBER 2016	22
OCTOBER 2016	16
NOVEMBER 2016	22
DECEMBER 2016	12
JANUARY 2017	21
FEBRUARY 2017	15
MARCH 2017	23
APRIL 2017	10
MAY 2017	19
JUNE 2017	20
JULY 2017	15

	195

1st September 2016 – School Management Days

4 INSET Days

Total number of days on which school is open to pupils is 190

Schools which close for elections, open for thoes number of days at the end of the Summer Term.

Teaching Hours

The teaching hours are 25 hours a week for the Junior pupils, 22.5 hours for the Infants – apart for the Nursery.

The morning session is held between 9:00 - 12:00 noon,

The afternoon session between 1:00 - 3:00 p.m. for the Infants
 1:00 - 3.00 for the Nursery class
 1:00 - 3.30 p.m. for the Junior pupils.

The school bell sounds a few minutes prior to commencement of the session to encourage everybody to promptly start the session.

Daily Arrangements

8.55	'Assemble in line' bell sounds
9.00	School starts
10.40	Morning Break (20 minutes)
11.00	Second morning session
12.00 – 1.00	Dinner hour
1.00	Afternoon session
2.15	Afternoon break (10 minutes)
2.25	Final session of the day
3.00	End of school day for Infants
3.30	End of school day for Juniors (KS2).

Staff members supervise the pupils during the break periods and dinner hour.

Pupils are supervised for 10 minutes at the start and end of the school day.

The school's double gate is closed at 8.40 and will not be opened until after 9.10 a.m. (*moving cars on the playground when pupils are present at the school is prohibited unless there is an urgent need*), when every child should be in class. However, you are asked to ensure that your child safely arrives at the main entrance if, for whatever reason, they arrive late.

ADMISSIONS POLICY

The LEA admits pupils to the Nursery Class at the start of the school year in instances where the child is 3 years old before August 31.

The LEA admits pupils to the Reception class at the start of the school year in instances where the child is 4 years old before August 31.

An initial application for admission to the school should be made through contacting the Headteacher or through completing the relevant form and returning it to the admissions officer at Gwynedd Council Education Department. Full details are provided on Gwynedd web-site, www.gwynedd.llyw.cymru School Admission.

CONTACTING THE SCHOOL

The school can be contacted by telephone, letter, e-mail or of course face to face. When the Headteacher is in the classroom, the answer machine stores messages and we will respond as soon as possible (during dinner time, or after 3 p.m. as a rule.)

Parents are welcome to contact the school to discuss any matter, but should you wish to have a further conversation, you are asked to arrange an appointment. As a rule, the Headteacher is available after 3 p.m. from Monday to Thursday.

ARRIVAL AT THE SCHOOL

The school accepts responsibility for the pupils for 10 minutes prior to, and following, all lessons.

Parents are regularly reminded that teachers are not officially responsible for the pupils until 8:50 a.m. and that pupils should not arrive at the school before that time.

The teachers are on the playground and by the door to receive the pupils and we kindly ask parents not to enter when transferring pupils to their care in the morning.

DEPARTURE FROM SCHOOL

The parents should come to meet the children by the school gate and the teachers will safely escort them.

Should a parent be late arriving to collect a child, the teacher will safely escort him back to the class. Parents who are late arriving are requested to enter the school to collect the pupil.

SCHOOL ATTENDANCE

Regular school attendance is essential if a child is to make the best possible progress. Parents have a **legal obligation** to regularly send their children to school and to ensure that they arrive at the school punctually, neatly dressed and in a state to learn.

It is the parents responsibility, as soon as possible, to notify the school of their child's absence. You can make a telephone call or send an e-mail. Parents are asked to contact us before 9 a.m. if a child is absent or will be late arriving. An explanation provided by the child is insufficient. If that is not possible, a written explanation for the absence is sought on the child's return to school.

We register with the LEA's Simms electronic method and note punctuality of arrival at School.

Under section 199 of the 1993 Education Act, the school is required to keep a record of all pupils who arrive late as well as of all absences. The school operates a system whereby a written explanation is sought from parents for failure to arrive at the school punctually.

In accordance with the new guidelines, it is the school's right to approve an absence, and not the parents. The school must provide an explanation for all absences and decide whether it is an "authorized absence" (e.g. illness) or an "unauthorized absence (without authorization)" (e.g. going on a shopping trip, having a 'day off'.)

We kindly request that parents give careful consideration, and not take their children out of school during the term. We are strong believers in continuity being of paramount importance to ensure effective learning, and parents should fully consider the consequences for the child of taking him/her out of school.

However, up to ten days holidays can be authorized during a school year - **but** a designated form with the Headteacher's permission for this must be obtained. All applications will be considered on its merits, including the pupil's general attendance record.

The school closely collaborates with the LEA Welfare Officer when responding to raising pupils attendance and punctuality percentages.

SEVERE WEATHER

If the Met Office issues a heavy snow warning, a message is transferred at around 8 a.m. via stations of Radio Cymru, Wales and 'Heart' if the School is not going to open. The message is also broadcast on the stations websites, as well as on Gwynedd website www.gwynedd.llyw.cymru and www.ysgolcwmyglo.org

If the headteacher has managed to arrive at the school, parents will be notified via e-mail and text message.

SCHOOL UNIFORM

The school has an official uniform that includes the picture of the owl, - the school logo. It is our belief that wearing the uniform leads to a sense of belonging and pride.



We now sell the uniform via the School Trends company.

The uniform -
Light blue polo shirt
Navy blue sweat shirt
Navy blue skirt/trousers

By now, a coat, cap, gingham frocks etc containing the school logo, can also be purchased.

On an educational journey or trip, the pupils wear the school uniform so that they can easily be recognized and that they represent the school name.

***N.B.** – Ensure that your child/children wears appropriate footwear for the school (footwear that securely fits the foot but not with a high heel and a sandal that offers the child's foot some protection, not 'flip flops', in summer.)

PE – Pupils require a Tee-shirt, shorts and suitable footwear.

The pupils are requested to change their clothing for PE lessons so that they learn appropriate skills and to promote the notion of physical hygiene.

WE ASK EVERYBODY TO ENSURE THAT PUPILS NAMES ARE LABELLED ON ALL ITEMS OF CLOTHING!

JEWELLERY - For safety reasons, only a watch and ear studs can be worn in School.

THE LANGUAGE SITUATION

Ysgol Cwm y Glo is a naturally Welsh school, and the staff and pupils work hard to maintain the school's Welsh ethos and environment. The school supports the 'Welsh Language Charter' that promotes use of the Language socially.

Those of you whose children participate in the bilingual situation for the first time should not feel threatened or feel that you do not belong. Perhaps you do not speak Welsh (although many parents decide to learn the language), but our hope is that you will respect the use of the language here, an environment that enriches the pupils learning experiences so much.

We respect your right to use your selected language, and for that purpose, all correspondence sent from the school will be bilingual.

LEA'S LANGUAGE POLICY

Overall Aims

Gwynedd LEA implements a bilingual policy through all schools in Gwynedd. This policy is strengthened at this school in its entire administration, with the aim of developing the pupils language skills to become confident in aspects of both languages before transferring to the secondary sector.

The school promotes the LEA's 'Welsh Language Charter' and encourages use of the language socially in all the school's activities.



These are the school's firm objectives:

The Foundation Phase:

- Establish firm foundations in Welsh for every pupil.
- Build on this foundation throughout the Infant years.
- Strengthen, reinforce and develop the Welsh learner.
- Nurture the confidence and develop the grasp of the child from a Welsh speaking home of English.

Junior Department

- Continue to reinforce and develop the Welsh and English of every child in all aspects so as to ensure that he is able to speak, read and write confidently in **both languages** before transferring from the Primary to the Secondary sector.
- Special arrangements are provided at the Language Centre at Caernarfon for non-Welsh latecomers between 7 and 11 years.

CURRICULUM STATEMENT

Efforts are made to ensure that a broad and well-balanced education is provided. There is the belief that the education promotes every child's spiritual, moral, cultural, mental and physical development. We also ensure that the curriculum is appropriate for every pupil.

The school curriculum comprises statutory requirements through the Foundation Phase, the National Curriculum and the Literacy and Numeracy Framework.



Foundation Phase

The under 7's do not participate in the National Curriculum, instead, a curriculum is provided that promotes development and understanding in six fields:

- Language, literacy and communication skills
- Personal and social development
- Mathematical development
- Global knowledge and understanding
- Physical development
- Creative development.

Key Stage 2

The National Curriculum is presented through thematic and subject-based activities.

Core Subjects: Welsh, Mathematics, Science and English. These are presented not only as 'subjects' but also as permanently cross-curricular.

Foundation Subjects: History, Geography, Art, Technology, IT, PE and Music.

An emphasis is placed on Literacy and Numeracy skills, earmarking around an hour a day to nurture the pupils language and numeracy skills.

The work is presented in various arrangements – entire class, groups, pairs, individually or jointly with another class. A balance of methods are used that are decided according to the task, the pupils and the level of support provided. There is also differentiated work or with differentiated contents to support and challenge all pupils in the class. An educational visit is often the most beneficial method of conveying a message.

RE: Gwynedd and Isle of Anglesey Agreed Syllabus is implemented at the school. The main focus of the activities is Christianity. Aspects of Judaism and Islam are also presented so that the children start to understand that different people have different faiths.

Worship: Four periods of whole school worship are held at the school, and an additional period in the classes. During these periods, the focal point of the activities is Christianity. The pupils are urged to nurture mutual respect and respect towards others. Parents are entitled to withdraw their children from the worship.

Personal and Social Education: Personal and Social Education is a statutory requirement and we present this as part of classroom activities and cross-curricularly. In addition, they are introduced during Morning Service and Circle Time.

The pupils develop numerous social skills – how to make and retain friendships, problem-solving skills, controlling temper and identifying and understanding emotions and feelings. There are opportunities to share concerns and confidentially is kept. The Webster-Stratton plan reinforces our aims of creating a positive approach amongst pupils and staff.

Homework: The school implements a policy of setting homework for Junior Department pupils. This may involve completing work, completing a specific task, finding information, questionnaire, spelling

list or learning work. We regularly give books to read at home to pupils in Y 1, 2, 3, 4, 5, and 6. The objective of homework is to support the education that occurs in the classroom, as well as provide opportunities for pupils to practice their reading skills.

We emphasize the importance of the parents role in this, and that hopefully you will assist, supervise and ensure that the tasks are achieved to every individual's maximum ability.

There is a specific handbook for recording a child reading with a parent as it is our belief that this is an important and valuable activity.

PHYSICAL EDUCATION

When presenting this subject, that is statutory for every child at the school, an effort is made to plan a learning programme that leads to energetic, purposeful and regular activities and experiences that enables every child to enjoy and succeed. Two periods a week are prepared with Reception to Year 6 pupils, and a period for Nursery class pupils. The pupils follow work units including gymnastics, dance, swimming, field and striking games and outdoor activities.



Swimming lessons are currently organized for Reception and years 1, 2,3,4,5 and 6. The aim is to ensure that every pupil swims at least 25m by the end of their time at primary school

School's sports and sports provision objective :-

- Provide an opportunity for the pupils to experience success in a broad range of sports.
- Encourage the pupils to have confidence in their athletic ability and use of sports equipment.
- Continue to compete at catchment-area/county activities and try and expand that to new competitions when possible.
- Take up specialists offer to coach and promote local sports clubs youth policies.
- Promote every child's fitness within the school.
- Through the above, lay foundations for a healthy and hard-working life and teach every child how to participate in and enjoy physical activities.

Dragon Sports/Sports Club

We are very fortunate that our teachers are willing to run Dragon Sports voluntarily after school hours. Junior Department pupils can participate, and membership leads to various competitions.



The Health Promoting School

The school participates in this project and works jointly with an advisory teacher who serves as a link between the school and the health authority. We have completed every step of the scheme, but of course, continue to maintain the aims set within the Health Promoting Scheme.



EXTRA-CURRICULAR

The school is a strong believer in nurturing and developing creative talents and this is promoted through holding concerts and competing at Eisteddfodau. The school also always makes every effort to support such local activities.



There are also opportunities to compete in PE activities - they are often held at the weekend or in the evening. These activities are open to all pupils who are in the Headteacher's opinion, mature and ready to participate in them.

Urdd members are welcome to attend our regular meetings held during the Autumn and Spring terms.

We hold 'Campau'r Ddraig' meetings during the spring and summer terms.

SEX EDUCATION

A comprehensive policy has been prepared and can be seen at the school, on request.

The aspects of Sex Education are presented during Science lessons and Personal and Social Education. An effort is made to respond to pupils questions frankly and sensitively but without presenting a closed approach.

Correspondence is sent to parents to notify them if the Science work contains sex education, and you may withdraw your children from this if you prefer. However, anybody who has doubts is advised to contact the Headteacher to discuss further, before a final decision is made.

EDUCATION FOR SUSTAINABLE DEVELOPMENT AND GLOBAL CITIZENSHIP

We believe in the importance of ESDGC due to the opportunities that it provides for pupils to develop the knowledge, the values and skills to participate in decisions on how we do things, locally and globally, that will improve quality of life without causing future harm to the planet and will promote a fairer and sustainable world.

SPECIAL EDUCATIONAL NEEDS

The Code of Practice is implemented at this school. This ensures that any pupil who experiences any kinds of learning difficulties receives the necessary support and provision at the school or further from the LEA.

The pupils development is frequently assessed as they fulfil tasks at the school. If it is found that they are not working at the same level as the expectations and targets within a particular year, they are placed on one of the steps within the Code of Practice to receive the appropriate support.

Currently, the Headteacher is responsible for the school's SEN provision. 'Individualized Education Plans' are prepared for pupils to ensure that they receive appropriate provision for their teaching and to support them. Annual Reviews are held to enable parents to discuss development in the pupils work with the class teacher, support staff and outside agencies.

It is adjudged that certain pupils need to receive 'School Action Plus' when outside Services such as Speech, Hearing Therapists, or Educational Psychologists are involved with the pupils. This may lead to a Statement of Additional Educational Needs following an assessment from the Educational Psychologists.

ABC Unit: An ABC Unit has been set up on the Ysgol Maesinle site for pupils in the County who experience pre-school learning difficulties.

EQUAL OPPORTUNITIES AND RACIAL EQUALITY

We recognize that our children are growing up in a broad community that is characterized by differences, not only racial but also in religion, dress, food and language that reflects these contemporary changes. Our aim therefore is to reflect these differences and expand on all the pupils education to enable them to understand and appreciate the multi-cultural nature of various communities.

At Ysgol Cwm y Glo we would:-

- Provide every pupil with an equal opportunity, irrespective of gender, ability, cultural and ethnic background.
- Ensure that no child suffers prejudice based on race, belief, gender, language, educational ability, social status nor disability.
- Ensure that the entire curriculum range and entire school resources are available to every pupil.
- Ensure that positive social aspects are nurtured at the school.
- Promote good links between members of different groups with racial, cultural and religious communities.
- Eliminate illegal discrimination – based on Race Relations Act (Amended) 2000.

Our Equal Opportunity policy reflects the above and is available at the school office.

CHARGING FOR ACTIVITIES

At all times, we try and keep costs as reasonable as possible. We request a contribution e.g. towards the cost of the bus to the weekly swimming/tennis/ gymnastics lessons (currently £2.50).

We are fortunate in that the PTA have in the past contributed generously towards costs. We attempt to arrange educational visits during school hours that provide pupils with valuable experiences.

In accordance with 1988 Education Act, the school is:

- entitled to request a voluntary contribution towards the cost of organizing the trip
- entitled to ask an outside agent to arrange the trip.

The Headteacher is authorized to request a charge for -

- activities held outside school hours
- damage caused to any part of the school Building due to misconduct
- loss of a book or equipment belonging to the school

The Headteacher and Governing Body are entitled to cancel the organized activity if it appears that insufficient contributions would incur a substantial loss.

SCHOOL/HOME AGREEMENT

A school/home agreement is presented to parents at the start of every child's first term at the school. Parents, pupils and the Headteacher are invited to sign the agreement that includes a reference to parents commitment to maintain positive aspects between the school and the home. It would be appreciated if you returned the agreement to the school as soon as possible.

CONTACT WITH THE HOME

In addition to an individual visit to the school, parents also have formal opportunities twice a year to see or discuss the work done at the school. An invitation is also extended to the parents of anybody who is being taught by another teacher in the Autumn term so as to discuss how their child has settled down in a new class.

A full report is provided on all the pupils work at the end of every school year and your comments on the report, as well as the child's comments, would be appreciated.

A very close collaboration between the school and the home is essential if we are to ensure that the child achieves his full potential. We hope that you will take an interest in your child's education and support the school.

We request full information on the child and on any important changes in his/her circumstances, including any medical needs. A comprehensive information form will be provided for you to complete and return.

The school ensures that parents are notified in good time of important events in the school calendar through the 'Monthly Newsletter', the school website and specific letters.

Parents are welcome to attend regular activities, such as Services, Presentations, and Sports.

In accordance with the LEA's guidelines, it is essential that any parent who intends to volunteer with school activities has a current DBS.

EXPECTED OUTCOMES AND LEVELS ACCORDING TO AGE-GROUP

As the pupils are introduced to the Foundation Phase and National Curriculum, the teachers will continually assess them noting which outcome/level the pupil reaches by the end of Year 2 and 6.

Here is a short outline of the outcomes/levels:

Foundation Phase: Outcome 3, 4, 5 and 6 Year 2 pupils (7 years) are expected to achieve Outcome 5.

Key Stage 2 : Level 2, 3, 4, 5 Year 6 pupils (11 years) are expected to achieve Level 4

MEALS SERVICE

Gwynedd Commercial Catering Service are responsible for the mid-day meal. Healthy and nutritious meals are prepared. Price of school dinner is currently £11.50 a week, £2.30 a day.

*The money should be paid beforehand on Monday or Friday, in envelope with the name of the child and class clearly marked on it. **A cheque should be made payable to 'Gwynedd Council'.***



Parents are asked to send a note to the school giving a fortnight's notice if the child intends to transfer from taking school dinner to taking sandwiches or vice-versa.

If you receive Income Support, the child receives free dinner. All is arranged by the relevant department and they provide the school with weekly up-dates.

The child can bring his own dinner if you wish, but please do not send glass bottles or drink cans. ***The contents of the food box should be healthy – sweets or sugary drinks are prohibited.***

MILK SCHEME

Free milk is provided for every child at the Foundation Phase.

Please notify us by a letter if you do not want your child to receive the milk.



SNACK

A bottle of water is available for every child daily - they are filled as required in the appropriate fountain. ***No other drink is allowed to be consumed during the day e.g. juice, sweet drinks etc.***

Year 6 pupils run the school's fruits shop that sells fruits for the morning interval at 25p each or a £1 for the week. The children have the freedom to spend the profits on playground toys.

If you give your child a snack to bring to school, we kindly ask that you only provide fruits.

CORRESPONDENCE

Regular information is provided on the term's activities via the 'Monthly Newsletter'.

All correspondence will be bilingual. You are kindly requested to carefully read all correspondence, and punctually respond when required e.g. permission to take your child on a visit.

Often, services, organizations and associations request us to disseminate pamphlets on their behalf. The school does not necessarily agree with, nor recommend these services.

The school has a website – www.ysgolcwmyglo.org that contains our 'Twitter' account to up-date everybody on news and events.

We also contact via e-mail and text message.

HEALTH AND SAFETY AT THE SCHOOL

It is adjudged that all practical and reasonable efforts have been made to ensure healthy and safe conditions for the benefit of all pupils and adults who make use of the school buildings, playground and grounds. Fire drills are held each term. During Curricular and extra-curricular visits, you are kindly asked to complete the consent form received through letters and return them to school.

Pupils, teachers, ancillary staff and the assistants are aware of safety considerations when:

- Handling PE, Design and Technology and Science equipment
- Moving around the school
- Supervising pupils during break time.

Safety rules are regularly reviewed:

- No running within the school building is allowed.
- Pupils should be aware of others when moving around the school.
- Pupils are not allowed to open the school door to any visitors.
- Follow PE and swimming regulations and dress appropriately.
- Not leave the school premises.
- Hold a fire drill once a term.
- Pupils must come off their bike when on school grounds.
- All to exit the building during break time.
- Carefully manage moving of cars on the playground.

SUPERVISION

Our objective is to ensure the pupils safety and maintain an acceptable standard of order and control.

The school implements child supervision arrangements by the teachers and assistants during the following periods:

> Before school begins	10 minutes (8.50 – 9.00)
> Morning break	15 minutes (10.40 – 10.55)
> Afternoon break	10 minutes (2.15 - 2.25)
> End of the Afternoon	10 minutes (3.30 – 3.40)

A) ARRANGEMENTS DURING DRY WEATHER

1. Supervision is through a daily rota system.
2. On duty staff supervise the playground throughout the period.
3. Supply arrangements are made in the absence of a staff member.

B) ARRANGEMENTS DURING SEVERE WEATHER

During periods of severe weather, the class teachers prepare an activity for the pupils and supervise them during break time.

C) DINNER TIME ARRANGEMENTS

Pupils are supervised by at least two supervisors. After the pupils have finished eating, the supervisors go out with the pupils and supervise them on the playground until it is time to go indoors.

During severe weather, they supervise children in their classes.



MAINTAINING BEHAVIOUR

Here at Ysgol Cwm y Glo, our policy clearly notes that the emphasis should be on the positive, encouraging and commending, and insist upon appropriate behaviour at all times. We believe that this nurtures and reinforces respect towards peers, adults and property.

We try and forge an appropriate ethos throughout the school that will ensure a happy and well-organized atmosphere and environment, through strategies that will aim to develop self-discipline.

The Webster-Stratton procedure is implemented throughout the School commending specific and positive actions. The LEA have also now adopted this strategy.

Effort is rewarded with pupils being commended and receiving awards at a weekly awards ceremony.

If a child continues to misbehave (despite all reasonable efforts by the School), disrupting the natural running of the class or the School, we follow LEA guidelines and there is the possibility that the child may be excluded.

Foul language of any kind is not permitted under any circumstances.

Threatening behaviour of any kind is not permitted under any circumstances.

The Governors are firmly of the opinion that if this occurs, measures should be taken towards exclusion.

DOCUMENTS AVAILABLE TO TO BE SEEN

If you wish, you are entitled to see several documents such as Welsh Office/Assembly newsletters, LEA Policies, Governing Body's Policies, HMI reports on the school, syllabuses and an annual report for parents.

Arrangements can be made with the Headteacher to see these documents.

The school implements a Current Freedom of Information Scheme.

HANDLING COMPLAINTS

The LEA in compliance with Secretary of State's requirements, has established a system to consider complaints as to how schools Governing Bodies and the LEA implement the school curriculum and other associated matters.

It is however, emphasised, that many complaints can be rapidly and effectively addressed through discussions with the Headteacher. This is the initial reasonable step to follow, therefore, the school's Governing Body will expect this step to have been taken prior to lodging a formal complaint.

YSGOL CWM Y GLO PARENTS AND FRIENDS ASSOCIATION

You are strongly urged to join in these activities, as well as the fund-raising activities, that are mostly organized by Parents and Friends Association of Ysgol Cwm y Glo. They are a very hard-working Group for the cause, who succeed in raising a substantial amount of money annually. It is an excellent way for parents to become acquainted with one another, school staff and the local community.

CHILD PROTECTION

All staff members at this school are responsible for safeguarding and protecting the children who attend. If concerns are voiced about negligence or physical, emotional or sexual abuse, staff have an obligation, in accordance with the Authority's Safeguarding arrangements, to report the matter to the School's Child Protection Co-ordinator.

The co-ordinator can consult Professional colleagues as well as relevant agencies such as Health and Social Services. Following these discussions, the child may officially need to be referred to the Social Services Department, in compliance with the Authority's guidelines and protocol. The Social Services Department decide whether or not action is required.

Due to the nature of allegations, it will not always be appropriate to discuss matters with the parents prior to referral of the child. Social Services and the Police investigate allegations.

The Headteacher is the school's Child Protection co-ordinator. Mr. Aaron Bayley is the designated Governor.

Child Protection Guidelines

As part of the child protection system, teachers and staff at this school have a duty to identify signs of possible abuse or negligence and immediately convey their concerns to the designated individuals at the school or Social Services.

Concerns about a child

If you have concerns about a child, please contact the following:

School Co-ordinator: Mrs. Nia G. Oliver
niaglynoliver@gwynedd.llyw.cymru
01286 870 860

Member of the Governing Body: Mr. Aaron Bayley

LEA contact: Linda Jones
Welfare Officer 07775 500 977

Or

Children Referrals Team, Social Services
01758 704 455 (9.00 – 17.00 Monday to Friday)

01248 353 551 (any other time)

Email: cyfeiriadauplant@gwynedd.llyw.cymru

Statistics that are a statutory requirement to present in the handbook:-

Regarding 2015 - 2016

ATTENDANCE

Pupil Numbers – 35; Attendance –94.8%; Authorized Absences -5 %; Unauthorized Absences – 0.2 %.

Performance Ysgol Cwm-Y-Glo 2016

FP

	Language Development	Mathematics Development	Personal, Social and Well-being Development	CSI
Results 2016- %	100%	100%	100%	100%

KS2

	Welsh	English	Mathematics	Science	CSI
Results 2016 – %	100%	100%	100%	100%	100%

