



YSGOL BRO DYFRDWY

ysgol.brodyfrdwy@sirddinbych.gov.uk

WELCOME

Dear Parents and Guardians,

I am pleased to present the Ysgol Bro Dyfrdwy Handbook to your attention. I hope that it will be a useful guide for you: that is what it is designed to do!

Ysgol Bro Dyfrdwy is an area school. It is a county, rural, community, natural Welsh primary school. It is also a bilingual, co-educational daily school providing education for children from three to eleven years of age.

Our aim is to create a friendly school that gives your child every encouragement to learn and develop to the best of their ability during their time with us. I would like to regard our school as a kind of extended family – a friendly and happy family where the child enjoys learning. We try to ensure that the school is a safe and pleasant place where your child is valued and treated as an individual and encouraged to be a responsible member of the school and local society and to grow up as a person who is considerate of others and their surroundings. We aim to give our pupils the best education and best possible experiences and we will seek to improve our learning methods on a daily basis!

A close relationship between home and school is important. We know that we will have every co-operation from you in that regard. If you have any queries or further enquiries about any matter, please do not hesitate to contact me.

A warm welcome to your child to the school. We hope he/she will enjoy the work and play.

Yours sincerely,

*Bethan Fell.
Headteacher.*

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Yn y llaw fach, mae'r holl fyd

1. PRACTICAL INFORMATION

1.1 CONTACTS

| | |
|---------------------|--|
| NAME OF SCHOOL: | YSGOL BRO DYFRDWY, Cynwyd, Corwen, Sir Ddinbych LL21 OLG. |
| PHONE NUMBER: | 01490 412 500 |
| E-MAIL: | ysgol.brodyfrdwy@sirddinbych.gov.uk |
| HEADTEACHER: | Bethan Fell |
| CHAIR OF GOVERNORS: | Sian Lloyd Williams |
| VICE-CHAIRMAN: | Delyth Jones |
| Governors Clerk | Mrs Bethan Jones |

1.2 SCHOOL STAFF

| | |
|-------------------------|--|
| TEACHERS: | Mrs Catrin Phillips, Pennaeth Cynorthwyol: 4 Days Mr Sion Williams Mr Alun Williams Mrs Heledd Rees: 4 days Mrs Sian Jones: 3 days Mrs Bethan Woods: 3 days Mrs Catrin Gwynfor Jones: 3 days |
| SENIOR CLASS ASSISTANT: | Mrs Gwenan Lloyd (Nursery class) |
| CLASSROOM ASSISTANT: | Mrs Emma Newport Mrs Donna Roberts Mrs Sian Williams Mrs Non Jones |
| SECRETARY: | Mrs Bethan Jones |
| CARETAKER: | Mrs Sandra Owen |
| CLEANER: | Mrs Sandra Owen Mrs Mandy Jones |
| COOK: | Mrs Pamela Jones |

KITCHEN ASSISTANT:

Mrs Mandy Jones

Mrs Sandra Owen

1.3 TIME

MORNING SESSION: 9.00 – 12.00

AFTERNOON SESSION: 1.00 – 3.15

1.4 TERM AND SCHOOL HOLIDAY DATES 2020-2021

| AUTUMN TERM | |
|-------------|-------------------|
| 3/9/20 | Start of term |
| 23/10/20 | End of term |
| 2/11/20 | School Re-opens |
| 13/11/20 | Staff Training |
| 18/12/20 | Christmas Holiday |
| SPRING TERM | |
| 4/1/21 | Staff Training |
| 5/1/21 | School opens |
| 15/2/21 | Half term |
| 22/2/21 | School Re-opens |
| 25/3/21 | End of term |
| | |
| SUMMER TERM | |
| 26/3/21 | Staff Training |
| 12/4/21 | School opens |
| 3/5/21 | May Bank Holiday |
| 28/5/21 | Half term |
| 7/6/21 | School Re-opens |
| 20/7/21 | End of term |

1.5 TEACHING HOURS

These are the hours spent teaching with the exception of the morning assembly, registration time, lunchtimes and playtime.

| Age | Hours |
|------------------|------------|
| Nursery | 13 hours |
| Foundation Phase | 23.5 hours |
| K.S.2 | 23.5 hours |



Our Values

- *Happiness, and creating a positive environment.*
- *Encourage the Welsh Language and culture.*
- *Try our best every time.*
- *Encourage independence.*
- *Being safe and healthy.*
- *Respect our community and environment.*

Breakfast Club

Breakfast club is held daily at school. Would you please inform the school before hand, if you would like your child to come to the breakfast club. The club is held in the hall, from 8:00 a.m.

2. POLICIES

2.1 SCHOOL ADMISSIONS POLICY

▫ *The school operates in accordance with the Denbighshire Education Authority's admissions policy as follows:-children are admitted part time in September following their 3rd birthday and full time in September following their 4th birthday.*

Any admission application for children made to the school is forwarded to the School admissions department at County Hall. There are no automatic transfers from the Nursery to Reception, and as the admission authority is the Denbighshire Education authority, the authority will consider the applications. Any application must be referred to the county first.

2.2 PARENTAL CHARGING POLICY (SUMMARY)

Pupils ' parents are fully charged:

- for all activities that take place outside school hours unless what is a Necessary to the requirements of the national curriculum or the statutory Requirements of Religious Education.
- for the costs of food and accommodation for residential activities arranged by the school or the LEA
- if there is damage to textbooks or educational equipment resulting from a pupil's misconduct

Partial payments may be asked:

- for damage to a school's constructive windows or equipment resulting from a pupil's misconduct.
- for musical instrumental lessons.
- for travelling to swimming lessons

There is no charge for the food and accommodation of a pupil attending courses for the purposes of the National Curriculum.

With chosen activities that occur periodically during school hours, parental contributions are requested. Parents are informed at the outset that any contribution is voluntary, but the right not to continue with any arrangements is retained unless sufficient contributions have been received.

Where an outside body organises activities, the school may give permission for the pupil to be absent from school and a full charge may be made. A maximum of 10 days can be allowed in each year.

2.3 SPECIAL EDUCATIONAL NEEDS POLICY

There is an Additional Learning Needs policy in the school in line with the law of the country. You are more than welcome to see the policy but could you please make arrangements with the Headteacher first.

THE AIM OF THE ALN POLICY is:

To ensure that all children develop physically, emotionally and comprehensical according to their ability.

OBJECTIVES OF THE ALN POLICY:

The school aims to:

- 1) Ensuring equality of curricular and social opportunity for ALN children
- 2) Follow statutory requirements
- 3) Act in accordance with the Education authority's recommendations and policy
- 4) Ensure that systems exist in the school to identify early the child with difficulties that may be hindering their education

- 5) Collect information from teachers and other staff to ensure that the best understanding of the nature of the child's difficulties is obtained
- 6) Ensure that the necessary provision is made for pupils with ALN
- 7) Seek to secure the cooperation and support of parents, and others in relation to the identification and provision of a service
- 8) Seek to ensure that the child integrates with the rest of the children as far as possible.

IDENTIFICATION AND ASSESSMENT

Staff meetings led by the special educational needs co-ordinator are held termly to discuss each child's progress. If a concern is expressed, consideration will be given to placing that pupil on the SCHOOL ACTION stage. We try to solve the problem within the class through differential work. If the concern increases the pupil will be placed on SCHOOL ACTION PLUS. We then receive advice from LEA support services such as

- The educational Psychological service
- Consultant teachers with a general role and a specialist role in the areas of hearing impairment, visual impairment, physical impairment and speech impairment
- Education welfare Service.

An Individual Work programme is prepared for these pupils and is regularly monitored.

When we receive a pupil from another school, we try to ensure that the information about the pupil arrives at the school in good time. Similarly this school will also pass on relevant information to a school where a child will transfer to it.

Arrangements are in place to review the ALN provision if a pupil is at any stage in accordance with the AAL policy.

Naturally, the views of parents are very important in identifying needs and in any assessment of a child. Their views are paramount and their co-operation is sought in each case.

CHILDREN IN CARE:

The school's headteacher is the person responsible for promoting and supporting the education of the children in the care of the school, and for ensuring that they have full access to the school curriculum.

ASSESSMENT FOR LEARNING:

Termly open evenings are held so that parents or a guardian can see their children's work and discuss their development with the teachers. All teachers keep detailed assessments of their children and plan the way forward with parents or a guardian during the open evening. We try to take every opportunity for parents or a carer to see and discuss the children's targets, and add to them if they wish. Pupils discuss, agree and then sign the targets with the teacher after the meeting

2.4 CHILD PROTECTION POLICY

The school has a CHILD PROTECTION POLICY based on the All Wales Child Protection guidelines and the guidance is followed in all cases.

SAFEGUARDING CHILDREN PROCEDURE

Each member of staff at this school is responsible for safeguarding and protecting the children attending the school. If there are concerns about neglect or physical, emotional or sexual abuse, then it is incumbent upon staff, in accordance with the County's safeguarding children's Procedure, to report the matter to the school's Headteacher or the Child Protection Co-ordinator, immediately.

The Headteacher Bethan Fell, is the school's Safeguarding Children's Co-ordinator (and the Children In Care Co-ordinator). In the absence of the Headteacher, Mrs Catrin Phillips has responsibility and in the absence of both, Mr Sion Williams is responsible.

2.5 ANTI- BULLYING POLICY

Any form of bullying is totally unacceptable. The school responds robustly and thoroughly to all instances of bullying. The school will also make every effort to ensure that bullying does not happen. The school has an anti-bullying policy that is firmly and sensitively implemented in all cases of bullying that comes to our attention.

If there is any doubt that a child is being bullied at school, we urgently ask the parent or carer to discuss this with the headteacher so that we can investigate the suspicions thoroughly and suddenly.

3. GENERAL SCHOOL OBJECTIVES

The overall objectives of the school are:

1. Create bilingual, rounded young citizens.
2. To develop oracy, literacy and numeracy skills in the context of stimulating the child's curiosity, imagination and interest.
3. To increase the child's knowledge and develop their reasoning ability in order to assist in adapting to a rapidly changing world.
4. Create in every child the desire and curiosity to research and seek further information and experiences and develop their moral and spiritual thinking and sense.
5. Develop child sensitivity, aesthetic appreciation and leisure skills.
6. Support the child to live independently and work with others and develop aspects that will enable them to become a responsible member of society.
7. Give special attention to all children with special needs, that is the exceptionally able and those who are under various disadvantages.
8. Present ideas and concepts (through lively and dynamic approaches) that claim the child's response.



4. SCHOOL AND HOME:

4.1 AGREEMENT BETWEEN THE SCHOOL AND THE HOME

All schools are required to have an agreement between home and school. The following agreement was adopted by the Governing body:

From the school's perspective:

- The school will ensure that a broad and balanced teaching programme is provided, which meets the requirements of the national curriculum.
- Every effort is made to ensure that all pupils work to the best of their ability.
- Every effort is made to prepare a safe, motivated and caring environment for all pupils.

- The school will provide regular homework depending on the age of the pupils.
- The school will:
 - Provide regular information to the parents/guardians.
 - Provide information about their child's development.
 - Make urgent contact about any concerns.
- The school will give worthy and timely attention to any parental concern.

From the perspective of parents/guardians:

Parents/guardians are expected to:

- Give the child every assistance and support with their education.
- Support any activities set by the school including homework.
- Attend parent evenings and meetings arranged for discussing pupil development.
- Ensure that the child comes to school promptly and in a regular manner.
- Ensuring that the child complies with the school's behaviour policy.
- Encourage the child to develop self-esteem and respect for others.
- Immediately contact school in any case of absence.
- Parents are asked to provide names, addresses and telephone numbers, in case they need to be contacted during school hours e.g. in the event of an illness or if there is an accident. If the child is absent, parents are asked to phone the school to let us know in good time.

4.2 HOMEWORK

We have a homework policy and expectations for each year as follows:

Reception, Yr 1 and Yr 2

- Occasionally, special tasks are set by the teacher. The tasks will usually relate to the theme being studied at school.
- Sometimes, however, the teacher may set individual work in order to master or practise a special skill.
- Pupils in this age are expected to read regularly according to their ability.

Year 3 and 4

- Routine homework is set for these pupils on Fridays. It is expected that the work is completed and returned to the school the following Wednesday: Maths and mainly language.
- All pupils in these classes are expected to read regularly.
- Pupils are not expected to spend more than 20 minutes a night on homework.

Year 5 and 6

- Routine homework is set for these pupils on Fridays. It is expected that the work is completed and returned to the school the following Wednesday. Mathematics and mainly language.
- All pupils of this age are expected to read regularly and practice their tables.
- A book with a description of the homework is provided and parents are asked to sign that the child has completed the task.



Encompass initiative

In conjunction with North Wales Police, Ysgol Bro Dyfrdwy is participating in a national initiative, known as 'Encompass', to support children and young people who have been involved in or witness to a domestic abuse incident.

Encompass aims for a school to be alerted of a child's exposure to domestic abuse as early as possible so to enable immediate support. This is a valuable initiative that means we can help and support our pupils and their families when they need us most.

You can find out more information on the Encompass website -

<https://www.operationencompass.org/>

5. COMPLAINTS PROCEDURE

5.1 COMPLAINTS ABOUT THE CURRICULUM

The LEA, in accordance with statutory requirements, has established a procedure to consider complaints about the operation of school governing bodies and the Education Authority in relation to a schools curriculum and other related matters. This procedure is set out in a bespoke document in Welsh and English which is available to any parent who wishes to make a complaint under these arrangements, and the authority can provide a copy in a language other than English and Welsh if necessary.

It is stressed, however, that many complaints can be dealt with quickly and effectively through informal consideration based on discussions with the Headteacher. This is the first reasonable step, and the Governing Body will expect this stage to be carried out before the complaint is formally submitted unless they are exceptional cases.

The school should be contacted to make an appointment to discuss any complaint with the Head teacher.

Parents are reminded that it is possible to see copies of any statutory instrument and circulars sent to schools by the Welsh Office regarding the powers and duties of governing bodies under Chapter 1 of Part 1 of the Education Reform Act.

5.2 COMPLAINTS ABOUT THE GOVERNING BODY

These procedures are governed by National Assembly for Wales circular Rhif: 03/2004.

- If anyone wants to make an official complaint against a member of staff, this should be done in writing to the Headteacher.*
- If anyone wants to make an official complaint against the Headteacher, the complaint should be made in writing to the Chair of the Governing Body.*

- If anyone wants to make an official complaint against a member of the Governing Body this should be done in writing to the Chair of the Governing Body or Vice-chair if the complaint is against the Chair.

6. THE CONTENT AND ORGANISATION OF THE SEX EDUCATION POLICY

The school has adopted the Personal and Social Education Framework published by the Curriculum and Assessment Qualifications Authority for Wales in 2000, and a 2008 update, which has been approved by the Welsh Assembly, for use in schools, and which prepares a curriculum that meets the aspect of teaching Attitudes about Sex at the four key stages.

The objectives are as follows:

- Learn about the circle of life
- Keep pupils safe by helping them to recognise and respond to unacceptable behaviour by adults and other children
- Support pupils to become aware of different life situations emphasising the importance of morality
- Support pupils to talk about body-related issues without embarrassment
- Provide information about:
 - Loving relationship
 - The names of parts of the body
 - Appropriate and inappropriate touch
 - Adolescent changes
 - Growth of unborn baby and Birth
 - Babies ' needs and parental responsibilities
- Begin to prepare pupils for the decisions they will make in the future and the experiences they are likely to face
- Support pupils to adapt to changes in the family
- Support pupils to understand their own and others ' feelings
- Teach pupils to respect themselves and others

Parents are reminded that they can withdraw their children from all or part of the sex education provided.

7. RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

This school does not hold a direct or formal link with any religious denomination. The religious education presented is based on the Education Authority's recognised syllabus. A copy of this syllabus can be inspected at the school.

Co-worship takes place on a daily basis whether as a whole school or by class. These services will be predominantly Christian, but other faiths are occasionally highlighted. '

Arrangements can be made for children whose parents do not wish them to attend religious services or similar studies.

8. ETHOS AND VALUES

8.1 OBJECTIVES

Education is primarily about individuals, and we must therefore ensure that the individual child is given the opportunity to develop according to their ability and age, this includes nurturing special talents, skills and interests.

But emphasising the individual is not sufficient because we are all part of society and part of a wider nation, and society and the nation have their unique requirements, aspirations and culture that drive some of the objectives of the education offered.

The school's objectives can be set out as follows:

- 1) Create a complete young citizen.
- 2) Create favourable circumstances for the full development of the child as a healthy, physically and mentally growing individual and develop socially, spiritually, intellectually and morally.
- 3) Develop children's self-discipline, self-esteem and self-confidence.
- 4) Provide children with a full opportunity to develop their talents and interests and to get to know themselves: their weaknesses and strengths.
- 5) Developing children's skills across a wide range of areas, including leisure skills.
- 6) Create a school environment which will stimulate an appreciation of the fine and the beautiful.
- 7) Instil in the children a pride of their area, country and planet and developing respect for the world in which they live.
- 8) Instil in children sensitivity in their relationship to others by ensuring that they understand the nature of their relationships, know about the rights of others and their own responsibilities, respect their fellow citizens and realise their value and place in that society and the importance of their personal contribution.
- 9) Create an organisation that will be able to implement the overall objectives of the Education Authority and fulfil the statutory and non-statutory requirements of the National Curriculum.

8.2 WORKING PLANS

8.2.1 HEALTHY SCHOOL

Ysgol Bro Dyfrdwy is part of the Denbighshire Healthy School scheme and has reached Phase 6 on the scale.

The main objectives of the scheme are:

- *Developing a whole-school positive approach to food and nutrition and ensuring that healthy eating is promoted*
- *Developing the school as a place of work that promotes social, physical and emotional health for all staff*
- *Reinforcing the self-worth and promoting mental health of all pupils*
- *Ensure long-term plans that give all pupils an opportunity to partake in physical activities consistently*
- *Ensure that the whole school is a smoke-free environment, emphasising the benefits of not smoking*
- *Ensure that the school has a drug prevention policy supported by a drug and alcohol education programme*
- *To show the school's commitment to relationship and sex education through the implementation of our policy and education programme.*



1.2.2 ECO SCHOOL

For information: The school received The Platinum Award since July 2018.

Because of our policies on respect for our fellow citizens and our planet, we stress the need to be environmentally friendly. This includes:

- *Re-cycling paper, resources, clothes and printing cartridges*
- *Create compost from morning food waste*
- *Educate pupils to plant their own garden produce*
- *Refuse Collection*
- *Monitoring the use of electricity and gas*



1.2.3 FAIR TRADE

Ysgol Bro Dyfrdwy was awarded the Fairtrade School Award in January 2015.

Our aim is to educate the pupils that producers deserve a fair price for their produce. This will be achieved by:

- Emphasise the importance of buying local produce
- Emphasise that Fairtrade products are found in shops and that buying them ensures better living conditions for the producers
- Use Fair Trade products in school when we can e. g Cook in the classes, morning fruit, coffee morning using fair trade products, fair Trade stand at the fair etc.
- Bring fair trade products to the attention of parents and the local community
- The activity of our Fair Trade Reporting Board in the school



9. PASTORAL CARE

Ysgol Bro Dyfrdwy encourages children to be self-disciplined, responsible and to respect others. Parental support is vital in this regard.

9.1 THE SCHOOL COUNCIL

In accordance with National Assembly for Wales guidance, the school has a School Council. A council meeting is held approximately 6 times during the educational year. We welcome this as a means of giving pupils a voice in school life.

9.2 RACE EQUALITY

There is a Race Equality policy in the school. Contact the Headteacher if you would like to see it.

9.3 DISCIPLINE

All children are expected to behave in an acceptable manner and as a member of community within the school. They are encouraged to consider and respect the rights and property of other people. The school is involved in the Webster Stratton Strategies to promote good behaviour.

There is a discipline policy in the school. Contact the Headteacher if you would like to see it.

9.4 HOME CONTACT

See also section 4: The School and the home.

The school cannot succeed without the support of the parents. We therefore encourage parents to take an interest in their child's education and to support the school in their work and public activities.

PARENT AND TEACHER ASSOCIATION

We are very lucky to have a group of parents that arrange excellent fundraising activities for the school. The money raised from these activities is contributed towards the cost of travel for school trips, and purchasing resources for the school. There is a warm welcome for every parent to join the meetings. We will inform you of meeting arrangements, and activities through Clecs.

9.5. HEALTH & SAFETY

We follow the County Health and Safety policy and aim to ensure a high standard of health and safety for staff, pupils and visitors, with a healthy and safe environment throughout the school. Health and safety arrangements are regularly inspected. Risk assessments are carried out in accordance with the school's health and safety policy. We are part of Denbighshire's insurance policy for on and off site accidents.

A safety system is in place in the school which complies with the fire rules. All visitors must ring the bell prior to entry to the main entrance. It is compulsory for visitors to sign in on arrival at the school.

The school has a burglary alarm system and fire drills are held termly. Staff members are always on duty on a morning, playtime and at the end of the afternoon and there is also lunchtime supervision. Any accidents are recorded on the county's internal internet system. If there is any doubt about a child's condition after an accident, we call for the parents or in the event of an emergency call for an ambulance.

9.6 MEDICAL

As a school we **do not** usually give pupils medication at school. Exceptions to this are:

- Asthma Pump
- Any necessary medication
- Antibiotic medicine when required

If we are required to give the child absolutely necessary medication, the school is required to create an **INDIVIDUAL HEALTH CARE PLAN** for a **PUPIL WITH MEDICAL NEEDS**. This will be drawn up jointly between parents, guardians, school nurse and school teachers.

If teachers need to give antibiotic medication parents or guardians are asked to sign a letter giving them permission to do so. Pupils should, on no account, take any medication themselves unless it is specified in the **INDIVIDUAL HEALTH CARE PLAN**.

If a child is ill or in an accident the parents are contacted, then if necessary we will take the child to the surgery in Corwen.

There are rarely serious accidents in a school, but if this happens the headteacher will need to have a number of necessary facts such as:

1. Doctor's name

2. Doctor's telephone number
3. The telephone number of the home or neighbour

Parents are therefore asked to ensure that the Parent Information forms are completed correctly.

9.7 EXTRA CURRICULAR ACTIVITIES

The school offers musical Instrumental lessons- drums, piano, fiddle or voice. The instruments will be on loan to pupils for free but these lessons will be charged in line with the Education Authority's policy and the law of the country

9.8 YMWELIADAU ALLGYRSIOL

The Urdd Club is held once a month and is open to any pupil who is a member of the Urdd. Ysgol Bro Dyfrdwy takes part in the Urdd's activities, competing at the Eisteddfod and in the sports and cooking competitions.

We regularly organise educational visits as a way of reinforcing what is taught in the classroom. The visits will cover different areas of the curriculum such as a visit to the Art Gallery, the museum, National Trust buildings etc.

An educational residential visit to different centres such as the Urdd camp in Llangrannog, Cardiff or Glan-Ilyn is usually arranged annually for year 5 and 6 pupils.

Annual trips are arranged for all classes during the Summer Term.

9.9 PHYSICAL EDUCATION

We have a clear vision within the school community to ensure that we inspire all children to follow a balanced, healthy and active lifestyle in school and beyond and in the long term. The pupils are provided with enjoyable activities in meeting with their creative needs. We will teach and provide an opportunity to practise and improve on the skills that are relevant to the activity. The promotion of confidence through activity and the creation of awareness of the importance of health in practice is also sought. We intend physical education to be pure enjoyment so that pupils are interested and willing to take part in various physical activities.

The school coaches the children in a variety of activities including: gymnastics, dance, games, swimming, athletics and adventure activities.

In the Foundation Phase all pupils receive 1 hour a week of PE lessons. By Key Stage 2 children spend at least 1 1/2 hours per week in Physical Education lessons.

The school has teams that give children the opportunity to compete individually and as a member of a team.

The teams include:

- Football teams, (girls and boys) competing in Urdd competitions, county sports, local league, Dinas Brân High School.
- Rugby team.

- A cricket team competing in Urdd competitions and catchment competitions.
- A swimming team competing in Urdd competitions and the catchment Swimming Gala.
- A cross-country running team competing in the Urdd Championships and catchment competitions organised by Ysgol Dinas Brân.



10. SCHOOL UNIFORM

The school, after consultation with parents, has decided to have a formal uniform which everyone is expected to wear. The details are as follows:

- White polo shirt.
- A purple sweatshirt with the school logo on it.
- Trousers or black skirt.
- Black shoes for boys and girls.

In summer girls can choose to wear a dress, and the children to wear black shorts.

The school uniform can be purchased at Worksafe, Workplace, Ruthin.

- For PE lessons, pupils are asked to wear a plain white T-shirt, black shorts and pumps or trainers and a swim wear for the swimming lessons.
- For convenience, please label clothes clearly, especially the jumpers.





11. USE OF WELSH AND ENGLISH

We believe that all the children of this school have the right to grow as bilingual citizens. We respect the pupil's mother tongue and try to encourage them to develop their proficiency in their second language, whether in Welsh or English.

In the Foundation Phase a strong Welsh-language Foundation is provided to enable the child to achieve the goal of becoming a full, bilingual person. We try to confirm and develop the child's mother tongue from a non-Welsh-language home. In addition, we seek to extend and develop the child's grasp of an English-language home.

At Key Stage 2 we seek to confirm and develop the Welsh and English languages of all children so that they can speak, read and write fluently and confidently in both languages when they transfer to secondary school.

Welsh is the communicative language of this school.

It is used:

- In the daily administration of the school.*
- As the occasional language outside the learning sessions*
- As the language of morning assemblies and mass assemblages*

The Welsh language will be the main medium of learning in the foundation phase. We will ensure that all children are bilingual by the end of Year 6.

12. EQUAL OPPORTUNITIES

Efforts are made to provide equal opportunities for all pupils, teachers, teachers and ancillary staff at all times without discrimination on the grounds of sex, religion, colour, language or disability.

See the school's Equality Scheme policy, available from the Headteacher.

13. PUPILS WITH DISABILITIES AND THE ACCESSIBILITY PLAN

Children with disabilities are welcomed with open arms to school. The school's accessibility and disability plan ensures easy access for pupils and parents with disabilities. Special arrangements are made between the school and the home when a pupil with disabilities or additional learning needs starts at the school. Contact the Headteacher for further details. The school is sensitive to the needs of pupils with disabilities and makes every effort to involve them in all aspects of the life and work of this school.

SUPPORTIVE SERVICES

The nurse and dentist will visit the school occasionally. A chat with Sian Hughes, the school nurse at Ysgol Dinas Brân Bran, Llangollen can be arranged at any time by phoning.

A child may be referred to the speech therapist at the request of the Headteacher. Parents are kindly requested to inform the school of any disability that may impair the child's development.

14. SECONDARY SCHOOL TRANSFER

Once they reach the age of 11, the pupils at this school will transfer to either Ysgol Godre'r Berwyn, Y Bala or Ysgol Dinas Brân, Llangollen.

In order to ensure that the transition from primary to secondary school is as smooth and easy as possible, the following arrangements are made:

- Year 6 pupils and their parents will be invited to an open evening at the secondary school during the Autumn Term to meet the teachers and pupils.
- The teacher responsible for Year 7 will visit the primary schools in the catchment area to speak to the pupils and their parents/guardians and try to answer any question that arises.
- Year 6 pupils will spend a few days in secondary school during the Summer Term.

15. ATTENDANCE

The school's target is 95%

RULES AND GUIDELINES

1. Visiting the school and discussing personal issues:

The Headteacher should first be contacted in each case.

2. Absences:

The Welsh Assembly rules require that all schools must record any unwarranted absences as unauthorised absence. It is greatly appreciated if you could contact the school if your child/children are not coming in to school that day regardless of reason. This enables us to know that your child/children are safe.

3. Safety:

No child may go outside the school's boundary during school hours without permission from

the teachers.

4. School Uniform:

Every child is expected to wear the school's official uniform: a white polo shirt, a purple sweatshirt along with trousers or black skirt and black shoes.

5. Personal belongings:

- (a) All children are expected to bring clothes for physical education, a white T-shirt, black shorts and trainers or pumps.
- (b) Parents are expected to ensure that the children's names are on their clothes.
- (c) Children are expected to bring a bag to hold physical education clothing.
- (d) It is the responsibility of the child if any toy is brought to the school.
- (d) Children may not bring a toy which may be dangerous

6. Collection of milk and lunch money:

School lunches are provided daily. The Cost of the dinner is **£2.20** per day, to be paid through parent pay.

Milk is available free of charge during the morning for Foundation Phase children.

Permission is given for the child to bring sandwiches. Drinks should be placed in a plastic bottle; glass bottles are not permitted because of the safety element.

7. No 'chewing gum' or sweets are permitted in the school.

8. Going Home from school:

- (a) If there is a different adult from the usual collecting the child from school then information about it should be given to the school by the child's parents or guardian.
- (b) A child shall not be allowed to go home from school with a friend without prior knowledge from a parent or guardian.
- (c) If a parent or guardian anticipates that he or she will be late in collecting his or her child from school, he or she is expected to warn the school of that possibility.

9. No car is permitted into the school grounds without the permission of the Headteacher.

10. Parents are reminded that the statutory time for supervising children is 10 minutes before the school starting in the morning (8.50 a.m.) and 10 minutes after the school closes (3.25 p.m.)

11. Bad Weather

Every effort is made to keep the school open. If in doubt, keep the child home or call the school. Sometimes the children need to be sent home early but we will call the home first. Sometimes the taxi company will ring the school to say whether they will be transporting the children home early because of bad weather or a dangerous road.

12. Holiday Request form.

Family holidays taken during term time..

Parents/guardians should not normally take pupils from the school on holiday during term time, and it is the policy of the Denbighshire Education Authority to discourage them from doing this. According to the School Attendance (pupil registration, 1995) Regulations, schools have the preferred entitlement to allow an annual family holiday during term-time, only when "special circumstances" arise and an application should be submitted on paper in advance by the parent/guardian ordinarily residing with the child.

Absences of this type can only be granted by the Headteacher. It should be noted that an absence of more than 10 school days within any school year can only be granted in exceptional circumstances.

If the parents take their child away from school on holiday without an agreed, written permission from the Headteacher, then these absences will be unauthorised and reported back to the Local Education Authority.

**IF YOU HAVE ANY CONCERNS ABOUT
YOUR CHILD'S EDUCATION, THEN CONTACT ME IMMEDIATELY.**

Please note:

All references to "parent" also refers to "guardian", and otherwise.

