

HANDBOOK



Ysgol Bro Plenydd 2022 – 2023



Dear Parent / Guardian,

A warm welcome to Ysgol Bro Plenydd! This handbook was prepared in order to provide parents and parents of prospective pupils with useful information about the school.

This should be a happy time in your child's life when he or she is similar to an inquisitive sponge, ready to receive new information and ideas and looking in wonderment at the surrounding world. Your child is entitled to the best educational opportunities that we can provide.

Our aim at Ysgol Bro Plenydd is that we foster confident pupils who will enjoy learning and who have been equipped with the skills necessary to enable them to become lifelong learners in today's world. A child will need to be able to face the challenges of independent learning, collaborate with others and apply investigative skills to every situation.

We want pupils to leave the school with fond and happy memories of their time here but also as confident individuals who are prepared to face the next challenge.

We believe it to be essential that your child is happy at school and feels that he/she belongs to the welcoming, stimulating, safe and hard-working community that we as teaching staff endeavour to nurture here.

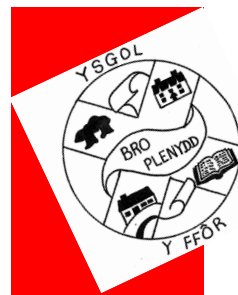
It is also important that our pupils are part of a disciplined community that teaches conduct of the highest order. Learning respect, tolerance and empathy towards others is a priority.

Every child at the school is also part of a wider community. It is my aim that each child gets to know and appreciate the Welsh culture that is a part of this school's community. Every child is also a global citizen and developing a concerned conscience about the plight of our fellow man and planet is all-important. The future is in our children's hands.

We strongly believe that collaboration and the sharing of a vision and principles between the home and school is vital. Your child's education is a partnership between yourselves and ourselves and we will do everything we can to promote your understanding of the teaching process and what you can do at home to promote your child's education.

Yours sincerely,

Carys Hughes [Headteacher]



Ysgol Bro Plenydd



Ysgol Bro Plenydd

Y Ffôr

Pwllheli

Gwynedd

LL53 6UP

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E-mail:

Carys.Hughes@broplenydd.ysgoliongwynedd.cymru

Headteacher: Mrs Carys Hughes B.A.

Chair of the Governing Body:

Mrs Natalie Coles-Williams 2021—2022 Year 6 Pupils



School Organization 2022 - 2023

There are three classes at the school this year. Here is a list of those classes and the team of staff at Ysgol Bro Plenydd:



Early Years Class :

Teachers : Mrs Sioned Jones and Mrs Hayley Allanson

Senior Class Assistant : Mrs Netta Pritchard

Assistants : Miss Cari Ann Jones

Mrs Carys Roberts

Miss Ceri Daniel Ferris

SEN Assistants—Miss Selina Ellen Jones

Miss Sophie Jane Pritchard

Year 3 and 4 Class:

Teacher : Miss Non Mererid Jones

Mrs Dona Povey Jones—SEN Assistant

Year 5 and 6 Class:

Headteacher / Teacher : Mrs Carys Hughes

Teaching Assistant / General Clerk

Mrs Catherine Martin

Music Teacher / Literacy and Numeracy :

Mrs Sianelen Fleming

Lunch Hour and Breakfast Club Supervisor :

Mrs Ann Parry

Cook: Mrs Ellen Jenkins

Kitchen Assistant : Mrs Josephine Campbell

Caretaker Mr Eirion Morris Jones

SIMS Assistant - Mrs Elen Wyn Jones

Type of School

This school is a County Primary School [Nursery, Infants and Juniors]. It is a day, bilingual, co-educational school. It is a community school. This means that the school Works in partnership with other community resources which shares the site. mainly the local nurse Group—Cylch Meithrin.



The School's Location

Ysgol Bro Plenydd is situated by the main road in the village of Y Ffôr, approximately four miles north of the town of Pwllheli. The school was opened in 1912 as one of two 'open air schools' established at the time by the old Caernarvonshire Council. Before it was opened, the children of the area were educated at the old Plasgwyn school on the outskirts of the village. In the year 2000, a new extension was added to the school which included an extra classroom, a toilet for the disabled and an extensive reception area. In the same year, a hard-surfaced play area was secured for the children of the Foundation Phase. Behind the school there is a large community playing field. Between 9.00 a.m. and 3.30 p.m., its use is restricted to the school. The Governing Body, together with the Parents' Association collaborate with the school to ensure an environment that supports and enriches the learning experiences offered here and also listen and respond to the children's wishes on how to improve the environment.



School Hours

	Morning Ssession	Morning Break	Lunch	Afternoon Ses- sion	Afternoon Break
Early Years	9am— 11.45am	10.15am— 10.30am	11.45am - 12.45pm	1.00pm - 3.30pm	2.15pm— 2.30pm
7-11 year old pupils	9am— 12.15pm	10.30 am - 10.45am	12.15pm— 1.15pm	2.15pm— 2.30pm	2.15pm— 2.30pm



Bringing and Collecting Your Children

The school is open to the children from 8.40 a.m. every morning. Access is not allowed before this time and responsibility is not accepted for supervision. A child should not arrive at school before 8.40 a.m. Children are not allowed on school premises nor in the building unless there are teachers present.

Entry is permitted for children attending the Breakfast Club from 8.10am - 8.45am. Mrs Ellen Jenkins and Mrs Ann Parry will be supervising.

School ends at 11am for the Nursery Year children and at 3.30pm for every other child.

The school is a Green School and encourages parents to walk to school or share cars when bringing and collecting their children.

Because the main road outside the entrance is so busy, the school's Governing Body in consultation with Gwynedd Council's Safety and Transport departments, allows parents to use the One-way System through the yard at Ysgol Bro Plenydd and the former Ysgol Hafod Lon site to bring and collect their children. At the beginning of every school year, parents will be invited to agree to the system's rules and conditions before being given the right to use it. A copy of the conditions for using the One-way System can also be found on the school's website.

Those children walking home are escorted to the kitchen gable-end.

Children leaving in vehicles are escorted to the main yard.

In the mornings, the little path will be accessible to pedestrians. We kindly ask every pedestrian to use it.

Admission Policy

An application for admission to the school must be made by contacting Gwynedd Education Authority. For a place at the school, applications must either be submitted directly to the Council or via the school **before 1st February this year**. The relevant application forms will be available at the school care of the Headteacher or from the Schools' Service. More information is available on Gwynedd Council's website: www.gwynedd.gov.uk.



Children are admitted to the Nursery Year on a part-time basis in September following their third birthday. Parents of prospective pupils are invited to meet the class staff and see the school at a special meeting during the term prior to their children starting here. Provision at the Cylch Meithrin will continue for children who reach their 3rd birthday after September.

Before the children start full time in the Reception Year at the school in September following their fourth birthday, parents have to submit a second application to the Authority. Applications are assessed in accordance with guidelines set out in the admission policy.

Transition to the Secondary School

At 11 years of age, pupils transfer to Ysgol Glan-y-môr. Strong links have been forged with the secondary school and through bridging arrangements, pupils receive opportunities to visit the school on numerous occasions before transferring in order to get to know the teaching staff and building. The Head of Year 7 as well as language teachers visit Year 6 at Ysgol Bro Plenydd during the term before transferral.

Health and Safety

The best possible care is taken regarding the safety of the child while at school. If a child is ill or has an accident, parents are contacted. If needed, the emergency services are contacted or the school could take the child directly to Bryn Beryl Hospital (minor injuries) or Ysbyty Gwynedd. We will request you to fill in a Parents Permission Form for Urgent Treatment at the beginning of every new educational year.

Medication is administered to children only in special cases, having received written instruction from a parent in accordance with school policy. Pupils are allowed to carry their own asthma inhalers, the parent having applied in writing. The relevant forms are available at the school via the Headteacher and a copy of these and the policy are available on the school's website.

A pupil is not allowed to leave school before the end of the school day without permission. If the usual arrangements need to be changed, the parent will have to contact the Headteacher or relevant teachers in advance.

Every visitor to the school during the day is required to ring the buzzer by the main entrance to gain access into the school. Visitors are expected to sign in digitally on arrival and sign out again at the end of the visit.

The school has a fire alarm and burglar alarm which are regularly tested. Fire drills are held every term. The emergency assembly point is the Main School Yard.

The school has a designated First Aider as well as a named person who regularly receives training. First Aid boxes are situated at three points at the school and their contents are checked on a regular basis.

Lockdown in Emergency- The Lockdown in Emergency Policy is available on the school website - www.ysgolbroplenydd.org.

Lockdown Drill

Lockdown Drills will take place at least once a year in order to ensure that everyone is clear of their role should such an event take place. Drills are monitored with feedback given to staff so that the procedure is improved if needed.



Environment and Ethos

Ysgol Bro Plenydd is a happy school that constantly does its best to ensure that each pupil feels that he/she belongs to the school's family. We take pride in the fact that most visitors to the school recognize the homely, friendly and disciplined atmosphere that exists here. The happy and hard-working atmosphere is based on a mutual relationship of respect and care between teachers and pupils and between pupils. This enables pupils to display a positive attitude and develop self-confidence and a positive self-image, both personally and in their interaction with others.



AIM

The purpose of the school is to create situations and provide resources that will enable all children to become rounded personalities, to develop and apply all their talents. These situations and resources will provide for each child according to age, ability and interest, and will enable them to become responsible members of a bilingual community, members who will be able to contribute to it and partake of it, and live in peace and fraternity together.

This involves:

- 1) enabling each child to develop to his/her full potential;
- 2) ensuring that each child is introduced to the Welsh heritage;
- 3) giving each child the opportunity to develop as a full member of a rapidly-changing community.

: The School's General Objectives

- 1) To make each child feel happy and safe in a homely environment.
- 2) To give each child the opportunity to develop to his/her full potential in every aspect of the curriculum.
- 3) To present an education that is meaningful and relevant to the pupil's experience in the community.
- 4) To promote and develop bilingualism.
- 5) To provide every pupil with an equal opportunity.
- 6) To promote contact and co-operation with parents.
- 7) To nurture respect towards belongings and towards other persons.
- 8) To encourage contact with the community.
- 9) To emphasize behaviour, courtesy and appearance.
- 10) To nurture devoted and enthusiastic teachers.



Home/School Agreement

We have a Home/School Agreement that states what the school expects from parents and pupils regarding commitment to supporting the school, as well as the school's commitment to collaborating and providing the best service to parents and pupils so that each pupil has the best opportunities to learn and develop. Every home is expected to sign the agreement

A copy is also found on the school's website.

Attendance, Punctuality and Absence

At Ysgol Bro Plenydd, we believe that attendance and punctuality are incredibly important to educational and social development.

If children are not at school, they miss out on valuable experiences, opportunities to learn and achieve their true potential.

See our website for our pamphlet for parents: **'Mae'n Bwysig Bod Yma !' [It's Important to Be Here]**.

Every child is expected to arrive at school by 8.55 a.m. to start the school day at 9.00 a.m.

When a child is ill or is unable to attend for other reasons, please contact the school to inform us of this before 9am and complete an absence form on your child's return to school. Absence booklets are available at the school and on our website.

Absences

In accordance with Welsh Government guidelines, the school records absences in two ways:

Authorized or unauthorized absences.

Authorized absences are explained absences and which are valid in the view of the school, e.g. illness and medical appointments. **Up to 5 school days of family holidays are permitted in one school year, permission having been granted at least 10 school days in advance.** Every application is considered on its own merits by the Headteacher.



We do however strongly urge parents not to take their children out of school during the school year as continuity is all-important to ensure effective learning and develop confidence.

Unauthorized absences are absences that are unexplained or absences without a valid reason in the school's view.

The school records attendance electronically. The record is available centrally and is checked on a regular basis by the Education Welfare Officer.

The school will correspond with the parents of a child who has a pattern of unsatisfactory attendance. The Education Welfare Officer may visit the home of any parents whose child's attendance rates are deemed to be of concern to the school and Education Authority.



Attendance Figures for 2021 –2022

Attendance for the Year: 91.92%

Girls: 91.82%

Boys: 92.04%

Authorized Absences: 7.25%

The Welsh Language

Welsh is the main medium of life and work in the Early Years so that the pupils develop a firm foundation in the language. English is officially introduced at the end of Year 2 .

Welsh is also the main medium of life and work in the Junior Section, with an increasing use of English as pupils progress through the school so that by the end of Year 6 they are completely bilingual.

We believe that it is a privilege for our pupils to be able to participate in their education through two languages.



Work Pattern

We endeavour to ensure that the education we provide encourages the cultural, moral, intellectual and physical development of each child, and that the nature of the curriculum as a whole is differentiated, broad and balanced. To respond to these requirements, class organization is flexible . Sometimes your child will work with pupils of the same age . At other times your child will learn in mixed age groups.

The children will be taught as a class unit led by one teacher.

Learning experiences will be planned carefully and in a structured way, ensuring that there are broad and balanced experiences across the curriculum. Thematic methods are employed to provide cross-curricular experiences, with the intention of providing a child-focused education. See the document 'Gyda dygnwch a dysg fe dyfwn' which is on our website.)

Mathematics and Language are taught as separate subjects in the morning but are also taught cross curricular.



The Early Years

The Early Years places great emphasis on promoting children's skills and understanding, personal, social, emotional, physical and intellectual well-being so as to develop the whole child. The Early Years places great emphasis on children learning by doing. By 'playing' with ideas, experimenting, taking risks, solving problems and making individual decisions, in small and large groups, the children will practise and reinforce their learning. This is carried out in indoor and outdoor environments that are fun, exciting, stimulating and safe in order to encourage the children's natural curiosity to explore and learn through first-hand experiences. The Early Years environment promotes discovery and independence skills.

7—11 Year old Pupils

During this stage in their learning [7-11 years of age], learners build on the skills, knowledge and understanding acquired during the Early Years.

Language: Welsh and English

Oracy, Reading and Writing

Language is the foundation of every child's learning. Without it, the child cannot make sense of the surrounding world nor respond to experiences.

Our aim is to instil in each child a positive and constructive attitude towards language so that he/she is able to use it with increasing confidence and accuracy when speaking, listening, reading and writing.

We will introduce the child to the Welsh and English literary traditions in their various forms so as to foster an interest and pleasure that will, hopefully, remain with the child for life.



Speaking and Listening

We will develop the child's ability to listen in collective situations, as part of a group and as an individual. We believe that this is a valuable and important skill to develop in a child. Only by listening attentively will the child understand and learn. Listening can provide pleasure and enjoyment and helps us respond at an increasingly intellectual and creative level to the world around us.

Our aim is to nurture children to be increasingly comfortable and confident when speaking in all situations. We emphasize the importance of speaking clearly, comprehensibly and correctly. We also endeavour to instil in the child an awareness of the correct and appropriate language to use when responding in various situations.

Reading

This skill is essential to the development of every one of us. Our aim at Ysgol Bro Plenydd is in the first instance to make every child a reader so that he/she derives enjoyment from reading for pleasure and entertainment. We will also nurture children to become correct and intelligent readers so that they can use the skill to glean information and enrich their understanding of the world in which they live. The child's ability to respond critically to aspects of texts will also be developed.

Writing

We will provide opportunities for the child to write in response to a wide range of experiences and situations. The child will develop his/her skills of writing creatively and factually for various purposes. The child will be taught about the various writing forms and their characteristics, nurturing their skill to be able to select the appropriate medium for writing. The child's ability to write with increasing accuracy will be developed as he/she progresses through the school.

Mathematics / Numeracy Using mathematical skills is an essential part of everyday life and mathematical concepts can be found everywhere in the world around us.

Our aim at Ysgol Bro Plenydd is to nurture an enjoyment of mathematics in each child as well as a healthy and positive attitude towards the subject.

Developing clear thinking strategies, using mathematical language to explain and discuss and the ability to reason are the subject's essentials. Our aim is that the child's ability to do so with confidence and ease will increase as he/she progresses through the school.

Digital Competence This is a subject which is developing at great pace. Recent developments enable the child to be in contact with his/her world continuously. At the school, we aim to develop the skills above cross-curricularly. Digital Competence is a skill that can be developed through the medium of every curriculum subject. Your child will learn :

- How to stay safe online
- To use a database and spreadsheet in order to collect and present data clearly and quickly
- How to produce text, graphics, sound and video and combine them
- How to look for information
- How to solve problems and modelling



Digital Competence Framework The Digital Framework has been in practice in schools in Wales since September 2016 when the government asked schools to develop understanding of it and start planning towards implementing it. From September 2017 onwards schools were expected to integrate the framework into the curriculum. The Framework concentrates on using digital skills across the curriculum.





Religion, Values and Ethics Education

Although the school does not have formal links with any denomination, the school's religious education curriculum is based on Christianity.

Developing knowledge and understanding of the principles of the world's main religions and recognizing the importance of religion to people's lives helps develop tolerance and respect and should help nurture responsible attitudes among children towards their own community and the wider world.

Collective Worship

A form of daily collective worship is held in accordance with the requirements of the Education Act 1986. The whole-school collective worship is held in the Library and also in classes. It contributes to the ethos and atmosphere of the school. An attempt is made to ensure that it is relevant to the children's everyday lives, and acts as a means of developing positive aspects in the children's involvement with each other, such as empathy, care and respect. The main emphasis is on the Christian religion but our aim is to hold a collective worship session which is inclusive of other religions as well as non religion .

The Education Act provides the right for those parents objecting to their children taking part in services to make arrangements with the Headteacher for the children to be excused .

Instrumental Lessons

The school offers harp and brass instrument lessons from the Gwynedd and Anglesey Schools Music Service. Peripatetic teachers visit the school every week to conduct lessons. There is a harp at the school and it is possible to hire one for practice purposes through a special scheme. The children receiving brass instrument lessons are able to hire instruments through the service. The school pays a considerable proportion of the costs of lessons and requests a contribution of £30 per term per child.

Lessons are offered to children of 7-11 years only. The children make good progress and under the scheme it is possible to join an orchestra which meets at Ysgol Glan-y-Môr, Pwllheli. Regular practice at home is essential !



Fitness and Physical Education

Physical activity is important in order to develop confidence and enjoyment in children towards physical activities. The hope is that a lifelong routine of physical activity will start at the school. This will lead to health and fitness as well as an opportunity to socialize through activities.

We aim to provide one hour per week of Physical Education activity in the Early Years :

- Cycling
- Running track
- Yard games and equipment
- Outdoor experiences

We aim at approximately one and a quarter hours in the Junior Section.

EY gymnastics lessons will take place in the school hall and at Canolfan Hamdden Dwyfor [leisure centre] for 7—11 year olds.

Swimming lessons for 7-11 year olds are provided at Canolfan Hamdden Dwyfor during the Autumn and Spring Term. The school pays for using the centre and for the instructors. We kindly request a contribution of £ 22 per child per term to pay bus costs.

This arrangement cannot continue without these contributions.

Games, athletics and orienteering lessons are provided at the school. taff has received



Games, athletics and orienteering lessons are provided at the school. Orienteering instructions have been received and the school has an orienteering map in order to develop outdoor and problem-solving activities.

There is also an effort to participate in various sports such as football and netball matches, skipping challenges, Fitness Club and hockey.

7—11 year old children meet the rest of the catchment area children every term at Canolfan Hamdden Dwyfor or at Clwb Chwaraeon Pwllheli [sports club] for competitive sports and games.

Clwb Cerdded Plenydd [walking club] attempts to organize walks in various locations so that the children enjoy the experience of an extended walk in the outdoors.



Relationships and Sexuality Education

As part of Personal and Social Education, we introduce Life/Sexuality and Relationships Education throughout the school. The work presented corresponds to the Gwynedd Healthy Schools' Scheme. In accordance with the school's policy, we will add responsibly and developmentally to the children's experiences of their bodies and their relationship with the world around them relevant to their age and ability. By doing this, pupils will be better equipped to deal with puberty, developing understanding of healthy relationships, self-esteem to grow into a confident adult.

The school uses the Sense DVD and Gwynedd Healthy Schools' 'Tyfu' [Growing] pack.

A copy of the school's Sex Education policy is available at the school and on our website and a parents' information sheet is also available explaining what is presented to children in the different years.



What sort of learner is your child?

At Ysgol Bro Plenydd, we endeavour to provide every child with a high standard of education. Our expectations of our staff and children are high.

Education is not just about learning facts. As part of their learning, the children get to know themselves well as learners. We nurture children to develop an understanding of how they learn.

The children become aware of their strengths and how they learn best, knowledge which is important to them as learners.

Growth Mindset

During 2017—2018 Ysgol Bro Plenydd was a member of the Shirley Clarke, project, Exceeding expectations through formative assessment.

Following this the school has prioritized using various strategies to develop a culture of learning where learners support each other's learning and celebrate each other's learning success.

The school encourages learners to use learning powers to succeed in their learning and to understand what they are learning, why they are learning it and how to succeed at learning.

Formative Assessment

The school uses formative assessment strategies in order to develop every child to be an effective learner. We begin lessons with questions about what they've already learnt. We encourage learners to be effective learning resources for each other through discussion. We set Learning Outcomes and Success Criteria together with the children. We give children timely feedback that helps them improve their learning.



Reading

Every child at school is encouraged to become a reader. In the Early Years, the Reading File will be sent home regularly every week so that the children practise and share their reading with parents.

7—11 year old children are encouraged to borrow books from school to read regularly and are expected to keep a record of their reading.

Parents are asked to encourage their children to read regularly and ensure they do their homework punctually and to the best of their ability.

Reading Magazines

Every child is given the opportunity to receive Cip and WCW magazines.

Homework

Early Years : We hope that you will be ready to help us to give your child the best by :

Reading your child a story

Paired reading and discussion of books that come home from school

Helping to collect information, resources or by preparing.

Homework is regularly provided in the Junior Section. The homework is usually based on the essentials of learning and sometimes on investigative work that arises from the theme or perhaps from creative work.

Homework is regularly set for children in KS2.

Homework will consist of learning spelling lists, multiplication facts, reading and responding to reading. Sometimes tasks are set to correspond to the work done in class at the time or work already accomplished in order to practise and keep concepts alive in the child's mind and support and promote skills.

The children will work on a particular theme in class and, occasionally, will be given investigative work to carry out at home on various aspects of the theme. When this happens, it is hoped that the home will co-operate to encourage the child's work.



Policy of Additional Learning Needs

A new act has been created by the Welsh Government to support learners with Additional Learning Needs (ALN&I), namely the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

Arrangements are in hand to move from the previous system (SEN) to the new system (ALN).

The Additional Learning Needs (ALN) system is being rolled out gradually between September 2021 and August 2024.

The Welsh Government has created a website called Additional Learning Needs and Inclusion to provide parents with information on:

The new system

ALN and Inclusion services available to support children in Gwynedd

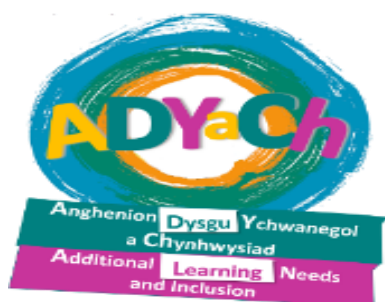
Key ALN events in Gwynedd

Access to the ALN service in Gwynedd

It is a requirement for every school to have an ALN coordinator among its staff and members of the Governing Body.

During 2022—2023 Mrs Sioned Jones and Mrs Natalie Coles-Williams will undertake the above responsibilities.

Gwynedd and Mon SEN website— adyach.cymru



The ALN system:

If it comes to our attention or it appears to us that a child may have ALN then we will take the decision as to whether it is necessary to investigate that the child has ALN.

If the child has an **Individual Development Plan** already or we as a school have already decided and are satisfied that the child's needs have not changed and that new information has not been submitted, or if the Local Education Authority is responsible for the child, then we may not decide to continue to investigate.

If we decide that a child needs to be investigated for ALN then we as a school will:

Designate a coordinator to be responsible for coordinating the process and carefully record details, informing the parents and inviting the parents and child to an initial meeting.

The process will be scheduled. We will also involve other agencies if we consider it appropriate.

If we have decided that the child has a learning difficulty or disability then we will decide whether the difficulty or disability requires additional learning provision.

If so, the school will create an Individual Development Plan for the child and the parents and child will have an opportunity to comment on it and receive access to it.

The school will maintain and review the IDP.

If the school decides that it cannot provide adequate additional learning provision for the child then the school will refer the decision to the Local Education Authority.

If the LEA determines that the child has ALN, then the LEA will draw up an IDP for the child and will be responsible for maintaining and reviewing it.

The school will help the LEA to maintain the IDP and review it.

If the school decides that the child does not have ALN then we will inform the parents and the child and explain our reasons.

We will also provide an opportunity for further discussion.

Throughout all of these steps, parents will be invited to discuss issues with the school. **The aim always is for the school and parents to work together to assist the child.**



School Admission Arrangements for Children with ALN

Any child with ALN who lives outside the school's catchment area will be admitted unless the school numbers already exceed the admission number (which is 60 in the case of Ysgol Bro Plenydd) and that the child's parents want him/her to attend the school.

When a new child is admitted to school from another school in Gwynedd or Anglesey, thorough use is made of the records that accompanied the child from the former school to ascertain what kind of educational provision is required for the child. If the child has an IDP, the plan will continue to be maintained.

If a child is transferred from another county in Wales and there is SIMS evidence that the child has an IDP in their former school, then discussions will continue at a panel in Gwynedd.

If a child is transferred from an area of England and the Local Authority in England is maintaining an EHC for the child, the school must prepare an IDP.

Language Policy

Gwynedd Education Authority implements a policy of bilingualism in all Gwynedd schools.

The objective is to develop children to become confidently bilingual so that they become full members of the bilingual community to which they belong.

Ysgol Bro Plenydd is a naturally Welsh-language school and staff and pupils strive hard to retain the school's Welsh ethos and atmosphere. We look forward to welcoming the parents who are new to the language to participate in the culture.



We hope that you will respect this culture and take pride in the fact that your child is able to be part of it as it will enrich so many of your children's learning experiences. We respect your right to use the language of your choice, and you will receive bilingual correspondence from the school.



When new children come to the school who do not speak Welsh, it will be ensured that they are happy and at home before making every possible effort to teach them Welsh. This will be done as soon as possible so that they can take their place naturally in the life of the school and community. Arrangements will be made for the child to attend the Language Unit at Llangybi for a term, where an intensive and thorough provision is available led by experts. Transport will be provided to convey the children from door to door.



Under the Government's new category system Gwynedd Education Authority has noted that Ysgol Bro Plenydd falls into Category 3 like nearly every other school in Gwynedd.

Gwynedd Welsh Language Charter

The Welsh Language Charter is implemented throughout all the Country's schools. Its aim is to safeguard the special bilingual culture that exists here in Gwynedd. Each school has developed its vision in relation to the Charter and is working towards its awards: bronze, silver and gold. Ysgol Bro Plenydd will work to maintain its gold status.



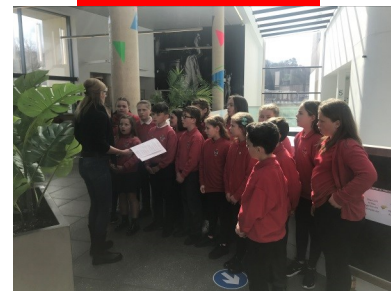
Extra curricular Activities

Ysgol Bro Plenydd offers a programme of extracurricular activities that includes the Urdd, various clubs and visits as well as supporting Y Ffôr Chaired Eisteddfod.



Urdd

A branch of the Urdd has existed at Y Ffôr for many years. Every child who is a member of the Urdd has recently had the opportunity to compete in arts and crafts and stage competitions in the Urdd Eisteddfod as well as requesting the Urdd meetings at school after school hours.



Clubs

There is an opportunity for children to join various after-school clubs - folk dancing, gardening, French, football and netball clubs have been held. In the past Every child in the school's two eldest classes is a member of Clwb Cerdded Plenydd walking club.

Visits

The teachers organize visits to enrich the themes studied in class. The school's eldest class will have the opportunity to visit the Urdd Camp at Glan-Ilyn every year on a residential visit.

Y Ffôr Chaired Eisteddfod

Children at the school supports our village eisteddfod by occasionally competing in the art section, reciting and singing competitions . At the evening meeting of the eisteddfod, children of Year 6 form a retinue to greet the winning poet.



Policy of Charging Payment

The school requests contributions towards the costs of the bus taking the children to Canolfan Hamdden Dwyfor for gymnastics and swimming lessons. Contributions are also requested towards the travel costs of educational visits or the cost of an admission ticket or training. The school also requests contributions towards the costs of instrument lessons from the Gwynedd and Anglesey Schools Music Service .

The parents will be sent the relevant information in advance. The school is always willing to discuss when parents are concerned about paying any costs.

The School Friends arrange money raising activities annually and monies are used to subsidize costs.

Equal Opportunity

Our aim is to provide an equal opportunity for every pupil at Ysgol Bro Plenydd. It is felt that language, religion, age, gender, ability, sexuality, background, skin colour or physical disability should not impair a child's opportunity to engage in the school's full curriculum and all its activities.

Children are distributed into groups according to age and are of mixed gender. An attempt is made to ensure that there are opportunities for every child within every curricular subject through tasks that are suited to their ability whether individually, in pairs or groups.

We consider every individual to be equal and that everyone should be respected.

We believe discrimination based on language, gender, religion, sexuality, background, age, skin colour, ability or physical disability to be totally unacceptable.

We aim for every member of the school community whether a pupil, member of staff, governor or parent to give of their best to promote equal opportunities for all at the school by contributing personally to attempting to create a happy and caring environment which generates self-respect and a respect of others.

Our aim is to avoid any discrimination and lack of equal opportunity in the school's administration, curriculum and socially.

Participation

The Class and School Councils provides opportunities for pupils to contribute to what goes on at the school by voicing their opinions and making decisions. By listening to the child's voice, the school becomes a happier place. It is also a means for teaching staff and governors to get to know the children's wishes regarding their school.

Road Safety Officers Group

Two or three Year 6 pupils will take on this role annually in order to promote the importance of safety on the roads for the remainder of the school's pupils.

Fairtrade

The school supports, promotes and uses Fairtrade produce wherever possible. A copy of the policy in full is available at the school.



Healthy School / Green School

The school participates in the Gwynedd Healthy Schools and Eco Schools schemes.

Through activities in both schemes, the children come to realize the importance of healthy eating and developing fitness as well as issues involving sustainability, recycling and energy saving.



Rules of Behaviour at Ysgol Bro Plenydd

At the beginning of every school year, the children of every class will meet to draw up the class rules for the year. Fostering self-discipline is an important element in the education provided at the school.

Every pupil is expected to behave sensibly, responsibly and courteously while at school.

At Ysgol Bro Plenydd every child is expected to:

address members of staff using their title, e.g. Miss, Mrs, Mr, Auntie

respect the school's yard and playing field

place litter in the bin

respect the interior of the school building and all its resources

respect the property of their peers

clear up and put away their own property and the school's resources

show respect and courtesy towards adults [all staff and visitors]

respect each other and show care and empathy

talk quietly within the building

walk within the building

talk quietly within the building
walk within the building
behave appropriately in the dining room
listen to and obey teachers' instructions
put any money or valuables in the care of a
member of teaching staff



The following are prohibited:

stealing
bullying
lying
swearing
violence
fighting
rudeness
interrupting
loitering around the class
disrespecting school resources
harassing other children
disrupting lessons/peers' wish to work
leaving a room without a teacher's/lunch-time supervisor's permission
leaving school premises without the Headteacher's permission
running inside the building
bringing toys to school without permission
eating sweets or crisps during break-times [fruits are permitted]
bringing a mobile phone to school

Discipline

A school cannot operate effectively to ensure an education of the best quality and educational and moral development without firm and fair discipline.

All teachers at this school have a responsibility for discipline. It is ensured that every member of teaching staff is aware of and fosters the same expectations and standards in terms of behaviour throughout the school and that they are aware of the school's rules and expectations. Where behaviour is concerned, the support and co-operation of parents is essential. A child must realize that the school and home promote the same standards and that both have high expectations.

The Governing Body possesses the following documentation regarding discipline:

A Statement of Principles regarding Ethos and Upholding Behaviour

Policy on Behaviour and a Plan to Promote Positive Behaviour

Policy on Discipline

Anti-bullying Policy.

In accordance with the recommendations of Gwynedd Schools' Service, the Behaviour and Discipline Policies and Plans of Ysgol Bro Plenydd are based on some of the Incredible Years – C. Webster-Stratton programmes.



Anti-bullying Policy

At Ysgol Bro Plenydd, we believe that everyone here has the basic right to receive their education without being belittled, oppressed and insulted. The staff and children work together to create a happy, caring environment, where children can enjoy their learning. Bullying in any form will not be tolerated. It is everyone's responsibility to deal with any instances of bullying quickly and effectively. We have an anti-bullying policy in place to respond to this.



Pastoral Care and Safeguarding Children

The Headteacher is primarily responsible for the school's pastoral arrangements. Every child is placed in the care of a class teacher but the whole staff endeavour to take responsibility for the well-being of all pupils at the school.

Every member of staff at this school is responsible for safeguarding and protecting the children in their care. If there are concerns about neglect or physical, emotional or sexual abuse, staff have a duty in accordance with the County's Child Safeguarding Procedure to report the matter to the school's Child Protection Designated Person

The Designated Person may consult professional colleagues as well as relevant agencies such as Health and Social Services. Following this, the school may have to officially refer the child to Social Services in accordance with the County's protocol and guidelines. Depending on the nature of the allegations, it might not always be appropriate to discuss the matter with parents before referring a child. Social Services and the Police are responsible for investigating allegations.

THE SCHOOL'S CHILD PROTECTION GUIDELINES

As part of the child protection system, the teachers and ancillary staff at this school have a duty to identify signs of possible abuse or neglect and to refer their concerns to responsible persons at the school or Social Services immediately.



Concern for a child:

The Designated Persons for Child Protection at Ysgol Bro Plenydd are: Co-ordinator:

Mrs Carys Hughes, Ysgol Bro Plenydd, Y Ffôr
Contact phone number: 01766 810 625

Second person: Mrs Sioned Jones, Ysgol Bro Plenydd [01766 810 625]

Governing Body's Child Protection Designated Person: Chair of the Body:

Mrs Natalie Coles-Williams,
Contact number : 01766 810 907

Through Social Services' Child Referral

Team: Contact phone number:

01758 704 455

Authority's Contact:

Bethan Helen Jones— 07977504344

The Governing Body or Authority's contact person should be contacted if the child protection allegations involve the Headteacher.

Looked-after Children

The achievement of looked-after children in education is supported and promoted in accordance with the school's policies. **The Headteacher is the designated person.**



Disability and Access

The school's plan ensures ease of access for pupils and parents with disabilities. Special arrangements are made between the school and home when a pupil with disabilities or additional learning needs starts at school. Please contact the Headteacher for more details. The school is sensitive to the needs of pupils with disabilities and makes every effort to include them in all aspects of the school's life and work. The content of the plan can be read by **contacting the Headteacher.**

Toilet Facilities at Ysgol Bro Plenydd

In accordance with the Education (School Premises) Regulations 1999, the school provides toilets and washbasins for learners as follows:

Pupils over the age of 5: One toilet/washbasin per 20 pupils

There are three toilets and two washbasins

Pupils under the age of 5: One toilet/washbasin per 10 pupils

There are three toilets and two washbasins for pupils aged 5-7

There are two toilets and two washbasins for girls aged 7-11

There are two urinals and one toilet for boys aged 7-11

The school's toilets are cleaned on a daily basis.

During the summer holidays 2013, the older boys' and girls' toilets were upgraded.

During the summer holidays 2018, the infants' toilets were upgraded.

School Uniform

This school has an official school uniform, but children are not compelled to wear it. It is felt, however, that a school uniform engenders pride in the school as well as a sense of belonging. As a result, neatness of dress is encouraged at all times.



TERM	GIRLS	BOYS
Winter	Grey skirt or black school trousers, white polo shirt, Ysgol Bro Plenydd sweatshirt or cardigan	Black or grey school trousers, white polo shirt, Ysgol Bro Plenydd sweatshirt
Summer	Grey skirt, Ysgol Bro Plenydd red polo shirt Red and white gingham dress	Black or grey school trousers or school shorts, Ysgol Bro Plenydd red polo shirt

Ysgol Bro Plenydd sweatshirts, cardigans and red polo shirts together with other items can be purchased at Londeis, Y Ffor.

It would be appreciated if every child wore black shoes to come to school.

Every item of clothing should be clearly marked with the child's name.

School Dinners

Dinners are prepared in the school kitchen by the cook, Mrs Ellen Jenkins and her assistant, Mrs Josephine Campbell. The Gwynedd Schools' Service menu is followed, which is specially planned with a balanced diet in mind.

School dinner costs £2.50. The Education Authority has set up an electronic payment system that all parents can use. Parents can make applications for free school meals confidentially through Gwynedd Council's Benefits Section. Confidentiality is also maintained at the school. All Early Years pupils are entitled to free school meals.



Healthy Lunchbox

You are asked to ensure that the content of the lunchbox follows the rules of a balanced diet in the same way that the Schools' Service dinner does.

A lunchbox should not contain sweets. The school permits only one sweet item in the box such as a biscuit or cake. Crisps are permitted once a week only. Water or fruit juice is allowed, but no fizzy drinks.



Milk

Free milk is offered to all Early Years children. Milk is available to order at the school for 7—11 year olds.

The School's General Rules

Children are not released into the care of unknown persons. Therefore, if somebody unfamiliar to the school is fetching your child, you are asked to inform the school in advance. You are also asked to inform us if your child is going home with another child to a party or to play.

In the mornings, the little path will be accessible to pedestrians. We kindly ask every pedestrian to use it.

Vehicles are not allowed onto the school yard during the day [9.00 a.m. - 3.00 p.m.]. Therefore, if you are fetching your child from school during that time, you are asked to park outside the school gates.



Music and physical education lessons will not start immediately at the beginning of term. We will inform you by letter of their start times.

Physical education lessons are held regularly every week. Children are expected to bring suitable clothing and footwear which have been clearly labelled to change into for these sessions.

Every child is expected to take part in physical education lessons. If the child is not participating, the parent should provide the school with a written explanation.

The school will not take responsibility for any personal belongings lost or damaged in any way while in the school building.

Children are not permitted to use the infants' playground after school hours. Every child is entitled to use the playing field and main yard after school hours.

Every child is expected to go out to play on the yard during break-time, unless the weather is unfavourable. Every child is expected to dress appropriately for the weather.



Every child is expected to respect all school equipment and use it correctly when on loan to the home.

All the child's personal belongings, i.e. items of the child's uniform and bag should be clearly labelled with his/her name.

If school property or part of the building is damaged due to a child misbehaving, the parent is expected to pay the cost in full or in part.



Support Services

The school nurse and dentist visit the school occasionally. The hearing test service also visits. A child can be referred to the Language and Speech Therapist through the school.

Parents are asked to inform the school of any disability or disorder that could impair their child's development. Full information means that we can plan the best provision for the child.

Complaints Procedure

The Local Education Authority, in accordance with the requirements of Section 29 of the Education Reform Act 2002, has established a procedure to consider complaints concerning the way the school, Governing Body and Education Authority operate in relation to the school's curriculum and other related matters.

Many complaints can be dealt with swiftly and effectively through an informal chat with the class teacher or Headteacher. This is the first logical step. Should you remain dissatisfied, a formal complaint could be submitted to the Chair of Governors via the school. The Governors have established a sub-panel to deal with any complaints and has adopted the procedure recommended by the LEA for handling complaints.

In the unlikely event that you feel that your complaint has not been dealt with efficiently, you should submit your complaint in writing to the LEA.

In any case of complaint please contact Mrs Carys Hughes at Ysgol Bro Plenydd:

01766 810625

Carys.Hughes@broplenydd.ysgoliongwynedd.cymru

Home and School Link

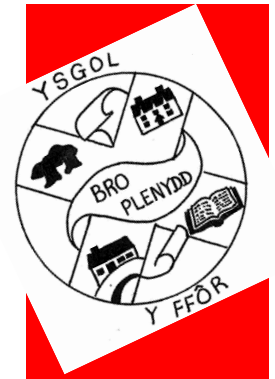
The school will correspond regularly with parents to transfer all sorts of information about arrangements, activities and events. You are kindly asked to read all correspondence carefully. The school's website also contains useful information and every letter will also appear on it.

Parents will be invited to parents' evenings during the Autumn and Summer Terms.

The school will publish a report on pupils' progress and performance and a full annual report at the end of the Summer Term.

Closing the School

We will make every effort to keep the school open for our pupils. Sometimes, however, due to adverse weather or an emergency, the children might have to be sent home early in which case you will be informed immediately. The Headteacher will sometimes have to take the decision first thing in the morning to close the school for the day. Such information will be available on Gwynedd Council's website and on our website. The Headteacher will also contact each parent through Teachers2Parents. If you are in any doubt, please phone us immediately.



Ysgol Bro Plenydd Governing Body



The role of the governors is crucial to the school's development. They take decisions on how the school is run. The full Body meets at least once a term.

Governors are appointed to assist to:

1. decide what is to be taught;
2. bring children's behaviour up to standard;
3. interview and appoint staff;
4. decide how the budget is to be spent.

Governors can be:

1. parents;
2. teachers and ancillary staff at the school;
3. local councils' representatives;
4. co-opted representatives.

A parent-governor:

1. has a child at the school;
2. is elected by school parents;
3. serves a four-year term, the same as every other governor.

Parent-governors are essential in bringing the parents' views to the Governing Body as a whole, but they can discuss matters as individuals. They are of equal status to other governors and are entitled to vote.

You as parents will elect three parent governors for a four-year term.

The Governing Body for 2022—2023

Chairperson:

Clerk: Ms Nerys Davies [independent of the Body]

School Staff: Mrs Carys Hughes

Ancillary Staff: Vacant

Parents—

Mrs Natalie Coles-Williams, Mrs Heather Ann Russell, Mrs Caryl Wynn Jones-Parry

Local Councillor: Mr Richard Glyn Roberts

Local Education Authority Representative :

Mr Dylan Rhys Griffith

Co-opted: Mr John Gareth Parry

Mrs Mai Bere



School Friends

The SchoolFriends' main aim is to support the enriching experiences that Ysgol Bro Plenydd organizes for its pupils.

This work becomes increasingly difficult every year as a result of cuts to school budgets.

The money raised annually by the School Friends is essential to support the school's activities.

The Friends meets every term to discuss ideas and organize fund-raising events for the school.

They welcomes every parent to become an active member.

Personal Information

When registering their child at the school, every parent submits personal information. The school will also send out a personal information update form at the beginning of every new term.

If there are any changes to your child's personal details during the school year, please inform us of this as soon as possible.

See the document– What happens to the information about me ? Which is on the school website



TERM AND HOLIDAY DATES FOR THE SCHOOL YEAR 2022—2023

Holiday	Starts on	Finishes on
Autumn half term	31 October 2022	4 November 2022
Christmas holidays	26 December 2022	6 January 2023
Spring half term	20 February 2023	24 February 2023
Easter holidays	3 April 2023	14 April 2023
May Day (bank holiday)	1 May 2023	
Summer half term	29 May 2023	2 June 2023
Summer holidays	21 July 2023	31 August 2023

Please see the Gwynedd Council website for a list of school holidays from 2024 onwards :

www.gwynedd.llyw.cymru

Contacting Us

The school operates an open-door policy, therefore if you have any concerns about any aspect of your child's life or work at the school, please contact us immediately.

As we are always busy, we would appreciate it if you could contact us to arrange a mutually-convenient time for a discussion.

Carys Hughes
[Headteacher]

