

# Ysgol Derwenfa



# **SCHOOL PROSPECTUS 2022/2023**

Ysgol Derwenfa  
Queen Street  
Leeswood  
Nr.Mold  
Flintshire  
CH7 4 RQ

Dear Parents,

On behalf of all of the children, Teaching Staff and Governors at Ysgol Derwenfa, I have pleasure in presenting this information booklet as a first step in the process of our long partnership between the home and school.

We cater for approximately 90 pupils where each child is special, nurtured and unique. Due to the size of our school we know all of our children and are able to celebrate their strengths, talents and interests. We welcome you to our nurturing and caring school and we look forward to watching your child grow and succeed at Ysgol Derwenfa. We are passionate about developing strong home-to-school links, in order for our children to achieve their full potential.

We firmly believe in inclusion for all pupils as every child is a valued member of our school community. Whilst emphasis is given to developing essential basic skills, we endeavor to provide a broad and balanced curriculum that covers the six 'Areas of Learning and Experience (AoLEs) and enables pupils to flourish through and achieve the 'Four Key Purposes' of the Curriculum for Wales.

We also believe in developing an enriched curriculum in order to provide our learners with the opportunity to develop their confidence and self-esteem. Educational visits, residential trips, assemblies, outdoor learning, extra-curricular clubs, school committees and visits from external agencies provide our learners with the opportunity to grow and succeed.

As the Headteacher at Ysgol Derwenfa, I feel extremely privileged to lead this school and work with such wonderful pupils and hardworking Staff and Governors. I look forward to meeting you and welcoming you to the Ysgol Derwenfa family.

Yours sincerely,

Andrew Jones B.Ed M.A  
Headteacher

(Telephone) 01352 770477

(Email) [lemail@hwbcymru.net](mailto:lemail@hwbcymru.net)  
(Website) [ysgolderwenfa.co.uk](http://ysgolderwenfa.co.uk)  
(Twitter) @ysgolderwenfa

## **FLINTSHIRE LOCAL AUTHORITY**

**YSGOL DERWENFA PRIMARY SCHOOL  
QUEEN STREET  
LEESWOOD  
NR.MOLD  
FLINTSHIRE CH7 4RQ**

**Telephone: (01352 770477)  
770477)**

**Fax: (01352**

**E - mail : [lemail@hwbcymru.net](mailto:lemail@hwbcymru.net)**

**Website : [ysgolderwenfa.co.uk](http://ysgolderwenfa.co.uk)**

**Twitter : @ysgolderwenfa**

**HEADTEACHER: Mr. Andrew Jones BEd (Hons) M.A**

**CHAIR OF GOVERNORS: Cllr. Raymond Hughes**

**LANGUAGE OF THE SCHOOL: English Medium**

### **Accessible Formats**

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request. To request a copy of this document in an accessible format contact

**01352 770477**



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## **OUR SCHOOL - VISION, KEY AIMS and VALUES**

### **OUR VISION**

To identify a safe, caring inclusive school environment for our pupils, staff, governors, parents, cares and the local community. We believe that our pupils should be nurtured to grow and succeed, through a caring, pupil centered approach to education. We encourage every child to achieve their full potential and to be the best version of themselves. We also believe that pupils learn best when their views are consulted, developing a sense of ownership and pride in their learning journey. We aim to motivate and inspire our learners to pursue their interests, developing into ethical and informed citizens, who are healthy, confident and resilient in an ever-changing world.

Further information can be found in our Vision Document which is accessible via the School Website.

### **OUR KEY AIMS and SCHOOL VALUES**

**Caring** - We believe that our children should be supported in their learning journey through a caring and welcoming approach. We aim for our learners to develop into ethical and informed citizens who act responsibly as members of their local community and the wider world

**Nurturing** - We believe that every child should be nurtured to feel safe and secure on our school learning environment. We believe that a child's well-being and positive mindset is essential for effective learning, enabling them to develop into healthy and confident individuals

**Succeeding** - We believe that every child should be given the opportunity to succeed and reach their full potential. We believe in an enriched curriculum which is inspiring and provides challenge, enabling learners to become ambitious and capable learners

**Growing** - We believe that every child progresses at their own rate, and should access a curriculum which takes into account their individual learning needs. We encourage learners to take risks, persevere and to develop a growth mindset

Ysgol Derwenfa serves a rural area and is in the county of Flintshire for administrative purposes. At the age of 11 the children are transferred to Ysgol Castell Alun, Hope or Ysgol Alun, Mold but parents may opt for St. Richard Gwyn School, Flint, for religious reasons, or they may choose Ysgol Maes Garmon, Mold, for Welsh linguistic reasons.

The school is a semi-open plan, co-educational day school, which was opened in 1980, after the old County Primary and Church Schools which had served the community for nearly a century, closed.

Our school assemblies have themes and explore religious and ethical issues often through the use of stories. Weekly assemblies are used to celebrate individual achievements and recognise high quality learning taking place in the classrooms. There are close links with local ministers who lead collective worship on a weekly basis. Through these assemblies and the RE syllabus, we aim for children to develop an understanding of religious issues, develop spiritual values and foster an awareness and respect for different religious faiths as well as Christianity.

Parents who have strong religious convictions who prefer their children not to participate in Christmas Concerts, Christmas Parties,

sponsorships, taking raffle tickets home for parents to sell, should contact the head teacher.

In the past all the Foundation Phase classes were single age groups. Following the introduction of the Foundation Phase, we established an Early Years Unit comprising of Nursery and Reception pupils. This year we will continue with these arrangements but owing to pupil numbers the Unit will include a Nursery, Reception, Year 1 and Year 2 class (Foundation Learning). In the Juniors, there will be 2 mixed age classes, a Year 3/4 and Year 5/6. Staff use, appropriate to task, a judicious mixture of ability grouping, mixed ability grouping, pair and individual work. Children are taught in the main by their class teacher but on occasions they are taught by other members of staff, to utilise staff expertise, and for PPA purposes.

Children experiencing learning difficulties are supported by the school through carefully planned programmes within the classroom by the Additional Learning Needs teacher once a week. If the difficulties are of a more serious nature, the child/children will be referred to the Educational Psychologist. Planning meetings are arranged to support pupils, parents and staff as required. Representatives from outside agencies i.e. educational psychologist, school nursing sister, high school, etc. are also invited to the meetings. During open evenings parents are informed of their pupil's progress. As part of the Additional Needs Code of Practice parents are kept informed either by the class teacher, Additional Needs Coordinator or Headteacher of the different stages and implications of the Code of Practice.

Although English is the medium of instruction and the normal vehicle of communication, yet in accordance with the National Curriculum, Welsh is taught as a foundation subject. All class teachers teach Welsh as a Second language to their own class. Children who opt for Welsh Comprehensive education are given extra Welsh lessons as part of a 6-week conversion course at the High school during the summer term prior to transfer.

This prospectus is an attempt to explain our educational priorities. We are aware that there are many factors which must combine in the development of educational philosophy and the making of educational decisions within the school. We also hope that these notes will offer guidance but we also wish to point out that the manner and spirit in which these notes are used and interpreted will be of greater importance because it is of paramount importance for the future development of young children. The same applies to the children; the school endeavours to maintain a pleasant and secure environment where the children retain their individuality and are encouraged to make full use of their talents and to develop as caring individuals. To achieve this, we also look for parental support and participation within the framework of the school because the education of the children is a partnership between the home and the school.



The school is maintained by Flintshire Local Authority. Any Information that is required from the Education Department should normally be obtained from:

**Mrs. Claire Homard**  
**Chief Officer, Education and Youth**  
**County Hall**  
**Mold**  
**Flintshire**  
**Telephone: (01352 752121)**

The GwE (School Effectiveness Service) School Improvement advisor responsible for Ysgol Derwenfa is:

**Mr. David Edwards**  
**GwE (Effectiveness Service)**  
**Linden House,**  
**Mold Business Park,**  
**Wrexham Road,**  
**Mold,**  
**CH7 1XP**



### **SCHOOL GOVERNING BODY**

Every school has a Governing Body which is made up of the following:

- Parents of children who attend school
- Teachers from the school
- People appointed by the Local Education authority
- Businessmen and women and others working within the local community

The Governors have an important role to play. In conjunction with the Headteacher they are involved in:

- Interviewing and selecting staff
- Deciding how the school budget is spent
- Overseeing the curriculum
- Writing and approving policies
- Learning walks
- Safeguarding/Health and Safety
- Setting standards of behaviour.

Governors usually serve for a period of four years and they require no special qualifications. All Governors are informed about their responsibilities and training is available. The Governing Body meets at

least once a term and there are additional meetings for other business. At the end of each year Governors prepare a report for parents and they are invited to a meeting to discuss its contents.

### YSGOL DERWENFA GOVERNING BODY

<b>Chairperson</b>	-	Cllr Raymond Hughes
<b>Vice Chairperson</b>	-	Mrs Angela Eardley (Co-opted)
<b>Parent Governors</b>	-	Vacant
		Miss. Kayleigh Evans
		Mrs Kerry Griffith
		Miss. Paula Sadler
<b>L.E.A Governor</b>	-	Ms Marie Reynolds
	-	Mr. Carlton Jones
<b>Co-opted Governors</b>	-	Mrs Clare Coleman
		Rev Dr Martin M’Caw B.A B.D
<b>Community Council Governor</b>	-	Vacant
<b>Staff Governor</b>	-	Vacant
<b>Teacher Governor</b>	-	Mr. John Jones BA (QTS)
<b>Headteacher</b>	-	Mr. Andrew Jones B.Ed
M.A		
<b>Clerk to the Governors</b>	-	Mrs Alison Sindall

### SCHOOL STAFF

<b>Headteacher</b>	-	Mr Andrew Jones
B.Ed M.A		
<b>Deputy Headteacher</b>	-	Mr. John Jones B.A (QTS)
<b>Foundation Learning Teacher</b>	-	Mrs Wendy Hughes
B.Ed		
		Dip.Ed.Man
<b>Year 3/4 Teacher</b>	-	Mr. John Jones B.A
(QTS)		
<b>Year 5/6 Teacher</b>	-	Mrs Laura Cartwright
B.A (QTS)		
<b>ALN/ Nurture Teacher</b>	-	Miss. Abby Sieminski
BA (QTS)		
<b>Learning Support 4</b>	-	Mrs Jean Davies N.N.E.B
<b>Learning Support 2</b>	-	Mrs Helen Jones
	-	Mrs Kirsty Roberts
	-	Mrs. Julie Woodward
	-	Ms Cheryl Francis
	-	Miss. Suzanne Doricott
	-	Miss Hayley Greenan
<b>School Secretary</b>	-	Mrs Alison Sindall

<b>Caretaker</b>	-	Mrs Helen Kendrick
<b>Cleaners</b>	-	Mrs Denise Jarvis Miss Debbie Davies
<b>School Cook</b>	-	Mrs. Debbie Pugh
<b>Senior Midday Supervisor</b>	-	Mrs. Gaynor Roberts
<b>D.R.A's</b>	-	Miss Hayley Greenan
	-	Mrs. Pamela Hewitt

### **SCHOOL HOURS**

Morning Session	8.55 a.m - 12noon - all pupils
Afternoon session	1.00 p.m - 3 p.m. Foundation
Learning	1.00p.m - 3.15 p.m Juniors
Nursery children	9.00 a.m - 11.30 a.m every day

Should your children need to return home during the day for any reason other than to go home for lunch, the school needs notification beforehand. Parents must inform school if they will be late picking up or if others people are picking their child up. Otherwise children are not allowed out of school until 3 p.m / 3.15 p.m, unless they are ill, whereupon the school will contact you to make suitable arrangements.

### **ARRIVING AT SCHOOL**

Children should not arrive on the school premises before 8.45 a.m. except for approved activities i.e. Breakfast Club/ sporting activity. Reception, Year 1, Year 2 staff will meet the pupils at the top car park and walk down. KS 2 pupils are able to walk to the back of the school and line up when the bell goes. There will be a member of staff on duty on the school premises at this time in case of emergencies. I would point out that the school takes no responsibility for children who are left on the school premises before this time.

I would also ask for your cooperation in making sure that all children are punctual for school and are at the school gates or on the school yard ready to line up before the bell at 8.55 a.m. This ensures that there is no disruption to pupils in classroom situations after the bell has rung. If your child is late they will receive a 'late' mark on the register

### **SCHOOL OFFICE**

Mrs. Alison Sindall, the school secretary, is in the office between 8.55 a.m and 4.00 p.m on a Monday, Wednesday and Friday. On a Tuesday and Thursday, she will be in the office from 8.55 a.m to 12 noon.

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## **ADMISSIONS**

The number of children on roll at present is 90 full time pupils of which 9 are part time nursery pupils. Children are admitted into Nursery (mornings 9.00 a.m – 11.30 a.m) during the school year in which they attain their fourth birthday. Nursery provision in Flintshire is on a 0.5 basis. Children may start full time education at the beginning of the term starting in September if the child's 5th birthday falls on or between September 1<sup>st</sup> and August 31<sup>st</sup>.

All children of the appropriate age who are resident in the catchment area of the school have priority for entry into the school. Applications for the admission of children who live outside the area will, subject to availability of teaching and accommodation resources, be considered on their individual merits by the Local Authority. Information about the application procedures may be obtained from the school office.

Normally children remain at Ysgol Derwenfa until the end of the Summer Term of the year in which they were eleven on or before 31<sup>st</sup> August, when they transfer to a secondary school. Parents will receive a booklet and application form published by the Local Authority which outlines the provision for secondary education in this area.

The LA has established a planned Admission limit of 22 for Reception classes at the school.

Any prospective parents who wish to visit the school before admitting their child must make an appointment with the Headteacher, but the LA have overall responsibility for deciding whether a pupil can be admitted to the school.

## **BREAKFAST CLUB**

At Ysgol Derwenfa we hold offer a free Breakfast Club for children from Nursery to Year 6. Children must arrive before 8.30 a.m and must have a breakfast provided by the school. The Club is held in the school hall between 8.15 a.m and 8.45a.m. All the children are served with a choice of cereal bars, fruit and a drink of water. At 8.30 a.m the children go outside onto the playground where they are supervised by one of the Breakfast Club staff. There is no need to book a place, just drop off your child at 8.15 a.m and we will do the rest.

## **AFTER SCHOOL CLUB**

We run an after school club at Ysgol Derwenfa. The club runs until 5.15 p.m every day and the activities are delivered by Miss.Megan Looby and Mrs. Jane Looby. The club is open to all our pupils from reception to year 6. It is ideal for parents who work and find it difficult to pick their child up during school hours.

We charge by the hour: 3.15 – 4.15 p.m is **£4** and 3.15 – 5.15 p.m is **£8**. To book into the club you must ring the school (Mrs Sindall) the week before you require your child to attend.

It is imperative that plenty of notice is given when booking in. Obviously if you are unable to book in the week before or phone to book in on the day, we will only be able to accommodate the child if the club is not already full.

There are many activities that take place during club hours. They have games, iPads and computers and there are plenty of opportunities for children to draw, colour and undertake a variety of craft activities. The club also has a selection of toys for both boys and girls. When the weather is good the children can access outdoor play which includes football, bikes, den building and outdoor craft.

### **TRANSFER TO SECONDARY SCHOOL**

The majority of our Year 6 pupils transfer to Castell Alun High School at the age of 11. Others choose Maes Garmon (Welsh medium), St Richard Gwyn (Roman Catholic) or those nearest to their home (Mold Alun).

An excellent relationship exists between this school and all High school. Events and activities include pupil visits, Bridging Unit work, visiting teachers from the High School, Open Days, and pre – transfer visits by the Head of Year 7. In addition, there are ongoing meetings between all Primary Headteachers and Castell Alun staff as well as curriculum meetings.

### **THE SCHOOL CURRICULUM**

#### **The Curriculum for Wales (CfW):**

Children in Wales will be studying a new curriculum that will be statutory for all pupils from the beginning of the 2022/23 academic year. The Practitioners at Ysgol Derwenfa have been working hard over the past few academic years to ensure successful implementation of the Curriculum for Wales.

In Wales, the curriculum has been reformed to raise standards, reduce the attainment gap between students, and equip young people to lead 'fulfilling personal, civic and professional lives' in modern society. It aims to prepare children to thrive in a future where digital skills, adaptability and creativity are crucial, and that it is rooted in Welsh values and culture.

The new Curriculum for Wales will be followed by children from the ages of 3 to 16. Learners will follow a continuum as they progress through their Primary and Secondary Education. Learners will develop at different rates across the Progression Steps as part of their individual learning journey.

At Ysgol Derwenfa, we are enthusiastic about developing new approaches to teaching and learning; significant steps have been undertaken in order to ensure that our Practitioners are well-equipped to deliver a stimulating, challenging and inclusive curriculum.

The Curriculum for Wales consists of 'Six Areas of Learning and Experience' which are driven by the 'Four Key Purposes'.

### **The Six Areas of Learning and Experience (AoLEs):**

- Expressive Arts
- Humanities
- Health and Well-being
- Science and Technology
- Mathematics and Numeracy
- Languages, Literacy and Communication

### **Expressive Arts:**

As part of the Expressive Arts AoLE, six key areas including Art, Dance, Drama, Film, Digital Media and Music are developed with learners. The Expressive Arts AoLE will also provide learners with meaningful opportunities to develop a knowledge and understanding of the diverse communities found in Wales and the wider world. Key skills developed through this AoLE include creativity, problem-solving, communication, reflection and collaboration. This AoLE also provides learners with opportunities to develop their self-confidence through performance.

### **Humanities:**

The Humanities AoLE incorporates Geography, History, RE, Business studies and Social studies. This AoLE is based on human experiences both in the past and present and provides opportunities for all learners

to learn about heritage, culture and identity through studying their locality and Wales. Through this AoLE, we also aim to promote an understanding of ethnic and cultural diversity within the local community, as part of Wales and the wider international community.

### **Science and Technology:**

The Science and Technology AoLE incorporates Biology, Chemistry, Physics, Computer Science, and Design and Technology. Learner progression in Science and Technology is developed through experiencing and building knowledge in a range of related ideas, concepts and principles, while embedding practical and wider skills to define a problem, explore ideas, produce solutions and justify choices. This area of the Curriculum provides learners with the opportunity to experiment with new concepts, and develop their knowledge and understanding of the world.

### **Health and Well-being:**

This AoLE incorporates the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and well-being and to learn how to manage social influences. Through this AoLE, Practitioner's support learners to develop and maintain their physical, social, emotional and mental well-being. This AoLE recognises that good health and well-being is a key enabler which contributes to success in a child's learning journey. Physical Education is also a key element of this AoLE and enables learners to develop positive attitudes to their physical, social, emotional, and mental well-being. Our school Nurture Provision further supports this AoLE, as well as the extra-curricular programme which we currently offer.

### **Mathematics and Numeracy:**

As part of the Mathematics and Numeracy AoLE, Practitioners will provide learners with opportunities to access learning opportunities which are engaging, exciting and appropriate for each child's stage in their learning journey. Key aims of this AoLE includes developing resilience, growth mindset and perseverance when completing tasks which are cognitively demanding. As learners begin their journey at Ysgol Derwenfa, they will first develop their Mathematical and Numerical skills through first-hand experiential learning opportunities, including play. As learners progress in this AoLE, they will have work both independently and collaboratively with others. The Curriculum for Wales also enables learners to connect concrete and the abstract

concepts through a Mastery approach to Mathematics. As learners develop their skills further, they will apply their knowledge and understanding to real-life contexts across the curriculum.

### **Languages, Literacy and Communication:**

The Language, Literacy and Communication AoLE incorporates Welsh, English, Literature and International Languages. This AoLE provide learners with the opportunity to gain knowledge and understanding of both the English and Welsh language, as well as exploring International Languages. Learners are provided with the opportunity to identify the links between languages, the origins of words and language patterns, developing their confidence to communicate verbally and in written form. The key skills of reading, writing and oracy feature heavily across this AoLE. As learners grow in confidence, they will engage with a variety of texts, authors, genres and forms of literature. Learners will be supported to develop their reading skills from an early age, and as they progress, they will be encouraged to read for pleasure.

In addition, Literacy, Numeracy and Digital skills will be embedded throughout all curriculum areas and children will be given many quality experiences to apply these skills across all Areas of Learning.

### **The Four Purposes of the Curriculum:**

The Curriculum for Wales has been developed to fulfil 'Four Key Purposes' It aims to develop children as:

- 'Ambitious and Capable' Learners
- 'Healthy and Confident' Individuals
- 'Enterprising and Creative' Contributors
- 'Ethical and Informed' Citizens

At Ysgol Derwenfa, we have already taken a proactive approach across the school and made valuable steps towards ensuring both children and staff have a smooth transition ready for the New Curriculum for Wales. During the school year, learners will regularly document their progress towards the Four Key Purposes using Seesaw, Digital Portfolios and through their classwork.



### **Literacy, Numeracy and Digital Competency:**



The Curriculum for Wales has three key cross-curricular competencies. It is expected that the following key competencies are developed holistically across the Six Areas of Learning and Experience:

- Literacy
- Numeracy
- Digital Competency



At Ysgol Derwenfa, Learners are provided with opportunities to develop their Literacy, Numeracy and Digital Competency across the 6 Areas of Learning and Experience, applying their knowledge, skills and understanding through experiential, stimulating and authentic learning opportunities. Practitioners also ensure that 'Pupil Voice' is evident within their planning, providing learners with the opportunity to identify learning opportunities and become key stakeholders in their learning journey.

### **Literacy (LNF):**

The development of Literacy skills are fundamental for learners to access the curriculum. At Ysgol Derwenfa, we support our learners to develop their Literacy skills across the curriculum, including reading, writing, oracy and handwriting. Initially, these elements are taught separately through the Language, Literacy and Communication AoLE. Once learners are secure in a concept or skill, they have the opportunity to apply their knowledge, skills and understanding across other curriculum areas, enabling learners to consolidate what they have previously learned. Our aim is for children to become confident, creative and writers who present their work appropriately.

'Working Walls' are an important aspect of the classroom learning environment at Ysgol Derwenfa. Practitioners use 'Working Walls' to share key vocabulary, steps to success, examples of WAGOLLS (What A Good One Looks Like), annotated examples of texts, drafting, improving and finished examples of the learners' work. Working Walls are regularly updated and are a vital tool for the children to access during classroom sessions.

### **Numeracy (LNF):**

Learners are provided with opportunities to develop their numerical understanding, reasoning, and problem-solving through the Maths and Numeracy AoLE. Further opportunities are provided for the children to apply their skills, including number skills, reasoning, measuring and using data. Numeracy is an important area for development across the curriculum, and enables learners to develop digital literacy and special awareness.



'Working Walls' are an important aspect of the learning environment at Ysgol Derwenfa. Practitioners are encouraged to share key vocabulary, steps to success, (e.g. 'A Good One Looks Like'), examples of mathematical and numerical reasoning and to display examples of the learners' work. Working Walls are regularly updated and are a vital tool for the children to access during classroom sessions.

### **Digital Competence Framework (DCF):**

Since 2016, Ysgol Derwenfa has implemented the Digital Competence Framework across the School. The Digital Competency Framework (DCF) covers four key strands:

- Citizenship
- Interacting and Collaborating
- Producing
- Data and Computational Thinking



To develop learners who are ready to enter the world of work in 21<sup>st</sup> century Wales, digital skills are essential in equipping learners with the knowledge and skills to apply their learning through digital contexts. A range of technologies and applications are used across the school in order to provide learners with the opportunity to become digitally competent.

The Digital Competency Framework plays an important role in safeguarding learners. As children progress through the school, they are taught how to interact and collaborate safely using digital technologies. Learners are also taught how to show respect, kindness and empathy online, as a global digitally citizen.

All classrooms are equipped with Clevertouch Boards, providing our Practitioners with the technology to use digital applications to enhance teaching and learning. The school also has a range of digital

technology including chrome books, laptops and iPads which learners' access as part of their daily provision.

The Hwb platform is regularly used by Teachers and Learners, and boasts a range of important applications and resources including Adobe, Office 365, Common Sense Media, Minecraft for Education, Flip Grid, Google for Education and J2Easy.

### **USE OF THE WELSH LANGUAGE**

The language of instruction at this school is English. No subjects are taught through the medium of Welsh. However, the Education Act of 1988 stipulates that Welsh as a Second Language is taught as a Foundation subject to all children in Wales between the ages 5 and 16.

Our aims therefore, are:

- To develop the pupil's knowledge, understanding and skills in the Welsh language.
- To promote an awareness of Welshness and to foster an appreciation of the value of being able to communicate in both Welsh and English
- To foster an interest in Welsh culture

We do this by:

- Emphasizing the use of the language in the everyday life of the school
- Creating Welsh ethos throughout the school where the regular use of Welsh is practiced to greet and direct pupils in class, during registration and school assemblies.
- Using bilingual signs wherever possible with equal weighting.
- Setting aside an area in every classroom for displaying everyday Welsh and the language that is being taught in the programmes of study
- Ensuring that our school concerts, assemblies etc have a Welsh element
- Encouraging all children to perform in the school eisteddfod
- Encouraging some of the children to compete in the URDD local Eisteddfodau.

We recognize that there is a wide spectrum of ability within the school. All children have access to Welsh in ways appropriate to their age, aptitude and ability.

In our last inspection Welsh as a Second Language was judged as a strong feature of the school by the inspection team.

### **RELIGIOUS VALUES and ETHOS**

RVE is a statutory requirement and forms part of the curriculum for all our children. It is taught as either a discrete subject or built into topics and linked with other areas of the curriculum. There is collective worship with the whole school meeting on a Monday, Wednesday, Thursday and Friday. Each class takes turns to undertake a class assembly and parents of the children within that class are invited to attend as well as special assemblies throughout the year.

### **PHYSICAL EDUCATION**

Physical Education will take place as part of the Health and Well-being Area of Learning. There are three main types of Physical Education within the school programme:

- i. Games and OOA (Outdoor and Adventurous Activities)
- ii. Gymnastics and Dance
- iii. Swimming

Our children are expected to take part in all these activities unless they are excused on medical grounds. To be excused a pupil must bring a note from a parent stating the reason for the temporary disability or illness.

May I appeal to all parents that your children bring suitable clothing (black shorts and white polo shirt) and footwear for Physical Education. The use of bare feet will be encouraged, especially during gymnastic/dance activities. The use of heavy trainers is discouraged for indoor work with light pumps being permitted for certain activities. Tracksuits will be permitted for outdoor work, as the weather dictates. On occasions (depending on the activity) children may be allowed to participate in certain games whilst wearing school uniform. Clothing should bear the child's name. In the event of your child being unfit for P.E. or needing to wear pumps for indoor work, would you please send a brief explanatory note.

We also have a football/netball /athletics kit, which is distributed among the children representing the school, when we have a match against another school. School teams compete against other local

schools in the following; Football, Rugby, Cross-Country, Cricket and Athletics.

Annual Sports Days for pupils are held in the Summer Term.

### **RELATIONSHIPS AND SEXUALITY EDUCATION (RSE)**

RSE has a positive and empowering role in learners' education and plays a vital role in supporting learners to form and maintain a range of relationships, all based on mutual trust and respect which is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. An understanding of sexuality with an emphasis on rights, health, equality and equity empowers learners to understand themselves, take responsibility for their own decisions and behaviours, and form relationships that are fully inclusive, reflecting diversity and promoting respect.

The Welsh Government RSE Code contains the mandatory requirements. The teaching and learning within our whole school RSE programme encompass the mandatory elements outlined within the Code.

Our school has therefore planned and developed a comprehensive, inclusive, developmentally appropriate whole school teaching and learning programme for RSE which conforms with the Code. This policy details our whole school approach to RSE.

Our RSE will support learners to develop the knowledge, skills and values to understand how relationships and sexuality shape their own lives and the lives of others. Learners will be equipped and empowered to seek support on issues relating to RSE and to advocate for themselves and others.

The school will ensure that RSE is embedded in the school's values, rights and moral framework e.g. by showing respect for all learners, staff and the wider community, by celebrating differences, building healthy relationships and inclusion of sexual diversity.

For further information, please view the School's RSE policy which is available on request.

### **EQUAL OPPORTUNITIES**

Flintshire L.A. is committed to the general principles of equality of opportunity for all, irrespective of gender. If boys and girls are treated differently, this can restrict educational opportunities and attainment and limit future choices as well as inhibiting their character development. Following this lead, we at Ysgol Derwenfa have

produced our own whole school policy. We aim to provide equal opportunities for boys and girls in the following ways, to be practised throughout the whole school day by everyone.

1. We aim to provide equal opportunities for boys and girls in all respects of the curriculum.
2. We will avoid grouping children together according to gender.
3. In purchasing books and curriculum materials we will be aware of the need to present a balanced gender.
4. We will ensure that girls and boys receive a fair share of all educational resources.
5. We will encourage all children to take an equal responsibility for tidying, cleaning and caring tasks in school, in addition to physical tasks such as moving tables, chairs, etc.
6. We recognise that the behaviour and attitude of all adults in the school are important as role models. We will encourage all school personnel to be aware of others and show consideration and courtesies to all.
7. We will encourage every child to explore new roles and new activities.

We aim to provide opportunities for all our pupils as is our legal and educational policy. Our policy is based on the Christian principle that all people are of equal value.

### **EDUCATIONAL VISITS**

Children in all classes take part in educational visits as part of their project work. Year 5 and 6 pupils also have the opportunity to take part in the following residential trips over a weekend:

1. Three day trip the Urdd youth camp at Glan Llyn in Bala. (Year 6 pupils)
2. Three day field trips to either Cardiff or the Conway Centre in Anglesey

### **Policy on charging and remissions**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards the pupils' personal and social education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school: -

### **i) School Journeys in School Hours**

The board and lodging element of the following residential activities deemed to take place within school hours.

The Governing Body may, from time to time, amend the categories of activities for which a charge is made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for the pupils.

### **ii) Remissions**

Where the parents of a pupil are in receipt of Income Support or Family Credit, the Governing Body will remit (from the school's Pupil Deprivation Grant), in full, the cost of board and lodging for any residential activity that it organises for the pupil, if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum. On the other hand, if the Governing Body finds that they cannot meet this extra cost, then the activity for the rest of the children will not take place.

### **Enrichment/Extending the Curriculum:**

At Ysgol Derwenfa, we endeavor to provide a varied, stimulating and rich curriculum for the children of Ysgol Derwenfa. As well as the provision of the Curriculum for Wales, we also enhance our curriculum many ways to extend our children's educational experiences. Ysgol Derwenfa is a healthy school and has achieved the National Quality Award as part of the Flintshire Healthy Schools Scheme. We encourage the children to be Eco Friendly through our involvement in the Eco Schools scheme where we currently hold the Bronze and Silver awards. The use of the school environment and outdoor areas is developed through involvement in the Forest School Initiative.

All classes undertake educational visits that link to current topics being undertaken in the class to enhance their knowledge and understanding. We also take the children on educational visits to the Urdd camp at Glanllyn as well as Cardiff and The Conway centre in Anglesey.

The school provides a wide variety of extra-curricular activities for the children that include sporting activities such as football, netball, rugby, creative/disco dance, cricket, athletics, cross country and rounders.

They can also take part in the school choir, drama, Cymru Cooks, craft club as well as the various activities that the children can compete in for the Local Urdd eisteddfodau.

Some of our children undertake extra violin lessons that are provided by LA Music peripatetic Service. We encourage organizations/visiting people into school to enhance our curriculum provision. These include the Police Liaison Officer, North Wales Fire Service, Guide Dogs for the Blind, local people in the village to describe to the children what it was like to live in the village in the past and many more.

The school is very much involved within the community supporting many community events including the Coffee Mornings, harvest/Christmas performances at the Sunshine Café, community skills Events and other seasonal community activities.

## **SWIMMING**

Children In Year 3/4 and Y5/6 attend Mold Swimming Baths on a Friday morning on a rota basis, one class at a time, usually over half a term. The children are taken by coach and to offset the cost we ask parents to make a small voluntary donation towards payment for the transportation. Instruction concentrates on water proficiency and stroke technique. These sessions are important because we expect all our children to become proficient swimmers before leaving Ysgol Derwenfa.

## **BEHAVIOUR**

We have high expectations of all children, and we believe that their work here at Ysgol Derwenfa is of the highest possible standard.

Each of our teachers makes a special effort to establish good working relationships with all children in the class. We treat the children with kindness and respect. We treat them fairly and give them equal opportunity to take part in class activities.

All our teachers follow the school policy with regard to discipline and classroom management. We follow a restorative approach to behaviour, with three core school rules displayed around the school. We have also set and agreed our school values with all staff and pupils which are displayed around the school.

We expect all children to comply with these rules that we jointly devise to promote the best learning opportunities for all. We praise children



for their efforts and, by so doing, we help to build positive attitudes towards school and learning in general. We insist on good order and behaviour at all times, rewarding pupils through the weekly VIP of the week award.

### **PUPILS WITH ADDITIONAL LEARNING NEEDS**

The curriculum in our school is designed to provide access and opportunity for all pupils who attend the school.

Ysgol Derwenfa operates a policy of early intervention as it is crucial that pupils who have Additional Needs are identified quickly and the appropriate support put in place to ensure a successful school experience. There are excellent links with the Pre School Playgroup which operates on the school site so any pupils entering the Nursery at three years plus are already being monitored. When parents visit the school to register their children, they are asked specifically if their child has any additional educational needs, and if so, information about the nature of the problem and interventions from other agencies is gathered

Pupils often transfer into Ysgol Derwenfa at other times during their school career and again information is sought from their parents about the nature of any additional needs they have during their introductory visit to the school. Records are also quickly sought from the pupil's previous school and their new class teacher will make initial assessments during the first few weeks in their new class.

At Ysgol Derwenfa pupils are supported first and foremost by their class teacher using a person-centred planning approach, preparing differentiated work and specific resources and/or multi-sensory strategies. Some pupils may benefit from specific targeted support within the class such as a small group focus on literacy or numeracy concepts which are presenting difficulties.

Pupils identified with ALN may receive small group or individual teaching sessions which follow phonic, spelling or reading programmes e.g. Direct Phonics, or numeracy sessions working on specific concepts.

Where pupils with significant ALN are identified, further assessments or recommendations from external agencies e.g. Educational Psychologist, are sought.

For those pupils who require input which is more than universally provided within the classroom, the Individual Development Plan process is commenced with involvement from pupils and parents with

a focus on child centred planning. Annual reviews are held jointly with the pupil, parents, staff and external agencies if applicable.

For further information, please see the Additional Learning Needs Policy which is available on request.

The school provides additional support in accordance with the Code of Practice. This support is provided by Mrs. Wendy Hughes. The children may be withdrawn from class to receive individual or small group support by Miss. Abby Sieminski.

### **TOILET FACILITIES**

The school provides appropriate toileting facilities for pupils of all ages. There are separate nursery, Foundation and Junior toilets. They are cleaned at the end of every day and any issues regarding their maintenance reported to the headteacher. The school also provides staff toilet facilities as well as a designated disabled toilet. All pupil's toilet facilities have been refurbished throughout the school as part of the LA's Capital Works programme.

### **SCHOOL UNIFORM**

Although the Governors of Primary Schools cannot make the wearing of a uniform compulsory, I would respectfully ask your co-operation in this matter because the Governors and staff encourage the wearing of our official school colours. Uniform is an important part of a school's identity. It reinforces who we are as a community and fosters a sense of pride and belonging. It also ensures pupils are not put under any pressure because of the types of clothes they wear and all are treated equally. Lastly, and very importantly, uniform reduces expenditure for parents and carers.

We encourage pupils to come to school dressed in a royal blue sweater/cardigan, grey or black trousers/skirt and white polo shirt. We discourage the wearing of leggings or jeans to school.

***Pupils will be allowed to come to school in their PE kit on their designated PE days.***

If you so wish, Junior pupils may wear schools tie with a white shirt/blouse. The school ties are currently available to buy from school at a cost of £2.00. During the Summer months, plain grey or black shorts can be worn. The girls can also wear blue check summer dresses if they so wish. We would also encourage the children to wear **plain black shoes** as opposed to trainers/pumps. If you wish to buy

jumpers/ cardigans/ polo shirt/PE kits with the school logo they can be purchased from Forrester Sports in Mold.

**PLEASE LABEL ALL YOUR CHILD'S CLOTHING CLEARLY WITH HIS/HER NAME ESPECIALLY COATS, TIES, CARDIGANS AND JUMPERS**

The school PE kit is very simple; black shorts/leggings/tracksuit bottoms and a white t-shirt. This kit can also be worn during the Summer months in extremely hot weather.

The school does not permit children to have 'extreme' haircuts and that could serve as a distraction to other children. The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in school. We require all children to wear suitable shoes as a priority (preferably black. We do not encourage the wearing of make up in school unless there is a prior agreement with parents owing to medical or cosmetic reasons.

We are proud of our school and of our pupils and we believe that a good standard of uniform has a positive impact on behaviour in school and on creating a calm, purposeful working environment for all.

**HOME SCHOOL LIAISON**

Mr. Jones, Headteacher, will be pleased to see parents at any time during your child's stay at Ysgol Derwenfa. However, it is advisable to make an appointment to arrange a time of mutual convenience.

We would kindly ask all parents who visit the school, for any reason, to report to the school office or to the Headteacher on entry.

**Open Evenings:**

Open Evenings are held termly to enable parents to discuss their child's progress. The first is usually held in late October / early November, the second in March and the last in July prior to their transfer to the next stage of their education.

**Informal meetings:**

These are often the most valuable as they deal with immediate problems. If you are concerned about your child's progress please write to or see the child's class teacher and arrange to meet after school. Similarly, teachers may arrange to meet you if they are anxious about your child.

**Written report:**

At the end of the Summer Term you will receive a written report on your child's progress, a copy of which will be kept in school. We also

issue a non-statutory interim report during the Spring Term. We have updated our report format in September 2022 to reflect the CfW requirements.

### **School Events:**

During the year you will be invited to school functions, such as class assemblies, concerts, Harvest Festival, Christmas celebrations, Sports days, Mother's Day morning (Nursery and Reception) and various other events.

### **Friends of the School Association (PTA):**

We are very fortunate to have a very active and supportive Friends of the School Association. Through the committee's hard work in organising events and activities and through the support of parents and the community at large, around £1500/£2000 is raised for the school annually. Without this money we would find it extremely difficult to provide the children with the tools and materials that we consider are essential for their development.

***Meetings are held twice a term and all parents are welcome to attend.***

### **LOOKED AFTER CHILDREN**

The designated person for the provision of education for looked after children is the ANCO. The school policy and arrangements for supporting and promoting the education enrichment of looked after children follows closely with the guidance provided by Flintshire County Council.

### **PASTORAL ORGANISATION**

#### **Home school agreements:**

The school has its own home/ school agreement which will be presented to new parents and they are invited to sign the Agreement. It forms part of our partnership with the parents in the overall development of the children entrusted to our care.

#### **Complaints procedure:**

We operate an 'open door' policy at Ysgol Derwenfa and hope that parents will contact school immediately they have any problems concerning the education of their child. We are a 'listening' school and are committed to sorting out problems sensitively and efficiently. The procedure for making a complaint is outlined in the schools Complaints procedure policy.

The procedure to follow if you have a complaint is:

\*The first step is to arrange a meeting with a member of the teaching staff. This may be requested with a conversation, by letter or by telephone. The school will respond to such a request with the utmost haste.

\*If a parent is still not satisfied after discussing the matter with the class teacher then it is imperative that they clarify the outstanding issues with the Headteacher.

\* If a parent continues to be concerned, then the matter should be brought to the attention of the school Governing Body. This may be done in a number of ways:

- i) A letter addressed to the Clerk of Governors, Ysgol Derwenfa
- ii) A meeting with the chair of Governors
- iii) A meeting with any of the Governors

\*Further advice regarding any issue may be sought from the Chief Officer, Education Department, County Hall, Mold, Flintshire

In any cases where the Governors and Local Authority are approached, answers may be given by correspondence.

### **Sickness or absence from school**

If your child is absent from school for any reason, please contact the school secretary by phone as soon as possible and send a note of explanation to the class teacher when she/he returns. If this information is not received your child will be noted as an unauthorised absence. If your child has a medical or dental appointment during school time, please let us know in writing.

### **Attendance:**

The school produces monthly print outs of attendance in every class. These are closely monitored by the headteacher, Inclusion Welfare Officer (IWO) and class teachers. Through careful analysis trends and patterns of non-attendance are identified. Individual children that are causing concern are highlighted i.e. children with an attendance record below 85% are referred to the IWO for further investigation. Similarly, if we suspect that a child is playing truant they also will be referred to the IWO and request that a home visit is made.

It is also incumbent upon the Governors to publish the percentage of annual "Unauthorised Absences" from the school. The overall percentage for Ysgol Derwenfa for the last academic year was **1%**

Percentage of unauthorised absence for individual classes are as follows:

<b>Classes</b>	
Reception/ Year 1	0.87
Years 2/3	1.21
Years 4/5	1.27
Year 5/6	0.65

Our overall attendance percentage for 2021/22 was 91.64% this was severely affected by the COVID 19 lockdown and a true picture cannot be shared for the whole academic year

We give out certificates for good attendance on a termly basis as well rewarding the class with the best weekly attendance. Poor attendance will have a serious impact on education, work ethic and life chances.

### **Lateness:**

Registers will open at the 8.55 at the beginning of registration and close as the children enter the hall for morning assembly or commence their Learning activities session. Where pupils miss registration and fail to provide an adequate explanation, this will therefore be counted as an unauthorised absence. All children that arrive after 8.55 a.m must report to the school office where the school secretary records their late arrival. Regular checks of lateness are undertaken monthly and trends identified. Any children causing concern are referred to Inclusion Welfare Officer for further investigation

### **Holiday Absence:**

We discourage children taking holidays during term time but we do realise that for some it is impossible to do otherwise. However, only up to ten days annual leave for family holidays may be given at the discretion of the Headteacher during term time. Any days beyond the 10 days will be marked as an 'unauthorised absence'. A holiday form and permission for holiday absence form must be completed, signed and returned to school. (There is a form on the 'Useful Forms' section of the website or just ring the office to request a copy) The Headteacher will inform parents whether their application has been successful in writing. The school keeps a record of record of children who have taken holidays in term time and monitor the number of days that have accrued. ***If you are travelling abroad, WG Guidance must be followed by staff and pupils returning from outside of the UK.***

### **Medical:**

Flintshire has a comprehensive School Health Service provided by the North East Wales NHS Trust. The aim of this service is to promote the health of your child in the widest sense and to identify any health problems that may develop.

The primary contact with the School Health Service is through the School Nurse and/or the School Doctor, both of whom have specialised training in educational medicine, community paediatrics and child health. **The interim school Nurse for Ysgol Derwenfa is Paula Jackson and the School Doctor is Dr.Dilyys Roberts.** These specialists are able to liaise directly with all other areas of Flintshire Health Services and other agencies should the need arise.

If your child is a school entrant you will be given a leaflet outlining the full scope and involvement of the School Health Service. These leaflets are available for older children from the School Nurse on request. Your child will not be examined by the School Doctor without your permission, except in a medical emergency. All Health interviews are strictly confidential and your consent will be sought before discussing any issue with the school teaching staff. Obviously, it would be in your child's best interest for the teaching staff to be aware of any medical condition that may affect his/her progress in the classroom. Parent's attendance at school health interviews is highly valued, especially at primary age. You will receive, in advance, a written invitation and a consent form for you to sign. When your child is in reception the School Nurse will check his/her vision, hearing and growth.

If you have any concerns with any of your older children, do please feel free to approach the School Nurse to discuss them.

***Paula Jackson is based at Hope Medical Centre***

***Dr.Roberts is based at Catherine Gladstone House, Mancot***

If your child is taken ill at school we will contact you or the person you have nominated as someone we can contact in an emergency. We will not allow a child to leave unless we are completely satisfied that there will be someone responsible to take care of them

### **CHILD PROTECTION AND SAFEGUARDING**

The health, safety and well-being of all our learners are of paramount importance to all adults who work in our school. Our learners have the right to protection, regardless of age gender, race, culture or disability

All staff at Ysgol Derwenfa are clear about the action to take with regard to a child protection issue. If a disclosure has been made by a child or a member of staff suspects that a child has been abused or is at risk of suffering abuse the Headteacher is immediately informed. The Headteacher will contact children's services to discuss the next steps and whether a referral needs to be made. If a referral is made children's services and other relevant agencies will investigate further.

All staff and pupils have a right to be safe in school. At Ysgol Derwenfa, the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation

that school provides a secure environment in which their children can flourish.

Safeguarding is not just about protecting our pupils from deliberate harm. It includes issues for school such as:

- pupils' health and safety
- bullying
- racist abuse
- harassment and discrimination
- use of physical intervention
- meeting the needs of pupils with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- intimate care
- Internet safety
- matters that may be specific to a local area or population
- security

A pamphlet outlining the School's safeguarding is available for all Staff, Parents, Governors and visitors to Ysgol Derwenfa. Paper copies can be obtained from the School Office, whilst a digital copy can be accessed on the school website.

### **ADMINISTRATION OF MEDICINES**

The policy of the school is that only medication administered by mouth; eye ointment; or eye or ear drops will normally be administered by school staff. Staff involved in the administration of medication will have received appropriate training and guidance. Written information relating to each child's individual medical needs must be given to the school by the parent when the child first registers at the school. If there is a change in the child's medical condition during the time he/she is with us, it is incumbent on the parents to inform the school immediately. Parent's written permission will be required, together with medication details, on a School Administration of Medication Consent Form, before any medication is administered by school staff. The parental consent will apply from the date of consent until the end of the prescribed medication period or last school day of the month in which the consent is obtained, whichever is sooner. When long term medication is required a new School Administration Form will need to be signed by parents on the first day of each month.

### **INHALERS**

Children who require inhalers should ensure they have them at all times particularly in PE/ swimming lessons and on school trips. You should ensure that your child has a spare inhaler already labelled with



your child's name, which is kept in school at all times. Please ensure that medication is in date by checking with your child's class teacher and request replacements in time with your GP.

### **SCHOOL MEALS**

The school lunch break is between 12 noon and 1 p.m. Dinner money is usually collected on the first day of the week. The school cook follows the set menu formulated by Newydd catering department. This is sent to parents at the beginning of the year. Pupils will have 2 options which they can choose from, as well as a jacket potato or packed lunch. Parents may apply for free meals on forms provided at school or County Hall. If your child chooses to change his / her routine and return home for dinner, please inform the school.

**Dinner money must be sent in on a Monday morning in a sealed envelope clearly labelled with the child's name, class, amount and days on which meals are required.**

You should pay for dinners the week they are taken by your child. Debts should not be allowed to accumulate. The Local Authority has to be informed of all debts exceeding 7 days. Children may also bring their own packed lunches. During the dinner break the children are supervised by the Mid-Day supervisors who have been trained accordingly. The Mid - Day supervisors are an integral part of our school staff at school, and children are expected to respect them.

### **HOMEWORK**

We encourage children to develop a regular reading routine and parents have a vital role to play in helping their child to read. It is important to set aside time at home to listen to your child read. Please return reading books at the beginning of the week so that the books can be used in class.

Most children will receive weekly assignments in Spelling and termly homework exercises will be set related to the work they are undertaking in class in their 'Learning Logs' or via Seesaw.

The children in Year 3/4 and Year 5/6 may be asked to work on projects at home as part of their training in gathering materials and selecting appropriate information. This will involve them in visits and using local resources. We value your support in all these aspects of learning.

**It is also imperative that Homework is completed on time and handed back to the class teacher on the day it is required to be returned.**

### **HEALTHY SNACKS**

As we are a healthy school, children are encouraged to bring a healthy snack to school to eat during break times. We also encourage

pupils/parents to provide a healthy lunchbox for pupils who opt to bring a packed lunch.

### **JEWELLERY**

On the grounds of Health and safety we do not allow children to wear jewellery in our school. The exceptions to this rule are ear - ring studs in pierced ears and watches. We ask the children to either remove these objects during swimming lessons to prevent them from causing injury.

### **MOBILE PHONES**

Children are not permitted to bring mobile phones to school at any time, unless there has been a prior agreement with the Headteacher

### **SCHOOL SECURITY**

The school has an intruder alarm system. The caretaker undertakes security checks twice a day to ensure there has been no breach of the school's security systems. Security locks have been fitted to all external doors. Parents visiting the school during the day are requested to come to the main entrance and ring the bell. The Senior Mid-Day Supervisor also carries an emergency Mobile Phone with her at all times during the school dinner hour so that she can summon assistance immediately if there is an emergency. All visitors are asked to report to the school office and sign in appropriately. If persons enter the school grounds without permission and are deemed to be causing a nuisance or a danger to pupils/ staff or building they will be asked to leave the premises. If they refuse the headteacher will immediately inform the police.

The school has a detailed security policy and all staff and volunteers are DRB checked.

### **TRAVELLING TO SCHOOL AND PARKING**

Queen Street and the area in front of the school are dangerous for children and I would be grateful for your help in reducing this hazard. Please do not bring your child to school by car unless this is absolutely necessary and take extra care in the approaches to school. There is a car park that can be used by parents, but this gets very congested at peak times. I would be grateful that after bringing your child into school you vacate the car park as soon as possible. **There is no parking for parents in the staff car park.** Only disabled drivers may use the disabled space on the staff car park.

### **ACCESS TO DOCUMENTS**

By Law, Headteachers are required to provide parents with access to certain documents. They are as follows: -

The classes of information that we undertake to make available are organised into four broad topic areas:

- ***School Prospectus* - information published in the school prospectus.**
- ***Governors' Documents* - information published in the Governors' Annual Report and in other governing body documents. Where individual staff are mentioned by name or any human resource information discussed those documents should remain confidential.**
- ***Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.**
- ***School Policies* - information about policies that relate to the school in general.**

Appointments should be made to view these documents. The school will charge if a parent wishes to have a copy of a document. Documents under copyright cannot be copied for parents.

### **DOGS (Fouling of Land) Act 1996**

The County Council has resolved to make an Order under this Act which will have the effect of making it an offence for any person in charge of a dog to fail to clean up after it. The Order designates the land to which it applies, which basically means, all open land within Flintshire. The Governing Body of Ysgol Derwenfa has considered this and decided that our school should be included in this Order. To comply with this Order the Governing Body resolved, "that all land within the school boundaries, including school playing fields", will be included in this Order. The Governors also decided that in the interest of the health and safety of the children that in future dogs would not be allowed inside the gates of the school.

### **LOSS OF PUPILS PROPERTY**

Pupils who bring personal possessions into school, do so at their own risk. The LA does not have an insurable interest in pupil's personal effects and therefore does not provide insurance cover for such belongings. We discourage pupils and parents in bringing in expensive items of jewellery, watches etc to school unless covered on their

parent's household insurance policy under the clause 'items temporarily removed from the home'. Parents sending their children to school with such items in their possession, but choosing not to take out the additional cover, do so entirely at their own risk.

### **SMOKING/VAPING**

At Ysgol Derwenfa, we believe that smoking/vaping is harmful to health. As part of our Health and Well-being sessions, we educate our learners of the dangers of smoking/vaping. Consequently, the school is a non-smoking/vaping establishment. Signs are clearly visible around the school premises.

We do not allow smoking or vaping on the school premises as we do not want to present smoking as acceptable, nor do we wish to present adults smoking/vaping as role models.

The use of electronic cigarettes is also not permitted on the school premises and grounds. Whilst it is recognised that their use may be of benefit in tobacco cessation, this is not yet evidenced. Further resemblance to traditional products could create an unwanted perception by others. Reports from the Fire services indicate that these devices present a potential fire hazard. Until further guidance is received from NICE, these products are to be treated as traditional tobacco products.

## **SCHOOL TERMS AND HOLIDAYS 2022-23**

### **Autumn Term:**

**Monday 5<sup>th</sup> September (open) - Thursday 27<sup>th</sup> October (close)**

**Tuesday 8<sup>th</sup> November (open) - Thursday 22<sup>nd</sup> December (close)**

**Spring Term:**

**Monday 9<sup>th</sup> January (open) - Friday 17<sup>th</sup> February (close)**

**Monday 27<sup>th</sup> February (open) - Friday 31<sup>st</sup> March (close)**

**Summer Term:**

**Monday 17<sup>th</sup> April (open) - Friday 26<sup>th</sup> May (close)**

**Monday 5<sup>th</sup> June (open) - Wednesday July 19<sup>th</sup> (close)**

**INSET days**

**Thursday, September 1<sup>st</sup> and 2<sup>nd</sup>**

**Friday, October 28<sup>th</sup>**

**Monday, November 7<sup>th</sup>**

**Friday, December 23<sup>rd</sup>**

**Thursday, July 20<sup>th</sup>**