

# **YSGOL PENTRAETH** **HANDBOOK**

## **SCHOOL NAME AND ADDRESS:**

Ysgol Gymunedol Pentraeth

Pentraeth

Ynys Môn.

LL75 8UP

*Phone Number:* 01248 450315

*Email:* [pennaeth.pentraeth@ynysmon.gov.uk](mailto:pennaeth.pentraeth@ynysmon.gov.uk)

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## **STATEMENT OF YSGOL GYMUNED** **PENTRAETH'S AIM**

“Ensuring bilingual education of the highest possible standard, Education which will enable each child to have a well-rounded personality and to have the opportunity to develop and to practice each talent. This Education will be provided for each child at the school, according to age, ability and interest. The Education will be adjusted to be a full member of a bilingual society.”

*Reviewed July 2018*

## **WELCOME TO YSGOL PENTRAETH**

**Pennaeth Miss Lynne Jones**

In presenting this “Information for Parents” handbook, we would love to extend a warm welcome to your child to Ysgol Gymuned Pentraeth. Our aim at Ysgol Gymunedol Pentraeth is to create a safe, happy and loving environment for each child who is a pupil here. Our hope is to prepare relevant and memorable experiences for the children so that they enjoy the present and concurrently develop as balanced and independent individuals, and kind and responsible citizens.

We place emphasis on developing the children’s social skills and guide them to form relationships with other children and adults and to be sensitive to the feelings and needs of others.

The teachers will ensure that the children progress according to their ability in order to reach their full potential. We work hard to ensure that each child feels good about themselves and reaches a high level of self-respect. If you feel successful, then you will succeed.

We feel that your part in the process is essential and we take every opportunity to provide you with information in regards to the means of which we work with your child. We are eager to receive parent’s contribution on all levels. If you wish to contribute your time, a warm welcome is extended to you at the school.

Childhood is a very special time and no second chance is given. You can rely on us to make this time as happy and as productive as possible for your child.

Naturally, the details in this handbook could change, which could affect arrangements during the year.

Yours sincerely

*Lynne Jones*

Lynne Jones

## **TYPE OF SCHOOL**

Ysgol Gymuned Pentraeth is a County Primary School (Nursery, Foundation Phase and Key Stage 2).

It is a daily, Welsh medium, co-educational school. 111 pupils attend this school.

## **THE SCHOOL SITE**

The school is located in the middle of Pentraeth village on Anglesey. There is a school garden, a closed play area for the Nursery/Reception children and a small yard and wide playing field for the rest of the school.

## **TRAVEL AND PARKING**

The school encourages parents to walk or to share cars when taking their children to school.

There is a specific car park for Anglesey County Council staff, namely the school staff and official visitors. You should drive carefully and cautiously by the school site at all times. We ask for everyone's co-operation, for the children's safety.

## **HEALTH AND SAFETY**

All possible care is taken of the children's safety whilst they are at school. If a child is sick or in an accident, the parents will be contacted, and if required the child will be taken to Ysbyty Gwynedd or the emergency services will be contacted.

Only in special cases is medication given to children – which will only be done following written instruction by a parent.

Children aren't permitted to leave school early without consent. If there are changes to the means of which a child goes home, parents are asked to inform the Headteacher or the child's teacher prior to those changes.

The school consistently inspects the health and safety arrangements for the pupils and staff.

Each visitor must sign the visitors book by the main entrance and must wear a visitors badge before being given access to the rest of the school. The school has a bugler alarm system which is connected to the police station, and 'fire drills' are conducted each term.

## **TOILET FACILITIES**

The toilet facilities which are available to the pupils satisfy the HSE's Health and Safety requirements. The toilets are examined and cleaned daily using cleaning chemicals recommended by the County Council.

## **YSGOL GYMUNED PENTRAETH ADMISSIONS POLICY**

Each school has an admissions number. This school's number is 17. There is no automatic transfer from Nursery to Reception, and since the Admissions Authority is the Anglesey Education Authority, the Authority will consider the applications. In the case that more parents choose to bring their children here than there are spaces, applications are considered in accordance with the following criteria, listed in priority order:

- The number of children that can be admitted to the school (i.e. admissions number for each school year);
- The geographical area usually serviced by the school (i.e. defined catchment area)
- Whether a prospective pupil has a brother or sister at the school. Information is available on Anglesey Council's website, [www.anglesey.gov.uk](http://www.anglesey.gov.uk)

### **CHILD ADMISSION**

Children are admitted to the Nursery Unit part-time in the September following their third birthday.

During the Summer term, parents of new pupils are invited to the school to speak with the Headteacher and the nursery class staff in order to share information regarding the children starting in the following September.

Towards the end of the term, the children are invited to the school for one morning every week for a period of 6 weeks to familiarize themselves with their new environment. Pentraeth Playgroup is located in the school building for 4 mornings each week (Mon-Thurs). We collaborate closely with the Playgroup during the transfer period. The Playgroup staff will move with the children during the transfer periods. We feel that this lessens their worries and helps them look forward to the start of their full career.

#### **Time at the school**

An invitation is extended to parents to meet with the nursery class staff during the Summer term before their children start at the school in order for the children to adjust to the Nursery Unit, the location of the toilets, play area etc., and to meet the Teachers and the Headteacher.

## SCHOOL ATTENDANCE

Regular attendance at the school is essential if the children are to make the best possible progress. The school must provide an explanation for each case of absence and decide whether it is “authorized absence” (e.g. sickness) or “unauthorized absence” (e.g. going shopping). We ask parents to inform us when the child is/was absent or late arriving the school, either via letter/phone call/text message/personal visit. An explanation from the child alone is insufficient. If no explanation is received, the school will contact the home to question the case and if no response is received then the absence will be listed as “unauthorized”. The attendance of each child is regularly monitored by the Headteacher. In cases of consistent absences, or clear patterns of late arrival to the school, the Headteacher will contact the parents, and if no satisfactory explanation is received, the case will have to be referred to the attention of the Education Welfare Service.

Parents who intend on arranging holidays during the school term should apply for consent with an appropriate form **beforehand**. Usually, the school cannot authorize absence for the purpose of holidays for more than **10 days** during the academic year. Parents are encouraged not to remove their children from school unless it is utterly necessary. **The school will look at the child’s attendance level before agreeing to authorize holidays during the school term.**

The attendance of a child/children will be reported to the parents at the end of each term. An attendance of 95% is considered as good. Attendance of less than 92% is unsatisfactory. The school’s attendance statistics for the year prior are issued at the start of the Autumn Term as part of the Annual Governors’ Report to Parents.

## CONTACT WITH THE HOME

Each school requires parent support. We therefore encourage you to take interest in your children’s education and to be of daily support to the school and its public activities. We ask parents and children, alongside the Headteacher, to sign a School Home Agreement which notes the duties and responsibilities of the school, the parents and of the child to ensure the best possible education, fair play and opportunity for each child to succeed.

Partnership – School’s Role: The school will ensure that: \*Parents are provided with advice and guidance in regards to the children’s development. \*The development of each child is monitored and discussed with the parents during parents evening meetings and in an annual written report. \*Parents receive information regarding any difficulties or problems that are highlighted, or impair a child’s educational development. \*The school ethos and environment promotes children’s ability to reach their potential. \*Regular information regarding school activities is shared with parents. \*A behaviour code and a caring environment is established. \*Study Programmes match the National Curriculum requirements and are suitable for the age, tendencies and ability of each child.

Partnership – Parents’ Role: We hope that parents will support us by: \*Understanding your child’s needs whilst at school. \*Being prepared to communicate with the school and to attend regular parents evenings. \*Taking interest in your child’s work and supporting their studies. \*Sharing concerns regarding your child’s education, health and behaviour. \*Supporting the school’s behaviour code. There might be times where you will need to contact us to discuss a child – ‘we are always glad to receive a phone call or a letter to arrange an appointment as soon as possible.

## **BREAKFAST CLUB AND BABYSITTING CLUB**

The school now provides a Babysitting Club for children from 8am until 8.25am for £1 per child per day. The school also offers a free Breakfast Club for the school's children between 8.25am and 8.50am. A healthy breakfast is offered to the children in accordance with the Welsh Government's statutory regulations, 'Healthy Eating in Schools'. If you wish for your child to benefit from these clubs, we ask you to fill in the registration forms available from the school.

## **SCHOOL MEAL SERVICES**

Caterlink Catering Service is responsible for the midday lunch. A copy of the menu is available for parents. A week's notice is required when changing from lunch to sandwiches or vice versa. Lunch money is accepted through School Gateway, i.e. online payments by using the 'Gateway' app. Contact the office for further information.

Some families are entitled to apply for free school meals for their children. The appropriate forms are available at the school or at the Education Department.

## **HEALTHY PACKED LUNCHES**

Some parents decide to provide their children with packed lunches rather than school meals. We as a school encourage you to consider the packed lunch you provide for your child. We believe in educating the children from a young age in regards to healthy eating. We ask for your co-operation in ensuring that the packed lunch contents comply with 'Appetite for Life' guideline's recommendations.

## **SNACKS, WATER AND MILK**

In accordance with the Welsh Government's statutory document 'Appetite for Life', children are only permitted to bring fruit and water to the school. A water fountain is located at the school for the children's free use. The children are encouraged to drink plenty of water during the day, and to bring their own water bottle.

A cafe is available at the Nursery and Reception classes. You can pay for fruit every week or every day. Free milk is offered to children aged 3 to 7.

## **UNIFORM**

The school has an official school uniform which isn't compulsory, but we feel that school uniform leads to nurturing pride in the school and a feeling of belonging to it, therefore we hope that you as parents will be prepared to support the school's official uniform:

White polo shirt

Purple jumper / sweatshirt

Black trousers / black skirt (no 'leggings')

Tie

**The school jumper and tie can be bought from Siop Brodwaith, Llangefni or from Orchid Fashion, Bangor.**

## **Jewellery**

For safety reasons, jewellery isn't permitted at the school except for a plain watch and ear studs.

**Shoes**

Children should wear plain black shoes or trainers. High heel shoes can be dangerous therefore they shouldn't be worn to school.

**Socks** – black knee in the winter and short white in the summer

**Toys**

Children aren't permitted to bring toys to school.

**Hair**

Pupils are expected to wear their hair neatly and to avoid wearing 'patterns' or inappropriate hair shapes to school.

**Names on Clothes**

Clothes get lost from time to time. We ask you to secure a name label on all articles of clothing, including coats and Physical Education clothes.

**Physical Education Clothes**

Children are expected to change to suitable clothing for Physical Education and back to their normal clothing at the end of the lesson. Your child will require a white t-shirt and a plain short black trouser or legging. The children will also require Physical Education shoes (black pumps or trainers).

**TEACHING AND LEARNING****TEACHERS AND STAFF**

Each school's main resource is its teachers and assistants and their abilities to create and maintain a happy relationship with the children. We are fortunate to have staff who place emphasis on the quality of the relationship between a teacher and pupil in order to promote the child's academic and personal development. We believe that the teacher who succeeds is the teacher who gets to know their pupils as individuals, are aware of their lives outside of the school and are always prepared to respect and honour their experiences, and the efforts made to agree with them. The staff of this school promote the lives of pupils as individuals.

**TEACHING AND LEARNING ORGANISATION**

Within the classroom, the work is organised by the teacher. There are 4 full time classes at the school. These classes are arranged according to their age.

Children are transferred from the Foundation Phase classes to the Key Stage 2 Department when they're 7 years old.

**SCHOOL CURRICULUM**

A balanced and wide curriculum is introduced which involves the child's spiritual, moral, mindful, social, physical and emotional development. This is mainly done using the thematic method.

**USE OF THE WELSH LANGUAGE**

The Welsh language is the main medium of life and work at the Nursery Unit and in the Foundation Phase so that the children are given a firm foundation in the language. Many children that start with us at Nursery are taught Welsh by staff who are sensitive to the children's needs. They are taught by singing nursery rhymes, repeating patterns and through playing. By the end of the Nursery class, most children can use simple phrases.

English is formally introduced in the Summer Term of Year 2 in order to ensure that children are bilingual by the end of their time at this school at 11 years old.

During their journey from Year 3 to Year 6, the children are taught through the medium of Welsh and English. The Welsh/English ratio of lessons are decided upon to respond to the linguistic requirements of specific classes, in order to ensure that each child is as confident and able in both languages by the time they reach the end of their time at the school.

Children starting in year 3 or above who are new to the Welsh language are invited to attend a Language Unit for a term where they are immersed in the Welsh language. This enables them to integrate into school life alongside the local community.

Children at Ysgol Gymunedol Pentraeth are assessed in their Welsh language abilities as a First Language in accordance with the Local Authority's language policy. The children are assessed at the end of the Foundation Phase and again at the end of Key Stage 2. In some extreme circumstances, some children are assessed through the medium of English. This depends on the time spent learning Welsh by the child.

Before Year 6 pupils transfer to Ysgol Gyfun, a meeting is held between the Head of Year 7 and the teachers of this school to discuss the linguistic abilities of the pupils and to decide what class would be best for each child. We as a school take pride in having the opportunity to contribute to the wealth of culture through the medium of two languages.

This school has adopted and implements the Anglesey Language Charter guidelines (financial award). Each school on the island is required to adopt it in order to promote use of the Welsh language amongst the children and young people of Anglesey.

## **FOUNDATION PHASE (AGE 5-7)**

The seven Foundation Phase curriculum areas are followed with pupils aged 3 to 7.

- Personal and Social Development, Well-being and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

## **KS2 (AGE 7-11)**

The 2008 Curriculum is followed

Core Subjects – Welsh, English, Maths and Science

Foundation Subjects – History, Geography, Religious Education, Music, Art, Information Technology, Design and Technology and Physical Education

### **LANGUAGE**

The linguistic development of a child is a foundation to their learning. Emphasis is placed on developing these essential skills via a range of experiences planned to stimulate a sensible, lively and intelligent response in both languages.

### **LISTENING**

Attention is given to developing children's ability to listen effectively in collective situations, group situations and as an individual in order for them to have pleasure, to respond to instruction and to respond creatively and intelligently.



## **SPEAKING**

Emphasis is placed on creating situations where children are given the opportunity to develop their ability to speak clearly, coherently and confidently in the appropriate language for a specific situation, whilst practicing care for accuracy.

## **READING**

This school places emphasis on nurturing children as readers from the first instance so that they can:

- have pleasure or entertainment;
- deepen their understanding;
- collect information;
- develop their ability to be critical in their reading and to appreciate good books.

## **WRITING**

An opportunity is given to the children to respond in writing to different experiences and situations and to write for different purposes so that they can:

- use writing as a medium to express themselves and to make sense of the world around them;
- use writing to deepen their understanding;
- select and use a writing form which is fit for purpose.

## **MATHEMATICS / NUMERACY**

The school's mathematics framework is based on the National Curriculum study programmes, which detail four areas to the subject:

- Use and adaptation of mathematics;
- Number;
- Shape, Space and Measures;
- Data-handling.

Skills and comprehension are developed through the medium of practical, purposeful work that builds on previous experiences. Consistent opportunities are ensured to practice and confirm the basic processes and skills which are all important if the child is to think clearly with confidence and agility. We also seek to ensure that they see purpose to the skills and processes presented through their adaptation to a "real life" situation at school, at home and in the general society.

Through intentional provision and a sensitive response to the children's work, we hope to nurture a positive attitude towards mathematics as an interesting subject to enjoy. Along the way, children are encouraged to take pride in their work through emphasis on the importance of tidy and organized presentation.

## **INFORMATION TECHNOLOGY AND COMMUNICATION**

We believe that arming our children with the necessary skills for future working life takes key importance. We teach computing / digital technology skills through practical activities across a range of various activities, which contributes to work across the curriculum. Efforts are made by us to raise children's awareness of the potential of computers and Information Technology in the world around us and to handle it confidently and carefully.

## **SCIENCE**

Science touches on all of our lives. We aim towards promoting the child's awareness of their presence in day to day life by studying a range of domestic, industrial and environmental contexts.

The National Curriculum study programmes for Key Stage 2 outline four study areas:

- Scientific Enquiry
- Life processes and living things
- Materials and their characteristics
- Physical processes.

The work is covered in a practical way which invites children to enquire, to experiment, to carefully observe and then to interpret their results.

Science is also a valuable medium for promoting the child's Information Technology, Language and Mathematics development since emphasis is placed on the need to discuss and record information and experiences clearly and orderly.

## **GEOGRAPHY**

Children have a natural interest in the world around them. Through geographical studies, their understanding of physical and human patterns on earth, and of the interrelation between people and each other, countries and each other and people and the environment. By expanding awareness, we also aim to promote the feeling of responsibility on us all for the earth and its people.

## **HISTORY**

We consider studying history, i.e. placing the present in the past's context, as an integral part of well-rounded education. By studying a range of historical evidence (i.e. verbal and written, pictures and photographs, artefacts and relics) the child's knowledge and understanding of the past is developed, and awareness is nurtured of life in different periods and cultures. In walking the path through history, we will seek to make children aware of significant sites and events in the area, on Anglesey and in Wales.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Religious Education has a special contribution to the development of children since it involves personal and moral values and a way of life that is meaningful and purposeful. This school doesn't have a direct or formal link with any religious denomination. Although the curriculum is based on the Christian tradition, other religions are also addressed. Worship is conducted daily and a local rector and representatives from charitable movements are invited to join us occasionally. Special services are arranged to celebrate holidays e.g. Thanksgiving, St David's Day etc.

Parents have a statutory right to exclude their child from Religious Education lessons and from collective worship. We ask you to write a letter to the Headteacher to inform her of your wish.

## **ART**

A wide range of experiences are introduced as part of the Art curriculum, with the aim of nurturing creativity and developing proficiency in experimenting and treating equipment, materials and techniques. Children are given the opportunity to learn about multicultural

artistry in addition to Welsh artistry and to familiarize themselves with art across different stages.

## **DESIGN AND TECHNOLOGY**

We live in an age which is turning more and more into a world of technology and because of this there is a duty on us to contain this in the school curriculum. Opportunities are arranged for children to handle technology in familiar and purposeful situations. Their ability to identify needs and to get to grips with the problem to solve it is developed. They are led through the process of discussing and researching, designing and making and using and evaluating. Thereby, their ability to think reasonably is developed in order for them to make decisions and to act on them.

## **MUSIC**

Music is an integral part of the curriculum and each child is given the opportunity to listen to music, to sing and to create music using a range of instruments. More than anything we hope for everyone to enjoy their musical experiences.

Musical provision can be extended for those who show a special talent by joining the William Mathias Schools Programme, which provides mobile teachers to teach instruments. A fee is charged for the lessons (£50 this year). Currently, the school can arrange lessons for violin, cello, flute, clarinet, guitar, piano and harp. A fee is charged for these lessons and parents are expected to pay this sum. It is a very reasonable sum considering that it includes a tutor and instrument loan. We have established a school orchestra, and many of our pupils are given the opportunity to become members of Anglesey regional orchestras or bands.

The school regularly performs and takes part in a range of competitions at the Urdd Eisteddfod.

## **PHYSICAL EDUCATION / SPORTS**

Physical development is an important part of a child's development. We seek to ensure that our physical education programme offers varied and enjoyable experiences which give all children the opportunity to develop skills and agility. With a hall, yard and field alongside a collection of equipment, the school can arrange a programme which offers gymnastics, dance, sports and athletics. Swimming lessons are also arranged for children from reception class up to Year 6. Children are expected to wear suitable clothing for physical education. In the gymnastics and dancing lessons, the children are encouraged to work barefoot since it provides better sensitivity for their movements. The activities are presented to mixed groups. We seek to nurture healthy attitudes towards competing, as the school offers opportunities for the children to join gymnastics, dance, football and rugby teams.

In addition to this, Year 5 and 6 pupils attend the Conway Outdoor Centre, Llanfairpwll for one session a week over a period of six weeks in the Summer term where a range of activities are organized, including kyaking and climbing.

The school's older children also have the opportunity to join in on games in the Urdd club. The school takes part in a range of tournaments and competitions during the year including friendly games arranged by the Sports Council against other Anglesey schools.

## **PERSONAL AND SOCIAL EDUCATION**

A school cannot avoid its responsibility for its pupils' personal and social development. These elements are manifested in the school's life and work, and through the relationship established between staff and children.

We aim towards nurturing the sense of self-respect and respect towards others. It's important for the child to come to understand how their body works and of the means of which their health and wellbeing can be safeguarded.

They are also led to appreciate the idea of community and of the part they have to play in it.

We emphasise e.g. our responsibility towards our environment.

The school also aims to develop pupils' understanding of enterprise and business skills, e.g. pupils created Christmas objects to make profit.

The school is part of the Anglesey and Gwynedd Eco Schools and Healthy Schools projects and through them we aim to promote all aspects of Personal and Social Education.

<b>FOUNDATION PHASE TIMETABLE</b>							
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>		
9:00 – 9:30	<b>REGISTER AND ASSEMBLY</b>						
9:30 – 10:35	Learning session 1 1 hour 5 min	Learning session 1 1 hour 5 min	Learning session 1 1 hour 5 min	Learning session 1 1 hour 5 min	Assembly until 9:45 but no morning playtime		
10:35 – 10:50	<b>B R E A K</b>						
10:50 – 12:00	Learning session 2 1 hour	Learning session 2 1 hour	Learning session 2 1 hour	Learning session 2 1 hour			
12:00 – 1.05	<b>L U N C H</b>						
1.05 – 2.20	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min		
2:20-2.40	<b>B R E A K</b>						
2:40 – 3:20	Learning session 4 40 min	Learning session 4 40 min	Learning session 4 40 min	Learning session 4 40 min	Learning session 4 40 min		
<b>TEACHING HOUR TOTAL</b>	<b>4 HOURS 15 MIN</b>	<b>4 HOURS 15 MIN</b>	<b>4 HOURS 15 MIN</b>	<b>4 HOURS 15 MIN</b>	<b>4 HOURS 15 MIN</b>	<b>Satisfies requirements</b>	

<b>KS2 TIMETABLE</b>							
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>		
9:00 – 9:30	<b>REGISTER AND ASSEMBLY</b>						
9:30 – 10:35	Learning session 1 1 hour 10 min	Learning session 1 1 hour 10 min	Learning session 1 1 hour 10 min	Learning session 1 1 hour 10 min	Assembly until 9:45 but no morning playtime		
10:35 – 10:50	<b>B R E A K</b>						
10:50 – 12:00	Learning session 2 1 hour 10 min	Learning session 2 1 hour 10 min	Learning session 2 1 hour 10 min	Learning session 2 1 hour 10 min	Learning session 2 1 hour 10 min		
12:00 – 12.45	<b>L U N C H</b>						
12.45 – 2.10	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min	Learning session 3 1 hour 30 min		
2.10– 2:20	<b>B R E A K</b>						
2:20 – 3:20	Learning session 4 1 hour	Learning session 4 1 hour	Learning session 4 1 hour	Learning session 4 1 hour	Learning session 4 1 hour		
<b>TEACHING HOUR TOTAL</b>	<b>4 HOURS 50 MIN</b>	<b>4 HOURS 50 MIN</b>	<b>4 HOURS 50 MIN</b>	<b>4 HOURS 50 MIN</b>	<b>4 HOURS 50 MIN</b>	<b>Satisfies requirements</b>	

## **ECO SCHOOL**

The school has an Eco School Council which includes children from Year 3 to 6 elected by pupils of the whole school. Their hard work has led to success as the school is now awaiting a gold accreditation. The school's aim is to teach children and to raise their awareness of the need to care for their responsibility in terms of caring for the community.

## **HEALTHY SCHOOL**

In July 2016, the school was awarded for completing the fifth stage in the Gwynedd and Anglesey Healthy Schools Plan and are now working towards the Gold Stage. Teaching the children about healthy living habits is a high priority for the school. The School Council contributes extensively towards the Healthy School plan.

## **SCHOOL COUNCIL**

The School Council was established with the primary aim of giving pupils the opportunity to play a part in decision making at the school. The council members are elected by the school's pupils. A representative from each KS2 year is on the School Council. They meet to discuss matters which are important to the pupils by reporting back to the Headteacher.

## **SEX EDUCATION**

In accordance with the Education Act 1993, the Governing Body of each school is expected to consider whether sex education should be part of the secular curriculum. The school's governors decided that it should be part of the school curriculum. The Body feel as though appropriate and responsible sex education is an important part of the schoolwork in preparing pupils for adult life. It is introduced to Year 6 pupils during their last term. Support is given to children to inform them of body changes that affect them, and a foundation is set for building healthy and positive attitudes towards sexual matters in the future. The need for careful and sensitive coverage is appreciated. Parents are invited to discuss the provision and learning material beforehand if they wish to do so. Parents are entitled to completely remove their children from the whole or part of the sex education provided.

## **GBDR- DATA PROTECTION**

### **Ysgol Gymunedol Pentraeth Privacy Notice**

#### **(How we use information on pupils)**

The information categories we collect, hold and share on our pupils include:

- Personal information (such as name, individual pupil number and address)
- Traits (such as ethnicity, nationality, country of birth and free school meal entitlement)
- Information regarding attendance (such as the number of sessions attended, number of absences and reasons for absences)
- Information regarding assessments
- Relevant medical information
- Information regarding Special Educational Needs
- Information regarding exclusions/behaviour
- Personal information regarding the pupil's parents/other relatives (such as name, contact details, relation to pupil)

Why do we collect and use this information? We use pupil data:

- to support the pupil's education
- to monitor and report on the pupil's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law in regards to sharing data
- to share data for statutory audits and for audit purposes

On a legal basis, why do we use this information?

We collect and use information regarding pupils, staff and governors under:

- Education (School Information) (Wales) Regulations 2011
- Education (Pupil Information) (Wales) Regulations 2011
- The School Governors' Annual Reports (Wales) Regulations 2011
- The School Performance and Absence Targets (Wales) Regulations 2011
- The Head Teacher's Report to Parents and Adult Pupils (Wales) Regulations 2011
- School Teachers Pay and Conditions Act 1991
- National collective agreements between the Council of Local Education Authorities and recognised teachers unions
- Local collective agreements between Anglesey Education Authority and unions recognised by the Authority for collective bargaining purposes on behalf of school teachers.
- Data Protection Act 1998
- The Protection of Freedoms Act 2012
- Special Educational Needs and Education Tribunals Act (Wales) 2018
- The Government of Maintained Schools (Wales) Regulations 2005
- Social Services and Welfare Act 2014
- Health and Safety at Work, etc. Act, 1974
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Article 6(c) and (e) and Article 9 (g) (GDPR)
- We might also use consent at times (e.g. photographs)

### **Pupil data collection**

Although the majority of pupil information you have provided for us is mandatory, some of it is provided on a voluntary basis.



In order to conform with the 3 data protection legislations, we will inform you whether it is compulsory for you to provide us with specific pupil information or if you have a choice in the matter.

If we are provided with information on a voluntary basis, we will ask you to give specific consent and will give you the option to withdraw the consent at any time.

### **Retention of pupil data**

We retain pupil data for various periods of time depending on the nature of the information. The retention periods are included in the school's data protection policy.

### **With whom do we share pupil information?**

We regularly share pupil information with:

- schools attended by our pupils after they leave us
- our local education authorities – Anglesey County Council – Services – Social, Leisure, Transport, Finance, Youth.

Agencies commissioned by us to provide services on our behalf:

- Welsh Assembly Government (through HWB)
- Examining Boards
- Further Education Colleges
- Bangor University and other Higher education establishments in Wales and in Great Britain and universities which are part of the Welsh Government SEREN programme
- Cynnal
- The Police and the Youth Crime Team
- Health Services
- Antur Waunfawr (confidential material disposal)

Relevant companies that promote the administration and education experiences of pupils

- Urdd Gobaith Cymu
- CAPITA-SIMS
- PIXEL
- School Gateway
- FFTrust

- INCERTS
- Text to parents
- Caterlink - school meals
- EVOLVE
- Purple Mash
- E-aware

### **Why do we share pupil information?**

We don't share pupil information with anyone without permission, unless the law or our policy permits us to do so.

We share pupil data with the Welsh Assembly Government (WAG) on a statutory basis. Data sharing in these means underpins the school's finance and educational attainment policy and monitoring.

### **Maintained schools:**

We are required to share information regarding our pupils with our Local Authority (LA), Anglesey County Council and the Assembly Government under: The Pupil Information (Wales) Regulations 2011

### **Data collection requirements:**

The Pupil Information (Wales) Regulations 2011

The School Performance and Absence Targets (Wales) Regulations 2011

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

Under data protection regulations, parents and pupils are entitled to ask for access to the information we retain about them. In order to make a request for your personal information, or to ask for access to your child's educational record, please contact the Headteacher.

You're also entitled to:

- oppose any processing of personal data which is likely to cause, or is causing harm or worry
- prevent anything from being processed for direct marketing purposes
- oppose to decisions being made by automatic methods
- amend, prevent, delete or destroy any inaccurate data, in specific circumstances; and
- claim compensation for the harm caused as a result of Data Protection regulation breach.

If you have any concerns in regards to the means of which we collect or use your personal data, we ask you initially to share the concerns with us. Otherwise, you can contact the Information Commissioners Office through <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss any aspect of this privacy notice, please contact:

Schools Data Protection Officer

Anglesey County Council,

Llangefni,

Anglesey

## GRANTS

Pupil Deprivation Grant 2018-19

Ysgol Gymunedol Pentraeth received a PDG grant of £13,800 for the year.

It is now a requirement for schools to report on how the grant above is used and what effect it has on their website. The grant was used as follows:

- Employment of two specialist teachers to support pupils in literacy and numeracy. The grant had a positive effect on the schools that attended the support plan, and each child made progress from last year.

## **CHILDREN WITH ADDITIONAL LEARNING NEEDS**

The school is aware of its responsibility to provide for pupils with Additional Learning Needs in accordance with the requirements of the Education Act 1993, and as a result of this Mrs Julie Williams has been appointed as the school's ALN Coordinator. The school policy details on the guidelines to follow in order to meet the requirements. This can lead to referring the case to the Education Authority and seeking practical support from specialists such as educational psychologists, speech therapists or mobile teachers who specialise in hearing and sight problems, physical disabilities or profound learning difficulties for those with profound needs. We consider the fact that close contact with parents is very important in these cases and all efforts are made to ensure a close working partnership. The nature of difficulties is discussed, the provision for the child is detailed and the parents are invited to the school to discuss the progress and the way forward.

### **Bullying**

#### **The Policy**

The school's anti-bullying policy: The school has a clear policy that outlines how we deal with incidents of bullying when it occurs in the school.

The policy complies with anti-bullying guidance (circular 23/2003) when the school identifies incidents of bullying it will follow the following steps:

1. Discuss the incident with the children individually.
2. Hold a meeting with the parents/guardians.
3. Record the evidence gathered.
4. Further action if necessary

The school has definite policy which underlines how we deal with incidents of bullying as and when it happens

## **LOOKED AFTER CHILDREN / WELLBEING**

The school believes that each child, no matter what their background, has the right to excellent education. We collaborate with children and parents / carers to ensure that they reach their full potential.

The Headteacher is responsible for ensuring that looked after children within this school achieve the best that they can. We work closely with Mrs Meinir Bolton, the LEA Welfare Officer in order to ensure that the school meets the needs of these children. The school also employs specialist teachers to target different groups of pupils with specific grants (GAD and GGA). In addition to this, the school collaborates very closely with a number of other agencies for the benefit of our children.

## **SAFEGUARDING CHILDREN**

The Headteacher is the Designated Child Protection Officer within the school and is supported by Mrs Julie Williams, which operates as a Designated Child Protection Sub-officer. The school complies with national guidelines to ensure the safety of each pupil. If you have any concerns, please contact the Headteacher or Mrs Julie Williams. Parents can also contact Teulu Môn in order to discuss any concerns that they have – 01248 725888. Further information regarding Teulu Môn is available on their website - [www.teulumon.cym](http://www.teulumon.cym)

## **ACTIVITY FEES**

A basic principle in the Education Act 1988 was that all educational activities should be free for all pupils. Despite this, the school has a statutory right to ask parents for a contribution, with the understanding that no child will suffer disadvantage if their parents cannot contribute financially. The school is always ready to help families with financial situations, in accordance with the Activity Fee Policy. All parents are given the opportunity to pay for additional activities over a period of time or as a bulk payment. No child will be refused to take part in an activity or visit due to lack of payment. Parents are asked to contribute towards transport costs for educational visits, including the journey to the Leisure Centre for swimming lessons.

## **ASSESSMENT**

An annual written report is presented to parents regarding their child's progress. Children are internally assessed as part of the school's assessment policy. In accordance with the National Curriculum requirements, pupils are assessed through a teacher's assessment at the end of the Foundation Phase (Year 2) and Key Stage 2 (Year 6). Year 2 – 6 pupils also sit statutory numeracy and reading national tests in May every year.

Attached are the school's aggregate assessment results under the National Curriculum for both key stages in addition to the national (Wales) comparative data based on these age groups' National Curriculum assessment results.

## **ASSESSMENT FOR LEARNING**

Parents evenings are held during the year for parents to see their children's work and to discuss their development with the teachers. Each teacher keeps detailed assessments of their children and discuss the 'way forward' with parents during the open evening.

## **HOMEWORK**

It is a school policy to regularly set homework, and we do from time to time ask pupils to complete tasks at home. This could mean finishing work, completing a specific task, creating an information collection spoken presentation, questioning parents or other members of family, or learning work e.g. times tables, words for a spelling test. We would like to emphasise your role as parents in this and hope that you support, supervise and ensure that tasks are completed to the best of each child's ability. Also remember that consistent reading is a very important part of homework. We hope you make full use of the Reading Record book and note your comments as an additional reference for the teachers.

Parents are welcome to discuss homework with the class teacher if any inconveniences arise.

## **PARENT ASSISTANCE**

We are eager to encourage parents and friends to come to the school to assist by listening to children reading, helping with craftwork or gardening and helping to supervise children on educational visits. Everyone who volunteers at the school will have to receive a police DBS check before starting to work with the children.

We very much hope that some of you can assist us during the year. Don't worry if you cannot contribute your time regularly (e.g. weekly), you can come occasionally if convenient. Certainly, teachers greatly appreciate having an extra pair of hands or ears from time to time, therefore let us know if you would like to help – we are sure to make use of you!

## **BEHAVIOUR AND ATTITUDE**

High priority is given to positive behaviour and attitude within the school in order to ensure that the school fulfils its purpose, i.e. developing the growth and development of each child. This school encourages children to be self-disciplined, responsible and to respect others. We know

that we will receive your support as parents in this matter. These expectations and action steps are outlined in the Promoting Behaviour and Discipline policy and in the school rules.

## **EQUAL OPPORTUNITY**

The school's aim is to:

- Ensure equal opportunities for all pupils no matter what their social background, equal opportunities for boys and girls, and for very able children and less abled children.
- Nurture positive attitudes in terms of race, religion and gender.
- Avoid conditioning and stereotyping, especially in relation to the curriculum.

The school possesses a range of policies regarding promoting the inclusion of different pupils. The Accessibility Policy refers to the arrangements of facilitating access for pupils with a disability. All efforts are made to ensure that they aren't treated less favourably than other pupils.

## **THE COMPLAINTS PROCEDURE**

The school's Governing Body, in accordance with the requirements of Section 29 of the Education Act 2002, has established a procedure for dealing with complaints from parents. The Governing Body will consider the guidelines of the Assembly Circular Letter 03/2004 when any complaint arises. Each process will follow the procedure noted in the document. The Governors have established a three step procedure to deal with complaints.

### **Step 1**

A vocal/written complaint to a member of staff or to the headteacher. All efforts will be made by the headteacher to resolve the complaint at this stage.

### **Step 2**

A written complaint to the headteacher which will be investigated, and written results will be presented to the complainant.

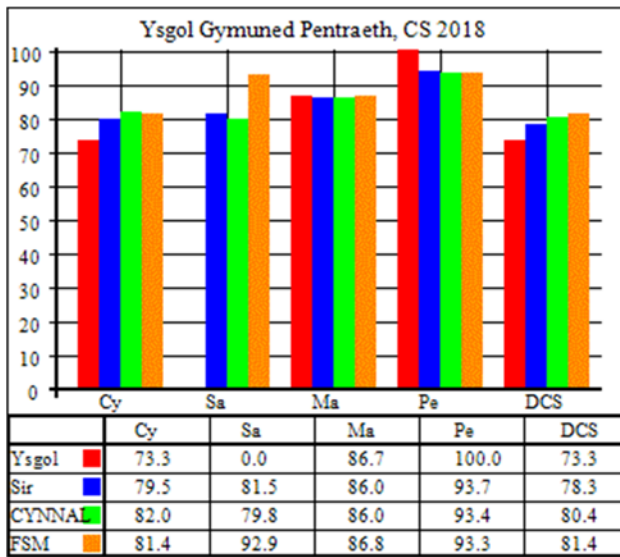
### **Step 3**

If the complainant isn't content with the result, the Governing Body may consider the matter. The complaint will be heard by the Body's Complaints Committee. Following completion of Step 3, the governing body or the complainant may contact the LEA to review the procedure. You should contact the school to make an appointment to discuss any complaint with the headteacher.

## **YEAR 2 FOUNDATION PHASE RESULTS SUMMER 2018**

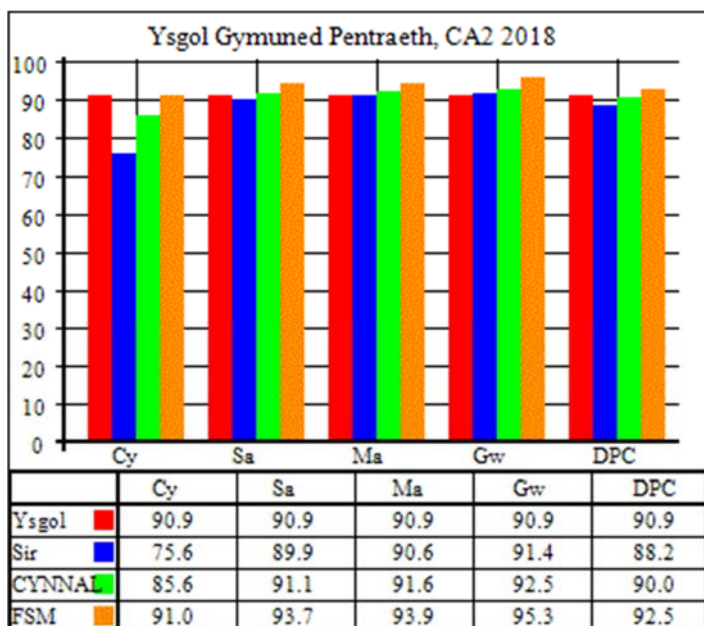
<b><u>FP Year 2</u></b>	<b><u>SCHOOL</u></b>	
	<b><u>Outcome</u></b>	
	<b>5+</b>	<b>6+</b>
<b><u>Language and Communication</u></b>	73%	26.7
<b><u>Mathematical Development</u></b>	86.7%	13.3
<b><u>Personal and</u></b>	100%	46.7%

<b>Social Development</b>		
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### YEAR 6 KS2 RESULTS 2018

<b>KS2</b>	<b>SCHOOL</b>	
	<b>L4</b>	<b>L5</b>
Welsh	<b>90.09%</b>	<b>36.4%</b>
English	<b>90.09%</b>	<b>27.3%</b>
Mathematics	<b>90.09%</b>	<b>27.3%</b>
Science	<b>90.9%</b>	<b>27.3%</b>



## ATTENDANCE PERCENTAGE

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
95.5%	94.9%	94.5%
Year <b>93.9 %</b>	TARGET 95.5%	Target not achieved
Authorized absences 5.9%		Unauthorized 0.4%
<b>Three Year Attendance Targets</b>		
<b>2018</b>	<b>2019</b>	<b>2020</b>
95.5%	95.8%	96%

## THE GOVERNING BODY

The Body was composed in accordance with the Education Act 1986.



Names	Representing
Mr Alan Southall Chair	Parents
Mrs Helen Barlow	Parents
Mr Colin Heath	Councillor
Mrs Alyson Walsh	Co-opted
Mrs Ffion Taylor	Co-opted
Miss Dawn Hughes	Ancillary Staff
Mrs Julie Williams	Teachers
Miss Lynne Jones	Headteacher
Mr Elliott Riley-Walsh	Community Council
Mr Bari Gwilliam	Parents
Mrs Olwen Hughes	Clerk

## **YOUR RIGHT TO MEET WITH THE SCHOOL'S GOVERNING BODY**

It used to be a requirement for schools' governing bodies to carry out annual meetings with parents. This requirement was erased by the School Standards and Organisation (Wales) Act 2013. To replace this, new arrangements were introduced so that there are means for parents to ask for up to 3 meetings with the governing body in any school year to discuss matters that cause concern for them. If parents are to execute their rights under the Act to hold a meeting, 4 requirements must be met:

### **1. Parents must present a petition in favour of holding a meeting**

Parents of at least 10% of the school's registered pupils will have to sign the petition. In the instance of a paper petition, a written signature must be provided, in addition to the name and class of each child who is registered at the school. If it is an electronic petition, parents will have to 'sign' by typing their name and provide the name and class of each child who is registered at the school, in addition to the e-mail address of each parent who 'signs' the electronic petition. There were 108 children registered at this school at the start of this academic year. You can contact the school office to find out exactly how many children there are on the register at any time during the year.

### **2. The subject of the meeting request must discuss matters that affect the school**

Meetings cannot be held to discuss matters such as individual pupil progress, or in order to make a complaint against a member of school staff or a member of the governing body. The petition must include concise details on the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, and parents should sign underneath.

### **3. A total of 3 meetings can be held during the school year**

The law permits parents to practice their rights to ask for up to 3 meetings with the school's governing body during the school year.

**4. There must be at least 25 days left of the school year**

It is a condition under law that there must be at least 25 days left of the school year when the petition is submitted, and this is to ensure that there are means to hold the meeting. The definition of "school day" is a day where the school is open to pupils: this doesn't include weekends, public holidays, school holidays or In-service Training (INSET) days.

This is the address to submit a petition for a meeting with the school governing body: Chair of Governors, Ysgol Gymuned Pentraeth, Pentraeth, Anglesey, LL75 8UP

**SCHOOL STAFF SEPTEMBER 2018**

**Headteacher**

**Miss. Lynne Jones**

**Headteachers**

**Foundation Phase**

**Miss Mari Evans**

**Mrs Anwen Davies**

**KS2**

**Mrs. Stephanie Hughes**  
**Mrs. Julie Roberts Williams**

**Key Workers/Assistants**

Mrs Tracey Williams  
Mrs Sian Owen  
Miss Janice Jones  
Miss Dawn Hughes  
Mrs Mandy Williams (Integrating)

**Kitchen Staff (Caterlink)**

Mrs Joanne Cox

**Lunchtime Supervisors**

Mrs Mandy Williams and Ms Dawn Hughes

**Opening and Closing / Caretaker**

Miss Dawn Hughes

**Lunch Clerk**

Ms Dawn Hughes

**SCHOOL HOLIDAY DATES 2018/19**

**Terms:**

**Autumn 2018** 3 September 2018 - 21 December 2018

**Spring 2019** 7 January 2019 - 12 April 2019

**Summer 2019** 29 April 2019 - 22 July 2019

Pupils will return to the school on Tuesday, 4th of September, 2018.

**Holidays:**

29 October 2018 - 2 November 2018 (Half Term) 24 December 2018 - 4 January 2019 (Christmas Holidays) 25 February 2019 – 1 March 2019 (Summer) 15 -26

April 2019 (Easter Holidays) 6 May 2019 (May Day) 27 – 31 Mai 2019 (Half Term) 23 July – 31 August 2018 (Summer Holidays)  
**The school will close to children on 19<sup>th</sup> of July 2019**

**In-service Training days when the school is closed for children:**

**3/9/18**

**5/11/18**

**22/2/19**

**3/6/19**

**22/7/19**