

HANDBOOK

YSGOL GYMUNED

PENISARWAUN

2019-20



YSGOL GYMUNED PENISARWAUN HANDBOOK

(Reviewed June 2019)



Ysgol Gymuned Penisarwaun
Penisarwaun
Caernarfon
Gwynedd
LL55 3BW

HEADTEACHER
Catrin Lloyd Roberts BA

Chair of Governors
Gwenllian Carr Herd

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The Governing Body		
Name	Representing	Term Ending
Mrs Gwenllian Herd	LEA / Chairperson	August 2022
Mrs Ellen Baines	Parents / Vice-Chairperson	August 2020
To be elected Oct 2019	Parents	August 2023
To be elected Oct 2019	Parents	August 2023
Miss Rhian Elin Jones	LEA	August 2023
Miss Phyllis Ellis	Community	August 2020
Mr Steven Walker	Community	August 2023
Mrs Carol Jones	Community	August 2022
Mrs Nia Haf Jones	Staff	August 2021
Mrs Catrin Lloyd Roberts	Headteacher	August 2020
Mrs Elizabeth Jones	Clerc	

Dear Parent/Guardian,
Welcome to Ysgol Gymuned Penisarwaun.



I would like to extend you and your child a warm welcome to the school. Ysgol Penisarwaun is a friendly school and we believe that your child will settle very soon within our school community.

Our objective is to develop every child's self-confidence and to instil their independence as they commence the process of becoming lifelong learners and responsible and capable citizens.

Our school ethos is based on developing every child to their maximum ability both academically and extra-curricularly. We try to introduce a broad and relevant education for all children in a comfortable and happy environment where learning is FUN!.

Ysgol Gymuned Penisarwaun takes pride in how the school's stakeholders effectively collaborate to achieve our aims: comprising pupils, staff, parents, governors and the local and wider community.

This handbook provides details on a number of things that are important to help the day-to-day organization of the school and will hopefully help you and your child to become familiar with school procedures. However, it is not possible to include all the information about the school and it is noted that some details may change between the time of publication of the handbook and the beginning of the school year.

Hopefully, this handbook addresses most of your questions about the school. Should you require additional information, please contact us.

Yours sincerely,

Catrin Lloyd Roberts
Headteacher

SCHOOL STAFF



Headteacher	—	Catrin Lloyd Roberts BA
Teachers	—	Wyn Morgan Griffith BA
		Nia Haf Jones BA
		Ffion Lloyd Hughes
Assistants	—	Sharon Jones (Miss Sharon)
		Tania Jones (Miss Tania)
		Rhian Owen (Miss Owen)
Secretary	—	Elizabeth Jones
Cook	—	Carolyn Jones
Caretaker	—	Huw Williams
Supervisors	—	Carole Porter
		Sharon Jones
		Tania Jones

NATURE OF THE SCHOOL



This school is a County Primary (Nursery/Infants/Juniors Primary School). It is a community, daily, co-educational school for 3-11 year olds.

THE LANGUAGE SITUATION

Ysgol Gymuned Penisarwaun is a Welsh Language medium school and pupils work hard to maintain its Welsh ethos and environment. Those of you whose children are part of a bilingual environment for the first time should not feel threatened or feel that you do not belong. Perhaps you do not speak Welsh (although many parents decide to learn the language), but that hopefully you will respect the language ethos here, an environment that enriches so much all aspects of the children's learning experiences. We respect your right to use your preferred language and for that purpose, all school correspondence will be bilingual.

ADMISSIONS POLICY

Nursery class pupils are admitted to the school part-time in September following their 3rd birthday and children are admitted to the school full-time in September following their 4th birthday.

In exceptional circumstances, they can be admitted to the school earlier than that offered under the admissions policy, that are referred for specific reasons with regard to the 1989 Children's Act through the: -

- (i) Social Services or
- (ii) Relevant Sector's Medical Officer

Every school has an official admission number— 8 for Ysgol Gymuned Penisarwaun and an application must be made to the LEA before a child can be admitted to school. An application must be made before 1st of February for admission in September 2019.



COMPREHENSIVE EDUCATION

Although an emphasis is placed on the National Curriculum, we are very aware that there is another very important aspect to education and a child's complete development. At Ysgol Gymuned Penisarwaun, we seek to develop all the children's skills and gifts through activities such as concerts, services (e.g. St David's Day), visits, residential trips, after school clubs, the Urdd, in and all kinds of sports.

LANGUAGE POLICY

Gwynedd LEA operates a bilingual education policy in their primary schools. The aim is to develop children's ability and nurture their confidence to equip them to become full members of their community.

We are a natural Welsh School and Welsh is the natural language of communication. Latecomers have an opportunity to attend the Language Unit at Maesincla.

Welsh will be the principal medium of all activities in the Foundation Phase, but children are introduced to English when the school believes that a child is ready for that.

At Key Stage 2, every child will develop Welsh and English medium skills to ensure that every child can speak, read and write fluently and confidently in both languages by the time they transfer to secondary school.



If more than 8 pupils applied for admission, places will be allocated as follows: -

1. The LEA can admit children until the number admitted exceeds the admissions number as long as this does not “compromise provision of effective education or efficient use of resources”.
2. Children in care receive priority.
3. The LEA will consider applications that are referred to them by Social Services or the relevant sector’s Medical Officer, where admission needs to be given to a child due to their medical or social well-being or where a child’s Special Educational Needs statement names a particular school.
4. Pupils who reside within a defined catchment-area. If more such applications are received than there are available places, prioritisation will be required using the following criteria:
 - ⇒ Pupils who currently have a sibling attending the school when the pupil is to start there (prioritising children who live nearest to the school).
 - ⇒ Distance of home address from the school address.

The LEA’s admissions officer is Dewi Hughes and his contact number is 01286 679904

HOME-SCHOOL AGREEMENT

Parents and children are invited to sign an agreement outlining:

1. the school’s responsibilities and pledges when providing a child with the best possible education
2. the parents responsibilities and pledges when supporting their child throughout their time at the school.

We also urge the children to sign the agreement so that they are aware of their own crucial role in their education. (copy enclosed with handbook to be returned to school)



SCHOOL HOURS

Nursery	09:00—11:00
Foundation Phase	09:00—15:00
Key Stage 2	09:00—15:10

LESSONS

Foundation Phase	21 hours a week
Key Stage 2	23.5 hours a week

SUPERVISION

School staff run a rota system for supervising children during the following periods.

1. Breakfast Club	08:15—08:50
2. Pre-school	08:50—09:00
3. Morning Break	10:40—10:55
4. Afternoon Break	14:00—14:10 (Foundation Phase)
5. End of Afternoon	15:00—15:20

A daily rota system is run with at least two staff members on duty in the playground throughout the break periods. There are arrangements in place to ensure that staff cover each other if there is an absence.

During severe weather, the teachers supervise the children in the classes, and provide appropriate activities for them.

At least two people supervise the children during dinner time, going out with the children or supervising in the classroom in bad weather.



SCHOOL HOLIDAYS 2019-2020

TERM:

Autumn 2019	2 September 2019	-	20 December 2019
Spring 2020	6 January 2020	-	3 April 2020
Summer 2020	20 April 2020	-	20 July 2020

Pupils will return to school on Tuesday, 3 September, 2019.

HOLIDAYS:

28 October – 1 November 2019	(Half Term)
23 December 2019 - 3 January 2020	(Christmas Holidays)
17 - 21 February 2020	(Half Term)
6 - 17 April 2020	(Easter Holidays)
8 May 2020	(May Day)
25 - 29 May 2020	(Half Term)
21 July - 31 August 2020	(Summer Holidays)

Schools will re-open for teachers on Tuesday, 1 September, 2020 and for pupils on Wednesday, 2 September (awaiting confirmation).

HOLIDAYS / SCHOOL TERM 2018-19

ABSENCE

Should a child be absent from the school for whatever reason, parents or guardians are asked to contact the school to provide an explanation before 09:00a.m. on day of absence.

The school will release a child to attend medical/dental appointments but parents are asked to return the child to school if possible.

Parents are expected to make every reasonable effort not to take family holidays during school term. In such a situation parents are expected to complete the appropriate form that is available from the school office .



If a child is absent from school for an extended period, the school ensures that work is sent home. During persistent absences or without a satisfactory explanation, the school will refer the matter to the Educational Welfare Officer.

Parents receive written information at least once a year regarding their child's attendance/absences. The governors annual report to parents contains information about whole school attendance/absences.

SCHOOL CLOSURE IN AN EMERGENCY

Occasionally, the Headteacher may be forced to take a decision to close the school in the interests of the well-being and safety of children, staff and also of the parents who transport them back and forth from the school. This may occur before school starts in the morning or during the school day.

If the school is forced to close, parents will be notified through the following methods: -

1. Text Message
2. Gwynedd Council Web-site www.gwynedd.gov.uk
3. Heart FM
4. BBC Web-site www.bbc.co.uk
5. Twitter

No child will be released from the school in an emergency without a parent/guardian coming to fetch them.



DROPPING OFF AND COLLECTING CHILDREN FROM THE SCHOOL



Parents of the Foundation Phase Children are expected to escort their children to school daily. You are asked to drop off your children by the back entrance unless you are using the Breakfast Club.

You need to notify the school if somebody other than a parent or guardian is collecting a child.



During a child's first few weeks in the Nursery/Reception Class, parents are welcome to bring their children to the Main Entrance by the Foundation Phase class.

PARKING OUTSIDE THE SCHOOL

Several of the children travel to/from school by car. In the interests of the children's safety during these busy periods, you are kindly asked : -

1. To stay clear of the Bryn Tirion entrance
2. To park by the pavement in the direction of Bryn Eglwys from the school
3. To ensure that children come out of the cars at the side of the pavement, not at the roadside.
4. Not to drive in to the school carpark and not to block the gate



SCHOOL UNIFORM

Ysgol Gymuned Penisarwaun has the following official school uniform:-

WINTER	SUMMER
1.Black/grey trousers or skirt	As in Winter, but in addition:
2. White polo shirt	1. Black/grey Shorts
3. Red Jumper/Sweatshirt containing the school logo	2. Gingham red and white Frocks

Orders can be placed for a uniform via the school (we place orders around 3 times a year) or you can purchase it directly from specialist shops e.g. Krypton Kloth, Brodwaith and Orchid Fashions.

Every item of clothing should be clearly labelled with the child's name.



TEACHING AND LEARNING



The school's ethos is based on the concept of the school being an extended family unit. This unit is then divided into two classes according to the children's age-group with one or two staff members being responsible for each class. Due to the nature of the school and the close collaboration between staff members, we believe that we all get to know the pupils very well in a short time, this helps promote pastoral care and ensures regular progression in child's development. The classes are organized as follows:-

CLASS	AGE-GROUP	STAFF
Foundation Phase	3-7	Nia Haf Jones Ffion Lloyd Hughes Sharon Jones Tania Jones
Y.3/4/5 a 6	7-11	Wyn Morgan Griffith Catrin Lloyd Roberts



WORK PATTERN

So as to respond to all the school's aims, and to ensure that the children gain valuable and wide-ranging experiences, the work pattern can be flexible.

In general, the children are taught as a class unit by the designated class teacher. The children gain experiences of working as individuals, collaborating in groups/pairs, as well as educating their peers, with a common aim of nurturing independent working skills in the classroom.



THE CURRICULUM

In compliance with the 1986 Education Act, The LEA has prepared and intends to regularly review a written statement of its policy on the secular curriculum.



National Curriculum requirements are implemented as regards to the LEA's current philosophy and policies.

The scheme that is used at Ysgol Gymuned Penisarwaun is based on the LEA document and accords with National Curriculum requirements. This scheme contains details of the curriculum and its implementation so as to ensure that the education provided for pupils meets the school's aims.

The Governing Body has adopted curricular aims that state that Ysgol Gymuned Penisarwaun has generated an environment, opportunities, and resources that will:

1. Create an environment and ethos that enables the pupils to grow, develop and mature into confident individuals, who are aware of the well-being of others, develops and uses all of their abilities so that they develop to their full potential.
2. provide the highest possible quality of education that reflect the LEA, the community and the individual's needs.



3. equip the child:
to be a responsible member of a bilingual community, and be aware of our Welsh heritage, contribute to the community, and live harmoniously in the community.
- 4 Prepare them to become responsible citizens.

To promote these aims, the school seeks to:

1. Develop the child's oracy, literacy and numeracy skills whilst nurturing the child's enthusiasm, imagination and interest.
2. Increase the child's knowledge and develop his reasoning ability so that he or she can confidently deal with new processes and techniques, and can live happily and successfully in a constantly changing world.
3. Instil a desire in every child to wish to learn and experience new things during his life-time, and develop a moral and spiritual sense.
- 4 Assist the child to co-exist and work with others and develop aspects that will enable the child to be a responsible member of the community.
5. Develop a sensitivity, aesthetic appreciation and leisure-time skills.
6. Provide for every child as an individual who deserves to be given the necessary support.
7. Present ideas and concepts in a lively and dynamic manner to capture the child's attention and maintain his interest.
8. Nurture healthy contact between school and community, considering the school as an establishment that forms part of the local community.
9. Nurture a sense of pride in the school, its pupils, teachers and contribution to the community.

The school curriculum has been planned whilst following the Wales Curriculum Council's suggestions on core subjects and foundation subjects.



At the Foundation Phase, the children are taught across the seven learning fields:

1. Literacy Development
2. Mathematical Development
3. Personal and Social Development
4. Global Knowledge and Understanding
5. Creative Development
6. Physical Development
7. The Cwricwlwm Cymreig



At Key Stage 2, the core and foundation subjects are taught. The core subjects are **Welsh, English, Mathematics, and Science.**

The Foundation Subjects are **Technology, History, Geography, Art, Music, PE, RE, and Information Technology.**

The children are introduced to the subjects through following specific themes in the classroom that lead to activities and experiences in every field. The teachers record every 'subject' systematically so as to ensure that the children receive a complete education within the curriculum. Occasionally, subjects such as Mathematics, Language, Music and RE are taught outside the main theme.

But there are exciting changes on the horizon. A new Curriculum is in the process of being drawn up. Over the next period the school will amend some of the present procedure to respond to this new New Curriculum that will be operational from 2022 onwards. More information about the Curriculum for Wales will be available soon.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)



Information Technology has become a very important part of the Primary Education system. The New Digital Competence Framework is the first part of the new Curriculum for Wales to be introduced to schools. We are now responding to the requirements of this new Framework. Emphasis is placed in the school on the cross curricular development of Information Technology. The school has now updated ICT resources and as a result is ready to take on the new challenge. We are fortunate to have a wide and appropriate range of equipment at the school including: a server, computers, iPads, chromebooks, a visualizer, Bee-Bot, etc

Pupils will also be taught about online safety and how to make wise choices when using the technology.

RELIGIOUS EDUCATION

All pupils are taught RE and every child is expected to participate in the collective worship unless a parent withdraws a child from the lessons and/or morning assembly. If a child is withdrawn, appropriate arrangements are made. The school does not have a direct or formal connection with any particular religious denomination .

PE

The majority of young people gain their initial experience of sports at school and they are encouraged to participate in physical activities from their very first days at the school. The aim is for children to learn to include exercise and sports as a natural part of their lives —be it at a high level of competition or at a social level.

In order to promote interest and skills, the school offers various sporting opportunities and the aim is to encourage each individual to develop and reach their full potential.

Two weekly PE lessons are held and every child is expected to participate unless prevented by injury or illness.



Every child is expected to bring suitable clothing and footwear to participate in the lessons. For safety reasons, every child has to take off rings, chains and ear-rings before the lesson.

A range of activities are held during the lessons including swimming (Arfon Leisure Centre), tennis, athletics, competitive games (cricket, rugby, net-ball), dance, gymnastics and outdoor activities e.g. orienteering.

To further enrich the provision, the school organizes visits to various Outdoor Centre from time to time.

SEX EDUCATION AND RELATIONSHIPS

The school has responded to the requirements of the National Assembly for Wales to implement the 'Sex and Relationships Education' program. The PSE framework and the Science Curriculum are used as a foundation. The aim is to ensure that children understands and respects their bodies by sensitively tackling sexual issues and by fostering a healthy and mature attitude to life processes.

We strive to answer any questions that arise naturally by the children and the subject is dealt with sensitively and sensibly emphasizing the family unit and loving relationship. Parents are entitled to exclude their children from parts of the Sex Education lessons. You may, if you wish, consult the Headteacher regarding the school's policy on Sex Education.



PERSONAL AND SOCIAL EDUCATION

This aspect is presented through several class

Activities: Circle Time, guest speakers, educational visits. Through these activities, the children develop numerous skills— social skills, making friends, problem-solving, collaboration, understanding emotions and their personal feelings and those of others.

We also implement the Webster-Stratton scheme whereby our aims of creating a positive approach at the school are strengthened.

HEALTHY SCHOOL SCHEME

The school participates in this scheme that is co-ordinated by a designated officer. We are currently working towards Stage 2 of the scheme.

Eco SCHOOLS SCHEME

The school takes its responsibility for environmental protection seriously. The main objective of the scheme is to raise our awareness as a school and focus on working towards environmental improvement through:-

- Waste reduction
- Energy conservation and conserving natural resources
- Reducing and preventing pollution
- Preserving the local and global environment.
- Prudent Travel.

We also participate in the Sbarci a Fflic Scheme and the school's Energy Team work hard to ensure that we conserve energy.



ADDITIONAL LEARNING NEEDS

There is an operational and complete ALN policy at the school that has been up-dated to comply with Wales SEN Code of Practice that was introduced in April 2002. Every ALN pupil will follow the curriculum with other pupils. If there are any difficulties, then:

- Individual attention is given in the classroom
- The class teacher prepares differentiated work
- Collaboration is organized with other children
- Support agencies are consulted
- Discussions are held with parents

An Individual Teaching Plan is then jointly composed by the class teacher and the ALN coordinator for any registered pupil. Termly reviews are held on pupils progress; through discussions between parents and teachers, the ALN coordinator, ALN assistants also emphasizing the pupil's contribution.

Catrin Lloyd Roberts is the ALN coordinator. Miss Phyllis Ellis is the ALN governor. The headteacher supervises the system at the school.

A register is kept of all ALN pupils in accordance with LEA instructions that comply with 2002 Code of Practice.

The school buildings are appropriate for children and adults who are wheelchair bound. The school has a current accessibility policy.



EQUAL OPPORTUNITY

We recognize that our children grow up in a wide-ranging society characterized by differences, not just in race but also religion, - dress, food and language reflect these contemporary changes. We aim, therefore, to enable the children to understand and appreciate the diverse culture of communities



At Ysgol Gymuned Penisarwaun, we:-

- Provide equal opportunities for every pupil
- Ensure that no pupil suffers discrimination based on race, belief, gender, language, educational ability, social status and disability.
- Provide curricular access for every pupil.
- Ensure that positive social aspects are nurtured at the school.

HOMEWORK

Homework is regularly set. This may include reading at home. Every child is encouraged to take books home daily to read with an adult.

From time to time, an activity requires parents and relatives to provide information or require the children to search and discover information about a certain topic. We appreciate the support of parents on these occasions.

READING



The school places huge emphasis on developing reading. A range of strategies are used e.g. individual reading, group reading, reading with an adult. Pupils reading is regularly assessed and intervention programmes are used if required e.g. Dyfal Donc.

During the Foundation Phase, the pupils take books home to read with their parents. Parents are asked to listen to, or read with the child and record that in the appropriate books.

By Key Stage 2, it is expected that the children will have nurtured greater independence when reading and do so because they enjoy it. Once again, there will be books for the children to take home and parents contribution is appreciated when encouraging the children to read.

ASSESSMENT

A child's social and educational development is evaluated and recorded throughout their time at the school. There is informal assessment all the time and, also, tasks are provided in a more formal manner e.g. tests

- Children will be assessed during their first term at the school
- At the end of the Foundation Phase (Year 2), a teacher assessment deals with all attainment targets in Literacy Development, Numeracy Development and Personal and Social Development.
- At the end of Key Stage 2 (Y.6), the children are assessed against the targets of attainment in the 4 core subjects.

Welsh, English, Mathematics and Science .



The results, together with a full report on pupils levels of achievement in all subjects, will be prepared by the end of the school year.

ASSESSMENT FOR LEARNING

The children have a central role in the assessment process and the school uses various Assessment For Learning methods that provide the pupils with a better understanding of what we teach, and why. Methods are used such as:-

- Work self-assessment
- Assessment of each other's work
- Joint assessment with the teacher
- Set targets for improvement
- Discuss the methods that assisted them to learn
- Model good work

Assessment process findings are used to guide the short-term plans and, therefore, put school's resources and the pupils time to better use.

HOME SCHOOL CONTRACT

The parents and the community's support and assistance is crucial for the school's success and is greatly appreciated by the governors and the entire school staff.



SCHOOL-PARENTS MEETINGS

Parents have several formal opportunities to visit the school to discuss their child's work/ progress / well-being.

Autumn Term	A meeting to discuss general progress during the term and discuss targets.
Spring Term	An opportunity to come and have a look at and discuss the child's work and teaching methods.
Summer Term	A meeting to discuss the Annual Report and the educational development throughout the year.
	A meeting for parents whose children are starting in the Nursery/ Reception class.

Parents are, of course, welcome to visit the school at any time to discuss your child's work or development.

We ask that you make prior appointment arrangements if at all possible, as every teacher, including the headteacher, is in charge of a class.

FRIENDS OF THE SCHOOL / Cyfeillion

Friends of the School was established at the school some time ago. The core objective of the Friends is to organize fund raising activities for the school's benefit but the Friends also have an important role in organizing social activities and provide an opportunity for everybody to get to know one another. The "Cyfeillion" are very active and have recently raised a significant amount towards updating the school's resources.

Everyone is welcome to join in the Friends activities. A letter / text will be sent out to give notice when a meeting is arranged.

SCHOOL DINNER



School dinner is provided daily including special meals for vegetarians etc. A copy of the current menu is available at the school.

The price of school dinners is £ 2.50 per day and this will be reviewed every September. Balances should be paid online using the school coms system. Registration will be required by completing a form available at the school.

If the child does not want school lunches, you are welcome to give him/her a lunch box. For safety reasons, please do not include a glass bottle or fizzy drinks. A child is prohibited from bringing sweets to school.

FRUIT SHOP

Year 5 and 6 pupils run the fruit shop that is open during morning break time every day.

The shop sells bananas, apples, oranges and slices of melon at a very reasonable price of 20p per item.

SECURITY



The school has installed security equipment on the school's outer doors to prevent uncontrolled access. Staff members will supervise whilst the children are out in the playground.

Children are prohibited from leaving the school premises at any time or for any reason without permission or supervision of a staff member.

CHILD PROTECTION ARRANGEMENTS

Every staff member is responsible for protecting and safeguarding the children who attend the school.

If there are concerns about negligence, or physical, emotional or sexual abuse, the staff have an obligation to report that to the School Child Protection Co-ordinator.

The Headteacher (Catrin Lloyd Roberts) is the school's child protection co-ordinator, Miss Nia Haf Jones delegates in the field in the absence of the headteacher.

The co-ordinator can consult with professional colleagues as well as relevant agencies such as the Health and Social Services. In certain instances, the co-ordinator will need to refer matters for the attention of Social Services. The Social Services Department decides whether or not action needs to be taken.

From time to time, it will be inappropriate for the school to discuss a matter with parents before a child is referred. Some incidents may be investigated by the Social Services and the Police.

The designated Child protection governor is Gwenllian Carr Herd



MEDICAL

Parents are expected to inform the school of any medical condition that may impact their child's work or behaviour whilst at school.

If a child has to receive medication during school hours, a special form available from the school should be completed.

In instances where a child is injured at the school e.g. through an accident, the first aiders will provide basic first aid. The school will make every effort to contact parents but, in emergencies, the school will make arrangements for the child to be transported to hospital or to receive medical attention.

HEADLICE

Instances of headlice remain a common occurrence in the community and in schools in Wales. Schools in the catchment-area have agreed on a common system to address the problem. If a staff member finds that a child has headlice infestation, the school will directly contact the parents and make arrangements for them to collect the child from school. The parents will then be expected to address the problem before the child returns to school. We would be grateful if parents would report infestation of headlice to school so that we can advise other parents.

BEHAVIOUR

We have a clear policy—the emphasis should be on the positive encouraging and commending as well as emphasising appropriate behaviour at all times. We believe that this nurtures and reinforces respect towards peers, adults and property.

We try and create a school ethos that will ensure a happy and well-organized environment and atmosphere.



If a child persistently misbehaves and no change occurs in the behaviour following all reasonable efforts by the school, the school will follow LEA guidelines and the child may be excluded as a last resort.

Every effort will be made to rectify the situation before taking such a course of action.

There is a firm policy and guidelines for dealing with instances of bullying and the school closely collaborates with children to make them more aware of bullying and the potential consequences.

If a child wilfully damages school property, then the parents/guardians are expected to recompense the school.

THE COMPLAINTS PROCEDURE

A parent/guardian may from time to time, be unhappy about an aspect of their child's education, school arrangements/procedure or a staff member. A procedure has been established to handle such complaints.

The following measures should be followed until the issue has been resolved.

Step 1

In the first instance, the complaint should be verbally lodged or done so in writing with a staff member or governor. The school will then take measures (if required) to resolve the complaint)

Unless the complainant feels that the school has not dealt satisfactorily with the complaint, Step 2 should be proceeded to.

Step 2

A written complaint to the Headteacher



The Headteacher will decide on what action to take and refer the complaint if required to the relevant Sub-Committee.

The Headteacher will write to the complainant noting what action the school will take (if required). If the complainant is unhappy with the Headteacher's response, Step 3 should be proceeded to.

Step 3

The Chair of Governors should be written to directly, outlining the complaint. The Chairman will either discuss the complaint with the full body or Sub-Panel as required. A decision will then be taken and the complainant will be notified by letter.

Step 4

If the complaint remains unresolved, a formal complaint should be directly referred to the LEA.

CHARGING FOR ACTIVITIES

We try and keep costs of activities as reasonable as possible. But, occasionally we request a parental contribution towards the cost. The school does not have the right to insist on payment for activities held during school time (except for instrumental lessons) but the school has the right to cancel an activity if contributions received are low and imply a significant cost/loss for the school.

Parents help and support is always appreciated..



CLWB Plant Penisarwaun

The school runs an After School Club ours child care club. The Clwb Hwyl a Sbri is held in the Community Room and Hall between 15:10 and 16:50 daily.

The club can accommodate up to 16 children daily to keep the staff:pupil ratio at 1:8.

A broad range of activities are organized e.g. games, crafts and light refreshment are also provided e.g. sandwiches, toast, fruits.

The main aims of the club is to provide:-

- After School care of the highest standard, bilingual, at a reasonable price and accessible to the local community.
- Frees up an opportunity for parents and carers to return to work.
- A creative ethos that motivates the pupils to enable them, through individual and group play, to develop socially, intellectually and emotionally.

BREAKFAST CLUB

The school runs a Breakfast Club that opens at 8:15. The last breakfast is served at 8:40 and all the pupils are welcome to attend if they so wish. Pupils who arrive before 8.35 will need to be registered online— there will be a small cost for this service. Breakfast will be free for those who arrive after 8,35 and until 8.40a.m.

It provides a good opportunity for your child to socialize with other children before school commences and to participate in fun activities.

THE SCHOOL COUNCIL

The School Council provides a forum whereby pupils are able to -



- Formulate and promote the school's ethos
- Express an opinion about aspects of the school's work
- Make decisions about activities and working practices within the school
- Contribute towards making the school a happier place for all
- Improve lines of communication between pupils, staff and governors

Y SIARTER IAITH — The Welsh Language Charter:

Here at Ysgol Peniarwaun we promote the Siarter Iaith (Welsh Language Charter). We aim for every child to be able to choose to speak Welsh in all aspects of school life and beyond. We aim to ensure that everyone is immersed in the Welsh culture and as a result takes pride in their Welsh heritage and traditions.

We realise that being able to speak two languages offers twice the choice, opening doors to a more diverse world of work and social life. We aim to see all children fully bilingual by the end of Key Stage 2.

We hope to achieve the aims of the Language charter through collaboration between pupils, parents, staff, Governors, the Education Authority and the wider school community.

The School Council will produce annual Language Charter targets, these targets will derive from the results of the annual questionnaires given to the children.

HANDBOOK

YSGOL GYMUNED PENISARWAUN 2019-20



YSGOL GYMUNED PENISARWAUN HANDBOOK

(Reviewed June 2019)



Ysgol Gymuned Penisarwaun
Penisarwaun
Caernarfon
Gwynedd
LL55 3BW

HEADTEACHER
Catrin Lloyd Roberts BA

Chair of Governors
Gwenllian Carr Herd

TEL NO

E-MAIL

(01286) 870879

CatrinLloydRoberts@gwynedd.llyw.cymru

WEB-SITE www.ysgolpenisarwaen.org

The Governing Body		
Name	Representing	Term Ending
Mrs Gwenllian Herd	LEA / Chairperson	August 2022
Mrs Ellen Baines	Parents / Vice-Chairperson	August 2020
To be elected Oct 2019	Parents	August 2023
To be elected Oct 2019	Parents	August 2023
Miss Rhian Elin Jones	LEA	August 2023
Miss Phyllis Ellis	Community	August 2020
Mr Steven Walker	Community	August 2023
Mrs Carol Jones	Community	August 2022
Mrs Nia Haf Jones	Staff	August 2021
Mrs Catrin Lloyd Roberts	Headteacher	August 2020
Mrs Elizabeth Jones	Clerc	

Dear Parent/Guardian,
Welcome to Ysgol Gymuned Penisarwaun.



I would like to extend you and your child a warm welcome to the school. Ysgol Penisarwaun is a friendly school and we believe that your child will settle very soon within our school community.

Our objective is to develop every child's self-confidence and to instil their independence as they commence the process of becoming lifelong learners and responsible and capable citizens.

Our school ethos is based on developing every child to their maximum ability both academically and extra-curricularly. We try to introduce a broad and relevant education for all children in a comfortable and happy environment where learning is FUN!.

Ysgol Gymuned Penisarwaun takes pride in how the school's stakeholders effectively collaborate to achieve our aims: comprising pupils, staff, parents, governors and the local and wider community.

This handbook provides details on a number of things that are important to help the day-to-day organization of the school and will hopefully help you and your child to become familiar with school procedures. However, it is not possible to include all the information about the school and it is noted that some details may change between the time of publication of the handbook and the beginning of the school year.

Hopefully, this handbook addresses most of your questions about the school. Should you require additional information, please contact us.

Yours sincerely,

Catrin Lloyd Roberts
Headteacher

SCHOOL STAFF



Headteacher	—	Catrin Lloyd Roberts BA
Teachers	—	Wyn Morgan Griffith BA
		Nia Haf Jones BA
		Ffion Lloyd Hughes
Assistants	—	Sharon Jones (Miss Sharon)
		Tania Jones (Miss Tania)
		Rhian Owen (Miss Owen)
Secretary	—	Elizabeth Jones
Cook	—	Carolyn Jones
Caretaker	—	Huw Williams
Supervisors	—	Carole Porter
		Sharon Jones
		Tania Jones

NATURE OF THE SCHOOL



This school is a County Primary (Nursery/Infants/Juniors Primary School). It is a community, daily, co-educational school for 3-11 year olds.

THE LANGUAGE SITUATION

Ysgol Gymuned Penisarwaun is a Welsh Language medium school and pupils work hard to maintain its Welsh ethos and environment. Those of you whose children are part of a bilingual environment for the first time should not feel threatened or feel that you do not belong. Perhaps you do not speak Welsh (although many parents decide to learn the language), but that hopefully you will respect the language ethos here, an environment that enriches so much all aspects of the children's learning experiences. We respect your right to use your preferred language and for that purpose, all school correspondence will be bilingual.

ADMISSIONS POLICY

Nursery class pupils are admitted to the school part-time in September following their 3rd birthday and children are admitted to the school full-time in September following their 4th birthday.

In exceptional circumstances, they can be admitted to the school earlier than that offered under the admissions policy, that are referred for specific reasons with regard to the 1989 Children's Act through the: -

- (i) Social Services or
- (ii) Relevant Sector's Medical Officer

Every school has an official admission number— 8 for Ysgol Gymuned Penisarwaun and an application must be made to the LEA before a child can be admitted to school. An application must be made before 1st of February for admission in September 2019.



COMPREHENSIVE EDUCATION

Although an emphasis is placed on the National Curriculum, we are very aware that there is another very important aspect to education and a child's complete development. At Ysgol Gymuned Penisarwaun, we seek to develop all the children's skills and gifts through activities such as concerts, services (e.g. St David's Day), visits, residential trips, after school clubs, the Urdd, in and all kinds of sports.

LANGUAGE POLICY

Gwynedd LEA operates a bilingual education policy in their primary schools. The aim is to develop children's ability and nurture their confidence to equip them to become full members of their community.

We are a natural Welsh School and Welsh is the natural language of communication. Latecomers have an opportunity to attend the Language Unit at Maesincla.

Welsh will be the principal medium of all activities in the Foundation Phase, but children are introduced to English when the school believes that a child is ready for that.

At Key Stage 2, every child will develop Welsh and English medium skills to ensure that every child can speak, read and write fluently and confidently in both languages by the time they transfer to secondary school.



If more than 8 pupils applied for admission, places will be allocated as follows: -

1. The LEA can admit children until the number admitted exceeds the admissions number as long as this does not "compromise provision of effective education or efficient use of resources".
2. Children in care receive priority.
3. The LEA will consider applications that are referred to them by Social Services or the relevant sector's Medical Officer, where admission needs to be given to a child due to their medical or social well-being or where a child's Special Educational Needs statement names a particular school.
4. Pupils who reside within a defined catchment-area. If more such applications are received than there are available places, prioritisation will be required using the following criteria:
 - ⇒ Pupils who currently have a sibling attending the school when the pupil is to start there (prioritising children who live nearest to the school).
 - ⇒ Distance of home address from the school address.

The LEA's admissions officer is Dewi Hughes and his contact number is 01286 679904

HOME-SCHOOL AGREEMENT

Parents and children are invited to sign an agreement outlining:

1. the school's responsibilities and pledges when providing a child with the best possible education
2. the parents responsibilities and pledges when supporting their child throughout their time at the school.

We also urge the children to sign the agreement so that they are aware of their own crucial role in their education. (copy enclosed with handbook to be returned to school)



SCHOOL HOURS

Nursery	09:00—11:00
Foundation Phase	09:00—15:00
Key Stage 2	09:00—15:10

LESSONS

Foundation Phase	21 hours a week
Key Stage 2	23.5 hours a week

SUPERVISION

School staff run a rota system for supervising children during the following periods.

1. Breakfast Club	08:15—08:50
2. Pre-school	08:50—09:00
3. Morning Break	10:40—10:55
4. Afternoon Break	14:00—14:10 (Foundation Phase)
5. End of Afternoon	15:00—15:20

A daily rota system is run with at least two staff members on duty in the playground throughout the break periods. There are arrangements in place to ensure that staff cover each other if there is an absence.

During severe weather, the teachers supervise the children in the classes, and provide appropriate activities for them.

At least two people supervise the children during dinner time, going out with the children or supervising in the classroom in bad weather.



SCHOOL HOLIDAYS 2019-2020

TERM:

Autumn 2019	2 September 2019	-	20 December 2019
Spring 2020	6 January 2020	-	3 April 2020
Summer 2020	20 April 2020	-	20 July 2020

Pupils will return to school on Tuesday, 3 September, 2019.

HOLIDAYS:

28 October – 1 November 2019	(Half Term)
23 December 2019 - 3 January 2020	(Christmas Holidays)
17 - 21 February 2020	(Half Term)
6 - 17 April 2020	(Easter Holidays)
8 May 2020	(May Day)
25 - 29 May 2020	(Half Term)
21 July - 31 August 2020	(Summer Holidays)

Schools will re-open for teachers on Tuesday, 1 September, 2020 and for pupils on Wednesday, 2 September (awaiting confirmation).

HOLIDAYS / SCHOOL TERM 2018-19

ABSENCE

Should a child be absent from the school for whatever reason, parents or guardians are asked to contact the school to provide an explanation before 09:00a.m. on day of absence.

The school will release a child to attend medical/dental appointments but parents are asked to return the child to school if possible.

Parents are expected to make every reasonable effort not to take family holidays during school term. In such a situation parents are expected to complete the appropriate form that is available from the school office .



If a child is absent from school for an extended period, the school ensures that work is sent home. During persistent absences or without a satisfactory explanation, the school will refer the matter to the Educational Welfare Officer.

Parents receive written information at least once a year regarding their child's attendance/absences. The governors annual report to parents contains information about whole school attendance/absences.

SCHOOL CLOSURE IN AN EMERGENCY

Occasionally, the Headteacher may be forced to take a decision to close the school in the interests of the well-being and safety of children, staff and also of the parents who transport them back and forth from the school. This may occur before school starts in the morning or during the school day.

If the school is forced to close, parents will be notified through the following methods: -

1. Text Message
2. Gwynedd Council Web-site www.gwynedd.gov.uk
3. Heart FM
4. BBC Web-site www.bbc.co.uk
5. Twitter

No child will be released from the school in an emergency without a parent/guardian coming to fetch them.



DROPPING OFF AND COLLECTING CHILDREN FROM THE SCHOOL



Parents of the Foundation Phase Children are expected to escort their children to school daily. You are asked to drop off your children by the back entrance unless you are using the Breakfast Club.

You need to notify the school if somebody other than a parent or guardian is collecting a child.



During a child's first few weeks in the Nursery/Reception Class, parents are welcome to bring their children to the Main Entrance by the Foundation Phase class.

PARKING OUTSIDE THE SCHOOL

Several of the children travel to/from school by car. In the interests of the children's safety during these busy periods, you are kindly asked : -

1. To stay clear of the Bryn Tirion entrance
2. To park by the pavement in the direction of Bryn Eglwys from the school
3. To ensure that children come out of the cars at the side of the pavement, not at the roadside.
4. Not to drive in to the school carpark and not to block the gate



SCHOOL UNIFORM

Ysgol Gymuned Penisarwaun has the following official school uniform:-

WINTER	SUMMER
1. Black/grey trousers or skirt	As in Winter, but in addition:
2. White polo shirt	1. Black/grey Shorts
3. Red Jumper/Sweatshirt containing the school logo	2. Gingham red and white Frocks

Orders can be placed for a uniform via the school (we place orders around 3 times a year) or you can purchase it directly from specialist shops e.g. Krypton Kloth, Brodwaith and Orchid Fashions.

Every item of clothing should be clearly labelled with the child's name.



TEACHING AND LEARNING



The school's ethos is based on the concept of the school being an extended family unit. This unit is then divided into two classes according to the children's age-group with one or two staff members being responsible for each class. Due to the nature of the school and the close collaboration between staff members, we believe that we all get to know the pupils very well in a short time, this helps promote pastoral care and ensures regular progression in child's development. The classes are organized as follows:-

CLASS	AGE-GROUP	STAFF
Foundation Phase	3-7	Nia Haf Jones Ffion Lloyd Hughes Sharon Jones Tania Jones
Y.3/4/5 a 6	7-11	Wyn Morgan Griffith Catrin Lloyd Roberts



WORK PATTERN

So as to respond to all the school's aims, and to ensure that the children gain valuable and wide-ranging experiences, the work pattern can be flexible.

In general, the children are taught as a class unit by the designated class teacher. The children gain experiences of working as individuals, collaborating in groups/pairs, as well as educating their peers, with a common aim of nurturing independent working skills in the classroom.



THE CURRICULUM

In compliance with the 1986 Education Act, The LEA has prepared and intends to regularly review a written statement of its policy on the secular curriculum.



National Curriculum requirements are implemented as regards to the LEA's current philosophy and policies.

The scheme that is used at Ysgol Gymuned Penisarwaun is based on the LEA document and accords with National Curriculum requirements. This scheme contains details of the curriculum and its implementation so as to ensure that the education provided for pupils meets the school's aims.

The Governing Body has adopted curricular aims that state that Ysgol Gymuned Penisarwaun has generated an environment, opportunities, and resources that will:

1. Create an environment and ethos that enables the pupils to grow, develop and mature into confident individuals, who are aware of the well-being of others, develops and uses all of their abilities so that they develop to their full potential.
2. provide the highest possible quality of education that reflect the LEA, the community and the individual's needs.



3. equip the child:
to be a responsible member of a bilingual community, and be aware of our Welsh heritage, contribute to the community, and live harmoniously in the community.
- 4 Prepare them to become responsible citizens.

To promote these aims, the school seeks to:

1. Develop the child's oracy, literacy and numeracy skills whilst nurturing the child's enthusiasm, imagination and interest.
2. Increase the child's knowledge and develop his reasoning ability so that he or she can confidently deal with new processes and techniques, and can live happily and successfully in a constantly changing world.
3. Instil a desire in every child to wish to learn and experience new things during his life-time, and develop a moral and spiritual sense.
- 4 Assist the child to co-exist and work with others and develop aspects that will enable the child to be a responsible member of the community.
5. Develop a sensitivity, aesthetic appreciation and leisure-time skills.
6. Provide for every child as an individual who deserves to be given the necessary support.
7. Present ideas and concepts in a lively and dynamic manner to capture the child's attention and maintain his interest.
8. Nurture healthy contact between school and community, considering the school as an establishment that forms part of the local community.
9. Nurture a sense of pride in the school, its pupils, teachers and contribution to the community.

The school curriculum has been planned whilst following the Wales Curriculum Council's suggestions on core subjects and foundation subjects.



At the Foundation Phase, the children are taught across the seven learning fields:

1. Literacy Development
2. Mathematical Development
3. Personal and Social Development
4. Global Knowledge and Understanding
5. Creative Development
6. Physical Development
7. The Cwricwlwm Cymreig



At Key Stage 2, the core and foundation subjects are taught. The core subjects are **Welsh, English, Mathematics, and Science.**

The Foundation Subjects are **Technology, History, Geography, Art, Music, PE, RE, and Information Technology.**

The children are introduced to the subjects through following specific themes in the classroom that lead to activities and experiences in every field. The teachers record every 'subject' systematically so as to ensure that the children receive a complete education within the curriculum. Occasionally, subjects such as Mathematics, Language, Music and RE are taught outside the main theme.

But there are exciting changes on the horizon. A new Curriculum is in the process of being drawn up. Over the next period the school will amend some of the present procedure to respond to this new New Curriculum that will be operational from 2022 onwards. More information about the Curriculum for Wales will be available soon.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)



Information Technology has become a very important part of the Primary Education system. The New Digital Competence Framework is the first part of the new Curriculum for Wales to be introduced to schools. We are now responding to the requirements of this new Framework. Emphasis is placed in the school on the cross curricular development of Information Technology. The school has now updated ICT resources and as a result is ready to take on the new challenge. We are fortunate to have a wide and appropriate range of equipment at the school including: a server, computers, iPads, chromebooks, a visualizer, Bee-Bot, etc

Pupils will also be taught about online safety and how to make wise choices when using the technology.

RELIGIOUS EDUCATION

All pupils are taught RE and every child is expected to participate in the collective worship unless a parent withdraws a child from the lessons and/or morning assembly. If a child is withdrawn, appropriate arrangements are made. The school does not have a direct or formal connection with any particular religious denomination .

PE

The majority of young people gain their initial experience of sports at school and they are encouraged to participate in physical activities from their very first days at the school. The aim is for children to learn to include exercise and sports as a natural part of their lives —be it at a high level of competition or at a social level.

In order to promote interest and skills, the school offers various sporting opportunities and the aim is to encourage each individual to develop and reach their full potential.

Two weekly PE lessons are held and every child is expected to participate unless prevented by injury or illness.



Every child is expected to bring suitable clothing and footwear to participate in the lessons. For safety reasons, every child has to take off rings, chains and ear-rings before the lesson.

A range of activities are held during the lessons including swimming (Arfon Leisure Centre), tennis, athletics, competitive games (cricket, rugby, net-ball), dance, gymnastics and outdoor activities e.g. orienteering.

To further enrich the provision, the school organizes visits to various Outdoor Centre from time to time.

SEX EDUCATION AND RELATIONSHIPS

The school has responded to the requirements of the National Assembly for Wales to implement the 'Sex and Relationships Education' program. The PSE framework and the Science Curriculum are used as a foundation. The aim is to ensure that children understands and respects their bodies by sensitively tackling sexual issues and by fostering a healthy and mature attitude to life processes.

We strive to answer any questions that arise naturally by the children and the subject is dealt with sensitively and sensibly emphasizing the family unit and loving relationship. Parents are entitled to exclude their children from parts of the Sex Education lessons. You may, if you wish, consult the Headteacher regarding the school's policy on Sex Education.



PERSONAL AND SOCIAL EDUCATION

This aspect is presented through several class

Activities: Circle Time, guest speakers, educational visits. Through these activities, the children develop numerous skills— social skills, making friends, problem-solving, collaboration, understanding emotions and their personal feelings and those of others.

We also implement the Webster-Stratton scheme whereby our aims of creating a positive approach at the school are strengthened.

HEALTHY SCHOOL SCHEME

The school participates in this scheme that is co-ordinated by a designated officer. We are currently working towards Stage 2 of the scheme.

Eco SCHOOLS SCHEME

The school takes its responsibility for environmental protection seriously. The main objective of the scheme is to raise our awareness as a school and focus on working towards environmental improvement through:-

- Waste reduction
- Energy conservation and conserving natural resources
- Reducing and preventing pollution
- Preserving the local and global environment.
- Prudent Travel.

We also participate in the Sbarci a Fflic Scheme and the school's Energy Team work hard to ensure that we conserve energy.



ADDITIONAL LEARNING NEEDS

There is an operational and complete ALN policy at the school that has been up-dated to comply with Wales SEN Code of Practice that was introduced in April 2002. Every ALN pupil will follow the curriculum with other pupils. If there are any difficulties, then:

- Individual attention is given in the classroom
- The class teacher prepares differentiated work
- Collaboration is organized with other children
- Support agencies are consulted
- Discussions are held with parents

An Individual Teaching Plan is then jointly composed by the class teacher and the ALN coordinator for any registered pupil. Termly reviews are held on pupils progress; through discussions between parents and teachers, the ALN coordinator, ALN assistants also emphasizing the pupil's contribution.

Catrin Lloyd Roberts is the ALN coordinator. Miss Phyllis Ellis is the ALN governor. The headteacher supervises the system at the school.

A register is kept of all ALN pupils in accordance with LEA instructions that comply with 2002 Code of Practice.

The school buildings are appropriate for children and adults who are wheelchair bound. The school has a current accessibility policy.



EQUAL OPPORTUNITY

We recognize that our children grow up in a wide-ranging society characterized by differences, not just in race but also religion, - dress, food and language reflect these contemporary changes. We aim, therefore, to enable the children to understand and appreciate the diverse culture of communities



At Ysgol Gymuned Penisarwaun, we:-

- Provide equal opportunities for every pupil
- Ensure that no pupil suffers discrimination based on race, belief, gender, language, educational ability, social status and disability.
- Provide curricular access for every pupil.
- Ensure that positive social aspects are nurtured at the school.

HOMEWORK

Homework is regularly set. This may include reading at home. Every child is encouraged to take books home daily to read with an adult.

From time to time, an activity requires parents and relatives to provide information or require the children to search and discover information about a certain topic. We appreciate the support of parents on these occasions.



READING

The school places huge emphasis on developing reading. A range of strategies are used e.g. individual reading, group reading, reading with an adult. Pupils reading is regularly assessed and intervention programmes are used if required e.g. Dyfal Donc.

During the Foundation Phase, the pupils take books home to read with their parents. Parents are asked to listen to, or read with the child and record that in the appropriate books.

By Key Stage 2, it is expected that the children will have nurtured greater independence when reading and do so because they enjoy it. Once again, there will be books for the children to take home and parents contribution is appreciated when encouraging the children to read.

ASSESSMENT

A child's social and educational development is evaluated and recorded throughout their time at the school. There is informal assessment all the time and, also, tasks are provided in a more formal manner e.g. tests

- Children will be assessed during their first term at the school
- At the end of the Foundation Phase (Year 2), a teacher assessment deals with all attainment targets in Literacy Development, Numeracy Development and Personal and Social Development.
- At the end of Key Stage 2 (Y.6), the children are assessed against the targets of attainment in the 4 core subjects.

Welsh, English, Mathematics and Science .



The results, together with a full report on pupils levels of achievement in all subjects, will be prepared by the end of the school year.

ASSESSMENT FOR LEARNING

The children have a central role in the assessment process and the school uses various Assessment For Learning methods that provide the pupils with a better understanding of what we teach, and why. Methods are used such as:-

- Work self-assessment
- Assessment of each other's work
- Joint assessment with the teacher
- Set targets for improvement
- Discuss the methods that assisted them to learn
- Model good work

Assessment process findings are used to guide the short-term plans and, therefore, put school's resources and the pupils time to better use.

HOME SCHOOL CONTRACT

The parents and the community's support and assistance is crucial for the school's success and is greatly appreciated by the governors and the entire school staff.



SCHOOL-PARENTS MEETINGS

Parents have several formal opportunities to visit the school to discuss their child's work/ progress / well-being.

Autumn Term	A meeting to discuss general progress during the term and discuss targets.
Spring Term	An opportunity to come and have a look at and discuss the child's work and teaching methods.
Summer Term	A meeting to discuss the Annual Report and the educational development throughout the year.
	A meeting for parents whose children are starting in the Nursery/ Reception class.

Parents are, of course, welcome to visit the school at any time to discuss your child's work or development.

We ask that you make prior appointment arrangements if at all possible, as every teacher, including the headteacher, is in charge of a class.

FRIENDS OF THE SCHOOL / Cyfeillion

Friends of the School was established at the school some time ago. The core objective of the Friends is to organize fund raising activities for the school's benefit but the Friends also have an important role in organizing social activities and provide an opportunity for everybody to get to know one another. The "Cyfeillion" are very active and have recently raised a significant amount towards updating the school's resources.

Everyone is welcome to join in the Friends activities. A letter / text will be sent out to give notice when a meeting is arranged.

SCHOOL DINNER



School dinner is provided daily including special meals for vegetarians etc. A copy of the current menu is available at the school.

The price of school dinners is £ 2.50 per day and this will be reviewed every September. Balances should be paid online using the school coms system. Registration will be required by completing a form available at the school.

If the child does not want school lunches, you are welcome to give him/her a lunch box. For safety reasons, please do not include a glass bottle or fizzy drinks. A child is prohibited from bringing sweets to school.

FRUIT SHOP

Year 5 and 6 pupils run the fruit shop that is open during morning break time every day.

The shop sells bananas, apples, oranges and slices of melon at a very reasonable price of 20p per item.

SECURITY



The school has installed security equipment on the school's outer doors to prevent uncontrolled access. Staff members will supervise whilst the children are out in the playground.

Children are prohibited from leaving the school premises at any time or for any reason without permission or supervision of a staff member.

CHILD PROTECTION ARRANGEMENTS

Every staff member is responsible for protecting and safeguarding the children who attend the school.

If there are concerns about negligence, or physical, emotional or sexual abuse, the staff have an obligation to report that to the School Child Protection Co-ordinator.

The Headteacher (Catrin Lloyd Roberts) is the school's child protection co-ordinator, Miss Nia Haf Jones delegates in the field in the absence of the headteacher.

The co-ordinator can consult with professional colleagues as well as relevant agencies such as the Health and Social Services. In certain instances, the co-ordinator will need to refer matters for the attention of Social Services. The Social Services Department decides whether or not action needs to be taken.

From time to time, it will be inappropriate for the school to discuss a matter with parents before a child is referred. Some incidents may be investigated by the Social Services and the Police.

The designated Child protection governor is Gwennllian Carr Herd



MEDICAL

Parents are expected to inform the school of any medical condition that may impact their child's work or behaviour whilst at school.

If a child has to receive medication during school hours, a special form available from the school should be completed.

In instances where a child is injured at the school e.g. through an accident, the first aiders will provide basic first aid. The school will make every effort to contact parents but, in emergencies, the school will make arrangements for the child to be transported to hospital or to receive medical attention.

HEADLICE

Instances of headlice remain a common occurrence in the community and in schools in Wales. Schools in the catchment-area have agreed on a common system to address the problem. If a staff member finds that a child has headlice infestation, the school will directly contact the parents and make arrangements for them to collect the child from school. The parents will then be expected to address the problem before the child returns to school. We would be grateful if parents would report infestation of headlice to school so that we can advise other parents.

BEHAVIOUR

We have a clear policy—the emphasis should be on the positive encouraging and commending as well as emphasising appropriate behaviour at all times. We believe that this nurtures and reinforces respect towards peers, adults and property.

We try and create a school ethos that will ensure a happy and well-organized environment and atmosphere.



If a child persistently misbehaves and no change occurs in the behaviour following all reasonable efforts by the school, the school will follow LEA guidelines and the child may be excluded as a last resort.

Every effort will be made to rectify the situation before taking such a course of action.

There is a firm policy and guidelines for dealing with instances of bullying and the school closely collaborates with children to make them more aware of bullying and the potential consequences.

If a child wilfully damages school property, then the parents/guardians are expected to recompense the school.

THE COMPLAINTS PROCEDURE

A parent/guardian may from time to time, be unhappy about an aspect of their child's education, school arrangements/procedure or a staff member. A procedure has been established to handle such complaints.

The following measures should be followed until the issue has been resolved.

Step 1

In the first instance, the complaint should be verbally lodged or done so in writing with a staff member or governor. The school will then take measures (if required) to resolve the complaint)

Unless the complainant feels that the school has not dealt satisfactorily with the complaint, Step 2 should be proceeded to.



Step 2

A written complaint to the Headteacher

The Headteacher will decide on what action to take and refer the complaint if required to the relevant Sub-Committee.

The Headteacher will write to the complainant noting what action the school will take (if required). If the complainant is unhappy with the Headteacher's response, Step 3 should be proceeded to.

Step 3

The Chair of Governors should be written to directly, outlining the complaint. The Chairman will either discuss the complaint with the full body or Sub-Panel as required. A decision will then be taken and the complainant will be notified by letter.

Step 4

If the complaint remains unresolved, a formal complaint should be directly referred to the LEA.

CHARGING FOR ACTIVITIES

We try and keep costs of activities as reasonable as possible. But, occasionally we request a parental contribution towards the cost. The school does not have the right to insist on payment for activities held during school time (except for instrumental lessons) but the school has the right to cancel an activity if contributions received are low and imply a significant cost/loss for the school.

Parents help and support is always appreciated..



CLWB Plant Penisarwaun

The school runs an After School Club ours child care club. The Clwb Hwyl a Sbri is held in the Community Room and Hall between 15:10 and 16:50 daily.

The club can accommodate up to 16 children daily to keep the staff:pupil ratio at 1:8.

A broad range of activities are organized e.g. games, crafts and light refreshment are also provided e.g. sandwiches, toast, fruits.

The main aims of the club is to provide:-

- After School care of the highest standard, bilingual, at a reasonable price and accessible to the local community.
- Frees up an opportunity for parents and carers to return to work.
- A creative ethos that motivates the pupils to enable them, through individual and group play, to develop socially, intellectually and emotionally.

BREAKFAST CLUB

The school runs a Breakfast Club that opens at 8:15. The last breakfast is served at 8:40 and all the pupils are welcome to attend if they so wish. Pupils who arrive before 8.35 will need to be registered online— there will be a small cost for this service. Breakfast will be free for those who arrive after 8,35 and until 8.40a.m.

It provides a good opportunity for your child to socialize with other children before school commences and to participate in fun activities.

THE SCHOOL COUNCIL

The School Council provides a forum whereby pupils are able to -



- Formulate and promote the school's ethos
- Express an opinion about aspects of the school's work
- Make decisions about activities and working practices within the school
- Contribute towards making the school a happier place for all
- Improve lines of communication between pupils, staff and governors

Y SIARTER IAITH — The Welsh Language Charter:

Here at Ysgol Peniarwaun we promote the Siarter Iaith (Welsh Language Charter). We aim for every child to be able to choose to speak Welsh in all aspects of school life and beyond. We aim to ensure that everyone is immersed in the Welsh culture and as a result takes pride in their Welsh heritage and traditions.

We realise that being able to speak two languages offers twice the choice, opening doors to a more diverse world of work and social life. We aim to see all children fully bilingual by the end of Key Stage 2.

We hope to achieve the aims of the Language charter through collaboration between pupils, parents, staff, Governors, the Education Authority and the wider school community.

The School Council will produce annual Language Charter targets, these targets will derive from the results of the annual questionnaires given to the children.

School Validation 2019 (End of Foundation Phase Outcomes - Pupils)



(Table 1 of 2 - PERCENTAGES)

Gwynedd

Ysgol Gymuned Penisarwaun

		N	D	W	Z	S	G	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42.9	57.1	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0
Language, literacy and communication skills (in Welsh)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	0.0	42.9	42.9	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	40.0	40.0	0.0
Language, literacy and communication skills (in English)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mathematical development	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.6	28.6	42.9	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0	40.0	0.0

FPI **

2019	71.4
2018	80.0

Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

W: Working towards Foundation Phase Outcomes.

A: Performance Above Foundation Phase Outcome 6.

- : Not exactly zero, but less than 0.05

** : Achieved the expected outcome in each of "Language, literacy and communication skills (in Welsh)" or "Language, literacy and communication skills (in English)", "Mathematical development" and "Personal and social development, well-being and cultural diversity" in combination.

School Validation 2019 (End of Foundation Phase Outcomes - Pupils)



(Table 2 of 2 - PUPIL NUMBERS)

Gwynedd

Ysgol Gymuned Penisarwaun

	N	D	W	Z	S	G	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	0	0	0	0	0	0	0	0	0	0	3	4	0
Language, literacy and communication skills (in Welsh)	0	0	0	0	0	0	0	0	1	0	3	3	0
Language, literacy and communication skills (in English)	0	0	0	0	0	0	0	0	0	0	0	0	0
Mathematical development	0	0	0	0	0	0	0	0	0	2	2	3	0

FPI **

School 5

Cohort = 7

Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

W: Working towards Foundation Phase Outcomes.

A: Performance Above Foundation Phase Outcome 6.



School Validation 2019 (KS2 - Pupils)

(Table 1 of 2 - PERCENTAGES)

Gwynedd

Ysgol Gymuned Penisarwaun

		N	D	NCO1	NCO2	NCO3	1	2	3	4	5	6+	4+
English	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	85.7	0.0	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	20.0	60.0	0.0	80.0
	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	71.4	14.3	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
Reading	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	71.4	14.3	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	20.0	60.0	0.0	80.0
	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.6	71.4	0.0	0.0	71.4
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	20.0	40.0	0.0	60.0
Welsh First Language	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.6	57.1	14.3	0.0	71.4
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	71.4	14.3	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
Oracy	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.6	57.1	14.3	0.0	71.4
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42.9	42.9	14.3	0.0	57.1
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	20.0	40.0	0.0	60.0
Mathematics	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	42.9	42.9	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	42.9	42.9	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0
Science	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3	42.9	42.9	0.0	85.7
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	60.0	0.0	100.0

Core Subject Indicator **	
2019	85.7
2018	100.0

School Validation 2019 (KS2 - Pupils)



Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

NCO1 : National Curriculum Outcome 1

NCO2 : National Curriculum Outcome 2

NCO3 : National Curriculum Outcome 3

(NB NCO1, NCO2 & NCO3 have replaced Level W in previous years)

- : Not exactly zero, but less than 0.05

** : Achieved the expected level in each of Welsh First Language or English, Mathematics and Science in combination.