

# Croeso i Ysgol Sant Elfod

## Welcome to Ysgol Sant Elfod

YSGOL SANT ELFOD

Ffordd y Morfa

Abergele

Conwy

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Dear Parents/Guardians

Croeso! Welcome to Ysgol Sant Elfod! I hope that you and your child will enjoy your time here and that this booklet will give you as much information as possible about our school.

Choosing the right school for your child is vitally important. Parents want a good education for their child but they also want them to be happy and to feel safe and secure. At Ysgol Sant Elfod we believe we can offer all these things. We pride ourselves on the broad, balanced and full education we provide and the high standards of teaching and learning are a credit to the hard work of both staff and pupils. Equally we are also proud of the atmosphere of friendliness and co-operation which is always evident.

One of our principal aims is to provide a pleasant and secure environment where the children are encouraged to develop as individuals as well as to acquire sensitivity to the needs of others. It is hoped that at all times you will join with us in fulfilling our aims by helping to develop a mutual understanding and exchange of ideas. Ysgol Sant Elfod is an open school and so if you have any queries regarding your child's progress or social well-being we ask that you come in and discuss them with us.

We value our pupils and we believe that their time in school should be rewarding and fulfilling. We aim to provide an environment in which pupils can excel academically and develop as individuals. I hope that you will find the information contained within this booklet useful and that it will be able to guide you in the relationships which we must build together for the benefit of your child, and for the benefit of the school as a whole.

We are fully confident that you will have made the right decision by choosing Ysgol Sant Elfod.

If you have any queries or concerns, please contact the school office on 01745 832007.

Yours sincerely

C Evans Lunt  
Headteacher

Phil Casson  
Chair of Governors

*Oni flagura ni ffrwytha*      *Mighty oaks from little acorns grow*

## INTRODUCTION

Ysgol Sant Elfod is a purpose built English Medium Community Junior School catering for boys and girls between the ages of seven and eleven years and the school population is at present 316 pupils. The children are taught in single age, mixed ability groups.

## OUR MISSION AND VISION

All members of staff at Ysgol Sant Elfod will aim to provide a place of excellence where children can achieve their full potential in their academic, creative, personal, physical, moral and spiritual development.

We will endeavour to promote a healthy and happy environment to facilitate this while at the same time encouraging the pupils to acquire independence of thought and a sense of responsibility to others.

All aspects of school life, including training and development, provide equal opportunities irrespective of gender, disability, race or religion.

## SCHOOL AIMS

Our school aims to:

- provide a broad and balanced differentiated curriculum catering for each child's physical, intellectual, emotional, social and moral well being;
- provide the best possible quality of education which reflects the needs of individual pupils and so to provide the opportunities to achieve their potential;
- work in co-operation with the home, both working towards the same goal, for the good of the child;
- help children relate to others - we hope to develop positive attitudes and respect for others;
- give children the opportunity to use their knowledge, skills and experiences in a variety of situations;
- be a school where children enjoy success through well planned activities which cater for the individual needs of the children;
- be a caring school with a secure, welcoming atmosphere where children can enjoy a familiar routine which helps them gain confidence, become independent and increase their self esteem;
- establish a happy, hard working atmosphere based on sound interpersonal relationships between pupil, teacher, parent and Governing Body;
- teach our pupils to care for and respect their environment, whether it be their school, home or the global environment for which they will become increasingly responsible;

*Oni flagura ni ffrwytha      Mighty oaks from little acorns grow*

- equip our pupils with the skills of literacy, numeracy and information communication technology (ICT) so that they can realise their full potential;
- provide a wide range of extra-curricular activities to develop further the pupils' social, sporting and cultural skills.

## ADMISSION PROCEDURES TO YSGOL SANT ELFOD AND LIAISON WITH OTHER SCHOOLS

Liaison with the infant feeder and comprehensive schools is of the utmost importance and regular meetings are held between members of staff of all schools concerned. At these, the children's abilities, interests, additional educational needs, application to school work, progress as well as any likely difficulties are noted. In the Autumn term the Conwy Local Authority's Admission Panel meet to consider the application forms for the September intake. Parents will then be informed of the decision of the panel.

Throughout the year arrangements will be made for your children to visit Ysgol Sant Elfod during the daytime to see the school at work and to familiarise themselves with the various learning areas and to meet the staff. Parents/Guardians of the infant intake will be invited to visit the school to meet the Headteacher and staff on an evening late in the Summer Term prior to their children being admitted.

Where admissions are incidental i.e. at other times during the school year, parents and their children are invited to visit the school to familiarise themselves with the building and to meet members of staff.

Prior to entry to the school, parents/guardians are asked to complete a medical form, an out of school visits form, permission/consent slip and to sign an agreement that the school and home will endeavour, in partnership, to give your child the best possible education. This is the 'Home-School Agreement'. A Pupil Data form from Conwy LA is also included in the pack. These must all be completed before your child can be admitted to the school.

The permission/consent slip is very important and must be returned as soon as possible. Also, of particular importance is the need for us to know a telephone number in case of emergency.

The medical form tells us of any medical or physical problems we need to know - such as allergies, etc. and is most important. There are many activities that take place in school which involve food tasting, etc. We also need to know of any changes in situation which may have a bearing on your child's school life - in writing please.

Pupils are transferred to secondary school in the September following their eleventh birthday. Most of our children transfer to Ysgol Emrys ap Iwan. Arrangements are made for the staff and Year 6 pupils to visit Ysgol Emrys ap Iwan to facilitate this process and High School staff visit Ysgol Sant Elfod beforehand. For those going to other secondary schools, alternative visits are arranged.

## THE SCHOOL CURRICULUM

The school subscribes to the curriculum statement issued by the Conwy Local Education Authority:

*'The provision of education of the highest possible quality for all pupils, in accordance with their age, ability and interest/aptitude, so that they become rounded personalities, develop and use their talents, and equip themselves to be responsible members of a bilingual community.'*

Children at Ysgol Sant Elfod follow the Revised Areas for learning for Literacy and Numeracy and the National Curriculum for Wales 2008.

The Curriculum identifies both core and foundation subjects and these are listed below:-

Core Subjects                      English, Mathematics and Science

Foundation Subjects:            Welsh second language, Information Communication Technology, Art, History, Geography, Physical Education, Music, Personal Social Education, Design Technology and Religious Education

The school seeks to give the curriculum breadth, relevance and balance. It also seeks to differentiate the learning experiences it provides to meet the needs of all the pupils. To do this a variety of teaching strategies are used ranging from whole class lessons and group sessions through to individual investigations. Further skill development takes place through carefully structured 'thematic' days to learning. The curriculum is enriched through educational visits, visitors to the school, etc. to give relevance to the skills and concepts that the children acquire. In most subjects we use a mixed-ability approach but it has been found to be advantageous - in Mathematics and English for example - to group pupils according to their attainment.

The organisation of the school is the responsibility of the Headteacher in consultation with the governors. From Sept 2019 the school will be organised as follows:

Year 3	three classes	Year 4	three classes
Year 5	three classes	Year 6	three classes

Enquiries about the curriculum should be directed to the Headteacher.

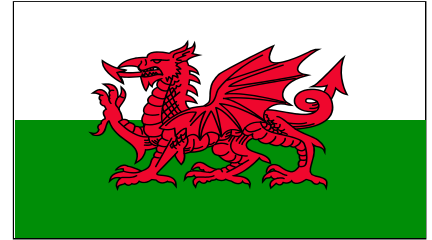
### Cymraeg / Welsh

Pupils will have regular and frequent instruction in Welsh as a second language. The aim is to ensure that pupils gain the educational stimulus afforded by second language teaching and become reasonably knowledgeable in the language, a process which continues into the secondary school.

Emphasis will be on incidental and conversational Welsh.

Children will also be given opportunities to:

- listen to stories and poems;
- read a variety of Welsh books;
- talk about their experiences - communication in the language;
- learn the conventions of spelling and punctuation;
- develop independent writing skills;



Children compete in the Urdd Eisteddfodau and the School Eisteddfod. There may be the opportunity for some pupils to visit the Urdd Residential Centres at Glanllyn, Bala and Cardiff.

### **Religious Education and Collective Worship**

The school seeks to promote positive attitudes within the children such as integrity, moral values, considerate behaviour and the relationship between belief and action in life. These are developed principally within Religious Education lessons and school assemblies but may often be addressed as an aspect of work in other areas of the school curriculum - particularly Personal Social Health Education.



They are most positively encouraged by the pastoral care which forms an integral part of the day-to-day running of the school.

Parents/Guardians wishing to withdraw their children from Religious Education are asked to write to the Headteacher and to inform the teachers involved. In these cases, alternative work must normally be provided by parents.

There is daily collective worship in the form of school and class services, which are broadly of a Christian nature. Parents/Guardians wishing to withdraw their children from collective worship are asked to write to the Headteacher. Pupils who are withdrawn from collective worship will be supervised by a member of staff.

## SAFEGUARDING

Ysgol Sant Elfod is committed to safeguarding and promoting of welfare of children and expects all staff and volunteers to share this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse including while accessing the internet. Children know they can approach any of the adults in the school if they are worried and they will receive a consistent supportive approach.

In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Ensure all staff, including volunteers who have unsupervised access to children, have been appropriately checked for their suitability through DBS procedures.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children who have been abused in accordance with his\her Child Protection Plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

Named Child Protection Co-ordinator for the School : Christine Evans Lunt

Second Nominated CP Co-ordinators for the School : Kaye Hunter,  
Cath Waldron

Child Protection Governor : L Grimes-Thomas

Safeguarding Co-ordinator for Education Services : Sian Pineau

## GDPR

### School Privacy Notice

In accordance with General Data Protection Regulation (GDPR) which came into force on 25<sup>th</sup> May 2018, the School Privacy Notice sets out what the Local Authority Education service and Ysgol Sant Elfod does with children's and young peoples, personal and performance information, and any personal information relating to you as parent / guardian.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

The School Privacy Notice is available on the school website or from the school office.

## SEX AND RELATIONSHIPS EDUCATION

This subject will be dealt with sensitively and will be treated as a natural aspect of the process of growth and renewal of life within the context of a caring family unit. This area is a part of Personal and Social Education (PSE).

Years 5 and 6 use the Welsh Government recommended 'Sense' interactive CD and associated resources to help deliver Sex and Relationships Education as part of our age appropriate PSE programme. Parents can request to view the resources.

Year 6 pupils are given a talk on 'General Health and Growing Up' by the School Nurse. Parents are given the option to withdraw their children if they wish. It is also possible for children of other years to be given this talk, by arrangement.

## ADDITIONAL LEARNING NEEDS

The school endeavours to cater for all pupils, some of whom have additional educational needs which may be of a physical, emotional, social or academic nature. This could well include learning difficulties but also those who are especially able or gifted.

The school policy for pupils with Additional Learning Needs may include integration into mainstream classes with support or withdrawal from classes to work in smaller groups. The form of support given will vary according to the individual needs of the child, the context of the year group or school as a whole, and the resources available.

The members of staff with responsibilities for Additional Learning Needs will liaise with mainstream teachers, other support staff and with parents. We also maintain close links with outside agencies such as the Speech and Language Service, Conwy Additional Learning Needs Department, Conwy Educational Psychology Service, Social Inclusion Service and other specialist agencies.

*Oni flagura ni ffrwytha      Mighty oaks from little acorns grow*



The school has a co-ordinator whose responsibility is to promote the educational achievement of 'Looked After' Children. The school has a number of policies that promote the educational achievement of these pupils e.g. Curriculum Policy, Equality Policy. The 'Looked After' Co-ordinator is Mrs Kaye Hunter.

## DISABILITY

The school is committed to ensuring equal treatment of all our staff, pupils and any others involved in the school community. The school maintains a policy of non-discrimination and equal opportunities for all and has a 'Strategic Equality Plan' and 'Equality Policy'. These documents provide us with a framework for integrating disability equality into all aspects of school life. The documents are available at the school on request.

Ysgol Sant Elfod is a single storey building with three principal entrances that are ramped to assist wheelchair access. The school also has a toilet that is located centrally and is easily accessible.

All disabled pupils are encouraged and supported to take part in all school activities including physical education, outdoor pursuits and educational visits.

In the case of a pupil with disabilities seeking admission to the school, the LA would be contacted for advice from the Special Educational Needs Department so that the most appropriate provision may be planned for and provided. Disabled pupils will not be treated less favourably in the admissions process.

If any parent or carer has additional needs relating to disability and/or language, cultural issues with which they require assistance at a particular school event, please contact the school to arrange the assistance requested.

## HOMEWORK

The school considers homework to be an important part of every pupil's education. Whatever an individual's ability, homework develops the skills of working independently as well as extending and reinforcing work done in the classroom. Through regular completion of homework pupils also learn to manage their own time and to meet deadlines. It should be remembered that homework is often a continuation of work begun in class and they need to complete this in order to cover all aspects of work in certain subjects.

Children are provided with Reading Diaries. The diaries can also be used to aid in the communication between home and school. We ask that you encourage and support children with their reading and with their homework.

## ASSESSMENT

There is continuous assessment of all the pupils' progress throughout the year. In addition the children are given standardised tests in English and Mathematics. These tests indicate the progress pupils have made and also help identify those children who require additional support. Each child has a brief progress report at the end of each term and full written report at the end of the academic year.

Parents/Guardians may make an appointment to see a member of staff regarding their child's progress by contacting the school office.

### National Curriculum Assessment Results

The following table shows the 2019 results compared with the National results for 2018. Percentage of pupils attaining each level.

English			Level						Pupils achieving level 4 or above
	N	D	1	2	3	4	5	6	
School	0	0	0	5.3	8.0	387.3	46.7	2.7	86.7
Wales	0.3	0.2	0.5	1.2	6.5	45.1	44.2	1.7	91.1

Mathematics			Level						Pupils achieving level 4 or above
	N	D	1	2	3	4	5	6	
School	0	0	0	5.3	8.0	33.3	49.3	4.0	86.7
Wales	0.3	0.2	0.4	1.1	5.9	44.0	45.6	2.2	91.8

Science			Level						Pupils achieving level 4 or above
	N	D	1	2	3	4	5	6	
School	0	0	0	5.3	9.3	34.7	50.7	0.0	85.3
Wales	0.3	0.2	0.4	1.0	5.7	45.6	46.1	0.4	92.1

*N represents pupils not awarded a level for reasons other than disapplication.*

*D represents pupils who have been disappplied under sections 364-367 of the Education Act.*

### Core Subject Indicator (CSI)

*Percentage of pupils achieving a level 4 or above in English, Maths and Science in combination.*

School	85.3
Wales	85.1

## ATTENDANCE

### School Times:

Morning Session:

Years 3 and 4      8.55am - 12.10 noon      Years 5 and 6      8.55am - 12.20pm

Afternoon Session:

Years 3 and 4      1pm - 3.10 pm      Years 5 and 6      1.10pm - 3.10pm

### Arriving



Pupils should arrive at school by 8.45am and no later than 8.50am when the doors are opened for the morning session. The marking of dinner and daily registers takes place from 8.55am. *Staff are not responsible for pupils until that time and children left on-site before then are not supervised and are regarded as still being the responsibility of parents.*

### **BREAKFAST CLUB**

Breakfast provision is available from 8am and until 8.30am. The children are supervised in the hall until 8.45am and are then permitted to go on the yard until the doors open. Forms are available from the school office to register for Breakfast Club.

The breakfast is free to everyone, however, a nominal amount is charged to cover the cost of resources, such as paper, magazines, board games, etc.

### Leaving

Under no circumstances is a pupil allowed to leave the school during lesson time or during play/lunch time without permission of the Headteacher or Deputy Headteacher. Permission can only be granted when a pupil produces a written request from a parent or guardian. These requests are usually for dental or medical appointments or other urgent matters which cannot be dealt with outside school hours.

Please note that we are not allowed, for obvious reasons of safety, to allow any pupil to leave school unaccompanied in these circumstances. He/she must be collected from school by a responsible adult - the note must also state who will be collecting your child.

All the pupils should have left the premises by 3.20pm allowing time to collect coats, etc. unless they are engaged in some school extra curricular activity under the supervision of a member of staff. Should any such activity be cancelled, you will normally be given 24 hours written notification. This is not always possible however, in which case pupils will be allowed

to stay on the premises under adequate supervision until 4.00pm. Parents are asked to meet children at the front door.

Attending school regularly is very important - it is very difficult to try to make up for lost time later on. We therefore always have to insist upon a note, visit or phone call to inform us as to the reason a child is away on the first day of absence.

We are also now required by law to state on the register whether the absence is authorised or *unauthorised*. The percentage of unauthorised absences have to be shown on your child's annual report.

In the event of unusual situations, such as frequent or regular days off, unexplained absences or lengthy absences, the Educational Social Worker (ESW) will be contacted to make further enquiries by phone calls, letters or home visits.

PLEASE THEREFORE CONTACT US AS SOON AS POSSIBLE ON THE FIRST DAY OF ABSENCE.

### Punctuality

Punctuality is an important life-skill for the pupils to learn. Being late can also be very wasteful of children's school time - just 10 minutes lateness each day is the equivalent of over 6 full days in a year!

Please ensure your child is not late for school. Children who arrive late are asked to report to the school office on arrival. Any late attendance is recorded on the end of year school Annual Report to parents.



### Holidays

Strictly speaking, holidays during term time are not permitted. Instructions to schools are, however, that at the headteacher's discretion, they can consider time off to a maximum of 10 days an academic year in exceptional circumstances e.g those families serving in the armed forces.

Taking holidays during term time seriously affects your child's attendance and, in turn, their attainment. The overall attendance pattern of the child will be taken in to account when considering the request i.e. if your child has a career attendance of 95% or above then the request **may** be authorised. Holiday requests for pupils with a career attendance of below 95% will **not** be authorised and if an unauthorised holiday is still taken, this may result in a Fixed Penalty Notice being served.

The School Attendance Policy is available on the school website.

## SCHOOL ATTENDANCE DATA

### School Attendance Data/Data Presenoldeb

	% overall attendance	% authorised absence	% unauthorised absence
Summer Term 2018	93.3	4.5	2.2
Autumn Term 2018	94.7	3.9	1.3
Spring Term 2019	93.6	4.5	1.9
Summer 18 to Spring 19	93.9	4.3	1.9

*'Authorised' absence is recorded where families have informed the school of a child's absence and the reason for that absence. 'Unauthorised' absence is recorded when we have no information about why a child has missed a school session.*

## BEHAVIOUR POLICY

Throughout their time at Ysgol Sant Elfod we encourage the notion of respect for others, to show courtesy and concern for pupils and adults alike. This is to help us provide a disciplined and caring atmosphere so that the children may fully develop their own unique and individual abilities. The children are encouraged to regard sensible behaviour as the 'norm'. Thus we try to set standards within the school which match standards set at home that, hopefully, will remain with the children for life. Consistency of approach is of course essential.

We have a system operating in the school of rewards for positive behaviour. This extends from a simple 'well done', through house points, stickers etc. to weekly celebration services where everybody congratulates achievement. Of course, this does not always work and so we have to have in place a series of sanctions as a progressive disciplinary procedure. These range from warnings, withdrawal of privileges, 'time out', detention and even culminating in exclusion in extreme cases.

Sometimes parents/guardians will be informed and involved, particularly for repeated or more serious misdemeanours. In some cases we will refer a child to the Social Inclusion Service for either 'outreach' help or for placement in a Pupils Referral Unit. This is seen as a positive step which can 'turn around' a pupil with behavioural difficulties.

At all times we seek the co-operation of parents/guardians. Pupils need to know that the school and home are unified in the pursuit of good behaviour and high standards of work. If a child receives 'mixed messages' regarding expectations then a problem will never be resolved.

We have a 'Home-School Partnership Agreement' for each child, parent and teacher to sign. The purpose of the agreement is to create an effective partnership between pupils, parents and school staff.

### Equal Opportunities

One of the fundamental principles on which Ysgol Sant Elfod bases its work is that of equal opportunity. All pupils, staff and members of our wider community, regardless of gender, race or ability should have access to, and the chance of benefitting from the educational opportunities provided by the school. The school has an equal opportunities policy which is available on request.

### Freedom of Information

The school must have a number of policies which set out how we deal with different issues, for example Safeguarding (Child Protection), Anti Bullying, Data Protection Policy, Sex and Relationships Education.

These policies are available for inspection and are recorded in our 'Freedom of Information Publication Scheme' under which you can request copies by writing to the Headteacher.

### Security of Property

With regard to all personal items belonging to your child, e.g. clothing and bags, you are urged to mark them with your child's name. It is very difficult for the school to retrieve 'lost' property otherwise. It is most inadvisable to send children to school with expensive clothing/footwear or other items of value. Any items of lost property are put in a central 'Lost Property Bin' - if your child has lost something then this is the place to check. We do keep lost property for a reasonable period of time; but it is often difficult to identify items that are not named. Displays of lost property are made at the end of term.

In every case, the school will do its utmost to recover missing items, but the ultimate responsibility for looking after property must be your child's. The school is unable to provide compensation for missing, stolen or damaged items. Naming all items reduces the risk!

Pupils must not bring 'substantial' sums of money or valuables to school. When pupils are obliged to bring such money it must be put in the care of the teacher at morning registration or left at the school office. All money must be in a clearly labelled envelope, purse or wallet. We constantly remind the children of these aspects of security. *Should this advice go unheeded, the school is not able to accept responsibility for any losses.*

Similarly, any privately owned musical instruments should be on a 'household' insurance policy - there is no insurance cover for personal items brought in to school.

### Mobile Phones

Pupils are discouraged from bringing mobile phones to school. If you feel your child has to have a mobile phone, they must be switched off on entering the school grounds and handed to the class teacher at the beginning of the day. They will be stored in the school office and can be collected at the end of the day.

## **Damage to School Property**

On occasion an incident may occur when school property is lost or damaged. Depending upon the particular circumstances the cost of repair or replacement may have to be borne by parents / guardians - this is at the discretion of the Headteacher or Deputy Headteacher.

In the case of lost or damaged reading books, a standard charge is payable.

## **Emergencies**

It may at some point be necessary to make contact with a responsible adult, for example if your child becomes ill during the day.

It is important, therefore, that you provide us with an emergency phone number in case we are unable to reach you.



PLEASE REMEMBER TO INFORM US IF YOU CHANGE YOUR PHONE NUMBER

## **Change of Address**

Parents/Guardians are asked to notify the school in writing of any change of address or telephone number, including the emergency number. It is also necessary to inform the school if your child has to leave due to your moving from the district.

## **SchoolComms: Home - School Communications**

To further improve communication between school and home we use a text messaging service - SchoolComms. The priority contact number on the 'Pupil data Collection Form' will be used by the school to pass on information.

Using Schoolcomms will:

- enable us to contact large numbers of people quickly (school closure, event reminders, sports days information etc);
- enable us to contact you when no reason is given for your child's absence;
- enable contact by e-mail reducing the amount of paper waste.

It is important that you keep us informed of any change of mobile numbers as soon as possible. We hope that this system will prove useful in further improving communication. The school also has Twitter, Facebook and Instagram pages.

## **E-safety**

Whilst recognising the benefits of technology, it is also important to be aware of the risks and especially to ensure that our pupils know how to use the Internet safely and responsibly. Internet safety, or e-safety, is now a required element of the curriculum. Parents will periodically receive guidance regarding e-safety in our weekly newsletter.



## The Wearing of Jewellery by Pupils

It is important to draw your attention to the very real hazard of pupils wearing items of jewellery in school. All items of jewellery are potentially dangerous, of course, since they can be easily caught by the clothes or fingers of other children running past. This includes, in particular, items such as earrings which, if caught on somebody's clothing, could cause injury. We have been instructed by the Education Authority, therefore, that all pupils must either remove or suitably tape up jewellery during PE lessons.

During swimming lessons, however, NO earrings/studs may be worn in case parts are lost and injure other children. ALL jewellery MUST therefore be removed before swimming lessons.

Should there be a particular difficulty or problem, please contact the school so that we are able to discuss the matter.

## Toilets

The school has a number of toilet blocks located around the school. They are cleaned daily and regular checks are undertaken throughout the day to monitor their cleanliness.

## Water

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school daily, in a spill proof bottle that they can take home at night to rinse and refill. Children and staff speak highly of the benefits. Bottles are available to buy from the school office.

## Smoking

We operate a no-smoking policy. Smoking is not permitted anywhere within the school or grounds.

## COMPLAINTS PROCEDURE

It is clearly of paramount importance that the school should run smoothly and that parents/guardians and staff work together in a spirit of co-operation in the children's best interests. In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately and the following procedure will be followed:

- If a parent/guardian feels that he/she has cause for complaint then he/she should speak to the class teacher in the first instance, then the deputy headteacher or headteacher if a satisfactory solution is not agreed.
- The complaint will be responded to as quickly as possible and discussions will be held to overcome the problem.
- It is clearly understood that parents have the right to contact the Governors or LEA after talking to the staff if they feel that they have not received a satisfactory response to their complaint.



A full copy of our Complaints Procedures is available at school and on the school website.

## CHARGING AND REMISSIONS POLICY

Most activities undertaken by the pupils are funded by the school. There are occasions, however, when due to the expense we are unable to fund an activity without help from parents. Should such an activity be considered to be important in order to support the National Curriculum then all pupils must be offered a place. In such cases we ask for voluntary contributions and hope that the funds are sufficient, otherwise we would have to consider cancellation.

The Governing Body decided to ask for a contribution for peripatetic music lessons per term towards the cost of lessons. This is reduced by half for the second child in the family or for families on Income Support, Jobseeker's allowance, etc.

Remission of expenses for board and lodging for visits such as Glan Llyn are restricted to parents who are in receipt of Income Support, Income Based Job Seekers Allowance, etc.

## ILLNESS OR ACCIDENT

When a pupil is taken ill during the school day, and a home/emergency telephone number is available, the parents/guardians will be contacted and asked to come to collect their son/daughter. When no home/emergency telephone number is available the school will endeavour to contact a neighbour or a relative.

If the school fails to find a suitable and safe place to leave the pupil, then he/she will be kept at school until 3.10pm unless it appears clear that more urgent action needs to be taken.

In the case, for example, of an accident at school - even if parents have been contacted, the pupil will, if necessary, be transported to hospital by ambulance or other means, with a member of staff. The parents once contacted are expected to collect the child from the hospital (normally Ysbyty Glan Clwyd, Bodelwyddan).

It is clearly very important that the school is provided with the place of work and telephone number of parents/guardians as well as an emergency contact person.

If your child has ANY medical or other condition which might have a bearing upon his/her life in school, or which might affect others, then the school must be informed. This might be, for example, the need to wear glasses or a condition such as asthma. This must be done in writing - to the office as well as to the class teacher. It is also advised that whenever there is a change of teacher, the parent ensures that the information is given to him/her also.

If a condition requires immediate medical treatment, such as extreme allergic reaction to nuts or stings, then we need to know precisely what measures to take. Obviously an emergency contact routine is essential in these cases. In such situations, training of staff will have to have been undertaken beforehand.



Frequently with those children suffering from asthma, they are able to take their own medication by inhaler. These must be left, clearly labelled with your child's name, in the school office for safe keeping and clear instructions left with them as to when and how often they ought to be used. They may be needed by pupils, for example, during swimming or other sports activities, in which case they can be collected from the office and returned later.

**If a child requires medication then it ought to be given either before and after the school day, or by a parent who should come in to school for that purpose.**

We can, however, supervise pupils who can self-administer medicine. A form available from the school office must be completed giving full details of the medication and all medication must be brought to school by an adult. **All medication must be clearly labelled with the child's name.**

## MEDICAL

From time to time, the School Medical Officer or Nurse will visit the school to examine children. You will be notified of any such visit and you will be welcome to attend school during such examinations. The School Nurse regularly visits the school, the main reason for her presence being for screening purposes.

### Head Lice

It is estimated that at any one moment 1 in 10 of all primary age children in Britain suffer from head lice! If you discover that your child has head lice, we must ask that you treat it as soon as possible according to established methods - before your child returns to school.

If it is noticed during the school day, then the normal school procedure is to contact you in order to take your child home for treatment.

## SCHOOL SECURITY

The school site is safe and secure. All outside doors are fitted with special locks which help prevent access from outside, and the front door is electrically operated. The school buildings are protected by an extensive CCTV camera system located both inside and outside the school buildings.

Outside doors are fitted with fire-safe locks allowing easy exit in the case of emergency.

**Visitors including parents/guardians are requested to use only the front door, not the side doors,** and to report to the main office **before** entering the school for any reason. It is important that we are aware of any visitors within the school at any time and that they have a valid reason for being there.

## SCHOOL UNIFORM

The wearing of school uniform is not compulsory but is vigorously encouraged. The uniform is as follows:-



### Boys

Black / Grey trousers with white polo shirt  
Royal blue sweatshirt (with school logo)  
Swimming trunks - not shorts  
P.E white 'T' shirt black/navy blue shorts  
Trainers/pumps  
Tracksuit or cold weather clothing essential

### Girls

Grey skirt with white blouse or white polo shirt  
Royal blue sweatshirt or cardigan (with school logo)  
Blue gingham dress (for the Summer term)  
Swimming costume  
PE white 'T' shirt and black / navy blue Shorts  
Trainers/pumps  
Tracksuit or cold weather clothing essential

A small stock of Royal blue sweatshirts, cardigans and white polo shirts are kept at school. Re-orders are usually made at least once a term.

Each child must wear a change of clothing and footwear for all PE and swimming lessons on the appropriate days.

## SCHOOL MEALS

Ysgol Sant Elfod is currently following the Welsh Government initiative for Healthy Eating. During break times, fruit is sold and only fruit and vegetables are to be consumed during this

*Oni flagura ni ffrwytha*

*Mighty oaks from little acorns grow*

time. Children are also encouraged to drink water throughout the day and water bottles can be bought at school.



Meals are cooked and served in the school. We do ask you to pay on the first day of each week and do not allow arrears to build up. After two weeks of arrears, we have been instructed by the LEA that further meals **must not** be supplied until the arrears are paid in full.

If eligible, parents/guardians may apply for free school meals for their child. Application forms may be obtained either from the school or Council Revenues and Benefits Assessment Service Section at Bodlondeb in Conwy. Menus are on the school website.

## SPORTING AIMS AND PROVISION

At Ysgol Sant Elfod we aim to:

- develop a range of psycho-motor skills;
- promote a healthy lifestyle (which hopefully will be continued into adulthood);
- foster self-esteem;
- encourage co-operation, tolerance and fair play;
- promote self expression through the physical;
- promote safe practice in physical activities.

Children at Ysgol Sant Elfod are encouraged to enjoy physical education and also to develop confidence and skill. We aim to provide a safe and secure environment in which all children, irrespective of age, ability, disability, race or gender, can successfully participate so helping to develop the whole child physically, intellectually and socially.

There are six areas of activity offered - dance, gymnastics, games, athletics, swimming and outdoor activities. The emphasis at our school is 'Sport for All'. This is reflected in our Annual Sports events and Swimming Galas in which every child is encouraged to take part - and everyone receives some sort of recognition i.e. a certificate.





Ysgol Sant Elfod offers children the opportunity of pursuing their interests in various activities through after school clubs. Recognition is given to those who participate in out-of-school activities such as golf, swimming, gymnastics, etc.

## EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are an important part of school life. In many ways they give an opportunity for children to develop non-academic interests and skills. The school is indebted to those members of staff who freely give up so much of their own time to promote these activities, in particular those members of staff who accompany pupils on residential visits e.g. Glan Llyn, Bala and Urdd Centre, Cardiff.



### Music

*Oni flagura ni ffrwytha*

*Mighty oaks from little acorns grow*

The school, whenever possible, gives pupils the opportunity to participate in the choir and instrumentalists are encouraged to attend the County Orchestra.

Over the years the school has been proud of its musical tradition. The school is only too pleased to be involved in community activities and pupils are invited regularly to appear at local functions.

### Sports Clubs

Children at Ysgol Sant Elfod are encouraged to enjoy physical education and also develop confidence and skill. We offer children the opportunity of pursuing their interests in various activities through after school clubs e.g. football, athletics, running club, netball, rugby, Dragon Sports.

### Other Clubs

There may be opportunities to attend other clubs for periods during the year. These may include art club, coding club, origami club, gardening club, etc. You will be provided with regular updates as to the clubs that are open to your child.

**Please note that arrangements to collect pupils must be the responsibility of parents and not that of the volunteer staff. Parents are asked to meet children at the front door only in order to avoid misunderstandings of where they are being met.**

## PARENT TEACHER ASSOCIATION

All parents/guardians are automatically members of the association. Meetings are normally held at the school and the programme is varied, having included talks on educational matters, concerts and social functions. Fund-raising events are organised and the association has already made substantial contributions to the school.

There are parent/guardian representatives on the committee together with representatives from the school staff. The very existence of this association indicates a healthy partnership between the parents, teachers and the community. We do ask for your full support in all our activities - **they are for the benefit of your child.**

We urge all parents to take an active role in the association either on the committee or as an occasional helper at any of the events. Details of meetings and events are given to the pupils at the school and publicised in the weekly newsletter.



Many fundraising events are held throughout the year including pupil discos, Christmas Fair, cake days and the Summer Fete. All funds raised are used to provide equipment for the school and pupils.

We are very grateful to all the members of the PTA and hope you will support.

### SCHOOL HOLIDAY DATES 2019 – 2021 / GWYLIAU YSGOL 2019 – 2021

<i>AUTUMN</i>	<i>2019-2020</i>	<i>2020-2021</i>
<i>Staff Training Days</i>	2/9/19 & 27/9/19	1/9/20
Pupils Term start	3/9/19	2/9/20
<i>Staff Training day</i>	7/10/19	5/10/20
Half term close	25/10/19	23/10/20
Half term open	4/11/19	2/11/20
End of term	20/12/19	18/12/20
<i>SPRING</i>		
<i>Staff Training Day</i>		4/1/21
Pupils Term start	6/1/20	5/1/21
Half term close	14/2/20	12/2/21
Half term open	24/2/20	22/2/21
End of term	3/4/20	26/3/21
<i>SUMMER</i>		
<i>Staff training day</i>	20/4/20	12/4/21
Pupils Term start	21/4/20	13/4/21
May Day	4/5/20	3/5/21
Half term close	22/5/20	28/5/21
Half term open	1/6/20	7/6/21
<i>Staff training day</i>	20/7/20	20/7/21
Pupils End of term	17/7/20	17/7/21

Holiday dates/Staff Training Days are liable to change but parents will be informed as soon as possible.

## Conclusion

This prospectus relates to the school year 2018-2019. The details are correct at the time of publication, but there may be some changes affecting the particulars before the start of or during the academic year.

We look forward to working in partnership with you to make your child's time with us happy and fruitful in every way.

Summer 2019

## **SOME REMINDERS FOR YOU**

- The school day starts at 8.55am and ends at 3.10pm when the classes are dismissed. The entrance and exit for pupils is through the gate at the corner of the field. Children are supervised on the yard from 8.45am and doors are open from 8.50am.
- Don't forget pencils, pens, pencil cases and PE kits. Put names on all property please, especially sweatshirts.
- Don't forget to label any money sent in to school. Dinner money (£2.50 per day, £12.50 per week) must be paid in advance for the week please and arrears **will not** be allowed beyond one week.
- Fruit or vegetables and water only are to be consumed at breaktime. Fruit is available from the fruit trolley for 20p a piece. Water is freely available all day.
- Please remember that you should not drive onto the school campus.
- If you have any queries, please contact the school office.
- Most messages can be passed on to a teacher via the office staff or in the home/school diary. However, if you wish to see your child's teacher, please make an appointment through the office.
- Visitors to the school **must** only enter via the office so that we know who is on school property.
- You will be informed in writing when the after school clubs are starting. After school clubs take place every week unless you are informed otherwise. Please ensure that you meet your child at the main entrance.
- Please remember to telephone the school on the first day of absence - very important so that we know your child is safe. (01745 832007)



- So that we can make final arrangements, we must have trip letters, Form Bs and any other forms etc, with deadlines dates on, returned by the date stated and no later. **We cannot accept forms on the day of the trip.**
- You will be informed of any additional school closure dates on the newsletter, Twitter or Facebook.
- **DON'T FORGET TO LOOK OUT FOR THE NEWSLETTER EVERY FRIDAY.**
- Further information about the school and the weekly newsletter is on the school website - [www.ysgolsantelfod.co.uk](http://www.ysgolsantelfod.co.uk)
- Information regarding activities and events are also shared on twitter, Instagram and Facebook.