YSGOL BRO DEWI

Information for Parents 2014-15
Dear Parents,

This handbook has been prepared so as to provide parents, pupils and prospective pupils of the work done at and how Ysgolion Coedmawr and Glanadda are administered.

Coedmawr is an infants county Primary School that accepts pupils on a part-time basis in September following their third birthday and full-time in the September following their fourth birthday. Ysgol Glanadda is a Junior County Primary School. Pupils are admitted between 7 and 11 years, namely Years 3-6. Both schools are amongst ten other schools that lie within the Tryfan Secondary School and Friars catchment-areas.

We take pride in the fact that our schools are happy and caring communities and we strive to promote the children’s spiritual and moral growth. Close contact with every family is fostered here and a policy is implemented of responding to problems or difficulties through discussing with the parents. Education is a partnership between the school and the parent for our children’s benefit. Our influence and your support are invaluable in your child’s social and educational development.

**Our objective is to provide the best quality of education for our pupils in a happy, safe and caring environment.**

Although the information provided is up to date at the time of publication, some unforeseen changes may have to be made that may affect certain arrangements during the next year. It is intended as guidance only.

Therefore, on behalf of the Governing Body and teachers of Coedmawr and Glanadda schools, I am pleased to present this handbook for your attention. I look forward to working with you.

Yours sincerely,

Len Brookes  
**Head Teacher B.A. M.A.**
SCHOOL’S AIMS

Provide education of the highest possible quality that reflects the needs of the individual, community requirements, the LEA and the Government through the National Curriculum.

Create an environment and atmosphere that enables children to grow, develop and mature into confident individuals, be aware of other people’s well-being, and responsible members of the community. The child is respected and is the focal point of our establishment.

Enable every pupil to become fluent in Welsh and English to enable them to fully participate in the social and cultural life of our bilingual community.

We provide firm management in the classroom, ensuring that pupils are aware of the school’s rules so as to ensure the safety of children and Staff. Creating a dynamic and stimulating environment is conducive to generating the suitable ethos to provide the best education for the child’s benefit.

Our objective is to make the school an integral part of our local community; through securing contacts with local businesses and establishments and making children aware of the importance of their environment.

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### MEMBERS OF STAFF OF COEDMAWR

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Head teacher</td>
<td>Len Brookes</td>
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<tr>
<td>Deputy/ Years 1 / 2 Teacher</td>
<td>Rhian Jones</td>
</tr>
<tr>
<td>Reception Years / Years 1 Teacher</td>
<td>Clare Owen</td>
</tr>
<tr>
<td>HLTA Nursery Class</td>
<td>Helen Mitchell</td>
</tr>
<tr>
<td>Nursery Assistant / S.E.N.</td>
<td>Susan Roberts</td>
</tr>
<tr>
<td>Support Assistant</td>
<td>Sian Hunt</td>
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<tr>
<td>Foundation Phase Assistant</td>
<td>Emily Roberts</td>
</tr>
<tr>
<td>S.E.N Assistant</td>
<td>Laura Hughes</td>
</tr>
<tr>
<td>Administrative Clerk / S.E.N Assistant</td>
<td>Roxanne Rowlands</td>
</tr>
<tr>
<td>Dinner Clerk</td>
<td>Helen Mitchell</td>
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<tr>
<td>Cook</td>
<td>Linda Owen</td>
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<tr>
<td>Lunch Time Supervisor</td>
<td>Charlene Madison</td>
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<tr>
<td>Lunch Time Carer</td>
<td>Sharon Morgan</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Karen Randell</td>
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<tr>
<td>P.S.E Unit</td>
<td>Margaret Williams</td>
</tr>
<tr>
<td>Language Difficulties Unit</td>
<td>Dwynwen Owen</td>
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### MEMBERS OF STAFF OF GLANADDA

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<thead>
<tr>
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<tbody>
<tr>
<td>Head teacher</td>
<td>Len Brookes</td>
</tr>
<tr>
<td>Deputy/ Years 5 / 6 Teacher</td>
<td>Eifion Jones</td>
</tr>
<tr>
<td>Teacher Years 3/ 4</td>
<td>Glenda Thomas</td>
</tr>
<tr>
<td>Classroom Assistant / A.A.A.</td>
<td>Lisa Williams</td>
</tr>
<tr>
<td>Classroom Assistant / A.A.A.</td>
<td>Chloe McIntosh</td>
</tr>
<tr>
<td>Cook</td>
<td>Tracey Pritchard</td>
</tr>
<tr>
<td>Kitchen Staff / Dinner Clerk / Caretaker</td>
<td>Susan Ward</td>
</tr>
<tr>
<td>Lunch Time Supervisor</td>
<td>Maxine Gibbs</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Tracey Pritchard</td>
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<tr>
<td>Administrative Clerk</td>
<td>Roxanne Rowlands</td>
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<tr>
<td>Mr John Wyn Jones</td>
<td>Chair</td>
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<tr>
<td>Mr Arfon Evans</td>
<td>Vice-chair</td>
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<td>Mr Peter Hughes</td>
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<td>Mr Ryland Williams</td>
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<td>Mr Eddie Dogan</td>
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<td>Mr Len Brookes</td>
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<td>Mrs Linda Owen</td>
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<td>Mr Mark Jones</td>
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<td>Ms Elaine Hughes</td>
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<td>Mrs Michelle Walsh</td>
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### Contacts at Coedmawr

Bron y De  
Coedmawr  
BANGOR  
Gwynedd  
LL57 4SG  

01248 352464  

len.brookes@gwynedd.gov.uk

<table>
<thead>
<tr>
<th><strong>Head teacher</strong></th>
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<tr>
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<tr>
<td><strong>Office Clerk</strong></td>
<td>Miss Roxanne Rowlands</td>
</tr>
<tr>
<td><strong>Dinner clerk</strong></td>
<td>Ms Helen Mitchell</td>
</tr>
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**The school may be contacted by telephone, written correspondence, e-mail or of course face to face.**

### Contacts at Glanadda

Caernarfon Road  
BANGOR  
Gwynedd  
LL57 4SG  

01248 352821  

len.brookes@gwynedd.gov.uk

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<td>Mrs Susan Ward</td>
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### Gwynedd Council Education

Directore of Education,  
Education & Leisure,  
Education Office,  
Castel Street,  
CAERNARFON  
LL55 1SH  

01286 672255  

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ADMISSIONS AND APPEALS
Both school’s catchment-area –West End, Penchwintan, Tai Steision, Glanadda, Bryn Llwyd, Coedmawr, and Minffordd. If a pupil is refused a place at Ysgol Coedmawr or Glanadda, the parents will have a right of appeal to the LEA and the Welsh Office.
Parents wishing to have their child transferred from another primary school (and not changing address) should complete a parent’s option form giving reasons for submitting the request, and present it to the LEA but not before discussing with the Head teacher.

SCHOOL ARRANGEMENTS
Both schools are daily, bilingual, and co-educational. There are contacts between Glanadda and Tryfan and Friars schools. A joint meeting and visits are organized between teachers and parents before children transfer. Likewise, the same close contact is organized with Coedmawr. There are two mainstream classes at both schools this year. Statutory requirements also allocate 10% non-contact teaching time to teachers.

TEACHING HOURS
The teaching hours comprises a minimum of 23.5 hours a week for junior children, and 21 hours for the Infants, except of course for the Nursery.

Morning session between 9:00 - 12:00.
Afternoon session between 1.00 - 3.00 p.m. for Ysgol Coedmawr
1.00 – 3.30 p.m. for Ysgol Glanadda.

SCHOOL ATTENDANCE
Regular school attendance is essential if a child is to make the best possible progress. The school must provide an explanation for all absences and decide whether it is “authorised absence” (e.g. illness) or “unauthorised absence” (e.g. shopping)

Up to ten days holiday is allowed during the school year - but a designated form with the Head teacher’s consent is required for this. Parents should contact us before 9 a.m. if a child is to be absent or late. An explanation provided by the child is insufficient.
Under section 199 of the 1993 Education Act, it is mandatory that the school keeps a record of every pupil who arrives late as well as every absence. Linked to the new guidelines, approval of absence is at the school’s discretion, not the parents. Our registration method is the LEA Simms method, which also notes punctuality of arrival at the School.
THE BREAKFAST CLUB
The Breakfast Club is open at both schools, and provides a free healthy breakfast for the pupils. There is a designated form for you to complete – a copy is available at both schools.

Opening Hours as follows-

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<tr>
<th>School</th>
<th>Time</th>
<th>Note</th>
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<tbody>
<tr>
<td>Ysgol Glanadda</td>
<td>7.45 to 8.45</td>
<td>door closes at 8.40</td>
</tr>
<tr>
<td>Ysgol Coedmawr</td>
<td>7.50 to 8.50</td>
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ARRIVING AT THE SCHOOL
The school is responsible for the children for 10 minutes prior to and after every session. We regularly remind the parents that officially teachers are not responsible for the children until 8:50 a.m. and that children should not arrive at the school before then, unless they attend the Breakfast Club. The staff are at the door to receive children into their care in the morning.

LEAVING THE SCHOOL
There will be a member of staff at the door to implement end of school day arrangements. Should a parent be late to collect a child, the teacher will take him back safely to the class. Parents who are late are asked to come in to collect him/her. You will have already completed a form specifying your child’s usual mode of transport home. Let us know if there is any change. Of course, a child is prohibited from leaving the premises during school hours without authorisation and an authorised adult to collect him/her.

SEVERE WEATHER
If the Weather Office gives a warning of heavy snow, a message will be broadcast around 8 a.m. through the radio stations of Radio Cymru, Heart, if the School cannot open. The message will also be broadcast on the stations’ web-sites, as well as the Gwynedd web-site.

(www.gwynedd.gov.uk)
SCHOOL UNIFORM

We have an official school uniform on which the school logo is imprinted. We feel that having an appropriate uniform leads to a sense of belonging and pride.

Uniform for Glanadda and Coedmawr:-

- White Polo Shirt
- Black/Dark Grey Skirt/Trousers
- Purple Sweatshirt.

On an educational visit or trip, the children will wear the school uniform as per usual– so that they can be easily identified

*Note – Ensure that your child/children wear suitable footwear for the school (a shoe that safely fits the foot but without a high heel) *

Physical Education – The pupils require a T-shirt, short trousers and suitable shoes. It is the changing that is important.

WE ASK EVERYBODY TO ENSURE THAT NAMES ARE LABELLED ON EVERY ITEM OF YOUR CHILD’S CLOTHING.

JEWELLERY - For safety reasons, the School only permits a watch and ear studs to be worn.

SCHOOL MEALS SERVICE

Gwynedd Commercial Catering Service provide the mid-day dinner. Healthy and nutritious meals are prepared. A school dinner currently costs £10.00 a week, £2.00 a day. The money should be paid beforehand on Monday in an envelope on which the child’s name and class is clearly labelled.

Parents are requested to send a note to the school giving a WEEK’S notice if the child has decided to no longer take school dinner and bring sandwiches to school instead or vice-versa.

If you receive Income Support, your child will most probably receive free dinners. An application form is available at the school.

The child can bring his own dinner if you wish, but please do not include glass bottles or drink cans.
SNACK
A free water bottle is provided to every child at the beginning of the School year. Should the bottle become lost or misplaced, you can purchase a new water bottle from school for £1.00. We encourage children to bring their bottles to school every Monday for the week. This is so they have access to fresh drinking water which is especially important when the weather gets warmer. There is also a fruit shop that sells fruits during the morning break time at a cost of 20p a day or £1 a week.

Free milk is provided for the children of Coedmawr Infants, or for 10p a day for those who wish to receive it at Glanadda.

*Please notify us by letter if you do not wish your child to receive milk (e.g. due to an allergy) *

THE LANGUAGE SITUATION
Both schools are located in an Anglicized area, consequently staff and pupils have to work hard to maintain the Welsh ethos and environment of both schools. None of you whose children face a bilingual situation for the first time should feel threatened or that you do not belong. Perhaps you do not speak Welsh (although many parents decide to learn the language), but we hope you will respect the existing language environment, an environment that so much enriches children’s learning experiences in every sense. We respect your entitlement to use the language of your choice, and to that end, all correspondence sent by the school will be bilingual.

LEA LANGUAGE POLICY

General Aims
Gwynedd LEA implements a bilingual policy in all schools in Gwynedd. This policy is reinforced at these two schools in their entire administration, with the objective of developing the
children’s skills to become confident in all aspects of both languages prior to transferring to the secondary sector. Special arrangements are made for latecomers.

Our schools’ firm objectives

- Ysgol Babanod Coedmawr provides a firm foundation for every child in the Welsh language. We foster and build upon traditional values of Wales and Welshness.

- Confirm, reinforce and develop the Welsh learner.

- Continue to reinforce and develop the Welsh and English of every child in all aspects of the Junior Department so as to ensure that he/she can speak, read and write confidently in both languages prior to transferring from the Primary to the Secondary sector.

- Special arrangements are provided at the Language Centre at Caernarfon for non-Welsh speaking latecomers between 7 and 11 years of age.

- Any child with serious learning difficulties fosters reading and writing skills principally in his Mother-tongue, but an emphasis is placed on verbal bilingualism.

HOME/SCHOOL AGREEMENT
A school/home agreement is presented to parents at the start of each child’s first term at school. Parents, pupils and the Head teacher are invited to sign the agreement where there is prominent reference to parents’ commitment to maintain positive attitudes between the school and the home. It would be appreciated if you would return the agreement to the school as soon as possible.

CONTACT WITH THE HOME
As well as visits to the school, parents also have formal opportunities each term to observe and discuss their child’s work done at the school. A full report is provided at the end of every school year.

Close co-operation between the school and the home is essential if we are to ensure that the child achieves his/her maximum potential. We hope that you will take an interest in your child’s education and support us.

We kindly request any information regarding any important changes to your child’s circumstances. A comprehensive information form is provided for you to complete and return. The school will ensure that parents are notified in good time of important events in the school
Parents are encouraged to attend activities such as the Christmas Presentation and the Sports Day.

**EXTRA-CURRICULAR**
The school strongly believes in fostering and developing creative talents and this is promoted whenever possible. The school also makes every effort at all times to support local activities. Opportunities are also provided to compete at physical education activities – occasionally these may be held on a weekend or in the evening.

These activities are open to all pupils, who, in the Head teacher’s opinion, are sufficiently mature and responsible enough to do so.

**HOMEWORK**
Occasionally, we set work for the children to complete at home. This may involve completing work, completing a specific task, finding out information, questionnaire, spelling list or learning work. We wish to emphasise your role as parents in this and that hopefully you will assist, supervise and ensure that the tasks are achieved to every individual’s maximum ability.

We have a designated handbook to record a child reading with a parent as we believe that this is an important and valuable activity.

We will course, give due consideration to every child’s age-group, ability and needs when setting homework.

**CORRESPONDENCE**
Information is regularly provided on activities held during the term through circulation of monthly letters. All correspondence will be bilingual. You are kindly requested to read all correspondence carefully. Information can also be found on the school website. (Type Ysgol Glanadda into Google and follow the link)

**EQUAL OPPORTUNITIES AND RACIAL EQUALITY**
We recognize that our children are growing up in a broadly based society characterised by differences, not only in race but also in religion, dress, food and language that reflect these contemporary changes. We therefore aim to reflect those differences and expand on all the pupils’ education to enable them to grasp and appreciate the varied multi-cultural nature of communities. The following is reflected in our Equal Opportunities policy.

We will-
- Provide an equal opportunity for every pupil, irrespective of gender, ability, cultural and ethnic background.

- Ensure that no child suffers discrimination on grounds of race, belief, gender, language, educational ability, social status or disability

- Ensure that every pupil has access to the entire curriculum range and all school resources

- Ensure that positive social attitudes are fostered at the school.

- Promote good contacts between members of various groups and racial, cultural and religious communities.


**CHARGING/COSTS**

We always try and keep costs as reasonable as possible. We ask for a contribution e.g. towards the cost of the bus to weekly swimming lessons (currently £2.00). It is envisaged that pupils will gain valuable experiences from several trips held during school hours. The Head teacher and Governing Body are entitled to cancel an organized activity if it appears that low contributions would lead to a substantial loss being incurred.

According to the 1988 Education Act, the school is entitled,

- To ask for a voluntary contribution towards the cost of organizing the trip
- Entitled to ask an external agent to organize the trip.

The Head teacher is authorised to seek payment for -

- Activities held outside school hours
- Damage caused to any section of the school building as a consequence of misconduct
- Loss of a book or equipment which is the school’s property

Instrumental lessons (at Glanadda) cost approximately £20 a term (for 10 lessons) and a child is expected to follow the plan for at least a year. The service of specialists are purchased for this.

**CURRICULUM STATEMENT**

As has already been mentioned, two mainstream classes are held in the morning and afternoon.

The school curriculum presents what is our statutory requirement as a consequence of National Curriculum statutory requirements, including the Foundation Phase for the relevant age-group. But, what is presented here is of course much more than what is required of us.
KS2
There are four core subjects, namely Welsh, Mathematics, Science and English. These are presented not only as ‘subjects’ but also permanently cross-curricular.

There are also the foundation subjects namely Geography, History, Religious Education, Art, Music, Technology, Information Technology and Communication, and Physical Education.

Part of the work is organized thematically. This makes it easier to include and complete the large number of Programmes of Study which comprise the National Curriculum.

The work is arranged using various methods – whole class, groups, pairs, individual or jointly with another class. There is a balance of methods which are determined according to the task, the pupils and the amount of support provided. There is also work that is differentiated in aim or content to support and challenge all children in the class. Often, the best method of conveying a message is through a site visit.

FOUNDATION PHASE
We implement the Foundation Phase for children from 3-7yrs old, which focuses on developing skills. Skills are developed within a framework of playing.

The curriculum provided is appropriate to the children’s stage of learning rather than focusing solely on age – related outcomes to be achieved.

We provide indoor and outdoor environments that are fun, exciting, stimulating and safe, promoting children’s development and natural curiosity to explore and learn through first – hand experiences.

PHYSICAL EDUCATION
When introducing this subject which is statutory for every child at the school, efforts are made to plan a learning programme that leads to active, appropriate and regular experiences that enable every child to experience enjoyment and success.

At Glanadda, we have a large (but hard-surface) playground for sports, and a neighbouring grass field is used for sports. Swimming lessons are organized for years 1, 2,3,4,5 and 6. The objective is to get every child to swim 25m before the end of their time at KS2. We also work with other schools within the catchment-area to introduce diversity under the P.E.S.S. activities scheme.

School’s objectives in sports and sports provision:-

- Provide an opportunity for the children to succeed in a broad range of sports.
• Boost the children’s confidence in their athletic ability and use of sports equipment.
• Continue to compete at catchment-area/county based activities and try and enhance that to new competitions when possible.
• Take advantage of specialists to coach and promote the local sports clubs youth policies.
• Promote the fitness of every child within the school.

PROVISION FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS
At both schools as in any other, we have children with special educational needs. This does not imply that these children are not talented, or that they will have permanent difficulty. Several factors have impact on a child’s educational development, and it is important that parents notify us of any thing that could affect their children’s welfare. Exceptionally able children also have special needs, and both schools are very aware of that. Recently introduced legislation has formalized guidelines which we follow, and it is important that parents also be aware of them. Our policy is to notify parents of all developments (or lack of development) that we observe in the children, both in terms of work and behaviour. If, in our view we foresee problems developing, then we will immediately notify that child’s parents. The law now insists that parents participate at every stage of an educational problem, including diagnosis and treatment. That of course is common sense, and the same common sense is sought by us if parents are aware of any factor outside the school’s confines that could hinder their child’s development. In accordance with the requirements of Section 161 of the 1993 Education Act, it is imperative that every school makes appropriate provision for SEN pupils.

Principles
Equal opportunities both curricular and socially are provided for any child with special educational needs - educating him/her in the school he/she usually attends whenever possible. We ensure:-
• We have a system in place to identify these children.
• Provide differentiated education as is required.
• Work in partnership with the parents maintaining close contact.
• Ensure a whole school response so that every class teacher works alongside the S.E.N Co-ordinator.
• Utilize and work with the relevant statutory agencies e.g. the Psychology Service, the Health Authority, the Social/Welfare Services, and the Advisory Teachers.
There is an appropriate and inclusive system in place to identify children with special educational needs. Detailed guidelines have been prepared for this and can be examined in consultation with the Head teacher.

ACCESS FOR THE DISABLED
In accordance with the latest requirements, we do everything possible within our capacity to work with the LEA to ensure full access to school life.

SAFETY ON THE PLAYGROUND
There is firm regulation regarding vehicle access. Authorization has to be obtained from the Head teacher’s office before a private or goods vehicle can be brought onto the playground.

RELIGION
We do not have any direct and formal denominational links, and representatives from every denomination are welcome to visit the school. There is a close contact with St David’s Church. The religious education presented is based on the LEA’s recognized syllabus. Arrangements can be made for children whose parents do not wish them to attend the services – mainly Christian in ethos.

COMPLAINTS ARRANGEMENTS
The LEA in accordance with the Secretary of State’s requirements, under Section 23 of the 1980 Education Reform Act, has established a procedure to consider complaints as to how school Governing Bodies and the LEA act in relation to school curriculum and other related matters. This arrangement is outlined in an appropriate document in Welsh and English that is available at the school. A copy is provided free of charge, as and when required, to any parents who wish to lodge a complaint, under these arrangements, and the LEA can provide a copy in a language other than Welsh and English if required. It is however, emphasised that many complaints can be rapidly and effectively dealt with through informal consideration based on discussions with the Head teacher. This is the first reasonable step to take, and the Governing Body will expect that this step has been taken before the complaint is formally presented, except in exceptional cases. The school should be contacted to arrange an appointment with the Head teacher.

PASTORAL CARE
This is mutually shown by the Schools staff and children. Maintaining good behaviour is essential if the school is to achieve its purpose i.e. to promote every child’s growth and development. Every child is placed in the care of his/her class teacher, but the entire Staff seek
to safeguard all pupils’ well-being. This school encourages the children to be self-disciplined, responsible and respectful of others. We ask for parental support in this respect.

The School Nurse and the Health Visitor occasionally visit the school to give e.g. an eye test to the children and also examine general hygiene. The Health Authority also visits the school to test the children’s hearing annually.

SCHOOL COUNCIL
It is now a statutory requirement to establish a School Council for the Junior Department children, but we are at the forefront here as we have had a council for several years. Regular elections to elect School Council representatives are held. This group holds regular meetings to give ‘children a voice’ in the running of the School.

It is easier for the School to make progress through listening and co-operation. The council exists to listen to all the School’s other pupils, and create a positive bridge between them and the School staff.

SEX/LIFE EDUCATION AND PERSONAL AND SOCIAL EDUCATION
Sex Education is now an integral part of the Science Curriculum and the relevant concepts and vocabulary are presented at Foundation Phase. The knowledge is built upon and the vocabulary is increased during the Junior Department years. A comprehensive policy is being revamped in line with current developments and may be requested once finished. Correspondence is sent to parents to notify them if the work (except for the science programme of study) will include this aspect, and you are entitled to exempt your child from it if that is your wish. **However, anybody who has doubts is advised to contact us so that further discussion can be held before a final decision is taken.**

Likewise, Personal and Social Education is a statutory requirement and we present it as part of class activities. The children develop numerous social skills – identifying and understanding emotions and feelings. Opportunities are provided to share concerns in strict confidence. The Webster-Stratton scheme reinforces our aims of creating a positive attitude amongst pupils and Staff.

At Ysgol Coedmawr, an ‘Ysgol Dina’ curriculum is presented, namely a programme to provide skills to enable children to cope socially and emotionally. Sessions are held on anger management, making and maintaining friendships, problem-solving and understanding feelings and emotions.
THE HEALTH PROMOTION SCHOOL
Both schools participate in this project and works jointly with an advisory teacher who is a link between the school and the health authority. The silver award stage of the scheme has been completed, and we continue to maintain those aims set within the Health Promotion Scheme.

ECO SCHOOL
Both schools have received bronze awards for our efforts- onto the silver this year. We take great care to recycle paper, turn off lights etc.

SUPERVISION
Our objective is to safeguard the children’s safety and maintain an acceptable standard of order and management. The school implements teacher and assistants supervision arrangements for children during the following periods:

> Before School starts  10 minutes
> Morning Break
> Afternoon Break
> End of afternoon  10 minutes

Arrangements
1. Supervision is implemented through a daily rota system.
2. The on duty Staff supervises the playground throughout this period.
3. Supply arrangements are made when a Staff member is absent.

During severe weather, the children will be supervised by the class teachers during break time.

Dinner time arrangements
Children are supervised by at least two supervisors. After the children have finished eating, the supervisors go out with the children and care for them on the playground until it is time to come in. During severe weather, they supervise the children in their classes.

DOCUMENTS THAT MAY BE EXAMINED
You are entitled if you so wish, to examine several documents such as Welsh Office/Assembly circulars, Education Authority Policies, Governing Body Policies, School HMI reports, syllabuses
and schemes of work and annual report for parents. Curricular information is kept on every child – a parent is entitled to see such information.

Arrangements can be made with the Head teacher. Both Schools implement an Up-dated Freedom of Information Scheme.

**MAINTAIN GOOD BEHAVIOUR**
We clearly state that an emphasis should be placed on the positive – encouraging and commending, and insisting on appropriate behaviour at all times. We believe that this fosters and reinforces respect towards peer-group, adults and property.

We seek to generate an appropriate ethos throughout both schools, which will ensure a happy and well-organized environment and ethos - using strategies that will seek to develop self-discipline.

The Webster–Stratton scheme is implemented throughout the School, and specific and positive actions are commended. This strategy is implemented by all the LEA’s schools by now, and we take pride in that the enterprise was launched at Ysgol Coedmawr.

Effort is rewarded and success recognized through certificates presented at a weekly and every term award ceremony. These are displayed on our commendation wall.

If a child’s misbehaviour persists (despite every reasonable effort by the School) and is disrupting the natural running of the class or the School, LEA guidelines are followed and the child may be excluded.

| **Foul language of any kind under any circumstances is prohibited. The school will take exclusion measures if this occurs.** |

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