

Ysgol Gynradd Llandegefvan



2023-24

Parents Handbook

A WORD OF WELCOME



Dear Parent/Guardian,

In presenting this "Information for Parents" handbook, we extend a warm welcome to your child to Ysgol Llandegfan

Our vision at Ysgol Llandegfan is to provide a school where all pupils, staff, Governors and the wider community collaborate so as to create a welcoming, stimulating and safe environment, so as to encourage effective learning. The aim is to nurture a sense of pride in the child, the school and the community.

Every individual within the school community is appreciated and respected and we place a special pride of place and emphasis on celebrating achievements. We try and achieve this through providing a diverse, well-balanced and enriching Curriculum that provides plenty of engaging, diverse learning experiences and current and enriching resources to spur a natural curiosity in every child, irrespective of ability, race or gender. This, in turn, will equip the pupils for their future as local and global citizens. Firm roots are laid in their immediate environs, and their sense of Welshness, loyalty towards the local community and their heritage whilst at the same time developing respect towards other faiths and cultures.

My goal is to see the children of Ysgol Llandegfan leaving the school as confident pupils, who enjoy learning, equipped with skills to be lifelong learners, ready to face challenges and learn independently, able to collaborate and equip various investigative skills in various situations.

The children, their education, their well-being and their ability to contribute towards school related decisions is a priority at Ysgol Llandegfan. The children's active participation in their learning and what is taught is crucial and their suggestions steer a change in the school's environment. The school and the home is a partnership. My goal is that parents and guardians take pride in the school. I believe that the school should provide an opportunity for you to understand and participate in the teaching process so that you can assist your children beyond the school premises.

I am wholly persuaded that the pupils merit the best educational opportunities that we can provide for them.

I look forward to working with you to help ensure the highest standard of education for your child. We aim to 'Reach For The Sky' - (Quaerite Apices!) - so as to be able to see all of our 'Children Growing', and to celebrate each child's successes.

However, it is not possible here to include all the information about the school, and please note that certain details may be amended between the time of publication of the handbook and the start of the school year. You are invited to discuss its contents (or anything not included) with me through making arrangements to visit the school.

Yours sincerely,

Mr D Hood
Headteacher



Handbook 2023-24

Ysgol Llandegfan

NAME AND ADDRESS OF SCHOOL:

**YSGOL LLANDEGFAN
LLANDEGFAN
YNYS MON
LL59 5UW**

TELEPHONE NUMBER **01248 713431**

E-MAIL:

6602174_pennaeth.llandegfan@hwbcymru.net

SCHOOL WEBSITE: **www.ysgolllandegfan.org**

HEADTEACHER: **MR D. Hood**

CHAIR OF GOVERNORS : **COUN.CARWYN JONES**

DESCRIPTION OF THE SCHOOL

This is a County Primary School (Infants and Juniors).
It is a day, bilingual, co-educational school.

Our intention at Ysgol Llandegfan is to create a happy school, where everyone does their best at all times, where they enjoy themselves, are enthusiastic, take care of each other and derive pleasure from learning.





Ysgol Llandegfan serves the village of Llandegfan and the neighbouring rural area. Pupils also travel from outside the school's natural catchment-area.

The school serves a widely spread linguistically and socially diverse community. No effort is spared to ensure that every pupil feels part of the school family

The current school building was opened in 1972 and commands magnificent views of Snowdonia, but education has been provided in the village for over a century in the Old School which is located about 200 meters up the road from the current school.



It is the only school building of its design in the U.K. and has won prizes on account of its architecture. Its semi open-plan design and varying levels offer stimulating teaching opportunities. In 2006 a new extension was completed with two new classrooms as well as a room for the local nursery schools and Kids Club. The school benefits from extensive playing fields that are suitable for many sporting activities and which are an important asset to the community. The school has its own wildlife, vegetable and fruit gardens which greatly contribute to the green and healthy schools' ethos.

We take pride in that parents and visitors recognize the sense of friendship and order at the school, and how new pupils happily settle down.

There is a motivating and hard-working ethos in the classes, based on mutual respect and care. This enables pupils to develop self-esteem and a positive attitude towards learning. A high standard of behaviour and commitment is expected at all times. There is a good sense of collaboration and every pupil is encouraged to accept and share diverse responsibilities.

At Ysgol Gynradd Llandegfan we have an open and healthy relationship between pupils from wide-ranging home backgrounds. Respect is shown towards Welsh first-language pupils and English first-language pupils alike, both at work and at play. Over the years pupils from many other worldwide language backgrounds have been successfully integrated into our school life. We promote our school motto to its utmost 'Plant yn tyfu'





AIMS AND OBJECTIVES

AIMS

1. To create an environment where the pupils can grow, develop and mature to be a confident individual, aware of the welfare of others, and a responsible member of society.
2. To offer education of the highest quality which reflects the requirements of the Authority, the community and the individual
3. To enable each pupil to develop fluency in Welsh and English, so that they may participate fully in the social and cultural life of the bilingual community

OBJECTIVES

1. Enable every child to fully achieve his potential through acquiring skills, information, understanding and aspects, including personal, social and emotional, to enable him to become a bilingual citizen who is economically, socially and personally active, and a life-long learner.
2. Enable each child to be bi-lingual
3. Provide a wide and inclusive curriculum for children that motivates them to learn and achieve their potential.
4. Promote a culture of social inclusion and respect towards diversity, especially through developing children's well-being and tailoring learning for the individual.
5. Establish a robust professional learning community that enables practitioners to develop and share professional knowledge of learning and teaching
6. Provide a learning community for all associated with school life, including children and their families, governors, teachers, other school staff, and adults receiving training to work at the school.
7. Be a key player with other service providers when planning and introducing better services for children so as to improve their well-being.





ADMISSIONS POLICY

Pupils are admitted to the school in compliance with the Authority's Admissions Policy. In compliance with that policy, Reception class pupils are admitted full-time to school in the September following their 3rd birthday. Feel free to contact the Headteacher to discuss and arrange a visit.

During the Summer term, parents are invited to the school to speak to the Headteacher and Reception Class teacher, in order to share information about the day to day running of the school and the Foundation Phase. Towards the end of the term the children are invited to attend the school for half a day to get used to the class in preparation for September.

We feel that this helps the children settle and helps them prepare for the beginning of their time in school.

Also, the Authority's Admission Policy is followed when children transfer from one school to another. It is usual for pupils who transfer to Key Stage 2 without the ability to speak Welsh to attend the Welsh Language Unit in Moelfre for a term.

Children leave for the secondary schools at the end of Year 6. Those residing within the school's catchment area are able to attend Ysgol David Hughes.

Staff from secondary schools visit during the summer term prior to the children's transfer in September and arrangements are made for 'whole day' visits by the children to the secondary school of their choice.

Please note that the Local Authority is solely responsible for all admissions to maintained schools in Anglesey.

LANGUAGE POLICY

GENERAL AIMS

Ynys Môn Education Authority operates a bilingual policy in all its schools and is also developing a bilingual policy for the Further Education establishments within the county.

The aim is to develop the ability of pupils and students within the county to be confidently bilingual in order that they can be full members of the bilingual society of which they are a part.

All educational establishments within the county should reflect and reinforce the language policy in their administration, their social life and pastoral arrangements as well as academic provision.

SPECIFIC AIMS

Nursery / Reception Class / Foundation Stage

To ensure, through sensitively structured provision and organisation, that each child receives a firm foundation in Welsh in order to enable him / her in due course to attain the aim of full bilingualism.

To build on the Welsh language foundations laid through Nursery Education; to consolidate and develop the mother tongue of children who are Welsh learners; to extend the competence in English of children from Welsh speaking homes.

KS2

To consolidate each child's capabilities in Welsh and English, both active and receptive so as to progressively develop his/her skills in speaking, reading and writing fluently and confidently in both languages. Special provision will be made for Junior late-comers)

Anglesey Schools' Welsh Language Charter

We are collaborating with Anglesey Council to promote educational and social use of the Welsh language. The purpose of the charter in essence is to encourage and reward the schools that succeed in generating a positive attitude towards the language and increase the use of Welsh amongst children. It is important that the young people of Anglesey are able to learn, work and live through the medium of whichever language they choose, and that they have the linguistic skills to take full advantage of the academic, social and economic life that Anglesey has to offer.





Curriculum

Preface

The purpose of an education system is to create situations and provide resources that will enable all children to become rounded personalities, develop and exercise all of their talents, and to provide for them according to age, ability and interest and equip them to become responsible members of a bilingual community, and be able to make a contribution to that community and benefit from it and live in peace and harmony with their fellow-man.

This general statement contains three inter-related aspects:

- a) enable every child to develop to his/her full potential
- b) ensure that every child is introduced to the Welsh heritage
- c) provide an opportunity for every child to develop as a full member of a rapidly-changing society.

General Objectives

1. To develop oracy, literacy and numeracy skills within the context of inspiring the child's enthusiasm, imagination and interest.
2. To increase the child's knowledge and to develop his/her powers of reasoning in order to assist the child to adapt to a rapidly-changing world with increasingly sophisticated processes and technologies, particularly in relation to information technology.
3. To instil in each child the desire to seek further knowledge and experience during his/her life and to develop his/her intellect and moral and spiritual awareness.
4. To assist the child to live and work with others and to develop attitudes that will enable him/her to become a responsible member of the community.
5. To develop the child's sensitivity, aesthetic appreciation and leisure skills.
6. To provide particular attention to every child with special needs, e.g. the exceptionally able and those with various disadvantages.
7. To introduce ideas and concepts by employing lively and dynamic methods that will motivate pupils' response.

Every school is required to develop a comprehensive plan, based on the Education Authority's document and in accordance with the requirements of the National Curriculum. This plan includes details of the curriculum and the way in which it is implemented in order to ensure that the education provided to pupils meets fully with the objectives contained in the document.

We are on an exiting educational journey at the moment with a new curriculum in force. You can gain further knowledge on this by visiting our website.



THE CURRICULUM

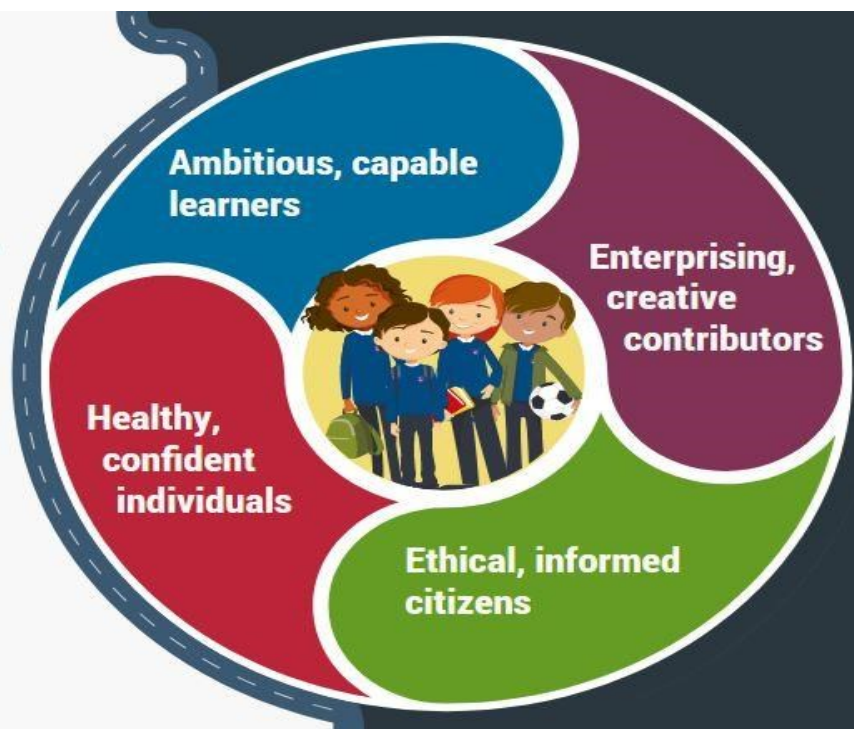
See below an overview of the Curriculum for Wales. This will be the basis of our teaching from September onwards. We are moving away from the thought of two key stages in Primary and more of a natural progression as they move through the school and their skill development. Everything in every class is designed and planned to meet the needs of all learners.

The four purposes

These four purposes will be the foundation of everything you learn.

All children and young people will get support to be:

- **ambitious, capable learners** who are ready to learn throughout their lives
- **enterprising, creative contributors** who are ready to play a full part in life and work
- **ethical, informed citizens** who are ready to take part in Wales and the world
- **healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society.



Areas of learning and experience

Expressive Arts

Humanities

Health and Well-being

Science and Technology

Mathematics and Numeracy

Languages, Literacy and Communication

Each area of learning and experience is organised into a suite of what matters statements which prioritise the important concepts about which learners must have experiences, knowledge and skills.





WORK PATTERN

We endeavour to ensure that the education we provide encourages the cultural, moral, intellectual and physical development of each child, and that the nature of the curriculum as a whole is differentiated, broad and balanced. To respond to these requirements, class organisation is flexible – group, individual, pair and whole-class work. Sometimes, work is provided on the basis of age, at other times children of various ages spanning more than one school year will work together on the same task. The pupils are taught in the care of one designated teacher, and we take advantage of teacher expertise for some subjects. In order to ensure that essential elements of the curriculum are not excluded, children are provided with experiences and activities in a cross-disciplinary way, in specific units and by following particular themes on a 2 year cycle.



LITERACY AND NUMERACY FRAMEWORK

Among the Minister for Education and Skills' priorities is the need to improve standards of literacy and numeracy and reduce the impact of deprivation on educational attainment. The National Literacy Programme and the National Numeracy Programme set out the actions the Welsh Government intends to implement to improve literacy and numeracy standards in Wales. The plans for a statutory national framework and for a system of national testing are integral to both programmes. The LNF is first and foremost a curriculum planning tool that supports all teachers to embed literacy and numeracy in their teaching of the curriculum. The aim of the Framework is to support all teachers to see themselves as having an important role in developing the literacy and numeracy skills of their learners. The LNF focuses on three strands of literacy and four strands of numeracy, with distinct elements within those strands. The expectations in each of the strands help teachers to get precision in the expected progress of these skills in an age appropriate context.

Literacy Strands

Oracy
Reading
Writing

Numeracy Strands

Developing numerical reasoning
Using number skills
Using measuring skills
Using data skills

STATUTORY READING AND NUMERACY TESTS

Improving standards of literacy and numeracy is vital in order to ensure that our young people develop the skills required to succeed. The tests will help teachers and schools to identify the strengths and weaknesses of individuals and groups of learners. They will help ensure that those who require additional help are identified and supported, and will help us discover whether or not our policies are having the desired effect. The implementation of the National Reading and Numeracy Tests is statutory. Every learner from Years 2 to 9 is expected to take the reading test and numeracy test. Learners in Years 2 and 3, who learn through the medium of Welsh, will only be required to take the Welsh reading test. Schools will, however, be given the option of administering the test to Year 2 and 3 learners in English too, if they wish. From Year 4, learners learning through the medium of Welsh will take Welsh and English tests. Parents will receive a report on their children's/child's attainment in the tests, at the end of the school year.

CURRICULUM DOCUMENTS

Curriculum documents are available at school. Consult the Headteacher if you would like to see them.



SKILLS ACROSS THE CURRICULUM

A non-statutory Skills framework for 3 to 19 year olds in Wales has been developed in order to provide guidance about continuity and progression in developing thinking and ICT for learners from 3–19. At Key Stages 2 and 3, learners should be given opportunities to build on skills they have started to acquire and develop at Foundation Phase. Learners should continue to acquire, develop, practise, apply and refine these skills through group and individual tasks in a variety of contexts across the curriculum. Progress can be seen in terms of the refinement of these skills and by their application to tasks that move from: concrete to abstract; simple to complex; personal to the 'big picture'; familiar to unfamiliar; and supported to independent and interdependent.

Developing Thinking

Learners develop their thinking across the curriculum through the processes of planning, developing and reflecting.



Developing ICT

Learners develop their ICT skills across the curriculum by finding, developing, creating and presenting information and ideas and by using a wide range of equipment and software.

LEARNING ACROSS THE CURRICULUM

At Key Stages 2 and 3, learners should be given opportunities to build on the experiences gained during the Foundation Phase, and to promote their knowledge and understanding of Wales, their personal and social development and well-being, and their awareness of the world of work.



Cwricwlwm Cymreig 7-14

Learners aged 7-14 should be given opportunities to develop and apply knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

Personal and Social Education

Learners should be given opportunities to promote their health and emotional well-being and moral and spiritual development; to become active citizens and promote sustainable development and global citizenship; and to prepare for lifelong learning.



Careers and the World of Work

Learners aged 9-11 should be given opportunities to develop their awareness of careers and the world of work and how their studies contribute to their readiness for a working life.



Sustainable Development and Global Citizenship

Learners need to develop the skills, knowledge, attitudes and values to participate in decision-making individually and collectively, both locally and globally that will improve the quality of life now without damaging the planet for the future.

Food and Fitness

Curriculum 2008 substantially reinforces the position of food education in the school curriculum in Wales. Practical food preparation skills are mandatory in Key Stage 2.





HOMEWORK

Education is not confined to school hours nor to the school building.

We at Ysgol Llandegfan appreciate your busy after school lives and therefore a homework table



will be given once a term with the choice then for parents on how often you ask your child to complete homework. These are open ended tasks that should offer various challenges to the pupils. They will also work on particular themes or projects. When this happens, we trust that the home will co-operate to promote the children's work.

Occasionally, a particular activity will require the knowledge of parents, relatives and neighbours, or require the children to investigate and discover. It is recognised that the home is responsible for the child at this time and that it is in light of that responsibility that parents will agree or refuse to co-operate. Parents are expected to promote the children's commitment to their school work and to enhance their children's aware-

ness of their heritage and the world around them as well as the basic skills of literacy and numeracy.

From time to time, a teacher may ask a child to do extra work so as to eliminate a weakness or focus on a particular aspect of the work. At such times, hopefully the home will fully co-operate and the child will be encouraged to do the work.

READING AT HOME

We are convinced that reading has an extremely important role to play in a child's educational development. Consequently, we run a Home Reading scheme where parents are asked to read regularly with their children. During the first years, Welsh-language books are used, followed by both languages from then on. Of course, it is a voluntary scheme run for your child's benefit, and you are not under any obligation to follow it. A member of staff will monitor the children's Home Reading books in the Foundation Phase on a regular basis, and will exchange these as necessary. In KS2, the pupils themselves are expected to bring their home reading books to be exchanged and to start choosing suitable books. In addition to this, in order to promote an interest in reading we will distribute books catalogues from time to time. You are under no obligation to buy.

EDUCATIONAL VISITS

We believe that taking children out of school on visits provides them with valuable experiences, enriches their lives and prepares them to become mature citizens.

This could involve a) a local walk around the village; b) a day trip in a bus or c) an overnight, residential visit.

In the case of b) and c), we will send details of the trip and relevant information home, insisting that the school receives the parents' consent before allowing the child to join in the activity.

Where there is a cost involved in the activity, e.g. transport, admission, parents will be asked for a voluntary contribution to clear the cost.



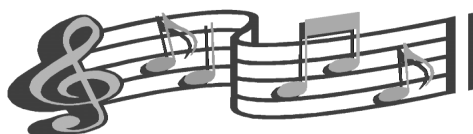
LINKS WITH THE COMMUNITY

We believe that the school is an integral part of the community and helps children to nurture a respect of its traditions and people. We endeavour to forge a close link with the local community through activities such as the Urdd, Thanksgiving and other services in a local chapel or church, concerts, entertaining senior citizens by singing, etc. At times, members of the community and



ADDITIONAL MUSIC LESSONS

Peripatetic teachers visit the school to provide woodwind, and brass instrument lessons for those children who wish to take advantage of these. Lessons cost £210 per year for 30 15 minute lessons.



ADDITIONAL ACTIVITIES

The school offers a variety of activities that are open to all of the school's pupils who are, in the Headteacher's opinion, sufficiently mature and ready to take part in them. We compete in the Urdd Eisteddfod and in other competitive events. The school has football, cricket, netball and rugby teams that take part in competitions held either during or after school hours. We also support after-school societies and clubs to which the children belong, and encourage the children to join these.

These activities organised by the school all depend on us securing the co-operation and support of parents. The school cannot accept responsibility for supervising children at the end of sessions of the above clubs/societies, and parents/guardians are asked to ensure that they make arrangements to take their children home.

We support events in the local community and organise public activities. We also support a number of humanitarian movements. Activities are occasionally organised to raise money for the School Fund.

Which additional activities/clubs are held at Ysgol Llandegfan?

<p>Football</p> <p>The school plays friendly matches against local schools and takes part in the County Cup competition. An after school football club is run during the Autumn term every week.</p>	<p>Rugby</p> <p>The school offers rugby training during the Spring term and the school competes in a number of festivals during the year.</p>	<p>Swimming</p> <p>For boys and girls from Year 1 to 6. The school hires a coach to take the pupils to Bangor or Llangefni Swimming Pool.</p>
<p>Netball</p> <p>The school is affiliated to the Welsh Netball Association. A Netball Club is held during the Autumn term every week. The school competes in a number of netball competitions during the year.</p>	<p>Cooking Club</p> <p>The school offers a series of cooking lessons for Year 6 pupils during the Summer term.</p>	<p>Art/Computer/Science Club</p> <p>During the Summer term Year 3,4,5 pupils have the opportunity to attend the above clubs in a rotation of 4 week periods.</p>
<p>Urdd</p> <p>The school is very supportive of the Urdd. The school competes in a number of sports competitions and the Eisteddfod annually. Meetings of the Urdd is held every fortnight in the school throughout the year.</p>	<p>Band Club / Bocswn</p> <p>Band Club/Bocswn is held in school every week during the third term for Year 5 and 6</p>	<p>Keep Going Club</p> <p>A club offering a variety of games for pupils of Foundation Phase age.</p>



HEALTHY SCHOOL

For some time, the school has been addressing the health and well-being of all involved with the school. In September 2006, the school was formally accepted onto the Gwynedd and Môn Healthy Schools Scheme run by the Assembly Government. The school and all those involved with it – children, parents, staff, governors and friends – are required to commit themselves to the aim of the scheme, i.e. to contribute positively towards ensuring that the school and environment promote the health of the entire community.

The school works on approximately three themes every year. The school has succeeded in Phase 5 of the project and is now working towards the National level.

By becoming part of the Healthy Schools Project we have agreed to:

- Strengthen community links
- Encourage the children to eat a healthy diet.
- Ensure staff well being
- Develop pupils' self-esteem
- Ensure safety in the school



A Healthy School Committee is established annually and includes pupils from Years 5 and 6

THE GREEN SCHOOLS /ECO SCHOOLS PROJECT

By becoming part of the Green Schools Project we have agreed to,-

- Reduce waste
- Save energy and natural resources
- Reduce and prevent pollution
- Care for the local environment
- Travel wisely.



A Green School Committee is established annually and includes children from years 3 - 6.

The Green Schools Committee meets about once every six weeks. We have been accredited with three Green Schools Gold Awards as well as achieving the Eco School Status on three occasions. A great deal has been done to raise the children's awareness about green issues during the past few years, projects such as establishing a litter squad, placing recycling boxes in each class, conducting a survey of how children travel to school, saving energy and finding out which chemicals are used by the cleaning and catering services.

The school's Wildlife Garden was recently awarded 1st Prize by the North Wales Wildlife Trust and has been awarded the Gold Award in 2010. The garden has its own pond, picnic tables, a bird table, a hedgehog house, a 'bug hotel' and nesting boxes so that the children can enjoy learning about the wonders of nature in a safe environment. We are also very proud of our willow structures.



Members of the community helped by a group of parents and the gardening squads from Years 5 have been very busy planting and tending the vegetables in our patchwork



ADDITIONAL EDUCATIONAL NEEDS



Additonal Learning Needs and Looked After Children Co-ordinator - Miss S Jones

It is mentioned in national guidelines, that one pupil in every five has SEN during his school career. In this respect, the school follows a Special Needs Policy based on legislative requirements and Anglesey Education Authority Implementation Guidelines.

The Headteacher has ultimate responsibility for the policy and is the school's Additional Education Coordinator.

Children with special needs are placed on the school's SEN Register. Depending on the level of intensity of their needs, pupils are placed on a range of stages. The different provision for them varies from classroom support, individual or small group support outside the class, advice from the Educational Psychologist, specialized support provided by the LEA at the school or a placement at a unit off the school premises. Every provision will be discussed and agreed with parents prior to implementation.

The school's objective will be to provide guidance and provision that will be compatible with your child throughout his school career. If you have any concerns about your child's development or the administration of the Special Needs Policy, you are urged to please contact initially your child's teacher or the Headteacher. Contact the Headteacher if you wish to see a copy of the SEN policy.

Children with Physical Needs

We will do our utmost to welcome every child, ensure their safety, enable them to participate in all the school's activities and gain full access to the National Curriculum.

The architectural design of the school unfortunately, at this point in time, does not lend itself to easy access to all areas by disabled pupils. However, a ramp does now allow access from the back of the school to the classrooms located within the new extension. Every effort will be made to overcome any difficulties if the need arises. We believe in equal opportunities for all pupils.

We have an Accessibility Plan and Equality Plan for Disabled People.

Looked After Children

Miss S Jones, is responsible for ensuring that looked after children have full and equal access to all areas of the curriculum.

Medicals

From time to time the School Medical Officer and the school Dental Officer will visit the school and examine the children. You will be notified in writing of such visits and you will be welcome to accompany your child.

The School Nurse

The school nurse, also visits the school. The main reason for her presence is screening. During their time in school pupils will undergo a comprehensive series of medical inspections and preventative procedures. These will include:---eyesight, colour and hearing tests, height and weight checks, medical examinations (selective) and dental inspections.

Drugs Awareness

From time to time, the "Don't Touch, Tell!" theatre visits Ysgol Llandegfan to deal with the serious subject of drugs in a light hearted way. Humour is used to help our pupils understand the difference between medication prescribed for them by a doctor and other drugs.

They are taught ways to say 'no' to anything that could cause them harm. We also invite a Police Liaison Officer to hold workshop regarding this and other matters each term.



The School Day

The sessions for the school day are as follows:-

Morning Session:	Everyone except for Nursery	08:45—12:00
Afternoon Session:	Meithrin, Derbyn , 1 a 2	13:00—15:05
	Bl 3,4,5 a 6	13:00—15:15

Children should not arrive at school before 8.45 a.m. (unless they are attending the Care/Breakfast Club which opens at 8.00a.m.). Only from this time onward can we guarantee that an adult will be present should an accident occur. Please ensure that your child is at school by 8.55 a.m. – punctuality is a good attribute to nurture. Children arriving after this time will be marked as 'late' on the register. If this happens on a regular basis, we are required to contact parents.

If you intend for someone else to collect your child from school, please let us know through a phone call or note. We cannot depend on a child's word, and a misunderstanding could be dangerous. Children leave school at 3.05 p.m. (Foundation Phase) and at 3.15 p.m. (KS2).

We will not release any R, Y1 or Y2 child until we are satisfied that there is someone to take the child home, or that a prior arrangement has been made with the parents. Should you be late, and cannot meet your child at the end of the day, we ask you to phone the school so that we can make the necessary arrangements to ensure the child's safety. Every KS2 child should return to the school and tell the teacher if no-one has come to fetch him/her.

Absence

Schools are legally required to keep a detailed record of all pupil absence. Parents are asked to contact us before 9.00 a.m. if their child is going to be absent from school, so as to ensure the safety of every child in our care and so that we are aware of the reasons for a child's absence.

If totally necessary, up to ten school days annually are permitted for family holidays, although this, of course, has a disruptive impact on your child's education.

Pupil attendance and punctuality is monitored on a weekly basis by the Admin Officer. We will contact you for a meeting if we have any concerns. Our attendance is monitored on a regular basis by Mrs Meinir Bolton, the Inclusion Welfare Officer for Ysgol Llandegfan, who will provide additional support to families that require it.

Pastoral Care

Every child is placed in the care of a class teacher, but the staff as a whole endeavour to take care of all pupils' well-being. This school urges children to be self-disciplined, to act responsibly and to respect others. We kindly ask that parents (and where suitable—pupils) to sign a Home/School agreement,



Health and Safety

The health, safety and welfare of each individual who either works or is a pupils at Ysgol Llandegfan is very important. We aim to provide a safe and pleasant working environment to all. The Governing Board and the LEA are responsible for ensuring the health and safety of all pupils and staff. All visitors to the school **MUST** use the front door where they must wait for a member of the Reception Staff to greet them. All external doors are locked during lesson times but provide a fast escape route in the event of a fire. Procedures are in place to ensure that all pupils are kept safe whilst in our care.

For example:

- Fire drill practices are carried out, monitored and reviewed each term.
- Regular safety checks are made and our risk assessments are always under review.
- All electrical items are tested annually
- All water systems are tested for quality monthly
- During playtimes and dinner times the children are closely supervised
- Staff trained in Emergency First Aid are on duty during playtimes and dinner times.

Medicines

Only with the written consent (form available from the school) will the school administer any form of medication to a pupil, and in such cases, it will only be after prior consultation with the Headteacher.

No medication of any kind (tablets/medicine etc) will be accepted if brought to school by a child.

Accidents

Minor accidents which occur during school hours are dealt with by the staff of the school.

In the event of a pupil being involved in a serious accident, the parents will be contacted as quickly as possible. It is important therefore that the school has a telephone number which, in an emergency, can be used to contact the parents.

The school has adopted a record slip if First Aid is administered. This will be sent home with your child.

Please notify the school immediately of any change of address or telephone number.

Illness.

If your child is absent because of illness or has to attend a dental or hospital appointment you will need to let us know by either sending a note to his/her class teacher or informing the school secretary by telephone or by emailing on ysg2174a@ynysmon.gov.uk. This requirement enables us to ensure that no absences are recorded incorrectly and, most importantly, enable you to help us keep your child safe.

If a pupil becomes ill during the school day, we will contact you to collect your child. In the unlikely event of an accident at school and where the parents cannot be contacted, the pupil will be taken to hospital by car or ambulance accompanied by a member of staff.



Information that we need

The following forms and information will be provided on admission

<u>Home / School Agreement</u> A copy of this is provided as an appendix to this document. We require that this be signed by parents.	<u>Contact Information Form</u> This is a very important form. We will not admit pupils to our school unless we know how to contact you in case of emergency. If you change any contact details, please inform us immediately.
<u>Media Awareness Form</u> We take video and photographs of the pupils in our school for a variety of different purposes. As a result, we request that you read and complete the Media Awareness form identifying the purposes for which we may use images of your child.	<u>Transport/School Visit Consent Forms</u> We often take the children out of the school grounds to enhance their education. For local destinations—around the village, to the woods and so on, we ask you to complete a permission letter. For any visits further afield, we will of course give specific detail. All school visits will be subject to a full Health and Safety check.
<u>Food Allergies Form</u> From time to time the pupils participate in food tasting activities. We ask you to fill in a form noting any information as regards to allergies to ensure the safety of all pupils while doing activities.	<u>End of day collection form</u> At the beginning of the academic year a consent form requesting who has permission to collect your child/children at the end of the school day is sent home.

Discipline/Encouraging Good Behaviour

The school's policy on discipline governs the way in which the children are disciplined. Our aim is to nurture self-discipline and a respect towards society as a whole as well as towards property in the school and in the wider community.

We attempt to ensure that the school's rules are simple and reasonable. These rules are discussed with the children and they are encouraged to realise that they are based on common sense and to realise how reasonable they are. The School Council is used as a forum to discuss and revise the rules. Children are disciplined fairly and we will contact the home when it is felt that this is required. Only in very serious circumstances would we consider excluding children from school. We follow the guidelines contained in the school's policy. Circle Time is used frequently at the school to discuss issues involving discipline.

The school operates a House System which helps to both motivate and discipline.

The school urges children to be self-disciplined and to respect others; we know that we can rely on the parents' support in this respect

The school houses are as follows:

Dwynwen	Blue
Deiniol	Yellow
Tegfan	Red
Tysilio	Green

School Rules:

We ask that you support us with the following rules:

1. Follow instructions
2. Be kind and polite to others
3. Put your hand up before speaking
4. Keep the classroom tidy
5. Always try your best
6. Walk when inside the school.

The children who follow these rules will be praised by their teachers. The same rules apply at play-times and in the dining hall.

The school strives to teach the pupils to discriminate between day to day quarrelling between friends and peers, and bullying. Bullying represents a wilful and threatening act that is a misuse of power.

No kind of bullying is tolerated at the school. Guidelines are stipulated in the Disciplinary Policy and if any bullying occurs, the matter will be dealt with in accordance with those guidelines.

The school implements a Policy on Use of Reasonable Force that is implemented by staff under special circumstances in order to maintain an acceptable level of safety.



LINKS WITH THE HOME

No school can succeed without the support of parents. We therefore urge you to take an interest in your children's education and to support the school in its everyday work and its public activities. We will ask parents and children, together with the Headteacher, to sign a Home School Agreement denoting the responsibilities and duties of the school, the parents and the child, so as to ensure the best possible education and every opportunity for the child to receive fair play and to succeed.

Partnership – the School's Role

The school will ensure that:

- advice and guidance on the children's development is provided to parents.
- the development of every child is monitored and discussed with parents during parents' evening meetings and in an annual written report.
- parents are informed of any difficulties or problems that arise, or which impair the child's educational progress.
- the school's ethos and atmosphere promote the children's ability to reach their full potential.
- regular information about school activities is shared with parents.
- a code of behaviour and caring environment is established.
- Programmes of Study conform to the requirements of the National Curriculum and are suited to the age, aptitudes and ability of every child.

Partnership – the Parents' Role:

We hope that parents will support us by:

- understanding the needs of their child while at school.
- being prepared to communicate with the school and attend parents' evenings regularly.
- taking an interest in their child's work and supporting his/her studies.
- sharing concerns about the education, health or behaviour of their child.
- supporting the school's code of behaviour.

There may be times when you will need to contact us to discuss your child – we are always pleased to receive a phone call or letter to arrange an appointment as soon as possible.

ASSESSING/REPORTING TO PARENTS

Continuous assessment has always been a natural and important part of the work of conscientious teachers. This is the basis for preparing suitable work for your child. Reception children will be assessed according to Foundation Phase assessment guidelines during the first term.

At the end of the Summer Term, you will receive a written report on your child's development (from R to Y6). The report will contain:

- comments on the development of your child
- information on your child's reading/numeracy tests scores.
- comments from the teacher on attitude, behaviour and general development.
- a record of your child's attendance during the year.
- recommendations for the child and parents.
- a date and time at which to discuss the report.
- the date on which the school opens in September.
- A copy of the report will be retained at the school.

Parents' Evenings are held twice a year. This gives parents the opportunity to discuss their children's development with the class teacher. A open evening is held in the Summer Term following the distribution of the report so as to allow parents the opportunity to discuss their child's report with the teacher.



School Lunches

All pupils are encouraged to take school meals from the start of their period in the Reception class. The food provided is a balanced and healthy diet. If your child is allergic to various kinds of food, the information should be included on your child's admissions form or through contacting the Headteacher. The information will be transferred to the cook. All the children eat under supervision at the hall.

A school menu is sent home at the beginning of the year noting what meals are prepared daily.

Packed Lunches

If you do not wish your child to receive school dinner, he/she can bring a packed lunch to school. The children all eat under supervision in the hall. Please ensure that the contents of lunch boxes complies with our Healthy School policy i.e. no fizzy drink, no sweets, not too many sweet things.

Allergies / Specific Needs

Should a special diet be required for your child or if certain foods are not to be eaten, please notify the school cook, Mrs Margaret Hughes, in writing. She will be happy to accommodate your wishes. You can make an appointment to discuss your child's needs with her by contacting the school office.

If your child arrives after registration, we ask that you notify the school Admin Officer if a school dinner is required.

School Dinner Cost

Department	Daily	Weekly
ALL	Free	Free

Payment

Could you please ensure that all dinner money is paid in advance using School Gateway or in a sealed envelope, clearly marked with:

- "Dinner Money"
- Your child's name
- Your child's class
- The amount of cash enclosed

Free School Meals

When your child enters full time education, you may be eligible to Free School Meals. To qualify you must claim:

- Income based Jobseekers Allowance
- Income Support
- Child Tax Credits (if income less than £16,190)

We encourage all parents who are entitled to claim to check with the Benefits Office.

Breakfast/Care Club

The school runs a popular and nutritional care and breakfast club. There is no charge for breakfast at the school. Doors will open at 8.25 until 8.40. A care club is available from 08:00 at a cost of £1.20 a day. For further detail contact the school.

Healthy Eating

Children are not allowed to bring sweets and fizzy drinks with them to school. Children are encouraged to bring fruit, and milk is supplied daily for the Infant classes. Water fountains are available throughout the school and children are welcome to bring water bottles also.

Fruit Shop

A 'Fruit Shop' is open in school daily. The shop is run by the classes.



COMPLAINTS PROCEDURE

The Local Education Authority, in accordance with the requirements of the Secretary of State, under Section 23 of the Education Reform Act 1980, has established a procedure to consider complaints concerning the way schools' governing bodies and the Education Authority operate in relation to the school curriculum and other related matters. This procedure is outlined in a relevant document, in both Welsh and English, which is available at the school. A copy can be provided free of charge, as required, to any parents wishing to lodge a complaint under these arrangements, and the Authority can provide a copy in a language other than Welsh and English if required. It is emphasised, however, that many complaints can be dealt with swiftly and effectively through an informal consideration, based on discussions with the Headteacher. This is the first logical step and the Governing Body would expect that this step would have been taken before formally submitting the complaint in exceptional cases.

An appointment should be made to discuss any complaint with the Heads of Department firstly and then Headteacher by contacting the school.

DOCUMENTATION

You are entitled, if you wish, to apply to the school to take a look at a number of documents such as Welsh Assembly Circulars, the Policies of the Education Authority, the Governing Body's Curricular Policies and Aims, Estyn reports on the school, syllabuses and schemes of work and the annual report to parents.

BAD WEATHER

In the event of heavy snow, and the school will be closed we will contact parents using the text messaging service or please try to contact the school before 9.00 a.m. If there is heavy snowfall during the day, we will contact you, or will ensure that someone is at home before a child is allowed home.

CHARGING PAYMENT FOR EDUCATIONAL ACTIVITIES

In accordance with the Education Act 1988, school activities offered to pupils during school hours are available to all without exception, free of charge. The Education Authority or school is, however, entitled to choose to charge payment for additional activities if they wish, e.g. musical instrument lessons, curricular activities. The school will also request voluntary payments for the benefit of the school or to support/assist any activity organised by the school, whether during or outside school hours. The cost of an activity such as an educational visit will be explained to parents. Unless that sum is raised through parents' contributions, the activity may have to be cancelled. See the end of the handbook for a summary of the policy.

CHARGING PAYMENT FOR DAMAGE

If school property is intentionally damaged by a child, the school may charge the parents payment for that damage.

HEALTH AND SAFETY

Health and safety is an important issue at the school for obvious reasons. Regular risk assessments are carried out on various aspects at the school in an attempt to identify possible risks. Risk assessments are also carried out before embarking on any educational visit.

EQUAL OPPORTUNITIES

The school's principal philosophy and aims is to attach the highest importance to the integrity, dignity and value of each individual. An effort is made to ensure that every pupil and teacher has an equal opportunity at all times without discrimination on grounds of gender, religion, language and disability.



SUPERVISION

Our objective is to ensure the children's safety and ensure a satisfactory standard of order and control.

The children are supervised by teachers and assistants during the following periods:

- Before school begins (8.45– 8.55)
- Morning break
- Afternoon break
- At the end of the afternoon (3:05 or 3:15)

a) Arrangements during Dry Weather

Supervision is through a daily rota system. The on duty staff supervises the playground all the time. Supply arrangements are made when a staff member is absent.

b) Arrangements during Severe Weather

During periods of severe weather, it will be the class teacher's responsibility to prepare an activity for the children with the staff being on duty to supervise them during break time.

c) Dinner time arrangements

Children are supervised by three supervisors. After the children have finished eating, lunch time supervisors supervise pupils on the playground until it is time to come indoors. During severe weather, children are supervised in their classes.

LEAVING SCHOOL

Parents should meet the children at the school gate and the teachers will escort them there safely through to this area.

Should a parent happen to be late collecting a child, the teacher will escort him/her safely back to the classroom. Parents who arrive late are asked to come in to collect the child.

Of course, a Foundation Phase child is prohibited from leaving the school premises without permission and without an adult to collect him/her.

Please remember to notify us at the school, as well as your child, if there are any changes in the usual arrangements for picking up children from school. When families split up, and one of the parents has custody of the children, it is important that we are notified of the arrangements so as to avoid an unpleasant situation.

A child cannot leave the school early unless a parent comes to collect him or that a written request has been received requesting that we send the child home at a specific time.

No pupil are allowed to leave the school grounds during the school day, without a personal request from the parents.

PHOTOGRAPHS / Videos

Occasionally, photographs will be taken of the children participating in activities with the school.

Some of these photos may appear in the newspapers, in publications or on the school's web-sites, Anglesey Council or other establishments with whom we collaborate.

If you do not wish your child to appear in similar photos, please inform the head teacher in writing. If a letter is not received, it will be assumed that you have no objection.

(At the beginning of your child/children's time here at Ysgol Llandegfan a photograph consent form is available. The form will be in place for your child's duration at the school.)



SEX EDUCATION AND RELASIONSHIPS

Sex education and relationships is presented as part of the child's personal, social and moral education so that sexuality is recognized as a natural and common attribute to everybody whilst, at the same time, recognizing that it has personal, social and moral implications. Sex education also forms part of the Science curriculum. The subject is sensitively and sensibly handled. Parents are not entitled to withdraw their children from formal sex education lessons from September onwards. For further information, please contact the Headteacher. A copy of the Policy is available at the school.

PHYSICAL EDUCATION

The school, in partnership with the home, is responsible for every child's physical development, as well as his educational and moral development. Therefore, PE lessons are regularly held for the Foundation Phase and the Junior Department in the school hall, on the playground or on the field. The Junior Department also attend swimming lessons during the year.

Our objective is to develop the children's stamina, control and aestheticism through getting them to be physically active. They will also have opportunities to work independently and collaborate with others and to devise and regulate games themselves.

Depending on the lesson, children are expected to wear suitable clothing. This involves changing from school uniform to shorts and Tee-shirt for gymnasium activities. Jogging trousers, Tee shirt, sweatshirt, trainers or studs are appropriate for outdoor lessons. If a child forgets to bring PE clothing, he/she is expected to wear spare clothing from the school. Please ensure that your child's name is labelled on every item of clothing. The wearing of rings, ear-rings or watch during a PE lesson is prohibited.

PE forms an important aspect of the Curriculum and is a statutory requirement for every child. If there are medical grounds that prevent a child from participating in PE lessons, parents are kindly requested to notify the school in writing. All pupils are notified at the start of the year on which day PE lessons are held. Football, netball, rugby, athletics and orienteering catchment-area and county-based competitions are supported. Annual school sports are also held. Several Swimming Galas are held during the year.

All pupils from Year 1 to Year 6 have an opportunity during the school year to attend a series of swimming lessons, held at the Bangor or Llangefni Swimming Pools. You will be notified in good time when your child will attend. The lessons form part of the school's activities, and every pupil is expected to attend the lessons. Parents are asked to notify the class teacher by letter, if their child will not be attending. Parents are kindly requested to contribute towards transport cost.

SCHOOL UNIFORM

The school has an official school uniform and we encourage all parents to cloth their children as follows

School uniform items can be bought from a number of local shops.

Please ensure that your child name is written on all items of clothing please.

Boys	Girls
<ul style="list-style-type: none"> • Light blue polo shirt / shirt (with logo) • Navy blue sweatshirt (round neck * or 'V' neck *) (with logo) • Navy blue cardigan • Navy or grey trousers • Navy, Black or grey shorts (plain) – Summer term • Black shoes • We also allow pupils to wear a hoodie in the colour of the school jumper. 	<ul style="list-style-type: none"> • Light blue polo shirt / blouse (with logo) • Navy blue sweatshirt (round neck * or 'V' neck *) (with logo) • Navy blue cardigan • Navy or grey trousers • Navy, Black or grey skirt (knee length), pinafore dress or culottes • Blue/white gingham dress - Summer term • Black, white, grey or navy tights • Navy, Black or grey shorts (plain) – Summer term • Black shoes. • We also allow pupils to wear a hoodie in the colour of the school jumper.



CHILD PROTECTION GUIDELINES

Every member of school staff has responsibility for protecting and safeguarding the children who attend. If there are concerns about negligence or physical, emotional or sexual abuse, then the staff has an obligation, in compliance with the County's Child Protection procedure, to mention this to the School Child Protection Co-ordinator.

The school co-ordinator can consult with professional colleagues as well as relevant agencies such as Health and Social Services. Following discussions, the School co-ordinator may have to officially refer the child to Social Services Department, in compliance with the county protocol. The Social Services Department decides whether or not action is required. Due to the nature of the allegations, it will not always be possible to discuss the matters with the parents prior to referring the child. The Social Services and Police are responsible for investigating allegations. The Headteacher is the Child Protection Co-ordinator.

SCHOOL CHILD PROTECTION GUIDELINES

As part of the child protection procedure, every school, teachers and support staff at this school have an obligation to identify signs of possible abuse or negligence and have those concerns immediately referred to the responsible persons at the school or Social Services.

Concern about a child:

The Persons Responsible for Child Protection at Ysgol Llandegfan are:
Mr D Hood - HEADTEACHER (01248 713431)

Responsible Person : Child Protection : Cyngh Carwyn Jones (Chair of Governors)



Money



Pocket Money / Valuables - It is recommended that pupils do not bring any money to school other than that which is needed for a specific purpose. In such cases, pupils are asked to give the money or other valuables to the class teacher for safe keeping. If pupils bring money to pay for a trip etc we kindly ask that it is placed in a sealed envelope with the pupils name written clearly on it.

Physical Education



The children must dress appropriately for their lessons in the hall – shorts only for the boys and shorts and T-shirts for the girls. Similarly, children must dress appropriately for sports lessons.

Only those children who bring a note from their parents or doctor will be excused from these lessons.

Bikes/Scooters



The older children are invited to bring their bicycles to school – as long as they wear a safety helmet. You are reminded that school staff are not responsible for the bikes nor for the children's safety on the road to and from school.

Going for a walk



Advantage is taken of opportunities to take the children on a walk, sometimes without notifying you as parents, due to something having cropped up in class or because the weather permits this.

A text message will be sent beforehand noting of the intention of taking the pupils off the school campus.

Toys



Children should not bring toys or valuable belongings, pocket money, etc. to school as we do not have the resources to safeguard these and cannot be held responsible in any way should they be damaged or lost. Children are not allowed to bring mobile phones to school.

Children/ Parents Coming to and Going from School



Parents are asked to park in the main car park/layby, clear from the main gate when bringing or collecting children to/from school. No vehicles should come into the staff car park on any occasion.

Parents and pupils are expected to use the side pedestrian gate (not the main gate) to ensure everyone's safety.

Parents are encouraged to develop the children's independence by allowing them to walk up to the school independently from the car park gate.

Asthma Inhalers



An asthma form will have to be completed if a child needs to use an asthma inhaler during school time.

Sweets, Fruits and Drinks



If the children need something to eat between meals, they are encouraged to bring fruits rather than sweets, crisps, etc.

Children are welcome to bring a water bottle to school on a daily basis.

There are two water dispensers for the children's use. The children must bring their own plastic bottle and take it home every day. The school cannot accept responsibility for the hygiene of these bottles.



Parents' Visits

Do not use social media to report on anything that takes place at the school.

Parents are welcome to visit the school. When they wish to have a chat with a teacher, they are expected to arrange a time with the Headteacher. Visitors to the school are expected to contact the Headteacher in the first instance before going to see the teacher.



Staff yr Ysgol



Mr D Hood
Pennaeth



Mrs C. Lee



Miss S De Waart



Miss M. Jones



Mrs J. Owen



Miss G. Stuart



Miss Sioned Jones



Mr D. Jones Evans



Mrs P. Roberts



Mrs J. Owen



Miss Rh. Hughes



Mrs C. Williams



Mrs Rhian Jones



Miss B Evans



Miss Elen Jones

Y CORFF LLYWODRAETHU THE SCHOOL GOVERNORS



Enw/Name
Cyng C Jones
Mrs Patrick
Mrs Hogan
Mrs Edwards
Mrs Rh Thomas
Mrs C. Lee
Mrs P Roberts
Mr D Hood
Mrs W Backhouse
Mr G Griffiths



SCHOOL GOVERNORS

The governors have a crucial role in the school's development, and assist through sitting as an advisory and guiding board. They make decisions regarding how the school is run. The full body meet at least once every term, and regular sub-committee meetings are held to discuss aspects of staffing, finance, special education, curriculum and buildings.

Governors are appointed to assist : -

1. To decide on what is taught
2. To ensure that children are all well- behaved.
3. To interview and appoint staff.
4. To decide how to spend the budget.

Governors consist of :-

1. Parents
2. Teachers and support staff at the school.
3. Representatives from local councils.
4. Commercial services representatives.

A parent-governor : -

1. Has a child at the school.
2. Is elected by parents of pupils.
3. Serves as every other governor for a 4 year period.

A Parent-Governor has a key role in voicing parents opinion to the entire body, - **but can discuss as individuals. They have equal status and the entitlement to cast a vote.** Parents will elect 3 Parent Governors for a period of 4 years.



School Holidays 22-23



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

SCHOOL HOLIDAYS 2023-2024

TERM:

Autumn 2023	1 September 2023	-	22 December 2023
Spring 2024	8 January 2024	-	22 Mawrth 2024
Summer 2024	8 April 2024	-	19 July 2024

Schools opening for pupils on Monday, 4 September, 2023.

HOLIDAYS:

30 October 2023 -	3 November 2023	(Half Term)
25 December 2023 -	5 January 2024	(Christmas Holidays)
12 February 2024 -	16 February 2024	(Half Term)
25 March 2024 -	5 April 2024	(Easter Holidays)
1 May 2024		(May Day)
27 May 2024 -	31 May 2024	(Half Term)

Schools close for pupils for the Summer holidays on Friday, 19 July, 2024.

The dates for the 2024 - 2025 school year have not been finalised as yet.

Number of days on which schools will be open every month :

SEPTEMBER 2023	21
OCTOBER 2023	20
NOVEMBER 2023	19
DECEMBER 2023	16
JANUARY 2024	18
FEBRUARY 2024	16
MARCH 2024	16
APRIL 2024	17
MAY 2024	17
JUNE 2024	20
JULY 2024	15

	195

1 September 2023 – School Management Day

5 INSET Days (including 01.09.23) to be arranged by the school during the year.

Schools which close for elections to be held, will open for the equivalent number of days at the end of the Summer Term.