

Ysgol y Llan Whitford



*Growing and Learning Together through Faith,
Friends and Fun*

*Tyfu a Dysgu Gyda'n Gilydd trwy Ffydd,
Ffrindiau a Hwyl*

Prospectus 2024 - 2025

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Welcome

*Growing and Learning Together through Faith, Friends and Fun
Tyfu a Dysgu Gyda'n Gilydd trwy Ffydd, Ffrindiau a Hwyl*

A very warm welcome is extended to you from all of us at Ysgol y Llan, Whitford.

Ysgol y Llan has approximately 68 pupils on roll with an additional 6 in Nursery. We are a mixed, English-medium primary school situated in the village of Whitford. Ysgol y Llan is a Church in Wales Voluntary Aided school, commanding spectacular views over the River Dee, the Wirral and beyond. We are a popular, over subscribed school, proud of our achievements and with a strong reputation in the local community.

The Governors and Staff of the school confirm the purpose of the school.

"Our aim is to provide a happy and secure environment and offer each pupil a broad education encompassing all areas of the National Curriculum and to develop individual skills and talents so that every child may achieve the best of which he/she is capable.

As a Church School we foster:

- Individual self esteem*
- Co-operation and partnership*
- Tolerance and respect*

From its first opening in 1740, rebuilding in 1851 and 1926 (following a fire) and remodeling in 2003 the children in Whitford and the surrounding parish have received their education in a small friendly atmosphere which we will continue to foster."

The ethos of our school, as described in our Instrument of Government;

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the Church at Parish and Diocesan levels.

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

School Details

Ysgol Y Llan, Whitford
Church in Wales Voluntary Aided Primary School
Whitford, Holywell, Flintshire, CH8 9AN.

Tel: 01745 560431

Headteacher's E-mail: whhead@hwbcymru.net

Website: www.ysgolyllan.co.uk

Office E-mail: whmail@hwbcymru.net

Twitter: follow @YsgolyLlan

Staff

Headteacher:	Mr Tomas Williams
Deputy Head teacher: (in the absence of the HT)	Mr Steven Thomas
Teachers:	Mr Bryan Griffiths Mr Steven Thomas Miss Rhian Roberts Mrs Catherine Hughes Mrs Claire Duffy
Higher Level TA:	Miss Cathrin Davies
Teaching Assistants:	Mrs Lindsey Graham, Mrs Jacqui Edwards Miss Lydia Owens (Apprentice)
Secretary:	Mrs Jane Jones
Cook:	Mrs Marie Cook
Caretaker:	Mrs Marie Cook
MDSAs:	Miss Lydia Owens Mrs Julia Buck
ASC:	Mrs Karen Morris (Assistant) Mrs Jane Jones (Assistant) Mrs Julia Buck

General Information

Our school uniform:

Pupils of Ysgol y Llan VA Primary School are expected to adhere to the following guidelines regarding school uniform:

Tops: Yellow polo shirts
Navy blue sweatshirt or cardigan with yellow logo
Navy blue fleece (optional)

Trousers/ Navy blue trousers (tailored shorts may be worn during summer)
Skirts/ Navy blue skirt or pinafore dress

Dresses: Navy blue or yellow gingham dresses may be worn in warm weather

Socks: Black, blue or grey socks with trousers
White socks with summer dresses / skirts / pinafore dresses
Plain navy blue, grey or black tights (no patterned tights)

Footwear: Black sensible shoes (no trainers) with a flat heel

PE kit (indoor)

Tops: White t-shirt (plain or logo)
Shorts: Navy shorts.
Footwear: Black pumps or bare feet - all dance and gymnastic activities
Trainers - all other indoor PE activities

PE kit (outdoor)

Tops: White t-shirt (plain or logo)
Sweatshirt or tracksuit top (weather depending)
Shorts: Navy shorts. Jogging trousers / tracksuit bottoms may be worn in cold weather.
Footwear: Trainers

Uniform does not need to have the school logo on it but colour schemes **must** be adhered to.

School uniform can be ordered online or picked up in store

<https://www.monkhouse.com/c/1156/Llan-Whitford>

Swimming

Either a one-piece swimming costume or swimming trunks/shorts (no bikinis or baggy 'surf type' shorts).

Pupils with long hair may wish to consider wearing a swimming cap due to the limited time available for hair drying hair.

Book Bags

Books bags are available to purchase from Monkhouse when your child joins us in Nursery or Reception. Thereafter, they will be available to purchase from our main school uniform supplier.

Ear Piercing

If you are planning to have your child's ears pierced, the ideal time to do so would be at the start of the summer holidays so that by the time school starts in September the earrings can be taken out during the day. If this is not possible, please note that for health and safety reasons your child will be asked to cover their earrings with hypoallergenic tape during PE lessons. Hooped or 'dangly' earrings are not allowed for health and safety reasons - only studs may be worn to school.

School Sessions

Classes 1 and 2 (Nur - Year 3)	8.55a.m. - 11.45 noon 12.45 p.m. - 3.15 p.m.
Class 3 (Year 4 - 6)	8.55 a.m. - 11.45 noon 12.45 p.m. - 3.15 p.m.
Nursery p.m.	12.45 p.m. - 3.15 p.m.
Early Entitlement	1.00p.m. - 3.00p.m.
Break Times	Classes 1 and 2 10.15 a.m. - 10.30 a.m. Class 3 10.30 a.m. - 10.45 a.m. Younger pupils may have additional afternoon breaks when appropriate.

Newsletters

Parents are kept well informed of forthcoming events, meetings, staff changes etc. and school/church/community happenings.

Regular newsletters will be published each month on the school website. Parents will also receive these updates/newsletters via email. The option also exists to have a paper copy of the newsletter on request. Newsletters are available to read online via the school's website (<http://www.ysgollyllan.co.uk>). You can access these via our school twitter feed (@ysgollyllan) or on a smartphone by using our QR reader:



Parents' Evenings

Parents are invited into the school early in the autumn term and again at the end of the spring term to discuss the findings from our assessment procedures. In the summer term parents receive a written report and may come to school to discuss it if they should wish to. If a parent or teacher has a concern we would not normally wait for a parents' evening to raise an issue but find a mutually convenient time to meet.



Governing Body

Name	Authority
Mr Joe Williams (Chair)	Community Governor
Mrs Martina Davies (Vice Chair)	LEA Governor
Rev Kathryn Evans	Foundation ex-officio
Mrs Pam Massey	Foundation
Mrs Rachel Goddard-Jones	Foundation
Dr Kate Meredith	Foundation (Parent)
Miss Natalie Moulton	Parent Governor
Mr Gareth Cust	Foundation (Parent)
Mrs Jacqui Edwards	Foundation Governor
Mr Steven Thomas	Teacher Governor
Mr Tomos Williams	Headteacher
Mrs Vanessa Johnson	Clerk

The Chairperson and the Clerk to the Governing body can be contacted via school.

Please get to know our Governors. The Governors are local people with a shared commitment to the school. They are approachable and ready to listen to needs and concerns of parents. The Governors formally report to parents annually in the autumn term. All parents of children registered in school who receive **full time education** are entitled to receive an annual report. Minutes of non-confidential parts of the Governors' meetings are available from the school office.

Holiday Dates & Staff Training Days

Ysgol y Llan, Whitford SCHOOL TERM DATES & TRAINING DAYS* 2024 - 2025

*Please note that training day dates are provisional.

Autumn Term 2024		
School Closed (Training day)	Monday	2 nd September
School Opens	Tuesday	3 rd September
School Closes (Half term)	Friday	25 th October
School Opens	Monday	4 th November
School Closes	Thursday	19 th December
School Closed (Training day)	Friday	20 th December
Spring Term 2025		
School Closed (CFW Training day)	Monday	6 th January
School Closed (Training day)	Tuesday	7 th January
School Opens	Wednesday	8 th January
School Closes (Half term)	Friday	21 st February
School Opens	Monday	3 rd March
School Closes	Friday	11 th April
Summer Term 2025		
School Closed (Training day)	Monday	28 th April
School Opens	Tuesday	29 th April
School Closed (May Day)	Monday	5 th May
School Closes (Half term)	Friday	23 rd May
School Opens	Monday	2 nd June
School Closes	Friday	18 th July
School Closed (Training day)	Monday	21 st July

Admissions Policy

Admission to our school is the responsibility of the Governing Body. The school will admit children up to our planned 'Admission Number' which is fifteen per academic year. Parents have the right of appeal if they are refused a place at the school. Our oversubscription criteria are set out below - please ask the secretary if you would like a full copy of our Admissions Policy.

Oversubscription Criteria

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend (* see "Definitions" section of the policy).
- c) Pupils who live in the Mission Area of Estuary and Mountain Mission Area and for whom this is the nearest suitable Church in Wales school to their home address. (* see "Definitions" section of the policy)
- d) Pupils whose parents (* see "Definitions" section of the policy) attend St. Mary's & St. Beuno's Church, Whitford.
- e) Pupils whose parents (* see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (* see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (* see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

*For clarification of definitions, please request a copy of the admissions policy from the school office.

If parents, or those with parental responsibility wish to have their child's application considered under **criteria d to g**, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to The Governing body at Ysgol y Llan no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles.

As in all Flintshire schools, children who have attended our nursery class will not have an automatic right of admission to full time education at our school.

Please note: Transport is only provided by Flintshire LA for pupils who live 2 miles from the nearest school, or nearest Voluntary Aided or Welsh Medium School.

If the total number of applications is fewer than or equal to the number of places available, all applicants will be admitted. However, if the number of applications to Ysgol y Llan is greater than the number of places available, the information you provide and the oversubscription criteria will be used to rank your child's priority for a place.

Enrolment/transfer

Enrolment into the reception or nursery class takes place in the spring term (for the following September). Application forms are available from the school office. Some pupils may be eligible for an 'Early Entitlement' place. These places are offered to pupils who reach their 3rd birthday by the end of the autumn term (to start the following January) or by the end of the spring term (to start after Easter). Please ask for more details if your child's birthday falls between September 1st and March 31st. A maximum of fifteen places are normally allocated each year.

A transfer from another school can take place at any time of the year provided there is a place available in that year group. A mid-phase transfer form will need to be completed and returned to the Local Authority before a pupil starts at Ysgol y Llan.





Curriculum

General

Teachers plan their work based on the Curriculum for Wales. The Curriculum for Wales covers 6 Areas of Learning and Experience (AOLEs) with 3 Cross-curriculum responsibilities.

SIX AREAS OF LEARNING & EXPERIENCE (AOLEs)

- Expressive Arts
 - (includes music & art)
- Health & Wellbeing
 - (includes Religion, Value & Ethics, Personal & Social Development, and Physical Education)
- Humanities
 - (includes History & Geography)
- Language, Literacy & Communication
 - (includes Welsh)
- Mathematics & Numeracy
- Science & Technology
 - (includes DT & Technology)

The Curriculum for Wales aims to help each school develop its own curriculum, enabling their learners to develop towards the **four purposes** of the curriculum. These four purposes are the shared vision and aspiration for every child and young person in Wales.

THE FOUR PURPOSES

The purpose of a curriculum is to enable learners to develop as:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Three Cross-curricular Responsibilities/Skills

- Literacy
- Numeracy

- Digital Competency

The mandatory **cross-curricular skills of literacy, numeracy and digital competence** are essential to all learning and the ability to unlock knowledge. They enable learners to access the breadth of a school's curriculum and the wealth of opportunities it offers, equipping them with the lifelong skills to realise the four purposes. These are skills that can be transferred to the world of work, enabling learners to adapt and thrive in the modern world. Learners need to be adaptable, capable of learning new skills throughout life and equipped to cope with new life scenarios.

Learners will be given opportunities across the curriculum to:

- develop listening, reading, speaking and writing skills
- be able to use numbers and solve problems in real-life situations

be confident users of a range of technologies to help them function and communicate effectively and make sense of the world.

Welsh

Welsh is taught as a second language at Ysgol y Llan. We use incidental Welsh with all age groups, and our aim is to encourage the children to use as much Welsh as possible, at various levels, in the daily life of the school. We aim to foster an appreciation of Welsh language, history and culture. Our schemes of work are planned with due regard to the requirements of the 'Cwricwlwm Cymreig'. Pupils have the opportunity to become members of the Urdd and to compete in a wide range of cultural and sporting competitions organised by the Urdd.

Ysgol y Llan was the first school in Flintshire & Wrexham to achieve the Bronze and silver Awards for 'Cymraeg Campus' and we were the first school in North Wales to achieve the Aur/Gold Award.

R.V.E. & Collective Worship

RVE is also taught across the school

The pattern of collective worship is as follows: -



Monday - class based collective worship

Tuesday - whole school collective worship in St. Beuno & St. Mary's Church, Whitford, led by the local Reverend

Wednesday - whole school collective worship in school, following Christian Values

Thursday - whole school collective worship in school, following Welsh theme

Friday - whole school afternoon session to enable children to rejoice, reflect, sing and pray.

Ysgol y Llan is a Voluntary Aided School, and therefore our R.V.E. scheme of work is based on the local agreed Education Syllabus for Primary Schools. We hope that every child is able to benefit from joining in with our school community by taking part in collective worship. Every day the whole school comes together to reflect, sing, pray and learn about our common Christian values. Once a week the whole school crosses the road to our local Church to attend a short service. This is conducted by the local Reverend, and on occasion by our Bishop's Visitor or another visitor. Each class has daily prayer and weekly R.V.E. lessons. Every year confirmation classes are held for year 6 pupils. This has become an important 'rite of passage' for the older children in our school. Following confirmation, the children are able to fully participate in the Eucharist. The school supports the local Church at key events during the year, and everyone is invited to our Family Eucharist Service which is held on the first Sunday of each month at 11.00a.m.

P.E. and School Sport

Pupils cover Physical Education within Health and wellbeing. This includes swimming units of work in Key Stage 2. Outdoor and adventurous activities are offered during residential visits in upper KS2. Sports' Day is held annually during the summer term and parents/grandparents are invited to attend (unfortunately if the event is cancelled due to weather, then the event will be rearranged behind closed doors i.e. not open to parents).

Health, wellbeing and fitness are considered vitally important at Ysgol y Llan. We encourage all pupils to participate in sporting activities and to derive enjoyment from such activities. Regular sporting fixtures against local schools are arranged to give pupils experience of competitive sport. The main competitions that we regularly participate in include football, netball, dodgeball, tennis, swimming, athletics and rounders. In addition to these events, we also aim to organise a wide range of extra-curricular activities where possible.

Assessment and Progression

In addition to the Welsh National Tests, we formally assess pupils twice a year during our **assessment/profile week**. During this week we collect a body of evidence that demonstrates the progress made by the children. This evidence includes spelling, reading and maths tests. Together with other teacher-based assessments, this body of evidence goes on record and follows them through the school. Before parents' evening, each class teacher will have a discussion with pupils regarding their

strengths and areas for development, with an agreed target/plan for further development. During parents' evenings the progress made by individual pupils is discussed with the child's class teacher.

Additional Learning Needs (including More Able and Talented)

In line with our desire to serve the community by providing an education of the highest quality for pupils of all abilities within the context of Christian belief and practice, we take great care to identify any pupil who may have additional needs. Our Additional Learning Needs Co-ordinator (ALNCo) is Miss Roberts (teacher). At Ysgol y Llan we maintain a register of children with additional learning needs (including MAT). These children are identified through ongoing teacher assessment, and also by analysis of the results from the assessment/profile weeks, which takes place in the autumn and spring term. Children on the register are discussed formally at bi-annual additional learning needs team meetings which monitor progress and decide whether further intervention is necessary. Support and monitoring of children are given through:

- ❑ Discussions with the playgroup leaders and support given at this stage with identified problems.
- ❑ Staff members (currently a Higher-Level Teaching Assistant) withdrawing individuals or small groups to enhance basic skills.
- ❑ Frequently in class, a teaching assistant will work within the mainstream class to support these pupils.
- ❑ Outside professionals from the Learning Support Service or other relevant agencies (e.g. Speech and Language, Occupational Therapist).
- ❑ MAT - regular activities/competitions entered within Flintshire and further afield aimed specifically at those more able and talented
- ❑ MAT - classroom-based challenge appropriate to their needs

Pupils who have a Statement of Special Education Needs receive support as deemed appropriate by the Local Authority, in consultation with the ALNCo and/or the Headteacher.

Extra Curricular Activities

Many extra-curricular activities take place at the school, such as Gardening Club, Netball, Football, multi-sports. Some of these activities are seasonal. We also have an After-School Club (Clwb Ddraig) which provides care for pupils whose parents work and are therefore unable to collect their children at the end of the school day.

Breakfast Club

Ysgol y Llan also participates in the Welsh Assembly's Free Breakfast Initiative and also has a paid service for those who have work commitments. The cost of the childcare service between 8.00am and 8.30am is £2.50 per day and the free breakfast club will be available from 8.30am onwards.

Healthy Schools

Ysgol y Llan is a member of the Welsh Network of Healthy Schools. We have achieved awards for Phases 1, 2, 3, 4 and 5, and are currently working towards the National Quality Award which is the final stage of the scheme. We place great emphasis on the health and well-being of all members of our school community.



Sex and Relationships Education

'Sex and relationships education (SRE) is learning about the emotional, social and physical aspects of growing up; relationships; sex; human sexuality; and sexual health'.

Sex and Relationships Education at Ysgol y Llan aims to equip children and young people with the information, skills and values they need to have safe and enjoyable relationships and to take responsibility for their health and well-being.

Sex and Relationships Education (SRE) will be taught within the context of the Framework for Children' Learning for 3 to 7-year olds, the Personal and Social Education (PSE) Framework for 7 to 19-year-olds as a basis for provision and the Science order.

This work will be led by the class teacher (but sometimes assisted by the school nurse). A copy of the 'Sex and Relationships Education Policy' along with the curriculum details is available from the school office.

Safeguarding and Child Protection (inc. Information Storage and Sharing)

All schools have been made aware of guidelines which clearly set out the procedures to be followed if staff are concerned that a child may have been abused in some way, or if a pupil confides something which causes such concern to a member of staff.

The Headteacher is the designated member of staff with responsibility for Child Protection and has received up to date 'Level 3 Safeguarding. The deputy

headteacher is also trained to the appropriate level and will deputise in the absence of the headteacher. All other staff (teaching and non-teaching) are trained to appropriate levels (from the minimum Level 1 upwards). The school has a link Governor (trained at a minimum of Level 2) with responsibility for Safeguarding. All other members of staff are therefore able to offer support, should the need arise, within a caring, Christian environment.

All staff are aware of the requirement, should it be necessary, to share the information a child discloses with the appropriate agencies. The governing body has adopted the new 'Wales Safeguarding Procedures' (link to WSP below). In addition, a copy of Flintshire guidelines are on display in the staff room. Ysgol y Llan aims to safeguard the confidentiality and integrity of its information and to meet its obligations under the law. We have a secure Safeguarding file which is kept in the office and new information is now collated on a secure/encrypted online portal (CPOMS). All staff have the responsibility of inputting information and alerting the necessary senior staff. Only the designated senior staff have access to every child's record.

<https://safeguarding.wales/>

Looked after Children

The Headteacher is the designated member of staff at Ysgol y Llan with responsibility for promoting and monitoring the progress of our Looked After Children. It is our aim at Ysgol y Llan to provide a safe and secure environment, which values education and believes in the abilities and potential of all children.

We ensure that all staff, both teaching and non-teaching, understand the difficulties and educational disadvantage faced by Looked After Children and understand the need for positive systems of support to overcome them. School staff will meet with appropriate LA officers to write and monitor the children's progress through the Personal Educational Plans that are agreed in school.

Attendance Information

We use an electronic registration system (SIMS). The school day starts at 8.55 a.m. and parents are reminded of the need for punctuality. Pupils should arrive in good time and ready for the school day to begin.

Parents of pupils who arrive late will be asked to sign the child in late using our online Entrysign system. Pupils with a high rate of absence (without a valid reason) or persistent late-comers may receive a visit from the Education Welfare Officer linked to the school. The Governors and staff of the school firmly believe that prompt and

regular attendance is in the child's own interest. Only through regular attendance will a child be able to participate fully in school activities and achieve their very best.

If your child has been absent for any reason it is essential that he/she brings a written explanation to school. A phone call email or verbal message from a parent is acceptable in place of a letter. To ensure a greater degree of security for your child, we ask parents to ring the school before 8.55 a.m. on the first day of absence.

Following Government legislation, the school is obliged to differentiate between AUTHORISED and UNAUTHORISED absences. An unauthorised absence has to be recorded if no letter of explanation (or verbal/phone message - see above) following an absence is received.

We strongly recommend that holidays are taken during the school holidays as any absences from school during term time will obviously cause problems for individual pupils who have to catch up on missed work when they return to school. Since Autumn 2017, the Governing Body at Ysgol y Llan have decided that holidays taken during term time will not be authorised. Therefore, any holidays taken during term time will be recorded as UNAUTHORISED on the child's register.

Health/Medical Procedures

General

On enrolment at the school parents must inform us of any relevant medical issues the staff need to be aware of. The school keeps a separate medical register. If illnesses develop, such as asthma, it is the responsibility of the parents to inform the school in writing. The school has no access to a child's medical records held at a surgery. Children with medical conditions will also be clearly identifiable (medical board) within the staff room so that all members of staff are informed.

Illness

If a child is ill in school and we feel that they should not remain in school, then the school office will phone the contact numbers provided to arrange for the child to be collected (it is important that all telephone numbers are kept up-to-date). The school secretary and all class teachers have a school register with home and emergency contacts given to us by parents.

Accidents

If a child is involved in an accident in school, we will endeavor to tell parents or grandparents at the end of the school day. If a child is involved in a more serious accident or a bump to the head, we will normally contact home to let parents/guardians know. You may be offered to come and check on the children. This

is not always necessary but is a precaution. Children who do receive a bump to the head will also bring a note home to inform parents. Serious accidents are reported to the local authority.

Medicines

If a child needs to have medicine administered during the course of the school day, parents **MUST** discuss this with the class teacher and complete the necessary 'Administering Medication' form. Details such as dosage (and timings for the medicine to be administered) must be in writing. Under no circumstances will teachers administer medicine which is handed to them by a child with no written instructions. Teachers are not obliged to administer medicine and parents will need to sign to acknowledge this. Please note, we cannot guarantee that medicine will be administered. Although staff will do their utmost to accommodate requests, if medicine is deemed as urgent, then the parent should make the necessary arrangements to administer the medicine themselves.

Asthma Policy

If a child needs an inhaler then it is up to parents to inform school and either send in an inhaler each day or leave one in school at all times. All inhalers must have the child's name upon it. Inhalers have to be handed to the teacher who will keep them together, in a box, in the classroom, out of reach if necessary. This box will follow children to PE lessons, trips etc.

School Nurse

The school nurse and occasionally other health professionals such as dentists visit school to make routine health checks. Arrangements can be made for parents to discuss any anxieties about your child's health. Other specialists can also be called upon should the school need advice e.g. the Hearing or Visually Impaired Services etc.

Safety

An annual 'Risk Assessment' is undertaken by the school governors to ensure the children work and play in a safe environment. The LA regularly has the heating system, PE equipment etc. checked and regularly serviced.

Parents/visitor are asked not to drive up the school driveway but to use the available car park or roadside parking. Between 8.40am and 9.00am and 3.00pm - 3.30pm, all vehicular access is banned on the school drive so that pupils can walk safely into school. All visitors are required to sign in to our online digital entry system.

A 'Code of Conduct' for pupils/parents outlining school rules has been agreed. These rules ensure the safety of children whilst in our care, as well as their code of conduct in terms of behaviour.

A full health and safety policy can be obtained from the office.

Charging Policy

The Education Reform Act (Section 110) states that all schools must have a charging policy in place for educational visits outside school and certain functions in school during school hours. As a school we look for opportunities to enrich the curriculum whereby we take children out into the environment or have visitors to school who can provide special expertise. Unfortunately, these often cost money. Parents are not obliged to pay for these visits, but obviously these activities cannot be funded without parental contributions. Contributions are only requested for activities which could not take place without parental support. Older pupils have the opportunity to attend residential courses (e.g. Nant BH), and remission may be available for some pupils for these courses - please ask for details.



School Meals & Healthy Eating

Children can enjoy a hot school dinner cooked on site or bring sandwiches. The cook provides a good healthy selection, taking into consideration any specific dietary needs. Dinner debts should be paid for in advance using our online SchoolComms service.

A balanced diet is essential for the maintenance and protection of health, to ensure full mental and physical potential is reached each day, and to optimise growth and development. Developing a healthy diet and good eating habits early on will lay the foundations for future health.

Snack

For morning break children can bring a healthy snack (vegetable or fruit) and water. The Dental Association blames the eating of sweet products between meals as a substantial cause for the alarming increase in child dental decay. Pupils are allowed a drink of water whenever they want. Children may bring a clearly labelled water bottle to school and this can be filled throughout the day.



Homework

Until the children become independent readers (and for most this will be at some point in upper Key Stage Two), we expect parents to assist their children by regularly listening to them read at home (reading scheme books and a variety of other books). Ideally, children should be heard read or read to on a daily basis and this should always be conducted in a relaxed atmosphere and not for too long a session.

Parents are encouraged to talk to their children or the class teacher to find out what they have been doing in school. Any additional numeracy & literacy support at home will be beneficial to your child's learning and is strongly encouraged. When children move into Key Stage Two, parents are encouraged to also help at home by regularly practicing times tables.

Each class teacher sets other homework as necessary and this may be in the form of termly topic work or in relation to a special event that has taken place. The amount will vary from class to class, depending on age, ability, and also the time of year.

Pupil Voice

Ysgol y Llan places a high emphasis on the 'Rights of a Child' and 'Pupil Voice'. We therefore have a number of separate committees that form one School Parliament. Each committee meets regularly with a designated teacher/staff member and makes decisions on the running of the school. Annually, children can apply, reapply or resign from a committee, giving reasons for their choice. The following committees exist:

- Criw Cymraeg - exploring and developing all aspects of Welsh
- Rota Kids - exploring national & international charities to support
- Eco - exploring and developing sustainability
- Digital Champions - developing digital skills across the school
- Ethos - developing Christian Ethos & Values across the school

Charities

Ysgol y Llan believes in fostering a caring attitude towards less fortunate members of society. Over the years we have supported many charities at a local, national and international level. Charities supported have included the St Kentigerns, MacMillan, Flintshire Food bank, Whitford Church, Children in Need, Comic Relief, Marie Curie, British Legion, Samaritan's Purse and many more. Our active Rotakids committee (run by pupils) are responsible for selecting a charitable cause, communicating this with the wider school community and organising the fund-raising events.



Discipline Policy (brief version)

- ❑ A high standard of behaviour is expected at all times.
- ❑ Children in school have made their own set of rules based on the 'Golden Rules'
- ❑ Ysgol y Llan is a calm and warm environment where children feel welcome and where they can work in a relaxed atmosphere.
- ❑ All children have a right to be happy in school and not feel, or be, threatened.
- ❑ Teaching staff, classroom assistants and midday supervisors may raise their voices briefly to gain children's attention or **rarely** at the point of persistent annoyance by an individual or group of children.
- ❑ When on the school site, parents are expected to support all school rules.
- ❑ Classes have adopted 'Good to be Green' to encourage positive behavior



Rewards

Rewards may again vary depending on the class and the age of the children. It is sometimes necessary and more appealing if points systems are set up by the children. Examples may include: positive praise, Headteacher's Awards, stickers, points charts etc.

Sanctions

Minor Incidents

Staff members will use their discretion when there is a minor issue and may instead give a verbal warning. At this point, a 'Stop & Think' card may be issued.

Stage One

Warning card - the pupil will physically change their green card to the yellow warning card.

Stage Two

If the same child repeats or does something else whilst on a warning card, they will have to change their card for a red consequence card and the following will apply:

- Foundation Phase - lunch time reduced by 5 minutes
- Key Stage Two - lunch time reduced by 10 minutes
- *Times may vary depending on the incident*

If it is a severe incident such as e.g. acts of aggression, harming others etc. then the staff member may issue a straight red card and the teacher/Headteacher will be informed.

Stage Three

Persistent poor behaviour, lack of respect or severe behavior will result in the child being sent to discuss their behaviour with the Headteacher. The Headteacher will determine whether parents should be contacted at this point.

Stage Four

If poor behaviour continues after the above stages, then parents WILL be invited into school to discuss the child's behavior and any issues that may be influencing this type of behaviour.

- Please note, children are encouraged and will always be praised for their **honesty**.

Incident Record

Midday supervisors keep a record of any incidents on the school playground during lunchtime. Any serious incidents will be passed on to the class teacher and/or Headteacher if necessary. The Headteacher will frequently discuss these incidents with the staff. If a serious incident has taken place at any time of day, such as theft, swearing or violence, these are recorded on CPOMS (online safeguarding portal). If an incident is deemed serious, then the parents will be informed.

Break times and lunchtimes

Children may have some of their break time taken away to complete work not done in class time should the class teacher feel it necessary. Parents will only be informed if this occurs more than once in any half term.

Exclusion

The last resort after repeated meetings with parents and the LA.

- Children will always be praised for being **honest**.



Challenging Bullying Policy

Running parallel with our desire to help each child make steady academic progress at Ysgol y Llan, we strongly promote the development of Christian values. Each half term we have a different value as a whole-school focus (e.g. forgiveness, trust, honesty). In this way we aim to prevent bullying as far as possible, and to deal fairly and promptly with any issues which may arise. We speak to the children frequently about the strategies they should use if they feel they are being bullied, and we take part in national Anti-bullying Week each year. We have a challenging policy (available upon request) which outlines our approach in more detail.

Complaints Procedure

Should a parent have a concern then there is a proper route to seek advice. A copy of the Complaints Policy can be requested at any time from the school office.

Should there be any concerns:

- ❑ In the first instance seek to resolve the issue informally with the class teacher.
- ❑ If the matter is not resolved seek advice from the Headteacher.
- ❑ If you are still not satisfied then you may complain formally in writing to the Headteacher.
- ❑ If the concern is still evident or the complaint is about the Headteacher, then the next step is to write to the Chair of Governors.
- ❑ If you are not satisfied with the Chair of Governors' report then your complaint may be referred to the Complaints Committee of the Governing Body.
- ❑ If a concern is still not resolved then the LA can be asked to investigate.
- ❑ The Welsh Assembly is the last resort for any settlement.

Please DO NOT:

- ❑ Approach a governor directly over an issue. It must be dealt with in the appropriate manner.
- ❑ Complain to a staff member about another member of staff.
- ❑ Take to social media to express your concerns.

*Should there be a complaint regarding admissions into Reception or any year above, then advice should be sought from the Headteacher and Chair of the Governing Body. The Admissions Policy is available on request and this signposts what you can do if you wish to appeal a decision. There is no appeals procedure for Nursery age pupils.

Equality, Documentation and Safety

Equal Opportunities

Ysgol y Llan strives to offer equal opportunities for all pupils and staff. Our aim is to ensure that an inclusive ethos is established and maintained in all aspects of school life. A copy of the Equal Opportunities policy is available from the school office on request.

Disability Discrimination Policy (including Accessibility)

It is the policy of Ysgol y Llan not to discriminate against people with disabilities in any aspect of the school life or activities. 'People with disabilities' is recognised by Ysgol y Llan as an acceptable term to describe people who have a physical or mental impairment which has an effect which is substantial, adverse and long term on their ability to carry out normal day to day activities.

Ysgol y Llan recognises that, whatever the disability, each person is an individual and should be treated as such.

Ysgol y Llan is committed to making reasonable adjustments to ensure as far as practicable:

- equality of access for people with disabilities to participate in the full life of school
- promotion of an understanding of disability as an equality issue both within school and in the wider community
- equality of access to employment by the Representative Body and other employers or agencies within Ysgol y Llan

Ysgol y Llan will, as far as it is reasonable to do so:

- act positively to redress the inequalities faced by people with disabilities
- accord high priority to the promotion of disability equality in all relevant policy considerations including the allocation of resources
- seek to counteract the effects of discrimination faced by people with disabilities through the language and images it uses
- keep practices, policies and procedures under review to ensure that people with disabilities are not treated less favourably because of their disability

Ysgol y Llan aims through its network of institutions to provide equality of access to all aspects of school life by:

- seeking to ensure the people with disabilities have rights of access both physically and through information about its activities to all aspects of school life
- establishing and maintaining access so as to ensure that people are not discriminated against by reason of their impairment
- developing and supporting aspects of Church life that promote the integration of people with disabilities
- supporting and encouraging initiatives which are set up and run by people with disabilities and which promote equality
- seeking the participation of people with disabilities and their representative organisations in developing access opportunities to all aspects of school life
- ensuring that the needs of people with disabilities are understood and translated into policy and decision-making areas of the school

Facilities

Ysgol y Llan is set in spacious grounds and we have a secure outdoor learning area which is used daily by our younger pupils. All children have access to a large playground and extensive playing fields.

The school has a large hall and stage. Food is delivered from a central kitchen and is served from our kitchen. Our classrooms are generously sized and are light and airy.

Our toilet facilities are adequate for the number of pupils in our school

They comprise of:

- 2 toilets for Early Years Children (boys and girls)
- 3 toilets for girls
- 2 toilets for boys (including a urinal adequate for 3 pupils)
- 1 newly built accessible toilet (wheelchair access and changing facilities)

Hand washing facilities are available with each block of toilets. There is also a small changing area for boys and one for girls.

Since March 2024, the school is fortunate enough to have a state of the art, purpose built childcare facility on site, currently occupied by Whitford Playgroup.

Access

Ysgol y Llan promotes accessibility to the built environment. The school is equipped to cater for pupils in wheelchairs as there are two stair lifts and a toilet suitable for the physically disabled is available.

Should the school undergo further remodeling, accessibility for the disabled will be a priority.

When the need arises, we will ensure access to information and communication through effective use of appropriate aids which may include language, Braille, interpretation for hearing impaired people, using sign language, loop systems, technology such as E-mail and Internet.

Responsibility

Ysgol y Llan will encourage:

- all staff, employers and others acting on its behalf to work towards the elimination of practices and attitudes which may be considered discriminatory
- regular review of practices, policies and procedures for implementing the requirements of the Disability Discrimination Act and the policy of Whitford School

School Documentation

Parents have access to most school documentation. Copies of essential documentation can be requested from the school office provided plenty of notice is given to arrange photocopying. Some documents are also available on the school website. Non-confidential Governor minutes (Part A Minutes) are available from the Clerk of the Governing Body.

Security at Ysgol y Llan

- A video entry system has been installed on the main entrance doors. This enables the secretary, Headteacher or other staff to check who is at the door before they are allowed access.
- A buzzer system has been installed on the side door which alerts staff should a child try to open it. This also discourages parents, workmen and other visitors from exiting the building through the side door.
- Other doors (e.g. fire exits, doors onto the playground) can only be opened from inside.
- There is a digital Entrysign system in the foyer and all visitors must sign in.
- Visitors to the school must wear visitor badges whilst inside or around the school premises.
- Keys are kept in a locked cabinet.
- The school gates are closed (most locked) during school hours.
- A CCTV system has been installed around the school premises (summer 2017).

General Data Protection Regulation (GDPR)

In line with GDPR, we may receive, hold or share (only the minimum personal information will be shared) information about you or your child/ren. Please see Ysgol y Llan and Welsh Government Privacy Notices for more information.

How we use your information

Where necessary we use personal information to

- Provide education and support services
- Administration
- Maintain our accounts and records
- Carry out Fundraising
- Fundraising
- CCTV to monitor visual images for security (prevention & detection of crime)

We collect and use the following types of information

- Name & personal details including contact details
- Family & life style
- Financial Details
- Student records
- members of school boards
- Visual images, personal appearance and behaviour

We may also collect and use the following special category information

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership
- 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