

Llangynfelyn Community Primary School Handbook



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Headteacher: Mr. H. Jones B.A. (Hons); P.G.C.E.; N.P.Q.H



GENERAL AIMS AND OBJECTIVES.

Every child should:

- feel happy and safe in a homely atmosphere.
- Give each child the opportunity to develop and learn the basic skills in all subjects taught with due consideration to the age, aptitude and ability of each child.
- Ensure that what is taught is meaningful and suitable to the needs of the child in the community.
- Develop and encourage bilingualism.
- Offer equal opportunities to all pupils.
- Promote and encourage parental co-operation.
- Instill a sense of moral values and to foster an awareness of the needs of others.
- Create a close link with the community.
- Stress the importance of good behaviour, manners and personal hygiene.
- Ensure keen, eager and hardworking teachers.

School Governors

Chairman:

Mr. Chris Fuller
Pandy
Ffwrnais
Machynlleth

Parent Representatives:

Mrs Claire Toland
Morawel
Eglwysfach

Mrs. Lisa Byrne
89 MaesyDeri
Talybont

Mr. Grant Mayhew
Y Garth
Ffwrnais

TYPE OF SCHOOL:

Primary School 4 -11 years.

Children are transferred to Penglais Comprehensive School, Penweddig Bilingual Comprehensive School or Bro Ddyfi Machynlleth.

LOCATION OF SCHOOL.

Llangynfelyn School is the northern-most school in Ceredigion. It is situated on the outskirts of the village of Taliesin. The catchment area extends north to Glandyfi to include Tre'r Ddol, Furnace, Eglwys Fach and west towards the river Leri.

TERM DATES

Details of holidays are included in the Chairman of the Governor's annual report to parents which is distributed in September.



SCHOOL HOURS.

Morning 9:00 – 12:00
Playtime 10:30 – 10:50
Lunch
12:00—1:00 (FS)
12:00 – 1:00 (KS2)
Afternoon 1:00 – 3.30
Playtime 2:15 – 2.25

Parents are urged to encourage children to be punctual at all times. Children will be supervised 10 minutes before and after the official school day. Parents are responsible for their children outside the school gates.

The dates of school activities will be given to parents at the beginning of every term.

Ysgol Gynradd Gymunedol Llangynfelyn

STAFFING

There are 2 teachers in charge of 2 classes

Foundation Phase (Reception - Year 2) Mrs Nelves

Key Stage 2 (Year 3—Year 6). Miss Davies

Pupils may be admitted to school if they have attained the age of 4 by:-

31st August for admission in the Autumn Term.

31st December for admission in the Spring Term

31st March for admission in the Summer Term

The child will be given an opportunity to spend a day at school during the previous term.

ABSENCES

Parents are advised to ensure that every child attends school regularly. A note, explaining every absence is appreciated in order to avoid official enquiries.

SCHOOL/HOME AGREEMENT

All new parents are expected to read and agree with the main aims and objectives of the school. To ensure the safety of all pupils buses will be used with adequate seat belts for trips and visits.

DECLARATION OF POLICY ON THE TEACHING OF WELSH AND ENGLISH IN THE PRIMARY SCHOOLS OF CEREDIGION

Ceredigion Education Authority believes in the educational value of acquiring two languages and wishes to operate a strong bilingual policy in its primary schools.

The aim of this bilingual policy is to educate pupils so that they are thoroughly bilingual in the use of both Welsh and English on leaving the primary school so that they may participate fully in the bilingual community of which they are part. The provision made should ensure that every pupil will be able to communicate with confidence in both languages and that he/she has an appreciation of the cultural heritage of Wales.

As Ysgol Llangynfelyn is a Welsh Medium Primary School all Curricular Areas in the Foundation Phase will be taught through the medium of Welsh with English formally introduced at year 3. All subjects in Key Stage 2 will be taught through the medium of Welsh apart from English, Music and modules of Science.

SCHOOL CURRICULUM

The curriculum is broad and balanced and is concerned with the spiritual, mental, emotional and social development of the child. Most of this is taught through cross-curricular themes, consisting of six different topics over 2 years.

We provide for the communication skills of reading, writing and speaking so that language becomes an essential and purposeful means of communication. Time is also given to develop:

- scientific knowledge, skills and experiences in accordance with the National Curriculum.
- numerical skills and mathematical knowledge and understanding as specified in the National Curriculum.
- interest and curiosity in their own environment.
- geography and history
- ICT skills across the curriculum. All pupils are given the opportunity to use a variety of ICT equipment.
- creative activities e.g. design and technology, music and drama.
- physical well being is catered for in PE and games. Every child has swimming lessons once a fortnight in Plascrug Swimming pool, Aberystwyth.
- religious ideas are related to the children's experience of every day life, centred around themes of caring, consideration for others and loyalty. The daily service held in classroom and the Assembly in the hall play an important part in the development of community spirit. Pupils are given an insight to world religions but priority is given to the Christian faith. Collections are arranged to support local and national appeals.
- sex education is taught within nature and science lessons, it is not taught formally.

Within the classroom, the class teacher accepts responsibility for the educational progress and pastoral care of the children, with the help from time to time given by experts in some subjects. Parents and friends are invited to share their expertise in a variety of subjects.

Ysgol Gynradd Gymunedol Llangynfelyn

SPECIAL EDUCATION

Help is offered to pupils with special educational needs. These children are also given individual help by the class teacher.

Children in need of greater individual attention can be referred to the School Psychological Service for possible special instruction. Although the building has not been adapted for pupils with severe physical disabilities, we welcome all pupils and will do our best to provide for their needs.

MUSIC

Every child is given the opportunity to play the recorder and receive music lessons, which includes singing and instrumental work.

Additional instrumental tuition is offered to those pupils who would be most likely to benefit and also receive parental support at home with supervised practice. A fee is payable for the lessons in accordance with the school's policy. At the moment violin and brass lessons are available.

Some pupils are given the opportunity to join the local Area and Ceredigion orchestras.

COMPLAINTS REGARDING THE CURRICULUM

Complaints can be submitted regarding the Curriculum in accordance with the provision of Section 23 of the Educational Reform Act 1988.

ATHRAWON BRO WELSH TEACHERS

The Peripatetic Welsh Teacher visits the school weekly and works with the class teacher. Older pupils with no previous knowledge of Welsh are advised to attend the Welsh Language Unit at Penweddig school for up to two days a week for two terms.

HOMEWORK

Children in the Junior Section are given homework. The aim is to supplement the work introduced at school. Parents are requested to encourage their children to read regularly and to do their homework promptly and neatly.

LIBRARY—There is a class library in both classrooms.

Pupils are encouraged to take books home and pupils in the Junior Department are expected to read at least one book a week.

ASSESSMENT

In accordance with the National Curriculum, pupils are assessed at the end of the Foundation Phase at the age of 7, and again at the end of Key Stage 2 at the age of 11. A progress report is given to parents in the summer term and open sessions also give parents an opportunity to see and discuss their child's progress with the teachers. A teacher's assessment of the level achieved is given to parents at the end of Key Stage 1 and at the end of Key Stage 2. They will also be given results of pupils of the same age within the school, (if more than 5 are assessed) and the national results for the previous year for comparison purposes.

PASTORAL CARE

The Headteacher has overall responsibility for the school although the class teacher accepts responsibility for the educational progress and pastoral care of their class. If parents have any worries about their children they should first contact the Headteacher and arrange to discuss the matter, and then if necessary to discuss with the class teacher.

SAFETY

The school takes every precaution for the safety and well being of the children. If a child becomes ill, or has an accident, parents are informed. In the case of more serious accidents an effort will be made to contact parents. If this fails, the injured is conveyed to Bronglais Hospital. Medicine is administered in special cases and only on receipt of written instructions by the parent. No child is allowed to leave school early without permission. Pupils are dismissed from school into the care of their parents or guardians. Teachers' responsibilities end at the gate.

Fire drill is held every term.

The older children are given Cycling Proficiency lessons.



Ysgol Gynradd Gymunedol Llangynfelyn

CHILD PROTECTION PROCEDURES

All members of staff within this school are responsible for the safety and protection of the children who attend. If there are concerns regarding neglect or physical, emotional or sexual abuse then under the **County's Child Protection Procedures** staff are duty bound to report the matter to the School's Child Protection Co-ordinator.

The school's Co-ordinator may consult with professional colleagues as well as relevant agencies such as **Health** and **Social Services**. Following these discussions the school's Co-ordinator may be obliged to make an official referral to **The Social Services Department**. In accordance with county guidelines and protocol. It is the Social Services department who decide on the next course of action.

Due to the nature of the allegations it may not always be appropriate to discuss matters with parents prior to making a referral. The responsibility for investigating allegations lies with the Social Services and the Police.

IN SERVICE TRAINING

The school is part of a cluster of 4 schools in North Ceredigion who work and meet to discuss educational development and training. Parents will be informed of INSET days every term.

BAD WEATHER

Every effort is made to keep the school open. If in doubt keep your child at home or telephone the school. Sometimes it will be necessary to send the pupils home early. In this case we will phone home first.

SCHOOL DISCIPLINE AND RULES

Children are expected to conform to certain standards of behaviour as members of a community within the school. They are encouraged to show regard for others and to respect the rights and property of all in school. Any disciplinary action will be reasonable and in compliance with the guidelines of the Education Authority.

Running is not allowed in the school. It is forbidden to bring toys and valuable objects to school unless requested by the teacher. The eating of sweets and crisps is prohibited.



SCHOOL UNIFORM

Red jumper/cardigan, grey skirt/trousers, red tracksuit.

Summer uniform

Red or white shirt/blouse, red trousers/skirt or red gingham dress. Jumpers with a school badge are available from Ffigar, Glanyrafon Industrial Estate, Aberystwyth or Alison Jones 01970 625288 mob 07808174847. Every item should be **labelled** with the child's name.

PE Clothes

Every child is asked to keep a T-shirt, shorts and gym shoes in a bag (with his/her name clearly labelled) at school.

ANTI-BULLYING POLICY

Every member of the school has a basic right to be respected by everyone and to enjoy a happy life in school. Any form of bullying is unacceptable. The school will make every attempt to ensure that bullying does not occur.

EQUAL OPPORTUNITIES

The main philosophy and objectives of the school are that the honesty, dignity and integrity of every individual is of the utmost importance. We strive to give an equal opportunity to every pupil on all occasions without discrimination on the basis of sex, religion, colour, language and disability.

SCHOOL MEALS

School meals are cooked on the premises. Pupils who bring packed lunch eat with the others. Glass bottles are forbidden. A Mid-day Supervisor supervises the pupils. Dinner money is collected on Monday morning. Free meals are available for pupils whose parents are in receipt of either family income supplement or supplementary benefit. Application forms are available from the Headteacher.

MEDICAL SERVICES

The nurse and dentist visit the school on a regular basis for routine inspections. Parents are requested to inform the school of any disability which may hinder the child's progress.

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GAMES

Football, hockey, net ball, rounders and cricket are played. We also take part in Area Schools and Urdd competitions. School sports are held annually.

PARENT-TEACHER ASSOCIATION

We have a very supportive PTA. The annual meeting is held during the autumn term and various events and activities are arranged each year.

CONCERTS

Concerts are held at Christmas time, Thanksgiving Service in October and Eisteddfod on Saint David's Day (every two years). Members of the Urdd are given the opportunity to compete in the Urdd Eisteddfod.

We are anxious that your child is happy in school. Only in a happy, homely atmosphere will a child develop and work to his/her utmost.

VISITS

Visits are arranged in conjunction with the term's theme. We ask for voluntary contributions to pay for the transport. We also welcome visitors to school. Members of the Urdd are given the opportunity to spend a week or weekend at the camp in Llangrannog, Glan Llyn or Cardiff.

BOOK CLUBS

Pupils are given an opportunity to join Clwb Sbondonics, Sbri Di-Ri, an English Book club and to buy Urdd magazines and WCW.



ACTIVITIES HELD AFTER SCHOOL

Urdd / Hwyl Hwyr
Dragon Sports Club



PREPARING YOUR CHILD FOR SCHOOL

- Do not talk down to your child.
- Discuss arrangements and visits together.
- Watch and discuss relevant television programmes.
- Read to your child daily.
- Use phonetic sounds of letters not their names.
- Play games with him/her.
- Make him/her aware of number by learning nursery rhymes.
- Make use of local playgroup.
- Help him/her accomplish simple tasks, e.g. dressing, tie laces, use toilet, use knife and fork.
- Develop activities which encourage and enhance language and confidence.
- Please don't teach your child to write using only capital letters e.g. Catrin **not** CATRIN.

Sex Education

Sex Education is not taught as a specific topic in the school, but the school nurse is invited to discuss teenage changes with year 6 pupils. Concepts are discussed within the context of plant and animal life, as they appear in the science curriculum, and any questions which arise are answered in a sensitive and sensible manner.

Charging information

Generally, a charge is not raised for the general activities of the school, but when there are additional visits or activities, we will occasionally make suggestions for contributions which will directly contribute towards that activity.

If your child takes musical instrument lessons, a termly charge will be raised, the sum varying from year to year.

Access and Accessibility

Every person is welcomed to our school, and we endeavour to offer the best possible service to each person, offering equal opportunities to all, regardless of their needs. At present the access into the school building is via some steps. If you believe that this would cause difficulties, it is suggested that you contact the school before hand in order to make suitable arrangements. If you or your child are unable to access the school building, arrangements will be made with the Local Education Authority to permanently change the access.

Family Holidays Taken During Term Time

Essentially, parents/guardians should not normally take pupils on holiday in term time, and the policy of Ceredigion Local Education Authority is to actively discourage this. Under the School Attendance (Pupil Registration) Regulations 1995, schools do have a discretionary power to grant leave for the purpose of an annual family holiday during term time, providing there are special circumstances for the request, and that an application is made in advance by the parent/guardian with whom the child normally resides. This leave of absence can only be granted by the headteacher, but please do not expect the headteacher to automatically grant your request. Please also note that only in exceptional circumstances will more than 10 school days absence be granted in any school year.

The headteacher will consider each request for holiday absence most carefully, taking into account the pupil's age, the timing of the holiday, and the pupil's attendance record. A decision will be then be made whether or not to grant permission. If parents do take a child away on holiday without agreed permission from the headteacher, then these absences will be unauthorised and reported back to the Local Education Authority.