



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: Mr Rhys Parry

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 Paradwys, 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.

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

Committee/ Panel	Governors name
Finance	Rhys Parry Dafydd Roberts Paul Roberts
Staffing / Appointment Panel Pay and appeals reviews Pay Reviews	Rhys Parry Stephen Keen Catrin Lewis Jones
Property, Health and Safety	Elen Clode J. Egryn Lewis Manon Roberts
Policy and Curriculum	Rhys Parry Stephen Keen Catrin Lewis Jones Eleri Stephen
Staff disciplinary and dismissal committee	Rhys Parry Stephen Keen Catrin Lewis Jones
Staff disciplinary and dismissal appeal committee	Rhys Parry Stephen Keen Catrin Lewis Jones
Pupil discipline and exclusion appeal committee	Eleri Stephen Elen Clode Dafydd Roberts
Complaints Committee Disputes and dispute appeals Capability and capability appeals	J. Egryn Lewis Paul Roberts Catrin Lewis Jones
Headteacher Performance Management Appraisers and Appeal Appraiser (s)	Rhys Parry Catrin Lewis Jones Elen Clode

	Designated governor
Child Protection	Eleri Stephen
Additional Learning Needs	Catrin Lewis Jones
Literacy / Language Charter	Elen Clode
Numeracy	Paul Roberts

THE SCHOOL STAFF

Headteacher: Mr Huw Edward Jones

Teachers:

Foundation Stage Teaching Staff: Mrs Manon Roberts
Mrs Kelly Owen

KS2 Teaching Staff: Mr Huw Edward Jones

CPA Mrs Susan Legge

Classroom Assistants:

Mrs Nia Jones
Mrs Diane Edwards
Ms Carol Jones
Ms Sharon Barton

Administrative Assistants:

Mrs Diane Edwards
Ms Nicola Pilkington

Kitchen Staff:

Mrs Sian Pritchard
Mrs Aloma Jones

Cleaner in charge : 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.	12.15 – 1 p.m.
Session 3	1.00 – 2.10 p.m.	1 – 2.10 p.m
Break	2.10 – 2.20 p.m.	2.10 – 2.20 p.m
Session 4	2.20 – 3.15 p.m.	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 three 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- 2019-2020

TERM:

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

Schools opening for pupils on Tuesday, 3 September, 2019.

HOLIDAYS:

28 October - 1 November 2019	Half Term
23 December 2019 - 3 January 2020	Christmas Holidays
17 February 2020 - 21 February 2020	Half Term
6 – 17 April 2020	Easter Holidays
4 May 2020	May Day
25 - 29 May 2020	Half Term

Schools close for pupils for the Summer holidays on Friday, 17 July, 2020

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 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 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 himself - 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 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. We as a school 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.

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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

Caterlink Catering Service is responsible for our midday dinner. Healthy and nourishing meals are prepared. Dinner money is accepted on Mondays and Fridays. The money should be placed in an envelope with the child's name and class on it. Dinner money can also 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 children'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, but there is no compulsion on pupils to wear it. Despite this, it is felt that a school uniform leads to nurturing pride in the school and a feeling of belonging to it, and therefore we greatly hope that parents will be ready to support the official uniform of the school. 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!

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 October, 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. 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 fill out the slip at the bottom of this letter to ensure we have the most up-to-date parent contact details and then hand it in to the school.

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.
ysgolhenblaspenaeth@ynysmon.gov.uk

5. Pupils who pay for school lunches are expected to bring the money at the beginning or end of the week, on a Monday/Friday morning, in an envelope with the child's name on it. It will need to be placed in the post-box in the school hall unless payment is made through school gateway.
6. 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.
7. 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.
8. 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).
9. 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.
10. Parents are expected to notify the school of any medical condition that could affect a pupil's work or behaviour.
11. 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.
12. 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.

COMPARATIVE RESULTS 2017/18

The Foundation Phase

	School	Wales
Welsh O5	90%	91%
Welsh O6	40%	38%
Maths O5	90%	90%
Maths O6	40%	39%
Personal and Social development O5	100%	95%
Personal and Social development O6	90%	61%
FSI	90%	91%

Key stage 2

	School	Wales
Welsh L4	89%	91.6%
Welsh L5	33%	40%
English L4	89%	91.1%
English L5	56%	43%
Maths L4	89%	91.6%
Maths L5	44%	45
Science L4	89%	92.2%
Science L5	56%	46%
CSI	89%	90%

ATTENDANCE FOR 2018/19

School target percentage 96.2%

CARED FOR CHILDREN

N/A for 2018/19