

## INFORMATION FOR PARENTS



### YSGOL GYNRADD NEFYN

**ADDRESS:** Ysgol Gynradd Nefyn  
Ffordd Dewi Sant  
Nefyn  
Pwllheli  
Gwynedd  
LL53 6EA

**TEL:** 01758 720765

**E-MAIL:** [pennaeth@nefyn.gwynedd.sch.uk](mailto:pennaeth@nefyn.gwynedd.sch.uk)

**HEAD TEACHER:** Mrs Glenys Williams

**CHAIR OF GOVERNORS:** Mr Gruffydd Wyn Morris

### DESCRIPTION OF THE SCHOOL

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

### TEACHING HOURS

Infants	21.5	per week
Juniors	24	per week

#### Morning Session

9.00 – 11.45  
9.00 – 12.15

#### Afternoon Session

1.00 – 3.15 (Infants, with a break)  
1.00 – 3.15 (Juniors, with a break)

A Nursery Year session is held daily – in the morning and in the afternoon  
(9:00 – 11:00 / 1:15 – 3:15)

### THE SCHOOL'S ADMISSION POLICY

Full time in September following their fourth birthday.  
Part time in September following their third birthday.

## **SCHOOL STAFF:**

**HEAD TEACHER:** Mrs Glenys Williams

**DEPUTY HEAD TEACHER:** Mrs Judith Owen

**TEACHERS:** Mrs Judith Owen (Nursery / Reception / 1)  
Mrs Gwawr Howel (2/3)  
Miss Alison Thompson (3/4)  
Mrs Siân Llewelyn Evans (5)  
Mrs Meirwen Williams (6)  
Miss Gwyneth Evans  
(Higher Level Teaching Assistant)  
Miss Bethan Roberts Jones (Class Assistant)  
Mrs Karen Pritchard (Class Assistant)

**ANCILLARY STAFF:** Mrs Wilma Jones (Caretaker/Lollipop  
Lady/Cleaner)  
Mrs Haf Thomas (Cleaner/Dinner-time  
Supervisor)  
Mrs Eirian Davies (Cook)  
Mrs Hannah Jones (Kitchen Assistant)  
Cheryl Dobson (Dinner-time Supervisor)  
Gwyneth Evans (Dinner Clerk)

**SPECIAL NEEDS CO-ORDINATORS-** Carys Williams  
Ann Jones  
Delyth Hughes  
Lowri Roberts  
Wilma Jones

## **GOVERNING BODY**

### **Members**

Mrs Ffion Hughes, Min-Y-Don, Nefyn (Parents)  
Mr Gruffydd Wyn Morris, Garn Elidir, Nefyn (LEA)  
Mr Iwan ap Llyfnwy, Foel Gwynus, Llithfaen (Co-opted)  
Mr Derwyn Williams, Môr Awel, Pistyll (Co-opted)  
Mr Stephen Williams, Llys Heli, Morfa Nefyn (Parents)  
Mr Medwyn Williams, Clwyd, Morfa Nefyn (Parents)  
Miss Karen Roberts-Jones, 1 Craig y Nos, Nefyn (Parents)  
Mrs Wilma Jones, Ty'r Ysgol, Nefyn (Ancillary Staff)  
Mrs Glenys Williams (Head Teacher)  
Mrs Judith Owen (Teachers)  
Miss Gwyneth Evans 12 Ffordd Caernarfon, Pwllheli (Clerc)  
Mrs Ulla Weber Jones, Fron, Llithfaen (A.A.LI)  
Mrs Carys Parry Jones, Penbryn Holborn, Nefyn (Rhieni)

## **Officers**

Chair –

Vice-chair –

Clerk – Miss Gwyneth Evans

## **Parent/Teacher Association**

### **Officers**

Chairpersons – Mrs Debbie Williams and Mrs Rhian Roberts

Secretary – Miss Karen Roberts-Jones

Treasurer – Mrs Gwenda Williams

We have an active Parent/Teacher Association. As well as organizing social evenings, the Association arranges activities to raise money for the School Fund, e.g. a sponsored walk.

Do remember that we depend on your support as parents.

The school will appreciate your willing assistance.

#### How to get further information

Any further information you will need is available at the school.

You can contact the school at any time to make arrangements to visit.

## **VALUES, AIMS AND ETHOS OF THE SCHOOL**

### Foreword

The purpose of an educational system is to create situations and provide resources, which will enable each and every pupil to achieve his potential and to develop into fully rounded individuals. Before a child can take advantage of the situation created it is all-important that he / she is happy at school. In order to achieve this aim we endeavour to ensure that this school is a caring and welcoming establishment, which emphasises respect towards other people and towards property. Pupils' moral values and attitudes are promoted as they learn about the needs of other people and as they are encouraged to try to satisfy those needs. Every effort is made to create a safe, kindly, unthreatening and disciplined environment.

### **General Aims**

#### **To provide the best possible education by :**

presenting a body of knowledge which is lively and dynamic, whilst also fostering the basic skills;

Fostering healthy attitudes and an inquiring mind;

Presenting ideas and concepts (observing, comparing etc.)

Fostering a positive attitude towards both languages;

Fostering an interest in various forms of literature;

Raising the child's awareness of the cultural background of the area in which he / she lives and to foster in the child a love of that cultural inheritance.

Fostering moral values and social self-discipline in the child, together with sensitivity towards others.

## **Links with parents**

### **We aim to:**

Create a happy, homely and attractive environment for the pupils to work and play in– an environment with which parents feel at ease.

Arrange activities that bring children, parents and other local people together under the auspices of the school.

Foster close links between the school and the local community.

## **YSGOL GYNRADD NEFYN GENERAL RULES**

- School starts at 8.50 a.m. Children are expected to be punctual.
- Responsibility will not be accepted for any child arriving at school before 8.40 am – unless a prior arrangement has been made due to a particular reason, e.g. the school bus arriving early unless the children attend the breakfast club between 8.00 and 8.40 a.m.
- Any child arriving late without an adequate reason will be marked as being 'late' on the register.
- School ends at 3.15 p.m.
- A message or note of explanation should be provided to cover any absence. Unless a reason is given, the absence will be marked as 'unauthorized'.
- The dinner hour lasts from 11.45 a.m. until 1.00 p.m. for the Infants' Department and from 12.15 until 1.00 p.m. for the Junior Department. Children are not allowed to leave school premises without permission, with the exception of those pupils who go home for lunch.
- Dinner money should be paid on Monday. The exact amount would be appreciated so as to facilitate the work of collecting the money. The cost at present is £1.75 per day - £8.75 per week. Your child is entitled to free school meals if you are receiving income support - the forms are available from the Head Teacher. School dinners are prepared every day and arrangements are made for those children who bring their own packed lunch to eat with the other children.
- Children under seven years of age who wish to receive milk are entitled to it free of charge under the Welsh Assembly scheme. The school implements a scheme whereby the children receive a carton containing one-third of a pint of milk during the morning break-time.
- Sweets and sweet drinks are prohibited. Children are allowed water (non-sparkling) in plastic bottles or school water bottles. As we are a health-promoting school the children are offered a fruit every day (an extra £1 per week is payable).
- Every reasonable step is taken to ensure the safety of the children while on school premises or when in a teacher's charge outside school. Children are the responsibility of parents or guardians once they are outside school gates at the start of or end of the school day.
- When an accident or illness occurs during school hours, every effort will be made to contact parents or guardians if necessary. In emergencies, where the school has been unable to make contact, the Head Teacher will take appropriate action.

- The school does not approve of the administering of medication to pupils at the school unless circumstances are exceptional and under the doctor's instruction. In exceptional circumstances, the Head Teacher will provide a copy of Form A to parents and they will then be responsible for ensuring that their GP signs the form, approving the administering of the medication.

### ***Asthma Inhalers***

- ⊙ Due to the number of children bringing asthma inhalers to school, form B signed by parents is sufficient in itself. The parents have the opportunity to return form A signed by the doctor if they wish.
- The school cannot be held responsible for any loss of, or damage to, pupils' personal property.
- Parents are expected to ensure that the child's name is clearly labelled on every item of clothing and personal belongings.
- Every child is expected to change into appropriate clothing for physical education lessons.
- Children are not permitted to wear drop earrings while on school premises.
- Every child is expected to respect school property, especially when borrowing equipment or books to take home.
- Every child is expected to behave courteously and helpfully, adhering to the school's rules and guidelines on behaviour.
- In cases of misbehaviour, the school will follow its own discipline procedure that could result in the parents being called in to discuss the matter, or the child being kept in during playtimes.

## **MILK AND FRUIT**

The school operates a scheme whereby the children receive a plastic bag containing one third of a pint of full milk during the morning break. According to Gwynedd Council's arrangements each child under seven years of age receives free milk. We do not allow children to bring sweets to school and chewing gum is not permitted under any circumstances. As we are a 'Health-Promoting School' we give each child the opportunity to choose a fruit to be eaten daily. (They will pay £1 per week for the fruit.)

## **MORNING BUS ARRANGEMENTS**

The bus leaves Llithfaen at 8.25 a.m. and picks children up in Pistyll at 8.30 a.m. and at Nant y Felin at 8.35 a.m. The bus reaches the school by 8.40 a.m. The bus goes on to Morfa Nefyn to pick up children in Cae Coch at 8.45 a.m. and then returns to Ysgol Nefyn. Breakfast is available for the children when they arrive at the school.

## **AFTERNOON BUS ARRANGEMENTS**

The bus leaves the school with the Morfa Nefyn children at 3.15 p.m. It then returns to the school to pick up the Nant y Felin, Pistyll and Llithfaen children (between 3.25 and 3.30 p.m.). The fare for Morfa Nefyn children is 20p each

way. Pistyll and Llithfaen children are not charged to travel on the bus, in accordance with Gwynedd Council guidelines.

If there are any changes to the usual end of day arrangements, would you be so kind as to inform the school **by letter or by phone** on that day. We take the matter of care of children seriously, e.g. if a birthday party has been arranged, then please inform the school of the relevant transport information by letter so that we can make arrangements for the children to be safely transported home.

## **PHYSICAL EDUCATION AND GAMES IN YSGOL NEFYN**

The school places great emphasis on P.E. and Games. Our pupils enjoy a variety of activities that are appropriate for their needs and age. Opportunities are provided which enable pupils to plan, to take part in and to appraise their work in a variety of activities.

In addition to improving skills, health and fitness of our pupils we believe that P.E. and Games help to develop an appreciation of the principles which we are extremely important.

We also encourage all connected with the school to adopt an age-long commitment to a healthy, active and pleasurable life style.

**Physical Education** – Every pupil is expected to participate in all physical education activities offered by the school. Pupils are excused from taking part only through a note from their parents. By means of these activities, pupils are encouraged to respect their health and to strive to the best of their ability at all times.

## **SWIMMING LESSONS**

Key Stage 1 and Key Stage 2 children will have the opportunity to attend swimming lessons during the year. The parents are asked to contribute £1.70 towards the cost of the bus.

## **ADDITIONAL ACTIVITIES**

The school hopes to ensure the co-operation and the support if parents with all the additional activities arranged.

The school offers a variety of activities which are open to all pupils who are in the Head teacher's opinion, ready and mature enough to take part in them.

The school cannot accept responsibility for supervising children at the end of meetings of the above clubs / societies and parents / guardians are asked to ensure that arrangements are made for children to be taken home.

## **MUSIC LESSONS**

The school receives the peripatetic music service (Cynllun William Mathias Scheme) which means that instrumental lessons can be offered to the pupils. Lessons cost £20 per term, unless the parent is in receipt of income support. The lessons currently on offer are horn and harp.

## SCHOOL UNIFORM

This school has an official uniform. We feel that a school uniform leads to pride in the school and a feeling of belonging.

**PLEASE NOTE: It is essential that your child/children's name is marked on each item of clothing!**

Long dark blue trousers are worn by the boys and girls (or black trousers if dark blue ones are not available) – neat polyester trousers, not tracksuits. Jeans of any kind are not permitted. In the summer, if desired, dark blue/black shorts or blue and white gingham dresses can be worn.

The children are encouraged to wear sensible black shoes (no high heels) and to have an extra pair of shoes to change into for sports.

Yellow polo shirts with the school logo and dark blue sweatshirts with the school logo can be worn. (These can be ordered at the school or the polo shirts can be bought from shops without the logo.)

Stud earrings are permitted but not on swimming lesson days, please. The children are encouraged to tie back long hair for reasons of safety and hygiene.

.Infants are expected to wear shorts and a T-shirt with light shoes for these lessons. Parents are asked to keep the clothing at the school for the term. Junior pupils are required to wear shorts and a T-shirt with light shoes for the lessons and to take them home at the end of every week. Should a child wish to be excused from taking part in a physical education lesson for medical reasons, parents must provide a note.

## AUTHORISED AND UNAUTHORISED ABSENCES

National Assembly regulations stipulate that school must receive an explanation from parents regarding each and every absence from school. Therefore, in accordance with those guidelines, if we do not receive an explanation from you directly, be it verbally or in note form, an absence from school will certainly be recorded in the register as an “unauthorised absence”. Even if we do receive a note from you, it is possible that the absence may be recorded as “unauthorised” depending on the reason for the absence.

## ABSENCES FROM SCHOOL

Parents are reminded of their legal responsibility to ensure that their child attends school. The school can inform the Education Authority if a child is absent often or for a long period.

**Every absence must be accounted for verbally by the parent or by letter when the child returns to school.**

If any parent wishes to collect their child before the end of a school day a letter must be sent or a phone call made seeking consent.

Any parent who wishes to take his/her child on holiday during the school term should contact the school and send a letter prior to the holiday to explain the absence.

**According to the Assembly's guidelines 10 school days a year of absence are permitted for annual holidays (i.e. a fortnight), then after the tenth day the child will be denoted on the school register as an 'unauthorised absence'.**

No child may return home during school hours without warning or permission unless there are exceptional circumstances.

If the child has a medical or dental appointment, the parent is asked to inform the school in advance.

### **ATTENDANCES FOR THE YEAR 2006 / 2007**

	<b>Infants</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Attendances	92.7%	94.1%	92.6%	94.6%	93.6%
Absences	7.3%	5.9%	7.4%	4.6%	6.4%
Authorised					
Unauthorised	0	0	0	0	0

### **ATTENDANCES FOR THE YEAR 2007 / 2008**

	<b>Infants</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Attendances	92.7%	94.1%	92.6%	94.6%	93.6%
Absences	7.3%	5.9%	7.4%	4.6%	6.4%
Authorised					
Unauthorised	0	0	0	0	0

### **Results of Teacher Assessment 2007**

#### **Key Stage 1**

Level	E	W	1	2	3	Percentage 2+
Welsh	0	8	11.1%	55.6%	33.3%	88.9%(90%)
Mathematics	0	8	11%	22%	66.7%	88.9% (90%)
Science	0	8	0	44.4%	55.6%	100% (92%)

**Results of Teacher Assessment 2007**

***Key Stage 2***

Level	E	W	1	2	3	4	5	Percentage 4+
English	0	0	0	0	11%	37%	51%	88.6%
Welsh	0	0	0	0	29%	34%	37%	71.4%
Mathematics	0	0	0	0	20%	40%	40%	80%
Science	0	0	0	0	11%	57%	31%	85.7%

**Results of Teacher Assessment 2008**

***Key Stage 1***

Level	E	W	1	2	3	Percentage 2+
Welsh	0	8	11.1%	55.6%	33.3%	88.9%(90%)
Mathematics	0	8	11%	22%	66.7%	88.9% (90%)
Science	0	8	0	44.4%	55.6%	100% (92%)

## Results of Teacher Assessment 2008

### Key Stage 2

Level	E	W	1	2	3	4	5	Percentage 4+
English	0	0	0	0	11%	37%	51%	88.6%
Welsh	0	0	0	0	29%	34%	37%	71.4%
Mathematics	0	0	0	0	20%	40%	40%	80%
Science	0	0	0	0	11%	57%	31%	85.7%

### BEHAVIOUR

Every child is expected to adhere to the following rules:

**This is the type of behaviour which is encouraged:**

- always listening attentively, not only to adults but also to fellow pupils
- behaving courteously at all times
- making an effort to say 'please' and 'thank you' at all times
- respecting and looking after equipment and property belonging to the school or to anyone else
- always walking when inside the school building
- endeavouring to respect and take care of fellow pupils at all times
- making an effort to keep the school tidy
- making as little noise as possible within the school building
- obeying an order or instruction with courtesy
- presenting work neatly at all times
- working diligently without compulsion.

### **The type of behaviour we do not tolerate:**

- interrupting
- answering back or challenging authority
- refusing to own up
- telling lies, in any form
- mimicking or disrespecting fellow pupils in any way
- leaving the classroom without permission
- disrespecting equipment/property belonging to the school or to someone else
- using equipment without permission
- running within the school building
- striking/fighting with/challenging any other child in any way
- stealing/borrowing another child's belongings without permission.

## **HOMEWORK**

Children are given formal homework. The work concentrates on developing numeracy and literacy skills. There will also be opportunities for children to work on themes or individual projects and when this happens, it is hoped that the home will co-operate so as to promote the children's work. By now it is possible to ascertain the school's homework for the week by logging on to the school's website.

It would of great advantage if every parent encouraged their child to read regularly and to practise their multiplication tables.

Sometimes, a particular activity will require parents, relatives and neighbours to provide information, or will require the children to enquire and discover. It is realized that during these hours the child is the home's responsibility, and that it is in the context of this responsibility that parents will agree or not agree to co-operate.

Occasionally, a teacher may ask the child to undertake extra work so as to eradicate a particular weakness in an aspect of the work. At those times, it is hoped that the home's full co-operation will be forthcoming, together with encouragement for the child to complete the work. On these occasions it is hoped that the home will co-operate to promote the child's work.

## **READING**

**This school places great emphasis on reading and throughout their time at the school children borrow books to take home. It would of great benefit if parents listened regularly to their children reading. The school operates a Reading Together scheme for all pupils, whether they have difficulty with their reading or not.**

### **THE HOME READING SCHEME**

Every Monday and Friday, the pupils will have the opportunity to select a book/books, to take home to read. Each child will be given an appropriate polythene bag in which to carry the book/books safely between school and home. The children will also a booklet in which to record the titles of books they have borrowed, and in which you can write a brief comment on your child's reading. The booklet also containing guidelines, similar to the ones you see below, with regard to helping you child / children with their reading.

### **Guidelines for helping your child with reading.**

Set aside a time each day when you can read to and with your child. Let reading time be short, enjoyable and free from stress.

Much of early reading is memorising and this stage is to be expected.

Let your child use the pictures to help him or her interpret the words.

Do not be over-eager to assist if your child has difficulty with a particular word, but if the word is unfamiliar then simply say the word. Be patient when they have difficulties, praise and encourage every success.

Do not be disappointed if our child wants to read the same story more than once.

A child will soon establish a core of favourite books.

Continue with the bedtime story for as long as your child enjoys it.

When you've finished reading a story to young children you can play a simple game with them. Show them a word which appears several times on the page and then ask them to find the others.

It is easier for a child to concentrate on a book in a calm quiet atmosphere, so if you have a television remember to switch it off before starting the book.

## **WORK PATTERN**

An attempt is made to ensure that the education provided promotes the moral, cultural, intellectual and physical development of all pupils and that the nature of the entire curriculum is differentiated, expansive and balanced. To meet these requirements, the class organization will be flexible - work sometimes being provided according to children's age; at other times children of an age range encompassing more than one school year will be collaborating on the same task.

In accordance with the Curriculum Council for Wales's recommendation, the curriculum is based on eight aspects of learning, including the core and foundation subjects. The contribution of these fields is systematically recorded in the teacher's notes. In order to ensure that no essential elements of the curriculum are excluded, the experiences and activities are presented to the children in a cross-curricular way, by adhering to specific themes. Some elements of the curriculum will be taught as subjects with a teacher teaching a particular subject in the Junior Department.

## **THE CURRICULUM**

In accordance with the requirements of the Education Act 1986, the Education Authority has formed a written statement of its policy regarding the secular curriculum that it intends to review regularly. The requirements of the National

Curriculum will be interpreted in the light of the Authority's philosophy and current policies.

Quoted below are the introduction and general objectives of the statement as contained in the Education Authority's document.

### **Introduction**

The purpose of an education system is to create situations and provide resources that will enable each child to develop a full personality, to develop and exercise all of his/her abilities, to provide for the pupil in accordance with his/her age, ability and aptitude, so that he/she is able to become a responsible member of a bilingual society, able to contribute to that society and benefit from it and to live in peace and fraternity with fellow men.

There are three inter-related aspects to this general statement, i.e. the need:

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

### **General Objectives**

1. To develop oracy, literacy and numeracy skills in the context of inspiring the child's curiosity, imagination and interest.
2. To increase the child's knowledge and develop his/her powers of reasoning in order to assist that child to adapt to a rapidly changing world which has increasingly sophisticated processes and techniques, 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 powers of intellect, and moral and spiritual awareness.
4. To assist the child to live and work with others and to develop attitudes which 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 for each child with special needs, e.g. for the exceptionally able and for those with various disadvantages.
7. To present ideas and concepts by employing lively and dynamic methods which will motivate pupils' response.

It is necessary for every school to prepare and develop a comprehensive plan based on the Education Authority's document, and in accordance with National Curriculum requirements. This plan will include details of the curriculum and the way it is implemented in order to ensure that the education given to the pupils meets fully with the objectives contained in the document.

## **ACCESS TO DOCUMENTS RELATING TO YSGOL NEFYN'S CURRICULUM**

Every parent is welcome to have access to documents relating to the Curriculum. **A list of all the policies is available at the school.**

## **COMPLAINTS PROCEDURE**

The Local Education Authority, in accordance with the Secretary of State's requirements 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 Authorities operate in relation to the school curriculum and other related matters. This procedure is outlined in a document in Welsh and English available at the school. A copy will be provided free of charge to any parents seeking to make a complaint under these arrangements and the Authority can, if necessary, provide a copy in a language other than Welsh or English. It is emphasized, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Head Teacher. This is the first logical step, and the Governing Body would expect this step to have been completed before submitting the complaint formally in exceptional cases.

An appointment should be made to discuss any complaint with the Head Teacher by contacting the school.

## **A SUMMARY OF THE POLICY OF CHARGING FOR ACTIVITIES**

1. Pupils' parents are charged in full for
  - i) the cost of food and lodging during residential activities organized by the school or LEA
  - ii) travel to swimming lessons
  - iii) for musical instrument lessons with a reduction for those parents receiving Income Support.
2. No charge will be made for the food and lodging of a pupil attending courses for the purpose of the National Curriculum.
3. In the case of optional activities that occasionally take place during school hours, voluntary contributions will be requested from parents.

(Parents will be notified at the beginning that any contributions are voluntary, however, the school reserves the right not to proceed with the arrangements unless sufficient contributions have been received.)

A letter will be sent to parents prior to a visit, excursion, performance, etc. announcing the school's intention and the cost involved.

The Head Teacher is delegated the right to decide to what extent, if at all, money from the school fund or other source is used to pay a proportion of the costs of the activities.

The Head Teacher is delegated the right to decide on cases arising whilst operating this policy.

### **CONCLUSION**

This policy states an important school viewpoint. It is hoped that the financial burden will be eased whilst, at the same time, protecting the opportunities for each child to benefit from all the school's activities, visits and arrangements.

### **CHARGING OF FEES FOR EDUCATIONAL ACTIVITIES**

Schools are no longer allowed to charge pupils for participating in activities such as school trips, theatre visits and so forth. Consequently, parents contributing towards the cost of such activities do so on a voluntary basis. It must be emphasised however that without 100% support from all parents it could well prove impossible to organise such activities in the future.

### **PROVISION FOR CHILDREN WITH SPECIAL NEEDS**

This policy is based on the following legislation and documents:

1. The Education Act 1993
2. List of Recommendations on Identifying and Assessing Special Needs
3. The Education Act 1993 Special Educational Needs File
4. The Education Authority's Language Policy
5. Special Needs Education Regulations (Information) 1994.
6. Special Educational Needs Code of Practice for Wales
7. Assessing and Providing for Special Educational Needs (CRISP 'Asesu Da' [Good Assessment] Scheme).

#### **At present there are 5 SEN Assistants at the school:**

Mrs Delyth Hughes – 2 days

Mrs Ann Jones – full time

Mrs Carys Williams – full time

Mrs Wilma Jones – 4 days

Mrs Lowri Roberts – 5 mornings

## **PRINCIPLES**

Our aim as a school is to act in compliance with the principles below that have been adopted by Gwynedd Education Committee:

- i) secure an equal opportunity both curricularly and socially for pupils who have special educational needs.
- ii) co-operate effectively with other relevant statutory agencies involved in the field, such as the Health Authority and the Social Services.
- iii) establish a partnership with parents and the voluntary bodies who represent them.
- iv) ensure a response from the entire Education Authority and from the whole school to special educational needs and not confine responsibility to particular members of staff.

## **OBJECTIVES**

Our aim at Ysgol Nefyn is to do our utmost to provide an equal opportunity both socially and educationally for each child across the ability range. We also hope to ensure that each individual receives the best possible opportunity to work to the utmost of his/her ability through written or practical work done bilingually. Hopefully, we will be able to ensure that each child fully realizes his/her potential and unique talent.

The aim is to:

- i) ensure that there is a system in place at the school to identify at an early stage the child who is experiencing difficulties that could be hindering his/her education;
- ii) gather information from teachers and others so as to ensure the best possible understanding as to the nature of the child's difficulties;
- iii) ensure that the necessary provision is made for a pupil who has special educational needs;
- iv) secure the co-operation and support of parents and others as regards identifying and providing a service.

## **Special Educational Needs**

The Special Educational Needs Code of Practice for Wales 2003 is in operation at the school. Individual Education Plans are drawn up every term for the pupils on the Special Needs Register. New targets are presented as soon as a child has reached the targets set previously for him/her. The child's contribution to the discussions etc. is highly important.

The SEN Co-ordinator (Mrs Glenys Williams) will consult with the Education Psychologist (Elenid Glyn) regarding individuals' needs with the parents'

permission. Parents and individuals are invited to school discussions with the teacher and the SEN Co-ordinator. There is a close link between Ysgol Nefyn, Ysgol Pont y Gof and Ysgol Hafod Lon as the school's children attend the two units as required. Support Periods for children with SEN are held with the teachers at the beginning of each term. The Co-ordinator will make frequent visits to the classes to speak to the teachers. 'Asesu Da' (Good Assessment) Schemes are drawn up for 3\* pupils and Statemented pupils. Children's names are removed from and added to the Special Needs Register as necessary. The Language Therapist and Dyslexia Unit teacher will work with individuals.

Each child with Special Educational Needs at Ysgol Nefyn is given frequent opportunity to discuss his/her development and success, etc.

### **Ysgol Nefyn's Special Educational Needs Policy**

(The full policy can be seen by contacting the Head Teacher.)

**Important** SEN is an important and essential part of each School Development Plan. At Ysgol Nefyn:

- Each SEN policy is drawn up by all the staff and the Governors.
- It is reviewed and monitored at least twice a year.

### **Defining Progress**

- Closing the attainment gap between the pupil and his/her peers.
- Preventing the attainment gap from widening.
- Ensuring that he/she is able to take part in the full curriculum.
- Showing an improvement in self-help, social or personal skills.
- Displaying improvements in the pupil's behaviour.
- Likelihood of leading to an opportunity to take part in further education, training and/or work.

\* To monitor the suitability of removing a child from the school's SEN register the child is given a Glannau Menai reading test in Welsh and English (if it is appropriate to do this).

## **PASTORAL CARE**

Every child is placed in the care of a particular 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 know that we can rely on the parents' support in this respect.

## **DISCIPLINE**

Pupils at this school are disciplined in accordance with the policy laid down by Gwynedd Education Authority.

## **THE COMMUNITY**

### **Our aim is to:-**

- Enable each individual to gain information, attitudes and skills that are relevant to a rapidly changing world, to have access to continuous learning and to make creative use of leisure.
- Encourage a link between this school and other schools, industry and trade so as to develop the child's understanding of the economic life of the area.
- Encourage the school to promote links with the local community and society in general by taking part in voluntary and community activities.
- Include an element of leisure activities in the educational experience of each child so that they can use their leisure hours creatively and for a purpose.

## HOME/SCHOOL CONTACT

This school cannot 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 work and its public activities.

Any parent wishing to discuss any aspect of their children's education can arrange to do so by contacting the Head Teacher (by letter or telephone). Parents are also given the opportunity to discuss their child's educational progress during the autumn and summer terms. An annual report is presented at the end of the academic year.

**Every attempt should be made to contact the school during the usual working hours, i.e. between 8:50 a.m. and 3:15 p.m. but, if you can, arrange to contact us during the breaks – between 10:30 and 10:45 a.m., between 11:45 and 1:00 and between 2:00 and 2:15 p.m. – when the staff are not teaching.**

**Please remember that there is an open door to parents at all times when required. The headteacher will be at the school between 8 a.m. – 5.00pm if any parents should want to ring or visit the school.**

## SEX EDUCATION

In accordance with the requirements of the Education Act 1986, the governing bodies of schools are expected to consider if sex education should form part of the secular curriculum.

The Governing Body has decided that sex education should form a part of the secular curriculum. This field will be dealt with through the science curriculum and personal and social education and any questions asked by the children will be dealt with sensitively and as openly as deemed appropriate taking into account the circumstances, context and the child's age and maturity.

## DRUGS POLICY

Ysgol Nefyn's Governing Body acknowledges the importance of adopting a drugs policy so as to protect everyone in the school community from problems arising from the misuse of drugs, alcohol and tobacco in our society.

## **ANTI-BULLYING POLICY**

Emphasis is placed on a happy and close-knit environment where pupils co-exist in a homely community. We aim to promote self-respect and equal opportunities for each pupil in all aspects of school life.

### **POLICY STATEMENT – BULLYING**

In accordance with the policy of Gwynedd Education Authority, Ysgol Gynradd Nefyn considers bullying to be a matter of concern that could directly affect the whole ambience and ethos of the school.

This school does not tolerate bullying in any shape or form and firm measures are taken to endeavour to ensure that no child in our care has to suffer the effects of bullying.

#### **We, as a school, declare and recognize the following:**

- That bullying exists and may take several forms, e.g.
  - 'physical' – hitting, kicking, stealing, hiding property, sexual violence and harassment.
  - 'verbal' – name-calling, unpleasant remarks (insulting), belittling.
  - 'emotional' – starting unfounded rumours, ignoring someone, excluding from groups, sending malicious messages by e-mail or mobile phone.
- That any cases of bullying should be dealt with as soon as possible, although some cases appear to be much less serious than others.
- That we have specific steps to follow (see sheet).
- That there is a 'victim' and 'bully' in every case. Both sides of the story should be dealt with. The child who bullies has a problem that is as serious as the child who is being bullied.
- That it should be ensured that teachers, parents and governors are aware of the policy and guidelines concerning bullying.

### **GUIDELINES**

1. This school is considered to be a community or society of children and adults. A sense of mutual co-operation and love is promoted. In such a society, any case of bullying is deemed to be anti-social behaviour and contrary to the rules and ethos of that community.
2. The school staff give priority to establishing a healthy relationship between the teacher and pupil; a relationship that is sensitive and fosters and develops self-esteem. We would like to believe that each member of staff is in a position to act as a sensitive 'listener' in whom any pupil may confide.
3. 'Bullying' should be one of the most important aspects considered when discussing moral issues. As a consequence, bullying should be mentioned regularly and not just when the problem arises. This should be carried out through formal and informal talks on both a classroom and school level. Pupils should have an opportunity to express their feelings and opinion on the issue and not hesitate to divulge a problem. Bullying is discussed in PSE lessons, at School Councils and in assemblies.
4. If matters have progressed too far for the situation to be dealt with straightforwardly, the children will be named, a discussion held, and reference made to being friends rather than quarrelling or bullying, either in class or at the end of assembly. If the problem persists, the child(ren) will be kept in on the 'quiet chair' and further talks held with the children about the importance of being friends. Parents on both sides will be contacted if this is absolutely

necessary. The parents will be invited to a meeting at the school. The record sheet will be completed if the children have been kept in on the quiet chair.

5. Getting a pupil to acknowledge that he/she is being bullied is an enormous step ... getting a pupil to acknowledge that he/she is a bully is an even greater step.
6. Good supervision is one of the most effective strategies in order to prevent bullying. We should therefore ensure the friendly and informal presence of staff during playtimes or at any other time outside the classroom.
7. An effective partnership should be established with parents in order to identify, prevent and deal with bullying. Parents should also be encouraged to contact the school to discuss any concerns.
8. In any case that requires further action, we will adhere to the procedure outlined in the 'Policy to Uphold Behaviour'. In such situations, the support of external agencies should be obtained to jointly discuss cases of bullying that cause concern.
9. There will be an opportunity for members of the Council to provide input into our Policy.
10. Days on which to raise an awareness of bullying will be held at least once a term.
11. A box will be placed in each class to allow the child to express his/her concern, in confidence, to the teacher.
12. The Headteacher and Deputy Headteacher will act as mentors.
13. A copy of the policy will be available to parents at the school.  
We will ...
  - discover the viewpoints of pupils through forums or the School Council.
  - be wary of misusing the anti-bullying policy to deny a case of bullying.
  - present the policy to new members of staff and the school's pupils.
  - report particular occurrences to a Governors' sub-committee, if these are serious incidents.
  - use the findings of the monitoring process when reviewing and updating the policy. This will take place at least once a year. We will provide a report for Governors every term.  
We will not contact parents unless the cases are serious or persistent. (The Headteacher, Deputy and Governors' Sub-committee will determine the gravity of the incidents.) In cases where a decision was taken to do so, a letter will be sent to parents within a specified period, e.g. where there is a disciplinary case against a child (incidents continuing to take place after the child has received two warnings) we will contact parents and offer them the opportunity to be involved in the process. (Parents are entitled to refuse, but the school will have acted fairly.)
  - If a parent phones the school with a grievance against a member of staff and children, a record of the call will be kept – the time, the name of the parent and the nature of the complaint. The caller will, however, be asked to submit the complaint in writing, having dated and signed it.
  - When a meeting is with a child, the class teacher or Deputy will be present.
  - We will review the school's policies on 'bullying'.
  - We will draw up a list of incidents that constitute bullying, with the contribution of the children.
  - With the children's input, we will draw up a list of disagreeable behaviour which, if it becomes a pattern, constitutes bullying.
  - As with all other policies, the Policy on Bullying will be available for parents to read at the school

## **RELIGION**

This school has no direct or formal affiliation with any religious denomination.

The religious education provided is based on the Education Authority's agreed syllabus, and the content of the National Curriculum.

Arrangements can be made for children whose parents object to them attending religious services or receiving religious instruction.

## **COLLECTIVE WORSHIP**

Collective worship takes place daily at the school as follows:-

Monday	Infants/Junior Department (in their classrooms)
Tuesday	Whole school
Wednesday	Infants/Junior Department (in their classrooms)
Thursday	Infants/Junior Department (in their classrooms)
Friday	Whole school

These services are primarily Christian, with occasional reference being made to other religions. From time to time, the Reverend Robert Roberts, Auntie nia and Auntie Susie are invited to the school to conduct a service.

## **LANGUAGE POLICY**

### **GENERAL OBJECTIVES**

Gwynedd Education Authority operates a bilingual policy in all its schools and is also developing a bilingual policy for further education establishments.

The objective is to develop the ability of pupils and students within the county to be confidently bilingual so as to enable them to become 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 in their academic provision.

### **SPECIFIC OBJECTIVES**

#### **Nursery Education**

To ensure, through sensitively structured provision and organization, 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.

#### **Infants**

To build on the Welsh language foundation laid through nursery education, to consolidate and develop the mother tongue of children and to extend the competence in English of children from a Welsh-speaking home.

#### **Junior**

To consolidate and develop each child's Welsh and English capabilities in all aspects, both active and receptive, so as to ensure that he/she can speak, read and write fluently and confidently in both languages on transferring to the secondary school. (Special provision will be made for latecomers.)

The Head Teacher, in consultation with staff, will prepare and regularly review a document which states how the school intends to implement the Education Authority's language policy as outlined above.

#### **Core Subjects**

Teaching is subject-based in the Junior Department, with one teacher teaching a particular subject (Welsh, English, Science, Mathematics) to classes in Years 3, 4, 5 and 6. Those teachers are also Co-ordinators of the different core subjects in the Infants' Department.

## **USE OF WELSH AND ENGLISH**

We believe that all the school's children have the right to become bilingual citizens. We respect the mother tongue of all pupils and encourage them to develop their competency in their second language, be it Welsh or English.

This school's linguistic aims comply with the aims of the Education Authority's Bilingualism Policy.

The policy is implemented by:

- i) ensuring in the reception class, through purposeful and sensitive nursery provision and organization, that all children are given a firm grounding in Welsh so that they reach the goal of full bilingualism in due course.
- ii) in year 2, building on the foundations laid in Welsh by nursery education, reception and year 1, consolidating and developing the mother tongue of Welsh learners and extending the children's competence in English.
- iii) in Key Stage 2, consolidating and developing each child's Welsh and English capabilities in all their active and receptive aspects, in order to ensure that the child is able to speak, read and write fluently and confidently in both languages when transferring to the secondary school.

Welsh is the language of communication at this school.

It is used:

- in the school's day-to-day administration
- as the occasional language (outside teaching sessions)
- as the language of morning services and gatherings.

Welsh is the main language medium of teaching - to present and record - across the curriculum.

English is introduced in year 2 of Key Stage 1 and its use consistently increased throughout Key Stage 2 to present and record so that all children can be expected to use it confidently in various curricular fields by year 6, i.e. they will be bilingual.

# **YSGOL NEFYN'S EQUAL OPPORTUNITIES POLICY**

## **AIM**

Ysgol Nefyn's aims and objectives are to present each pupil with a full education and to prepare and promote his/her development so as to become a balanced individual with an open mind.

- . We consider every individual to be equal and we show respect to all according to his/her ability, attainment and particular skill.
- . Discrimination on the basis of sex, race, culture, colour, class, language, physical disability or educational ability is totally unacceptable.
- . Our aim is that each pupil, member of staff, governor and parent does their best to promote equal opportunities to all at the school by contributing personally towards creating a happy, caring atmosphere so as to encourage self-respect and a respect towards others.
- . We attempt to create an atmosphere where due respect is shown towards the backgrounds and experiences of pupils and staff at the school.
- . We aim to avoid any practice of discrimination where there is no equal opportunity in the school's administration, in the educational curriculum or socially.

## **STATEMENT**

We acknowledge that our children grow up in a broad society characterized by differences, not only in race but also in religion, dress, food and language that reflect these modern changes.

We aim, therefore, to reflect these differences and extend the education of all pupils so as to enable them to understand and appreciate the multi-cultural nature of various societies.

In accordance with the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Race Relations Act 1977, Gwynedd Council has prepared a statement (available at the school) concerning eradicating differences in employment.

The Governing Body, in partnership with Gwynedd Council, intends to ensure good practice that will promote equal opportunities to all staff.

While implementing this policy, it is essential to safeguard against discrimination that assumes that gender, marital status or any other factor renders an individual unsuited to employment.

## **YSGOL NEFYN'S HEALTH AND SAFETY POLICY**

**The school's Health and Safety Co-ordinator is the Head Teacher and the following is a rough list of the tasks carried out on behalf of the staff, children and property at the school.**

1. Collate information and data from the Council and other sources about current health and safety procedures and practices and present this to the school's Health and Safety Sub-committee. Review the situation.
2. Conduct regular inspections in accordance with the school's policy. Prepare reports and recommendations for the Head Teacher and the Health and Safety Sub-committee.
3. Be responsible for any designated health and safety budget, including preparing estimates for approval. Prepare orders, scrutinize and approve invoices and delivery notes, keep details, ensure control of the budget.
4. Establish a procedure whereby staff can report health and safety risks and inform the relevant departments, internal maintenance staff or the Council's Property Department, as necessary, to ensure the matter is dealt with.
5. Ensure an appropriate accident procedure and the recording of sufficient details in each department and independent parts of the school, receive and record forms reporting accidents from them, investigate incidents, inform the Council's Health and Safety Officer, recommending any action necessary to ensure that any dangers likely to cause further accidents are eradicated.
6. Ensure that all First Aid boxes are suitably located and equipped.
7. Ensure that there are sufficient staff trained in First Aid to meet the rules and guidelines approved by the Head Teacher and governors.
8. Ensure that those trained in First Aid receive updates in training at appropriate times, to receive new certificates.
9. Ensure that fire-fighting equipment is in place and has been appropriately equipped; conduct regular fire drills, at least once a term.
10. Advise and support teachers and staff about all aspects of health and safety, distributing information to all relevant staff.
11. Encourage and arrange training and development of staff on all aspects of health and safety.
12. Supervise and report, if necessary, on putting into action the decisions of the Health and Safety Sub-committee.
13. Conduct a Health and Safety audit of all the school's property and present a report to the school's Health and Safety Sub-committee.
14. Ensure that the school's Health and Safety Sub-committee is familiar with the duties of care of current statutory responsibilities and new responsibilities.
15. Ensure that the school's safety procedure, supervising arrangements, occasional inspections or tests of safety systems do work and are effective.
16. Distribute and update relevant Health and Safety material, including mandatory and instructional signs and documents.
17. Attend Health and Safety seminars, meetings and workshops on behalf of the school.

## To the parents attention

### Important

Please read the following information carefully.  
Thank you very much.

Safety policy for on the yard at Ysgol Nefyn and outside.

We take every step necessary to ensure all the children and everyone else are safe when on the school grounds and on the main road outside the school premises.

1. Please remember not to drive at a higher speed than 5 m/p/h when driving past the school between 8.30 and 9.00 a.m. and between 3.15 and 3.35 p.m.
2. The tasci for Mynydd Nefyn to arrive at the school by 3.10p.m. and to park by the pavement with the entrance doors facing the pavement.
3. Every parent / guardian wishing to collect their children from the school to come to the small gate or on the yard and to ensure their children walk with them to the car. The parents of Nursery children will wait outside the 'Caban' fence.
4. The children who leave school without their parents are to cross the road with Anti Wilma, not on their own.
5. The parents who park on the main road are to park clear of the crossing area AND CLEAR OF THE ZIG-ZAG MARKINGS ON THE ROAD AND OPPOSITE THE ZIG-ZAG MARKINGS and to pick up their children from the small gate.
6. The big gate will be closed and locked between 8.30 and 8.45 a.m. Visitors to park on the main road during these times and to walk to the small gate and walk up the yard to collect their children or to visit the staff before returning the same way. (The main entrance will be shut / locked and you must ring the bell if you wish to enter.)

We hope our safety rules will help to keep our children and their parents / guardians safe.

Thank you for your co-operation.

## YSGOL NEFYN'S COMPLAINTS POLICY

**This policy was adopted by the Governing Body at its meeting**

Should any parent or guardian have a complaint against the school, be it a complaint against one of the teachers, how school activities are held or any other relevant matter, the following guidelines must be followed when making a complaint:

- 1 The parent/guardian can contact the Head Teacher directly to discuss the matter.

or

- 2 Send a written complaint to the Governing Body.  
The Chair of the Governors shall have the right to convene an emergency meeting of the Body if he/she deems the complaint a matter for immediate discussion. Following discussion by the Body the complainant shall receive a written decision within seven days of the Body's meeting.

**The Policy was discussed on:**

**The Policy was adopted on:**

**Signed by the Head Teacher .....**

**Signed by the Chair of the Governors .....**

## **TRANSFERRAL TO THE SECONDARY SCHOOL**

The pupils move to Ysgol Botwnnog or Ysgol Glan y Môr, Pwllheli at the end of the sixth year. During their last term they are visited by the two Head Teachers and they visit the Secondary Schools so as to familiarize themselves with lessons. An informal discussion is held to prepare them for a new step in their education. An invitation is extended to parents and children to attend open evenings at the Secondary Schools to introduce them to their class teacher and to show them around the school. A written report including test results will be sent to the Secondary School before they transfer so as to prepare for their arrival.

## **TEACHERS' PPA TIME**

**From September 2005 each teacher in Wales and England will receive PPA time – time to plan, prepare, assess and mark – equal to 10% of their teaching time that is included in the timetable of each school. This means, for example, that each full-time teacher will receive one non-contact session (morning or afternoon) every week (or it can be arranged differently, e.g. one day in every fortnight, etc.). Each part-time teacher will also receive 10% PPA. The 10% PPA will be located in the school. The Higher Level Teaching Assistant teaches the children during PPA.**

## **CONCLUSION**

The information in the document is correct at the time of writing but it should not be taken for granted that changes will not affect the relevant arrangements before the start of, or during, the school year or in relation to any consequent year.

### **Rough Weather**

If the weather offices warn us that heavy snowfall is on the way we will let you as parents know as soon as possible. We will broadcast the message on the 'Radio Cymru Wales' and 'Champion' radio stations if Ysgol Nefyn will not be able to open.

### **The Parents/Teachers association**

Correspondence- Information will be given regularly about activities this term through letters. All of the correspondences will be bilingual.

## For the attention of parents

### Important!

Please read the following information carefully.  
Thank you.

### Policy of Safety on the School Yard and Outside Ysgol Nefyn

We take decisive steps so as to endeavour to ensure that we do everything possible to keep the children and everyone else safe on the yard and on the main road outside the school.

1. Drivers should not exceed 5 m.p.h. outside the school between 8.30 and 9.00 a.m. and between 3.00 and 3.35 p.m.
2. The taxi to Mynydd Nefyn should arrive at the school by 3.10 p.m. and park by the pavement with the access doors facing the pavement.
3. Every parent/guardian wishing to fetch their children from school should approach the small gate or come onto the school yard to fetch their children and ensure that the children walk with them to the cars. Parents of nursery children will remain outside the cabin fence.
4. Those children leaving the school without their parents should cross the road with Auntie Wilma and not on their own.
5. Those who park on the main road should park away from the crossing AND AWAY FROM THE ZIGZAG MARKINGS AS WELL AS AVOIDING PARKING OPPOSITE THE ZIGZAG MARKINGS, and should fetch their children through the small gate.
6. The school's large gate will be closed and locked from 8.30 a.m. until 3.45 p.m. Visitors should park outside during this time and walk through the small gate and across the yard to fetch their children or to visit the teachers, returning the same way.  
(The main entrance door will be shut/locked; the buzzer should be sounded to gain entry.)

We hope that our safety regulations will protect our children and their parents/guardians.

Thank you for your co-operation.

## SCHOOL HOLIDAYS 2008-2009

### TERM:

Autumn 2008	1 September 2008 - 19 December 2008
Spring 2009	5 January 2009 - 3 April 2009
Summer 2009	20 April 2009 - 17 July 2009

Pupils return to school on Tuesday, 2<sup>nd</sup> September, 2008.

### HOLIDAYS:

27 – 31 October 2008	(Half-Term)
22 December 2008 - 2 January 2009	(Christmas Holidays)
17 - 20 February 2009	(Half-Term)
6 - 17 April 2009	(Easter Holidays)
4 May 2009	(May Day)
25 - 29 May 2009	(Half-Term)
20 July- 31 August 2009	(Summer Holidays)

Schools re-open for teachers on Tuesday, 1<sup>st</sup> September 2009 and on Wednesday, 2<sup>nd</sup> September for pupils.

Number of days in each month schools are open:

SEPTEMBER 2008	22	
OCTOBER 2008	18	
NOVEMBER 2008	20	
DECEMBER 2008	15	
JANUARY 2009	20	
FEBRUARY 2009	16	
MARCH 2009		22
APRIL 2009	12	
MAY 2009	15	
JUNE 2009	22	
JULY 2009	13	
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	195	
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1<sup>st</sup> September 2008- School Management Day  
4 INSET days

This brings the total number of days on which pupils attend school to 190

Schools which close for elections will open for those number of days at the end of the Summer Term.