



## Information Handbook Ysgol Henblas



### **YSGOL HENBLAS**

LLANGRISTIOLUS,

YNYS MÔN

LL62 5DR

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Headteacher: Mr Huw Edward Jones BMus, MA

Chair of Governors: Mrs Eleri Stephen

The school is in the village of Llangristiolus and accommodates the children of the village as well as the surrounding area from the A5 and as far as Paradvys, Capel Mawr and Cerrig Ceinwen.

Information is given in this handbook that will be of help to the parents of pupils and intending pupils to become aware of the nature and aims of the school, the position of curricular and extra-curricular activities. An outline alone is offered here. Detailed policies and work schemes have been prepared and it is possible to look at these in school.

You are welcome to arrange to come to school to discuss any matter with the Headteacher.

The Governing Body, Headmaster and Staff are committed to providing a high standard of education in a happy and hardworking atmosphere. This we base on an interrelationship of respect and care which enables pupils to behave positively and develop in self-confidence

Ysgol Henblas is a bi-lingual school with the aim of ensuring that every pupil is confident in Welsh and English by the end of Year 6. The every-day running of the school is through the medium of Welsh.

# **Our Vision**



Vision for Ysgol Henblas

## **'Roots to grow, wings to fly'**

The vision for Ysgol Henblas is based on:

- pupils taking pride in their Welshness, showing mutual respect and doing their very best
- the school being a happy, caring, and diverse community where all pupils are valued equally
- all pupils making sound progress and achieving well (**roots to grow**)
- standards of wellbeing and pupils' attitudes towards learning being strong
- the importance of pupils' voices being respected throughout the school
- an effective working relationship between staff, pupils, governors and parents with consistently high expectations, challenge and support
- pupils receiving engaging and challenging activities, and staff encouraging them to become increasingly independent learners (**wings to fly**)
- leaders providing effective strategic direction to the school based on a strong and consistent focus on maintaining high standards of attainment and wellbeing

### **THE SCHOOL'S OBJECTIVE**

1. To create an environment and atmosphere where a pupil can grow, develop and mature to become a confident individual, aware of others' welfare, and become a responsible member of society.
2. Offer education of the highest possible quality that reflects the requirements of the individual, society, the Education Authority and the Government.
3. To achieve the requirements of the National Curriculum and the Foundation Stage by giving every pupil the opportunity to develop their full potential in every aspect of the curriculum.
4. To give equal opportunity to every pupil regardless of their sex, ability, religion or race.
5. Encourage respect for property and other people and stress the importance of good behaviour, courtesy and appearance in all pupils.
6. Enable each pupil to develop to be fluent in both English and Welsh, so that they can take a full part in the social and cultural life of the bilingual society.
7. To help each child to be independent, creative and inquisitive by developing their mind  
to process information, reasoning, questioning and appraising.

## **SCHOOL ORGANIZATION - THE GOVERNING BODY**

<b>Committee/ Panel</b>	<b>Governors name</b>
Finance	Sioned McGuigan Geraint Bebb Paul Roberts
Staffing / Appointment Panel Pay and appeals reviews Pay Reviews	Steffan Thomas Eleri Stephen Paul Roberts Nia Allen
Property, Health and Safety	Steffan Thomas Paul Roberts Huw E Jones
Policy and Curriculum	Paul Roberts Sioned McGuigan Eleri Stephen Natalie Owen
Staff disciplinary and dismissal committee	Nia Allen Steffan Thomas Paul Roberts
Staff disciplinary and dismissal appeal committee	Eleri Stephen Sioned Williams Geraint Bebb
Pupil discipline and exclusion appeal committee	Eleri Stephen Sioned Williams Geraint Bebb
Complaints Committee Disputes and dispute appeals Capability and capability appeals	Sioned Williams Paul Roberts Sioned McGuigan
Headteacher Performance Management Appraisers and Appeal Appraiser (s)	Natalie Owen Eleri Stephen Paul Roberts

<b>Aspect of learning:</b>	<b>Designated governor:</b>
Child Protection	Eleri Stephen
Additional Learning Needs	Eleri Stephen

## **THE SCHOOL STAFF**

Headteacher: Mr Huw Edward Jones

Teachers:  
Mr Huw Edward Jones  
Mrs Manon Roberts  
Mrs Kelly Owen  
Mrs Heather Williams  
Mrs Susan Legge  
Ms Erin Owen  
Mrs Rowena Robinson

Classroom Assistants:  
Mrs Nia Jones  
Mrs Diane Edwards  
Ms Sharon Barton  
Mrs Glenys Williams  
Mrs Paula Harvey  
Ms Rozena Hughes

Administrative Assistants:  
Mrs Diane Edwards  
Ms Nicola Pilkington

Kitchen Staff: Mrs Sian Pritchard, Ms Tracy Pritchard

Caretaker: Mr Barry Jones

Breakfast club/ Lunchtime supervisor: Ms Pat Williams

## **PATTERN OF THE SCHOOL DAY**

	<u>Foundation Stage</u>	<u>KS2</u>
School day begins -	9 a.m.	9 a.m.
Session 1	9 – 9.10 Registration 9.10 - 10.15 – Session 1	9 – 9.10 Registration 9.10 - 10.15 – Session 1
Break	10.15 – 10.30 a.m	10.15 – 10.30 a.m
Session 2	10.30 – 12 o'clock	10.30 – 12 o'clock
Dinner break	12 – 1.00 p.m.	12pm – 1 p.m.
Session 3	1.00 – 2.10 p.m.	1p.m. – 3.15 p.m. With a break during the session
Break	2.10 – 2.20 p.m.	
Session 4	2.20 – 3.15 p.m.	
End of school day	3.15 p.m.	3.15 p.m.

## **ARRIVING IN SCHOOL**

The school does not accept responsibility for pupils before 8:50 a.m. and parents who wish to send their children to school before that should, under special circumstances, ensure the Headteacher's permission. We expect all pupils who live within a reasonable distance to walk to school or ride their bikes. The care club is open from 8a.m – 8:25am and then the Breakfast Club is open to all pupils from 8.25a.m—8.50 a.m.

## **LEAVING SCHOOL**

The parents of Infants Department pupils should contact us when there is a change in the children's going home arrangements.

## **ADMISSIONS' POLICY**

Pupils are admitted to school full-time once a year only, in September, that being in accordance with the LEA's policy (i.e. in the September after their fourth birthday). Sometimes in special cases for social and/or medical reasons it is permissible to admit pupils before they are four years old.

Early during the Easter term the parents of pupils who start in September are contacted to ask for details about their children. Then during the Summer Term they and their children are invited to spend a little time in school to become accustomed to the Nursery Unit, the placement of toilets, playground etc and to meet the Teachers and Headteacher. It has been seen over the years that such a visit breaks the ice and avoids many of the problems of starting in a new school.



## **CLASSROOM ORGANISATION**

The school is organized into four full-time classes in an effort to ensure a balance as regards to numbers.

Pupils are placed according to age only.

The objective is to organize classes to ensure a lively interaction orally and in writing between teacher and pupil, between teacher and whole class, and between one pupil and another in groups. The classes are organized in groups for an extensive part of the day.

One teacher is placed within each class with a Foundation Stage Assistant in the Foundation Stage Classes and ALN (Additional Learning Needs) Assistants as required as additional support for some pupils.

## **SCHOOL HOLIDAYS- 2023-24**

### **TERM:**

Autumn 2023 1 September 2023 - 22 December 2023

Spring 2024 8 January 2024 - 22 Mawrth 2024

Summer 2024 8 April 2024 - 19 July 2024

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

### **HOLIDAYS:**

30 October 2023 - 3 November 2023 (Half Term)

25 December 2023 - 5 January 2024 (Christmas Holidays)

12 February 2024 - 16 February 2024 (Half Term)

25 March 2024 – 5 April 2024 (Easter Holidays)

1 May 2023 (May Day)

27 May 2024 – 31 May 2024 (Half Term)

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



## **THE CURRICULUM**

The function of the school is to nurture and encourage the development of every pupil as an individual and as a responsible member of society. As an individual it is aimed to develop his/her physical, mental and moral growth and to provide the opportunity for that development to be as expansive as possible. The pupil is also a member of society and the intention is to prepare him/her to play the fullest part possible in that society.

The school's objective is to provide a curriculum that will enable the pupil: -

to develop the elementary skills - talking, listening, reading and writing and numeracy skills; to have the opportunity to study and interpret the environment; to nurture healthy and helpful social attitudes; to receive rich and varied experiences and the opportunity to express them.

The curriculum incorporates aspects of mathematics and science, technology, humanities (history, geography and religious education) and the expressive arts (art, drama, music, dance and physical education). Language and its development is a medium that incorporates all the study areas.

All schools are required to present the Foundation Phase and the reformed National Curriculum in the different areas as they are statutory requirements. As in most schools there will be very little difference in the contents of the subjects taught - but it means that it will be necessary to give a great deal of attention to recording the pupil's progress and attainment in the various subjects / study areas - through the teachers' continuous assessment and by setting assessment tasks and determining a description of level at the end of key stages 1 (at 7 years of age) and 2 (at 11 years of age).

It is our intention at Ysgol Henblas to try and ensure that the pupil - by the time he/she is eleven years old - is able to speak both English and Welsh fluently and is able to read and write both languages; with a mastery and understanding of numeracy; is aware of the world around him/her and has had every opportunity to develop fully according to age, ability and inclination.

We use a combination of learning methods and situations - formal and informal depending upon the pupil's age and the nature of the work. Some aspects are taught on class level, e.g., the introduction of thematic work or showing new skills. Other aspects are introduced at group level (of two, three or four pupils) where there will be an opportunity for the pupil to share ideas, debate, explain and decide. There will also be an opportunity for the pupil to work by him/herself - to nurture investigative skills, think logically, solve problems and interpret results and express ideas clearly.

## **LANGUAGE**

In accordance with the Education Authority's Language Policy equal opportunity is given to both English and Welsh in this School. We aim at the objective of having every pupil fluent in both languages by the end of his career in the Primary School.

These are the specific aims:

### Reception

By means of appropriate and sensitive nursery provision and organization, ensure that every pupil is given a firm basis in Welsh in order to enable him to reach the objective of full bilingualism presently.

### The Rest of the Foundation Phase

Build upon the basis laid for Welsh through nursery education, strengthen and develop the mother tongue of the Welsh learning pupil and extend the pupil from a Welsh home's grasp of English.

### Junior

Strengthen and develop the Welsh and English of every pupil in all their passive and active aspects to ensure that he is able to speak, read and write with ease and confidence in both languages when he/she transfers to Secondary School.

### Latecomers

There is an excellent opportunity for latecomers to the Junior Department to learn Welsh. A Language Unit for latecomers is located in Moelfre/Holyhead. A pupil may spend a whole term in the Unit - a maximum of 20 pupils with two teachers where they are immersed in Welsh as well as learning all the other subjects. At the end of a term in the Unit, the pupil is able to join a normal class in school with a good mastery of the second language.

We take pride in this school's tradition of making pupils who come here from a non-Welsh home, completely fluent in Welsh as well as English, good readers in both languages and probably at a higher level than if they had learnt English alone. As a result of learning two languages, it eases the task of learning a third in the Secondary School.

Lastly however, it must be emphasised that we would never expect a child to cope with a learning situation through the medium of his second language if that would prevent general progress and development.

### Music

We believe that most children have musical ability and that it is part of our duty to foster that ability. We enjoy singing, creative music, music appreciation, composing as well as performing.

KS2 pupils are offered instrumental lessons by peripatetic teachers for a fee.

### Religious Education

It is our statutory responsibility to deliver Religious Education as part of the Curriculum. We concentrate on the Christian faith, and we also present information about other religions from around the world. A daily religious service takes place daily for the whole

school, and the pupils in which the pupils take part. Special attention is drawn to the main Christian festivals. The school has no direct or formal religious affiliation.

### Personal and Health Education

We believe that Health Education is an important aspect of this part of the curriculum. In the Infants' class the emphasis is on learning personal hygiene, learning to wash properly and to clean one's teeth. As a school we are part of the 'Cynllun Gwên' scheme, and the pupils in both classes brush their teeth daily after lunch break. In the Junior class we examine such topics as food, personal fitness, smoking.

Sex Education is integrated into the schemes of work, and to sense when to present information and how much facts should be presented.

In accordance with the current legislation, the school has a policy on health and sex education.

Our objectives are as follows:

To give each child the opportunity:

- To develop self-respect and to respect others.
- To obtain accurate information regarding bodily processes by using the correct terminology for different parts of the body.
- To realise that families and homes differ.
- To become aware of bodily changes.
- To understand the contact between the sexes.
- To foster sensitivity, moral values and care of others.

### Physical Education

We expect every child to partake in all aspect of the Physical Education course, throughout his/her time at school. The need to change to shorts, T-shirt, trainers when working outside, bare feet when in the hall. Earrings, necklaces are NOT permitted during these lessons, so they are prohibited.

Our, scheme of work introduces a variety of activities, gymnastics, games, swimming, athletics, orienteering, and a residential visit to various destinations.

### Children with Special Needs

It has been noted in national guidelines that one pupil in five will have Special Educational Needs during their school years. In this context the school implements a Special Educational Needs Policy based upon statutory principles and the Ynys Mon Education Authority Special Needs Guidelines. Mrs Manon Roberts has responsibility for the enforcement of the policy as the school's Special Educational Needs Co-ordinator. Children with Special Needs are placed on the school's Special Educational Needs Register. Pupils are placed on the register at stages – School Action, School Action+, Statement, according to the extent of their needs. The provision for their needs will vary from extra help in the classroom, tuition in a small group outside the classroom, assessment and advice from the Educational Psychologist, special assistance from the Education Authority or placements at specialist units away from the school.

It is our aim to offer guidance and provision that complements the needs of the pupil during his/her career at the school. If you have any concerns about your child's progress or the implementation of the Special Educational Needs Policy your first point of reference should be your child's class teacher. The school policy is:

- to identify those children who have special educational needs.
- to identify the nature of the problem.
- to follow a procedure, when the need arises, for referring children in accordance with the Authority's policies.
- to ensure that parents are aware of the needs of pupils from Stage 1.
- to try and ensure an external expertise.

We cooperate closely with our parents, and will respect the confidentiality of the discussion between us.

# **Pastoral Care and Contact with parents and others**



## **MEDICAL**

Parents are expected to notify the school of any medical condition that could affect their child so that we can make a record of this and to share the information with the relevant staff. If it is necessary to give medicine to a pupil during school hours, arrangements can be made for a parent to come to school lunch time to give medicine to the child the appropriate form available from the Headmaster should be filled. When this is not possible, a parent can apply for a member of staff to administer the medicine but they must complete the relevant form.

## **PASTORAL CARE**

Every pupil is placed in the care of a special teacher, but the whole staff try to care for the welfare of all pupils. This school encourages pupils to be self-disciplined, responsible and to respect others. We know that we shall have parents' support in this.

## **THE SCHOOL COUNCIL**

There is a School Council here, i.e. a committee of pupils that represents each school year within the Juniors' Department and year 2. The representatives are elected annually by the pupils. The committee discuss aspects of life in the school and matters such as school rules, activities to be offered, arrangements for health and safety of the pupils etc.

## **DISCIPLINE**

### **Objective**

To create and support within the school community, an atmosphere of happy living and working together that will give existence to effective learning. We believe that order and respect towards others are essential in the creation of such an atmosphere.

### **Aims**

1. To nurture self-discipline in pupils.
2. To nurture respect towards the property of others.
3. To nurture in pupils a respect towards the school environment.
4. To nurture an awareness of the need for rules in the school community.

Discipline is regulated in accordance with the Governing Body's full policy. (full copy available in school)

## **MEALS' SERVICE**

Chartwells Catering Service is responsible for our midday dinner. Healthy and nourishing meals are prepared. Dinner money can be paid using the School Gateway app.

The appropriate form for making an application for free dinners is available from the Headmaster. A week's warning is required when dinner arrangements are changed.

## **SNACK**

Pupils are not allowed to eat sweets, crisps or take a drink from a tin, bottle or carton during playtime. Only fruit is allowed.

## **HOMEWORK**

Formal homework is set for pupils in the Junior classes. They will also be working on individual themes or projects and when that happens it is hoped that the home will co-operate to promote the child's work.

At times certain activities will require information from parents, relatives and neighbours, or will ask for questioning and discovery work on the pupils' behalf. It is realized that the child is the home's responsibility during these hours and that it is in the light of that responsibility that parents agree or disagree to act.

From time to time a teacher may ask a pupil to do additional work to exterminate some weakness or to concentrate on a special aspect of the work. At that time it is hoped to get the home's full co-operation and encouragement for the pupil to do the work.

Every child will have the opportunity to bring a reading book home for practising and reading together with a parent.

A little booklet will also be provided as a record which we hope parents will sign as required.

## **SCHOOL UNIFORM**

This school has an official school uniform. A school uniform leads to nurturing pride in the school and a feeling of belonging to it. The uniform is as follows:

Dark trousers/skirt (black or grey)

A white shirt/blouse

Dark green jumper/cardigan



**Please ensure every garment is marked with the child's name on it!**

The uniform can be purchased from 'Brodwaith' in Llangefni or 'Orchid Fashion' in Bangor.

## **Jewellery**

For safety reasons it is not permissible to wear jewellery in school. A watch and ear studs may be worn, but other kinds of ear-rings are not allowed.



## **Physical Education (Dress)**

Pupils are expected to change into suitable clothes before the Physical Education lesson and back into their usual clothes at the end of the lesson.

Pupils should wear:   Shorts / Tracksuit bottoms  
                                  T-shirt / Tracksuit top / Sweatshirt  
                                  Suitable shoes (Trainers—**NOT SCHOOL SHOES**)

When pupils are going swimming, they should wear:

Swimming shorts (trunks)  
Swimsuit for girls (**NOT A BIKINI**)

If pupils stay for activities after school (football, rugby, hockey, cross-country) or they are chosen to represent the school in games, the school will provide them with kit but we do expect individuals to wear:

Shin pads  
Football or Rugby boots.

## **PERSONAL PROPERTY**

The Governing Body does not accept responsibility for any loss or damage to the personal property of a child, parent or other person on school ground at any time or in any other place in relation to activity arranged by the school.

## **EQUAL OPPORTUNITY**

As a school we have an Equal Opportunities Policy which seeks to ensure that every child, regardless of sex, ability, cultural or ethnic background will have an equal opportunity. (A copy of the full policy can be obtained from the school).

## **SAFETY WITHIN THE SCHOOL**

The school has adopted a Health and Safety policy recommended by the Education Authority. Health and Safety is of paramount importance to us and we meet the requirements by producing risk assessments and ensuring that all visitors call in the school office on arrival and wear identification badges. There is a digital lock on the main entrances.

Pupils should always respect the school's Health and Safety rules.

Fire Drills are held regularly and recorded in the relevant booklets.

There is also a policy which seeks to ensure the safety of children and staff within the school grounds and there are clear rules for entrance to the school. Everyone is expected to use the main entrance of the school if they visit or arrive after 9.10am. The school ensures that members of staff supervise the entrances in the mornings and afternoons.

Every member of staff is fully aware of their responsibility to manage dangers to health and safety, and to ensure an orderly and safe work and play area for everyone. Effective supervision of the pupils is arranged whilst they are on the school premises and out in the community. The importance of suitable behaviour by the children themselves is also stressed as a necessary factor in ensuring health and safety, be that inside the school building, on the yard or field, in the leisure centre or during field work and educational visits. Children are not allowed to leave school premises during the day unless this is through a

letter or personal request by the parents. It is ensured that the school's external doors are locked during lesson time. The fire alarm systems are inspected regularly, as are physical education equipment. There is immediate response to any problem or concern regarding health and safety standards.

Every member of the school's staff is required to be familiar with the following:

- arrangements in the event of a fire,
- arrangements in the event of injury,
- where the first aid equipment is located and which members of staff are qualified to administer emergency aid,
- the necessary arrangements when planning fieldwork and educational visits.

### **Using social networking websites, blogging and Twitter**

The school acknowledges that using social websites is fun and a good way of maintaining contact with friends and family, but it is necessary to be extremely careful in using such sites.

It is a requirement for everyone to be aware of their responsibilities towards the school and other families in dealing with the above technology.

It is not practical to create a comprehensive list of inappropriate materials, but it is better to keep in sight a set of principles in dealing with the above. The principles are:

- Everyone has the right to privacy.
- It is inappropriate to judge staff, parents or pupils publicly
- It is inappropriate to communicate with parents and pupils regarding everyday work and school employees.
- Discussions within the school are confidential. It is completely inappropriate for parents to discuss things that have happened at the school and name individual children.
- Pictures of school activities should not be used without the permission of all the children and adults in the picture.

We would be grateful if you could bear this in mind.

Remember that the school is available to discuss any concern with you; you can pick up the phone for a chat or agree upon a convenient and agreed time to talk.

## **CONTACT WITH PARENTS AND THE LOCAL COMMUNITY** **THE INTERRELATIONSHIP OF SCHOOL/COMMUNITY**

Considerable emphasis is placed on co-operation to ensure that pupils are aware of their environment and of their responsibility towards the community and towards their fellow man. We try to nurture a readiness to help good causes locally, nationally and world-wide; causes such as the Pensioners, the Society for the Blind, Children in Need, N.S.P.C.C., Comic Relief, Heartbeat Wales, Lifeboat etc. Although collecting money is important we emphasize the fact that nurturing responsible attitudes is the main aim when organizing humanitarian activities and we appreciate parents' co-operation in this matter.

We all have the same objective in the end, that is providing the best possible education for your children. The partnership is essential to try and reach the objective; it depends upon good connections and healthy co-operation between home and school every time.

Pupils will be taking part in field work within the community and will be inviting members of the community to school to share their experiences in order to enrich their school work.

### **The Bilingual Situation**

The majority of pupils who attend this school come from Welsh homes and naturally therefore the main medium of Education is Welsh. We immerse pupils who come from non-Welsh homes in their second language from the very start and this policy has proved to be very successful - thanks to the tireless work of teachers and the support and co-operation of parents. It is good to understand that a number of non-Welsh parents are making an effort to learn the language.

A worthy place is given to learning English throughout the school not formally at the beginning but through a number of varied activities where pupils enjoy and benefit from their experiences - games, sports, singing, etc.

The school's objective is to ensure that every pupil is bilingual by the time he reaches his 11-year-old birthday, is able to speak clearly and meaningfully, is reading without difficulty and is able to express himself in writing. All correspondence is sent from school to parents bilingually.

### **CHILD PROTECTION GUIDELINES**

This school implements statutory requirements in relation to Child Protection. The designated Child Protection Officer is Mr Huw Edward Jones and the Deputy Child Protection Officer is Mrs Manon Roberts. The designated Child Protection Governor is Mrs Eleri Stephen. The school will refer cases to the Welfare Officer, Social Services / Police in accordance with the Child Protection policy.

What is child abuse?

This is stated in the All Wales Child Protection Procedures document:

"A person may abuse or neglect a child by causing harm, or by failing to act to prevent harm. Children may be abused in a situation within the family or within an organization, by those who know them, or less often, by a stranger. A child or young person up to the age of 18 can suffer abuse or neglect and need protection through an inter-agency Child Protection Plan."

Categories of child abuse:

- Neglect: persistent failure to meet a child's basic and / or psychological needs
- Physical: may include hitting, shaking, throwing, poisoning, burning / scalding, drowning, suffocating, mock illness
- Emotional: making children feel worthless, expectations unfit for age / development
- Sexual: forcing or enticing children to take part in sexual activities, if they know what is happening or not.

## **ANTI-RADICALIZATION**

Aim and Principles:

The main aim of the policy is to ensure that all staff at Ysgol Henblas are aware of the signs of radicalization and that they are not of the opinion that this can happen in our communities. The school is committed to working with other agencies to ensure that all our pupils are protected from harm.

All staff at Ysgol Henblas are expected to follow and promote democracy, the values of our country, the rule of law, individual freedom, respect for others and tolerance for those with different religions and beliefs, whatever their race.

Staff Training:

School staff and childcare providers should understand when it is appropriate to make a referral to the 'Channel' program. All staff have completed the e-learning module to raise basic awareness.

Any new member of staff will receive the training as part of their induction period.

Ysgol Henblas is fully committed to safeguarding and promoting the welfare of its pupils. We are aware that protection from radicalization and extremism is no different to protecting against any other abuse.

## **THE INTERRELATIONSHIP OF HOME AND SCHOOL**

### **Visiting school**

Parents are welcomed to school at any time, but you are encouraged to make arrangements beforehand so as not to be disappointed. In order to discuss your child's work with teachers it will have to be arranged beforehand with the Headteacher.

We invite parents to come to school during the first half of the Autumn term to meet teachers and have a chat about any matters of importance at the beginning of the school year. Towards the end of the Spring Term a parents meeting will be held to discuss pupils' work and development. The second open evening will be held for parents during the Summer Term.

Parents and friends are welcomed to school to see special productions by pupils occasionally, e.g., Harvest Thanksgiving, Christmas etc and there will be an opportunity for everyone to support the Activities of the Parent/Teacher Association.

There will be opportunities for parents to voice their opinions regarding the running of the school by contacting the school personally, by answering questionnaires which are sent out occasionally and through the parent representatives on the Governing Body and through meetings of the Parent / Teacher Association.

## **Promote your child's education**

This is the question which we most like to hear parents asking! There are several things which you can do, and these are listed here, though not necessarily in any order or priority.

1. Show your child that you are interested by asking questions about what they have been doing in school that day, but don't despair if your questions are shrugged off at first! Many children like to come home and forget about school. The last thing they want to have with their chips and fish fingers is an analysis of the day's lessons, so try to pick your moment ... learn to spot the signs when they want to talk about it. Remember that if your child knows that you are interested, they are most likely to show an interest themselves.

2. Feed them a healthy diet of books, and books and more books. Even from being tiny babies, children should be brought up to enjoy books - not just as a source of knowledge, but of good, enjoyable stories, of colour, and later on, as objects of craftsmanship, both in terms of their bindings and the layout. Get your children into the habit of using the local library and of looking after books. Don't just listen to your child reading, but read with him / her as well as for him / her; discuss the book you're sharing, and teach him to be critical of books. Don't dismiss comics out of hand! Remember that it is better to see a child enjoying reading a comic rather than showing no interest at all in reading ... and so much success in school depends upon the ability and eagerness to read.

3. We encourage parents to talk to their children! Suggesting this is not as strange as you may think. There is no doubt whatsoever that parents generally tend to spend less time talking to their children than they did in days gone by, and without going to all the reasons for this, the results are obvious to us: children are far less skilled at listening than they used to be (and this is another skill which a school cannot teach in isolation), they seem less stimulated by the world about them (unless seen on a television screen!) and also they seem less able to hold a coherent conversation. These are all basics, but essential, skills which every child should master

## **CONTACT WITH PARENTS**

1. The school has a Parent Teacher Association that organizes activities to raise money, hold social and educational meetings.

The Annual Meeting is held in the Autumn term, for electing officials and representatives on the committee.

2. Parents are invited in every term to discuss their children's work and general development and a written report will be provided at the end of each school year.
3. An 'open door' policy is implemented, so that there is a welcome for parents to visit the school after arranging beforehand.
4. Regular bulletins on school activities and information will be sent home with the pupils. Also, you can find information about the school on the web site/Facebook

## **HOME/SCHOOL AGREEMENT**

On a pupil's entrance to school, an agreement will be signed between the school and the home in order to ensure a partnership and co-operation for the benefit of each individual.

## **RECORDS, POLICIES, CIRCULARS**

Parents' co-operation is depended upon extensively to present correct details and to tell us about any changes of importance when that happens so that our records are kept up to date.

There are three categories of written information that concern parents:-

1. Information to parents - such as this handbook; bulletins and circulars, a list of School holidays and terms; questionnaires; information from the Education Authority; the Governing Body's letters and the Parent/Teacher Association's letters.
2. Forms to fill giving various details about your child before starting School. The information collected will become part of the School's recording system about individual pupils
3. Documents - School, Anglesey Education Authority, Welsh Assembly policies and the contents of the Government's Education Acts, and the National Curriculum. Work schemes and documents for recording and assessing classes and individuals. Child development profiles

What is important for you to remember is that the partnership between parents and School has been based on sharing information that will be of help to us to prepare a suitable, balanced and complete education for your child. We look forward to co-operating with you for this purpose.

## **CHARGING FOR ACTIVITIES**

The Governing Body accepts, in accordance with the requirements of the 1988 Education Act, that a payment cannot be charged for the following:

- (i) access to school;
- (ii) the education given during school hours;
- (iii) materials/equipment for lessons during school hours;
- (iv) activities held during school hours.

The Headteacher is authorized to ask for payments for the following:

- (i) individual music lessons;
- (ii) activities held outside school hours;
- (iii) in cases where damage is caused to any part of the school buildings following the behaviour of pupils;

(iv) when a pupil loses or damages a book, equipment or property belonging to the school.

It is foreseen that there will be some journeys during school hours that will not be an essential part of the course work but that will be an advantageous experience for pupils. Although a school does not have the right to charge payment for such trips, it may ask for a voluntary contribution. Some pupils may be able to take part in such activities when their parents cannot contribute, but it is possible that some activities will not be held unless sufficient voluntary contributions are received.

Cashless school:

Finding the right change or writing a cheque for dinner money or the school trip can be tiresome and time consuming.

It is the aim of the Local Authority that every primary school on the island becomes at least 95% cashless, there are many reasons and benefits for doing this (see enclosed leaflet). We have decided to use *Schoolcomms* to offer you an online payment method. You can access it at any time, track how much you have paid for your child's dinner or school trip, what is outstanding and make payments directly to the school using your debit or credit card or bank transfer.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

### **Getting started**

You will need to register for a School Gateway account on [www.schoolgateway.com](http://www.schoolgateway.com). Enter your email address and mobile number (it's important that you include the phone number that the school has as a main point of contact).

Select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

Please ensure that your contact details (email and phone numbers) are current.

### **Payment requests**

If you owe the school some money; the school can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard to pay.

### **Convenient**

You can give your consent for trips online, saving you the need to fill out permission slips. When a trip is due you will receive a text or an email to let you know that you need to log in to the School Gateway and give your consent, it's as easy as that.

You can see a record of the payments that you've made, and receipts are sent to your registered email address for all transactions that you make. Depending on your school you will be able to see what meals your child/ren have had and your current meal balance.



## **Secure**

Your card details are not visible or stored in the School Comms or school system. All card information is processed by Barclaycard.

## **SCHOOL RULES**

1. Every pupil is expected to conform with school rules. If any pupil misbehaves, the punishment can vary from staying in during playtime, losing privileges, doing additional work or duty.
2. If a pupil misbehaves on the school yard, in such a way that he could cause harm to others, then he will be kept in for a period.
3. Pupils are expected to come to school promptly by 9:00am. The school will be responsible for the pupils from 8:50 a.m. onwards.
4. The school should be contacted in the cases that follow:
  - (a) when a pupil has been absent;
  - (b) if a pupil wants to visit the dentist, doctor etc., during school hours;
  - (c) if you wish that your child be excused from taking part in swimming/physical education lessons;
  - (d) if you wish to visit the school to discuss your child's education.

All other correspondence should be addressed to the Headteacher.  
6602156\_pennaeth.henblas@hwbcymru.net

5. Pupils are not allowed to bring sweets, drinks or crisps to school, for playtimes.  
  
Instead they are permitted to bring fruit - an apple, an orange, etc. Drinks are allowed for pupils who bring sandwiches for lunch but not in glass bottles.
6. A pupil is allowed to be absent for a maximum of a fortnight so that he can be with his parents during their annual holiday, after filling in a holiday form (available from the Headmaster.) A written application has to be made to the Director of Education if a child is to be absent for more than a fortnight.
7. No tablets or medicines of any kind should be sent with pupils to school. If a parent is anxious for a child to take medicine during school hours FORM 'B' will have to be completed (available from the Headteacher).
8. Any pupil who damages school property is expected to compensate for the damage. If a pupil loses property lent to him/her by the school, he/she is expected to compensate the school.
9. Parents are expected to notify the school of any medical condition that could affect a

pupil's work or behaviour.

10. A high standard of behaviour is expected of children who travel to school on the bus. If your child/ren travel to school on the bus and you make other arrangements for them, you must let the school know.
11. The school has a uniform and we hope all pupils wear it. Please ensure that your child's name is on it.

Where pupils are late for school and miss the registration period, they will be marked absent without authority for that session.

(A copy of the complete 'attendance' policy may be seen by contacting the school beforehand)

We ask parents to let us know why a child is /was absent or late arriving at school, either by letter, phone call or personal visit. **An explanation from the pupil him/herself is not sufficient.** If an explanation is not received the school will send a letter to the home to enquire about the cause before moving on to contact the Education Welfare Officer.

### **COMPLAINTS PROCEDURE**

The local Education Authority, in accordance with the requirements of the Secretary of State, has established a procedure to consider complaints about the way that the Governing Bodies of schools and the Education Authority act in relation to the school curriculum and other associated matters. This procedure has been outlined in an appropriate document in English and Welsh available in school. It is emphasised, (however), that many complaints can be dealt with quickly and effectively through informal consideration based on discussions with the Headmaster. **This is the first reasonable step, and the Governing Body will expect that this step has been achieved before presenting the complaint formally in exceptional cases.** A copy of the Governor's Complaints Procedure can be obtained from the school.

### **Equality**

At Ysgol Henblas we are committed to ensuring equality of education and opportunity to all the pupils, staff, parents and carers who receive service from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We attempt to develop a culture of inclusion and diversity which enables everyone connected to the school to feel proud of their identity, and to contribute fully to school life.

Pupil achievement will be monitored, and we will use this data to support the pupils, to raise standards and to ensure inclusive teaching. We will tackle discrimination by positively promoting equality, challenging bullying and stereotypes and create an environment which promotes respect for all. At Ysgol Henblas, we believe that diversity is a strength that should be respected and celebrated by all those who teach, and learn here, as well as those visiting the school.

## **Ysgol Henblas**

### **Privacy Notice (How we use pupil information)**

In accordance with data protection legislation, this notice gives you information about the data we hold about you/your child, how we use it, your rights in relation to it and the safeguards that are in place to protect it.

The right to privacy is very important to us and we appreciate that you trust us to act in a responsible manner when you give us personal information. Personal data, or personal information, means any information about an individual from which that person can be identified.

The school is registered as a data controller with the Information Commissioner's Office (ICO). Full details of the registration are available via the ICO register of data controllers. The school as the data controller is responsible for the personal data of pupils.

We also have a '*Privacy Notice- Schools- Children and Young People*' version that is designed specifically for children and young people to read.

#### **The categories of pupil information that we process:**

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication, dietary requirements and Covid-19 test results and related information)
- disability status
- food allergies (for catering)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment- information on performance in internal and national assessments and examinations (such as key stage 1 results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about attendance on school trips and activities (safety issues and risks for keeping a pupil safe, emergency contact details, next of kin)
- personal information regarding pupil's parents/guardians and/or other relatives (such as name, contact details and relation to the child)
- photographic, visual and video images, audio recordings, on-line live streaming and recordings, and CCTV footage (for learning, assessment, safety and identity purposes).

#### **Why we collect and use pupil information**

The personal data collected is essential in order for the school to fulfil our official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to safeguard pupils
- to monitor and report on pupil attainment and educational progress
- to provide appropriate welfare and pastoral care
- to assess the quality of our services
- to assess special educational needs and transport requirements
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the Welsh Government and Public Health Wales with regard to protecting public health
- to monitor attendance and absence data
- to communicate effectively and to provide support and guidance to pupils, parents and carers
- to enable pupils to move from one educational setting to another seamlessly
- to meet the statutory duties placed upon us by the Welsh Government with regard to data collection
- to maintain our accounts and records
- to organise educational events and trips
- for planning and management of the school
- to record monetary payments to and from pupils and parents/guardians
- to comply with data protection legislation
- to share data for statutory audit and monitoring purposes
- for security monitoring and the prevention and detection of crime (CCTV)

The information will not be used for purposes that are not compatible with why it is gathered in the first instance, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Please note that we may process personal data without your knowledge or consent, where this is required or permitted by law.

We collect and use personal information because we have one of the following legal bases for processing (Article 6 (UK GDPR)):

- to comply with a legal obligation
- to perform a public interest task
- for the performance of a contract

Less commonly, we may also use personal information where:

- you have given us consent to use it in a certain way (example- use of pupil photos on websites, social media)
- we need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use personal data, you may withdraw this consent at any time.

We are required to share information under specific legislation and regulations.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data.

If we process any special category data, in addition to one of the legal bases above, processing will be necessary because one of the conditions under Article 9 (UK GDPR) applies. We may collect and use the following special category information that reveals information regarding:

- racial or ethnic origin
- religious or philosophical beliefs
- biometric data (where used for identification purposes)
- physical or mental health
- offences or alleged offences

### **We apply the following principles where we use personal information**

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes ('purpose limitation')
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary
- processed in a manner that ensures appropriate security of the personal data.

### **How we collect pupil information**

We collect pupil information via admission forms, registration forms and consent forms usually completed at the start of each academic year, but we may also collect information at other times during the school year. In addition, when a pupil joins us from another school, we are sent a secure file containing relevant information.

We may also collect, store and share personal information including photographs, images and audio recordings via technologies that are used for on-line learning purposes and for communicating with pupils, parents and the wider community. This could be via technologies, apps and social media accounts (such as Microsoft Teams, ClassDojo and Facebook).

We have CCTV systems in key locations for the purposes of safety and the prevention and detection of crime. Signs are prominently displayed notifying that CCTV is in operation and providing you with details of who to contact for further information about them. We will only disclose CCTV images to third parties for the purposes of public safety and the prevention and detection of crime.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we keep information accurate and up to date**

We want to make sure that personal information is accurate and up to date. We ask that parents and carers take reasonable steps to ensure that the personal data that we hold about you and your child/those in your care, is accurate and that you update us of any changes. We will regularly confirm with you that the information held is correct, in particular

addresses and contact details. We will update the information as soon as possible both in paper and in electronic records.

### **How we store pupil data**

Personal data is stored in line with our *Schools Data Protection Policy*.

How long we keep the information before it is securely disposed of varies depending on the type of information, legal requirements and school need. We will process pupil data securely for the above purposes for no longer than necessary and in accordance to the set amount of time contained in our *Schools Data Retention Schedule*. This document can be obtained by contacting the Headteacher.

### **Who we share pupil information with**

Where necessary and lawful, or when required by legal obligation, we may share relevant information with:

- school staff and the Governing Body
- family, carers and associates
- schools that pupils attend after leaving us
- our local authority, the Isle of Anglesey County Council, and other local authorities as required
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- Welsh Government
- Education and training inspectorate (Estyn) and other regulatory bodies
- GwE (School Effectiveness and Improvement Service for North Wales)
- education, training and examining bodies
- NHS/school nurse/other healthcare professionals- either directly or via the local authority
- Test, Trace and Protect Service (Public Health Wales and the Isle of Anglesey County Council) relating to Covid-19 matters
- bodies doing research for the Welsh Government, local authority and schools, so long as steps are taken to keep the information secure
- Police forces
- courts
- the press and media
- agencies commissioned by us that provide services on our behalf
- community, sport, music and socialising establishments such as the Urdd.

We are also required by law to protect the public funds we administer and may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud and irregularity.

### **Why we routinely share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Where appropriate, we will commit to develop and implement formal data sharing agreements based on the common set of principles and standards in accordance with the *Wales Accord on the Sharing of Personal Information (WASPI)*.

#### Welsh Government & Local Authority

We are required to share information about our pupils with the Welsh Government either directly or via our local authority, the Isle of Anglesey County Council, for the purpose of data collections, under the Pupil Information (Wales) Regulations 2011.

The Welsh Government collects personal data throughout a pupil's school life from educational settings and local authorities via various statutory data collections such as:

- Pupil Level Annual School Census (PLASC)
- Educated other than at school (EOTAS) pupil level collection
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

In addition to the data collected as part of PLASC, the Welsh Government and local authorities also receive information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level, which comes from schools and/or awarding bodies (e.g. WJEC).

The local authority also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

The pupil data that we lawfully share with the Welsh Government through data collections, is used for the below purposes:

- statistical and research purposes which will help to inform, influence and improve education policy
- monitor the performance and how well the education services are being provided so that they can be improved
- help monitor and target funding effectively
- publication purposes
- production of school and local authority level analysis for schools, local authorities and consortia
- inform wider education and social policies
- research purposes wider than education (data is anonymised)

To find out more about the data collection requirements placed on us by the Welsh Government, including the data that we share with them, go to <https://gov.wales/data-collection-and-information-management-for-schools>

All data is transferred securely and held by the Welsh Government under a combination of software and hardware controls, including HWB (digital platform for learning and teaching in Wales).

#### Test, Trace and Protect Service (Public Health Wales)



We may be required to share your personal and special category information with the Test, Trace and Protect Service, and in some cases with the Isle of Anglesey County Council, in order to protect pupils, school staff and the wider community against the spread of Covid-19.

To find out more about the Test, Trace and Protect Service, go to <https://gov.wales/test-trace-protect>

### **How we look after your information**

Under data protection legislation, we must protect any information that we collect from you. We have put in place appropriate security measures and applied security standards and controls to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Information which you have provided will be stored securely. In addition, we limit access to personal data to those employees, contractors and other third parties who **need** to have access to it. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right to obtain confirmation that information about you is being used

Your right of access - you have the right to ask us for copies of your personal information (please see 'requesting access to your personal data' below for more details).

Your right to rectification - you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - you have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - you have the right to object to the processing of your personal data in certain circumstances. You have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress.

Your right to data portability - you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

In certain circumstances, you also have the following rights to:

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- seek redress, either through the ICO, or through the courts.

## **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. This is commonly known as a "data subject access request". This enables you to receive a copy of the personal data we hold about you and to check that we are processing it lawfully.

To make a request for your personal information, or be given access to your child's educational record, contact the school office directly.

You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Your personal data will be provided to you free of charge, however, if your request is clearly unfounded, repetitive or excessive, a reasonable fee will be charged. Alternatively, we may refuse to comply with your request in these circumstances.

## **Contact**

The following are details of the school as the data controller:

Ysgol Henblas

E-mail: [6602156\\_pennaeth.henblas@hwbcymru.net](mailto:6602156_pennaeth.henblas@hwbcymru.net)

Telephone: 01248723944

Address: Ysgol Henblas, Llangristiolus, Bodorgan, L625DR

We have also appointed a Schools Data Protection Officer through the Local Authority. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact the Schools Data Protection Officer using the details set out below:

E-mail: [dpoysgolionmon@ynysmon.gov.uk](mailto:dpoysgolionmon@ynysmon.gov.uk)

Telephone: 01248 751833

Address: Learning Service, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey, LL77 7TW

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is the independent regulator for data protection. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, so that we can try to resolve any issues.

Information Commissioner's Office (ICO):

E-mail: <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Advice and guidance is available via their website [www.ico.org.uk](http://www.ico.org.uk)

### **Changes to our Privacy Notice**

We keep our Privacy Notice under regular review and will share any revisions.