

Handbook : Ysgol Bro Aled



★ “We learn as a family, we grow as a community” ★



Ysgol Bro Aled
Llansannan
Denbigh
Conwy
LL16 5HN



Headteacher: Miss Einir M Jones

Welcome

Ysgol Bro Aled, Llansannan, Denbigh, Conwy

Rhif ffôn: (01745) 870660

Telephone: (01745) 870660

e-bost / email: pennaeth@broaled.conwy.sch.uk

www.ysgolbroaled.com

[facebook – Ysgol Bro Aled](#)

Ysgol Bro Aled



Addysgu yw'r adduned,
Ond yma ym Mro Aled
Ceir mwy nag addysg, am mai hon
Yw calon ein cymuned.

A churiad iach y galon
Â'i bwrlwm, ffrydia'n gyson
Ddiwylliant, balchder, iaith a mwy
I'r plwy, drwy ei disgyblion.



Gweno Mair

PENNAETH

Miss Einir Medi Jones

HEADTEACHER

Dear parents,

Welcome to Ysgol Bro Aled, Llansannan. We are pleased to accept your child to the school and hope he/she will be happy here. We can assure you that all children are treated equally and all individuals are an important part of the school. We aim to provide a broad and balanced education which meets the requirements of the National Curriculum.

It's important for us to ensure a balance between the child's academic achievement and personal development – characteristics such as self discipline, co-operation and respecting others. This is best achieved when pupils, teachers, and parents co-operate towards the same aim.

We believe that your child will benefit the most through close co-operation between the school and home. Both staff and myself are always prepared to discuss any aspect of your child's development by prior arrangement.

This is a Natural Welsh School since the majority of pupils come from Welsh speaking homes. Welsh is the medium of learning, but we aim to ensure that pupils are fully bilingual by the time they leave for secondary school.

We hope that the following information will be useful and look forward to co-operating with you to ensure that your child's period at school is lively, happy and successful.

Yours sincerely,

Miss Einir Medi Jones

Headteacher

Ysgol Bro Aled – Aims and objectives

Aims

Create a pleasant and sound environment, where pupils can develop as individuals as well as being aware of the needs of others.

We try to develop a close and friendly relationship between teachers and pupils, offering them every support where necessary, and sympathy where required.

We try to establish a healthy attitude towards the school. How to learn is as important as what is taught. The few school rules aim to ensure an organised community.

Objectives

Our hope is that pupils will learn to:

- ❑ Read fluently, correctly and intelligently.
- ❑ Develop intelligible and tidy handwriting, and reach an acceptable standard of spelling, punctuation, and also the effective use of language and syntax.
- ❑ To communicate clearly and confidently both orally and in writing in an appropriate manner for different needs and purposes.
- ❑ Listen attentively and intelligently whilst presenting something worth listening to.
- ❑ Learn to gather information from various sources. To ask, search, analyse and record information and findings in various styles.
- ❑ Master counting skills and use them quickly and correctly.
- ❑ Demonstrate how mathematical concepts appear regularly in everyday life.
- ❑ Observe living and lifeless things and identify characteristics such as pattern and order.
- ❑ Master basic scientific concepts.
- ❑ Look for answers and explain evidence; analyse and solve problems.
- ❑ Develop practical skills in information and communication technology and give the child the confidence to use these skills for a broad range of purposes including school work.

<p style="text-align: center;">Foundation Phase Nursery, Reception, Year1 and Year 2</p> <p style="text-align: center;">Key Stage 2 Years 3,4,5 and 6</p>

- ❑ Develop self awareness, consider other people, accept moral values and develop self discipline and acceptable behaviour and foster social responsibility through a comprehensive Personal and Social Education programme.
- ❑ Know about the geographical, historical and social aspects of the local environment. See the link between local, national and international events.
- ❑ An opportunity to use equipment and instruments etc. to enable the use of music, drama and several forms of art and craft as a creative medium.
- ❑ Give pupils an opportunity to experience lively, interesting education, full of variety during the most important years in their life – primary school years.

Parents' Evenings for the whole school

Term 1

An evening to discuss how your child is settling in school and inform parents of their child's targets.

Term 2

An informal open evening for parents to see their child's work and discuss progress and concerns with teachers.

Term 3

An invitation to discuss any matters that might arise from the annual summer reports. Please contact school to arrange an appointment with the appropriate teacher. Reports are sent home during July.

School Site, Buildings and Grounds

Opened in 1967

Community Primary School

A Welsh School

An attractive garden with a glass roofed shed

A large schoolyard along with a playing field, an attractive garden and a designated enclosed space for Nursery and

School site,
buildings and
grounds

A large hall for services,
physical development
activities
and
dinner time

We accept children aged 4-11 on
a full time basis and 3 year olds
part time (5 mornings)

Home School Agreement

A copy is given to parents when their child registers at Bro Aled. Here's a summary -

Parents are responsible for:

Ensuring their child arrives at school on time.

Ensuring that their child is wearing the appropriate school uniform.

Ensuring that their child completes his/her homework on time.

Ensuring that their child reads aloud regularly at home.

Teachers are responsible for:

Communicating regularly with parents.

Supplying information about your child's achievements and progress.

Children, parents and teachers are responsible for ensuring that bullying does not happen in the school and that we aspire to work in a proactive and positive partnership.

The Governing Body

Chair – Mrs Elen Owen (01745) 870 660	Co-opted
Vice-Chair – Mrs Sian Jones	Parent
Miss Einir Medi Jones	Headteacher
Coun.Sue Lloyd-Williams	LA
Mrs Haf Roberts	Co-opted
Miss Siwan Jones	Teaching Staff
Mrs Eurgain Hughes	Parent
Mrs Sioned H Jones	Parent
Mr Guto Davies	Community Council

Staff

<u>Headteacher</u>	Miss Einir M Jones (Key Stage 2 Teacher)
<u>Secretary</u>	Mrs Michelle Roberts
<u>Teachers</u>	Mrs Delyth Williams (Foundation Phase Teacher and ALNCO –
<u>Additional</u>	Learning Needs
<u>Co-ordinator)</u>	Miss Siwan Jones (Foundation Phase and Key Stage 2 Teacher)
<u>Assistants</u>	Mrs Dotwen Roberts Miss Sarah Lloyd
<u>Kitchen Staff</u>	
<u>Cook</u>	Mrs Sian Hughes
<u>Assistant Cook</u>	Mrs Cheryl Lloyd
<u>Caretakers and Cleaners</u>	
<u>Community Warden</u>	Mr Eifion Jones
<u>Caretaker</u>	Mrs Eifiona Roberts
<u>Cleaner</u>	Mrs Cheryl Lloyd
<u>Breakfast Club Staff</u>	Mrs Cheryl Lloyd Mrs Sian Hughes

After School Club Staff

Miss Cerys Roberts
Miss Erin Evans

Peripatetic Music Teachers

Harp
Guitar
Drums

Mr Dafydd Huw Jones
Mr Gary Jones
Mrs S Hughes



Headteacher



Teachers



Assistants



Secretary

Community Warden





Kitchen and Breakfast Club



Caretaker

Cleaner

Nursery/Reception Class Arrangements

Pupils are accepted to the Nursery Class (part time 9.00 – 12.00) at the beginning of the school year (September) following their third birthday and to the Reception Class (full time) at the beginning of the academic year following their fourth birthday. Anyone who wishes their child to commence at the school should contact the headteacher so that they can obtain the necessary entrance form.

Nursery Class arrangements

**Nursery pupils are welcomed to the school Breakfast Club (free) from 8.10 onwards.
Please contact the headteacher for the relevant form.**

1. Everyone walks with their child through the smaller school gate NOT through the larger double gate that leads to the rear of the school.

3. Your child should **arrive** school between
8:45am and 8:55am
as morning sessions start at 9.00

5. Miss S Jones will transfer your child to the Cylch Meithrin for the afternoon session if you so wish.

7. School provides each new pupil with a P.E. kit bag. Your child will require:
A white T shirt
Dark blue/black shorts
Pumps/trainers
(Please ensure that each item is labelled with your child's name)

2. Miss E Jones, headteacher, accepts your child by the green gate to the left of the main school entrance. We ask that you leave your child with Miss E Jones so that a sense of independence is fostered from the

4. Nursery sessions finish at 12:00pm. Please collect your child from the main school entrance.

6. Cylch Meithrin available (afternoons):
Monday
Wednesday
Friday
(during the first term)

Monday
Tuesday
Wednesday
Friday
(after Christmas)

8. We have a café system in the Nursery/Reception class where pupils buy their fruit. A 20p daily cost is charged for fruit. Please send **20p each day** in a labelled purse/envelope. Pupils are welcomed to bring their own fruit also.

9. School also provide pupils with a water bottle. Milk is provided free of charge for all Foundation Phase pupils mid-morning.

10. All dinner monies must be sent on **Mondays only**. Please send money in a clearly labelled purse/envelope.

11. When the Web Payment System has been set up in the near future, please use it to pay as many debts as possible to ensure further security and lessen the chance of money losses.

Nursery pupils are welcomed to partake in the After School Club activities from 3.15pm – 5.30pm. (£8 per session for the first child, £7 for the second). Please contact headteacher for the relevant form.

Starting at Bro Aled

Part-time Nursery pupils – Children are accepted into the Nursery Class during the September following their third birthday.

Full-time Reception pupils – Children are accepted into the Reception Class during the September following their fourth birthday.

- It is very useful for us to know as soon as possible during each school year, most certainly before February, whether you wish your child to attend either Nursery or Reception Class in the new school year.
- A transition day is arranged annually for Nursery pupils at the end of the summer term. This day enables pupils to spend the day at school and start to acquaint themselves with their new environment, new teacher and assistant.

Every Foundation Phase pupils receives a **daily free** carton of milk.

Each pupil is welcomed to buy a fruit during fruit time. The cost is 20p daily. Please send money with your child in a purse/envelop each day.

Every child is provided with a water bottle.

Each child is provided with a P.E. kit bag. Every child needs:

A white T-shirt
Black/dark blue shorts
Pumps/trainers

Bags are sent home at the end of each half term so that the kit can be washed. KS2 pupils can take them home more often for washing purposes.

Blue bags

- School provides each child from Reception to Year 6 with one blue school bag. Only one will be provided. Parents can buy a new one if necessary.
 - Blue bags are taken home daily and must also be returned on a daily basis!
- Please make it a daily habit to look in the bag to see if there is any correspondence from school.
- Try ensure that you read aloud with your child every night – books are exchanged by teacher/assistants when necessary.

Arriving and Leaving the School

Arriving

- Breakfast Club **8:10am – 8:50am** (free) contact school for relevant form
- Arrive at school between **8:50am - 8:55am** – Teachers are not officially responsible for pupils' safety before **8:50am** therefore we do not allow pupils to arrive before this time.
- A member of staff will be at the green gate to the left of the main antrance to receive your child.
- A member of staff will welcome your child on the school yard until the school bell rings.

Leaving

- The school day ends at **3:15pm**
- After School Club **3:15pm – 5:30pm** (£8 per session, £7 for second child) Contact school for relevant form.
- We do not want to see pupils on the school grounds after **3.30pm** without a sound safety reason.
- If you find that you are running late please contact school as soon as possible.
- It is very important that pupils and teachers are aware if different people are picking them up from school. Contact school so that we are aware of any changes.

Timetable

Foundation Phase

Key Stage 2

8:50- 8:55	Arrive at School
9:00 – 10:30	Session 1
10:30-10:45	Playtime
10:45-11:00	Milk and Fruit session
10:45-12	Session 2
12:00-1:00	Dinner and Playtime *
1:00 – 2:05	Session 3
2:05-2:15	Playtime
2:15 – 3:15	Session 4

8:50- 8:55	Arrive at School
9:00 – 10:30	Session 1
10:30-10:45	Playtime
10:45-12:10	Session 2
12:10-1:00	Dinner and Playtime
1:00 – 2:05	Session 3
2:05-2:15	Playtime
2:15 – 3:15	Session 4

*Nursery either go for dinner with Cylch Meithrin or go home at 12.00pm

At least two members of staff are on duty between 8:50am and 9:00, during every playtime and during dinnertime.

Policies

Policies are in place for the subjects that are taught in the school. These have been shared and revised with the Governing Body and Teachers. Parents can request to see a copy of any policy and will soon be uploaded on to the school website.

The Curriculum

We follow a series of varied themes across the School which enable us to provide a wide spectrum of experiences. We target the teaching to correspond to children's needs. Each child is then able to reach his/her full potential whilst receiving the best education. Staff expertise is used to support pupils with further educational needs in smaller group work and/or with extra support.

Foundation Phase Learning Areas

Personal and social development
 Language, Literacy and communication skills,
 Mathematical development
 Welsh Language development
 Knowledge and understanding of the world
 Physical development
 Creative Development
 Welfare and Cultural diversity

National Curriculum

Welsh
 English
 Mathematics
 Geography

History
Art
Design and Technology
Physical Education
Music
Religious Education

* Literacy, Numeracy and Digital competence frameworks are taught in a cross curricular fashion across the curriculum fields.

Sex Education

In accordance with government requirement, the governing body has discussed sex education and has decided that the subject will be taught informally within the school. It is offered as an integral part of the curriculum from day to day. Lessons are age appropriate and weave naturally into the class' theme. Our school nurse supports the school and gives advice on personal hygiene and growing up.

Special Education Needs

Special Education Needs

Mrs Delyth Williams is the school ALNCO. We aim to ensure that the necessary provision is made through the medium of Welsh for any child that has extra educational needs, be that child on a register or not. This also applies to more able and talented pupils. An Individual Education Plan is prepared for pupils receiving extra attention with reading, writing, numbers and behaviour. Our aim in the context of extra education needs is to ensure that all pupils at the school feel free to ask for help, that they are interested in their work, nurture self-esteem and are stimulated to reach their full potential. (See school Further Educational Needs Policy for more information)

The headteacher is informed as soon as a teacher suspects that a pupil has learning difficulties. Parents are informed and arrangements will be made under the Code of Practice prepared by the Educational Services.

Instrumental Tuition

Harp, brass, guitar and drumming lessons are offered to pupils in years 3/4/5/6. Specialist teachers come to school to teach pupils. Pupils are expected to commit to instrumental lessons for at least three terms. Payment for each half term must be received beforehand.

School Uniform

Every child is encouraged to wear our school uniform. The uniform nurtures pride in the school and a sense of belonging. **Please ensure that you child's name is clear on each item of clothing!**

Boys: grey/black trousers, white/blue polo shirt, school sweatshirt

Girls: black/grey skirt or trousers, white/blue blouse or polo shirt, school sweatshirt

For convenience, school sweatshirts should be ordered through the school. The main order will be placed in June but orders can be taken anytime. A special order for mis available at the school.

Transport

- Transport can be arranged for Nursery pupils at a cost.
- Transport is free for Reception to year 6 pupils.
- A child must reside over two miles from the appropriate nearest school to be considered eligible for free transport.
- You can apply for school transport by contacting Educational Services - (01492) 575592

School Dinner

Foundation Phase - £2.20

Key Stage 2 - £2.20

*prices can increase/decrease during the year

- Please pay on the web as soon as the system is set up.
- In the mean time send monies to school in a clear labelled envelope on Monday mornings to avoid debts!
- Cheques payable to Conwy County Borough Council

If you receive or think that you are eligible for Supplementary Benefit or Family Credit your child has a right to free school meals. Application forms are available at school.

Pupils can bring a packed lunch rather than a school lunch if you so desire. We encourage you as parents to prepare a healthy packed lunch for your child.

Parent Teacher Association

The school has a very active Parent Teacher Association. The Annual general meeting is held every September to elect officers and prepare a programme of activities.

A branch of the Urdd movement is run by parents and teachers. A meeting is held each month that follows a varied programme. The annual general meeting is held during September to elect officers and prepare a varied programme. Children are encouraged to compete in the Urdd Eisteddfod and Eisteddfod Bro Aled.

Parents and friends are invited to our Thanksgiving Service during September, Christmas Concert and Sports day during June.

We are proud to receive support from parents during the day to listen to pupils reading, to help with craftwork, cookery, go on visits etc. If you can help in any way please contact a member of staff.

Homework

Your support is so important

- Encourage children to read every evening. This is key to helping them through so many learning areas.
- Homework is sent home every Friday afternoon.
- Please return homework on Monday morning.
- Pupils from Reception to year 6 receive weekly homework.

Foundation Phase

- If possible, read every evening
- Work that reinforces previous classwork

Key Stage 2

- Read every evening if possible
- Work that reinforces previous classwork
- Tables
- Welsh and English spelling

Transfer to Secondary School

Choices of Secondary Schools

Ysgol y Creuddyn, Bae Penrhyn
Denbigh High School
Ysgol Glan Clwyd, Llanelwy/StAsaph
Ysgol Dyffryn Conwy, Llanrwst

Teachers from the schools visit Bro Aled during the second term and there is a transition day for year 6 during the summer term.

Illnesses and Absences

School must be informed as soon as possible by phone.

Please inform us beforehand if your child has a medical/dental appointment during school hours.

Please inspect your child's hair as you wash it and inform us if there is a problem with lice.

Conwy Health Authority recommends that a child keeps clear of school with some illnesses:

If your child is ill in school, we will contact you asking you to fetch him/her from school.
(Remember to update us with new

Chicken pox	7 days after finding the rash
Smallpox	4 days after finding the rash
Measles	7 days after finding the rash
Mumps	7 days after illness has disappeared
Whoopina cough	21 days after start of cough

Staff cars only allowed on school grounds.
Children must be dropped and collected on the main road. (Meithrin parents are allowed to collect their children from the main school entrance.)
No child is allowed to leave school premises during school hours. Parents must apply for permission from Headteacher.

If your child has an accident, first aid will be administered if needed. If more specialist care is needed, parents are contacted so that the child can be taken to a doctor/accident unit. If parents cannot be contacted a member of staff will take the child to the doctor/accident unit at Glan Clwud Hospital.

Allergies/medication

Do let us know if your child suffers from any allergic reactions or medical conditions. The school nurse visits regularly to check children’s hearing and sight. Parents have an opportunity to chat with the nurse. If your child needs medication whilst in school please complete the appropriate medicine form to give teachers the right to administer the medicine. Children who suffer from asthma attacks can bring their pumps to school. Teachers will keep them in a safe place.

Health and Safety

The school has a comprehensive Health and Safety Policy which concentrates on the safety of the pupils, staff and building. It is revised by the governing body. If you want to see a copy please contact school. Safety is very important to us at Ysgol Bro Aled ac we will endeavour to do everything possible to reassure parents/carers that the safety of our pupils is imperative whilst they are in our care. The following steps have been taken to ensure your child’s safety.

	Building surrounded by fences	
	Two child protection officers at school	
	The correct ratio of staff: pupils on duty every dinner/play time	
	Rheolau pendant y mae pob plentyn yn yr ysgol yn ymwybodol ohonynt	
	Dau aelod o staff wedi’u hyfforddi mewn Cymorth Cyntaf.	
<u>General</u>	Safe Biking Skill lessons for Key Stage 2	<u>rules</u>
	Road safety lessons for Year 1	
	Fire drill every term	
	The Police liaison officer visits school on a regular basis each term to discuss personal and general safety issues with all ages.	

Complaint Procedure

The Local Authority, under the requirements of Section 23 of the 1980 Education Reform, has established a complaints procedure regarding the way governing bodies and the Authority deal with the curriculum and associated issues. This procedure is outlined in a purposeful document in Welsh and English and is available at school. A copy is provided free of charge, to any parent who wishes to make a complaint under these arrangements. The Authority will provide copies in other languages if necessary. However, complaints can be dealt with quickly and effectively through informal discussion with the Headteacher. **This is the first reasonable step**, and the Governing Body will expect that this step **will have been taken before presenting a formal complaint in extreme circumstances.**

Complaints Procedures

1. Discuss minor concerns with the class teacher. A convenient time will have to be arranged since the teacher's first responsibility is the class.
2. Contact the school to make an appointment to discuss a complaint with the head.
3. Parents should write a letter of complaint to the head when they feel that there has been an instance of unfairness so that they may receive feedback. The head will discuss the matter further with the chair of governors and staff when necessary.
4. Contact the chair of governors.
5. Contact the Education Authority via the school's link officer.

The Local Education Authority will expect that these steps **will have been taken before a formal complaint is made** in exceptional circumstances.

School Council



Thoughtful pupils come up with money raising activities for different causes. Their money skills are developed as they enable the school to purchase useful resources.

Eco School



We have received the Eco-schools green flag accreditation as a testimony to the enthusiasm and commitment of pupils and staff towards caring for the environment.



Religious Education and Collective Worship

The school has no direct or formal link with any religious denomination. Collective worship is mainly of a Christian nature.

Religious education is based on the Authority's agreed syllabus and a copy is available at the school. Provision can be made for pupils whose parents don't wish them to attend religious services or study religion.

Child Protection Procedure

A STATUTORY DUTY HAS BEEN PLACED UPON THE SCHOOL TO REFER ANY SUSPICION OF CHILD ABUSE TO THE APPROPRIATE AGENCY.

Pupils with Disabilities

Our Additional Learning Needs Policy and our Access and Disability Policy conforms with the code of practice and we try to offer education to all pupils at the appropriate level. Perhaps a Statement of Additional Needs will be prepared by the Local Education Authority stating how the child's needs will be met.

All pupils taking advantage of mainstream education will be treated equally and differentiated work will be prepared. This building is appropriate for wheelchair use.

Urdd Gobaith Cymru – The Urdd Movement



Gwersyll.Glan Llyn.Camp



Eisteddfod yr Urdd



Games



Art and Craft

By reading this Prospectus you will have gained an insight to what it is like to become a member of Ysgol Bro Aled's community. Hopefully, it will have answered most of the questions you have concerning the provision of education that we can offer your child. The education establishment is forever changing but at Bro Aled we endeavour to embrace forthcoming changes so as to enrich and expand the experiences for the pupils. We are a proud school; pupils, parents and governors find satisfaction in our many achievements and as headteacher I am also extremely proud to be the individual that is leading this industrious team.

Thank you for reading this Prospectus. Don't hesitate to contact the school if you have further questions that need answering.

Yours sincerely,

Miss Einir M Jones, Headteacher.