Dear Parent/Guardian,

First of all, may I extend a welcome to you and your child to Ysgol Gymunedol Penisarwaun. I trust that this handbook will assist you to become acquainted with the school and I wish to emphasise that it is a homely and friendly school.

I wish to emphasize that establishing a partnership between parents, pupil and the school is extremely important so as to ensure that your child experiences a happy time at the school, and he/she will receive every support in their social and educational development.

This handbook does not contain all information, but it will assist you to familiarise yourself with the school and how you can reinforce the work done by us with your child.

This handbook only provides guidance, and you are welcome to discuss its contents with us at any time through prior arrangement.

Yours sincerely,

Gareth Fôn Jones
(Headteacher)
**SCHOOL STAFF - 2010-2011**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headteacher</td>
<td>Gareth Fon Jones</td>
</tr>
<tr>
<td>Teacher</td>
<td>Carol Ann Jones, Sharon Ray</td>
</tr>
<tr>
<td>Classroom Assistant</td>
<td>Rhian White</td>
</tr>
<tr>
<td>Senc Assistant</td>
<td>Bethan Pritchard, Bethan Williams</td>
</tr>
<tr>
<td>Secretary/Administrative Clerk</td>
<td>Elizabeth Jones</td>
</tr>
<tr>
<td>Cook</td>
<td>Carolyn Jones</td>
</tr>
<tr>
<td>Assistant</td>
<td>Beryl Roberts</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Gwenda Jones</td>
</tr>
<tr>
<td>Dinner-time supervisors</td>
<td>Gwenda Jones, Carol Porter</td>
</tr>
</tbody>
</table>

**THE GOVERNING BODY SEPTEMBER 2010**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Anna Marie Jones</td>
<td>Chairperson/ LEA August 2012</td>
</tr>
<tr>
<td>Mrs Elizabeth Jones</td>
<td>Clerk August 2012</td>
</tr>
<tr>
<td>Mrs Pat Larsen</td>
<td>LEA August 2012</td>
</tr>
<tr>
<td>Mr Steven Walker</td>
<td>Co-opted August 2012</td>
</tr>
<tr>
<td>Mrs Gwenllian Herd</td>
<td>Parents August 2014</td>
</tr>
<tr>
<td>Miss Phyllis Ellis</td>
<td>Community Council August 2012</td>
</tr>
<tr>
<td>Mrs Katy Williams</td>
<td>Parents August 2012</td>
</tr>
<tr>
<td>Mr John Jones</td>
<td>Vice Chairperson / Co-opted August 2012</td>
</tr>
<tr>
<td>Mrs Fiona Jones</td>
<td>Parents August 2011</td>
</tr>
<tr>
<td>Mrs Carol Jones</td>
<td>Teachers August 2012</td>
</tr>
<tr>
<td>Mr Gareth Fôn Jones</td>
<td>Headmaster August 2012</td>
</tr>
</tbody>
</table>

**NATURE OF THE SCHOOL**

This school is a County Primary (Nursery/Infants/Junior) School. It is a daily, bilingual, co-educational school for children aged between 3-11 years.
THE LANGUAGE SITUATION

Ysgol Gymuned Penisarwaun is a natural Welsh school and staff and pupils strive hard to maintain the school's Welsh ethos and environment. Those of you whose children are involved in a bilingual position for the first time should not feel threatened or that you do not belong. Perhaps you do not speak Welsh (although many parents decide to learn the language), but it is our hope that you will respect the language environment to be found here, an environment that enriches all aspects of the children's learning experiences. We respect your right to use your preferred language, and to that end, all correspondence sent from the school will be bilingual.

ORGANIZATION AND CURRICULUM

In compliance with the requirements of the 1986 Education Act, the Education Authority has prepared and aims to regularly review a written statement of its policy as regards the secular curriculum. National Curriculum requirements are interpreted within the context of the Authority's current philosophy and policies.

The scheme implemented at Ysgol Gymuned Penisarwaun is based on the document issued by the Education Authority and complies with National Curriculum requirements. This scheme contains details on the curriculum and its implementation, so as to ensure that the education that is provided for pupils meets the school's objectives.

The school Governors have adopted curricular objectives so as to create at Ysgol Gymuned Penisarwaun an environment, opportunities and resources that:

1. creates an atmosphere and an environment that enables the pupil to grow, develop and mature into a confident individual, who is aware of the welfare of others and develop and utilize all his/her talents and reach his/her full potential.

2. provide education of the highest possible quality reflecting the requirements of the LEA, the community and the individual.

3. equip the child:
   to be a responsible member of a bilingual community, and be aware of the Welsh heritage,
   to contribute to the community,
   to be a recipient of the community and to live in harmony within the community.

4. equip them to become responsible citizens.

In order to promote these objectives, the school will seek to:

. Develop the child's oracy, literacy and numeracy skills whilst at the same time foster the child's curiosity, imagination and interest.
. Increase the child's knowledge and develop his/her reasoning ability so that he or she is able to confidently handle new processes and techniques, and is able to live both happily and successfully in a constantly changing world.
. Instil in every child a desire to learn and gain new experiences during his/her lifetime, and develop both a moral and spiritual sense.
. Assist the child to be able to live and work with others and develop aspects that will enable the child to become a responsible member of the community.
To develop in the child a sensitivity, an aesthetic appreciation and leisure-time skills.

Handle and make provision for every child as an individual who merits particular attention.

Introduce ideas and concepts in a lively and dynamic manner in order to retain the children's attention and maintain their interest.

Foster a healthy contact between the school and the community, regarding the school as an establishment that is part of the local community.

Foster a sense of pride in the school, its pupils, teachers and its contribution to society.

**Academic Framework**

The school's academic framework is based on the notion of the school being a small family unit. The single unit is then broken down into smaller classes in accordance with the children's age-group with a member of staff being responsible for each class. On account of the nature of the school, and the close co-operation that exists between members of staff, the teachers become acquainted with every child at the school and this promotes pastoral care and creates progression.

**Classes are currently arranged as follows:**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>AGE-GROUP</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery, Reception, Year 1 &amp; 2 (KS1)</td>
<td>3-7</td>
<td>Mrs C Jones / Mrs Rhian White</td>
</tr>
<tr>
<td>Year 3 and 4 (KS2)</td>
<td>7-9</td>
<td>Mrs Sharon Ray</td>
</tr>
<tr>
<td>Year 5 and 6 (KS2)</td>
<td>9-11</td>
<td>Mr Gareth F Jones</td>
</tr>
</tbody>
</table>

Should these arrangements be amended in any way, parents will receive a letter containing the details.

**Work Pattern**

In order to meet all the school's objectives, and so as to ensure that children receive valuable and broadly-based experiences, the work pattern adopted may be flexible.

In general, the children are taught as a class unit with under the care of a permanent teacher. Within the classroom, the children then gain experiences of working on their own, of working together in small groups in the same peer-group, or working in mixed-age groups.

Occasionally, children assemble as a whole school for particular activities.
THE CURRICULUM

The school has planned the curriculum following the suggestions made by the Curriculum Council of Wales on core subjects and foundation subjects.

The core subjects are Welsh, English (KS2), Mathematics, and Science.

The foundation subjects are Technology, History, Geography, Art, Music, Physical Education, Religious Education, and Information Technology.

The subjects are presented to the children through following specific themes within the classroom that lead to activities and experiences in every field. Teachers record the contribution made by each ‘subject’ to the theme in a systematic manner so as to ensure that the children receive a complete education within the curriculum. Occasionally, subjects such as Mathematics, Language, Music and Religious Education are taught outside the main theme.

Religious Education

Religious Education is taught to every child at the school and every child is expected to participate in the collective worship unless a parent decides to withdraw the child from the lessons and/or the morning assembly. If a child is withdrawn, suitable arrangements are made. The school has no direct or formal specific denominational links.

SEX EDUCATION AND PERSONAL AND SOCIAL EDUCATION

Sex Education is now an integral feature of the Science Curriculum and the relevant concepts and vocabulary are presented at Key Stage 1. The information is built upon and the vocabulary is increased during the years spent in the Junior Department. An all inclusive policy has been prepared and is available to examine.

Correspondence is sent to parents to notify them if the science work contains sex education, and you are entitled to exempt your children from this if you so wish.

Likewise, Personal and Social Education is a statutory requirement and we present this as part of classroom activities. The children develop numerous social skills – how to make and maintain friendships, problem-solving skills, control temper and identify and understand emotions and feelings. Opportunities are provided to share concerns and all confidentiality is respected. The Webster-Stratton scheme reinforces our aims and creates a positive attitude amongst pupils and staff.

The Health Promotion School

The school participates in this project and works jointly with an advisory teacher who serves as a link between the school and the health authority. We are in the progress of completing Stage 1 of the scheme this year, but of course continue to maintain the aims set within the Health Promotion Scheme.
Equal Opportunities

We acknowledge that our children grow up in a society that is notably varied by differences, not only by race and religion but also clothes, food and language that reflect our society. Our aim therefore is to reflect and integrate these changes into the children's education to enable them to understand and appreciate the multi-cultural society that we live in. At Ysgol Penisarwaun we would:-

- Provide an equal opportunity for every pupil, irrespective of gender, ability, cultural and ethnic background.
- Ensure that no child suffers discrimination on the grounds of race, belief, sex, language, educational ability, social status or disability.
- Ensure that the entire curriculum range and all the school's resources are available to every pupil.
- Ensure that positive social attitudes are fostered at the school.
- Promote good contacts between members of various racial, cultural and religious groups and communities.

Physical Education.

The majority of young people gain their first experience of games whilst at school, and it is crucial that we encourage young boys and girls to participate in games from their early days. The aim is to encourage everybody to engage in physical exercise and games - be it at the highest level or as a social activity.

In order to promote interest and skills, the school provides a number of games. The aim is to encourage every individual to enhance their ability and succeed at a personal level.

Each child is expected to bring appropriate clothing and shoes to school for Physical Education lessons. Before the lesson, every child will change to wear suitable clothing and shoes and then change back to usual clothing at the end of the lesson. For safety reasons, it is imperative that every child takes off rings, chains, and ear-rings before the lesson. If a child refuses to do so, teachers cannot, for legal reasons, remove a child's jewellery and it is therefore the parents' responsibility should any loss or injury be incurred from wearing the jewellery during Physical Education lessons. The children do not wear shoes during indoor activities. If a child borrows a school team kit, he/she must return them to school after the game, having been washed.

At present, two Physical Education lessons are held weekly. Pupils are also required to participate in the Swimming lessons, gymnastic and tennis (equivalent to one Physical Education lesson) at the Leisure Centre.

There are also clubs which meet in the evening such as dragon sports, Football Club and Netball Club.
Homework
Homework is regularly set for children throughout the school. The school hopes that every home co-operates to promote the children's work.

Occasionally, a particular activity demands the knowledge of parents, relatives and neighbours, or enquiry and detective work by the children. The school recognizes that the home is responsible for the child during these hours and that it is in the light of that responsibility that parents agree to co-operate.

From time to time, nearly all children have to do additional work in order to either reinforce or focus upon a particular aspect of school work. The school trusts that the home will fully co-operate to encourage the child to do the additional work on such occasions.

Reading
The school places a great deal of emphasis on reading. The scheme that is principally used is the paired reading scheme.

During KS1 the children take home books on Monday and Friday to read with their parents. Parents are expected to listen to or read with the child and record that on an appropriate form before the child returns the book(s) to school.

During KS2, the children are expected to develop greater independence, and read because they enjoy doing so. Once again, there will be books available for the child to read at home, and the school is appreciative of parents' support and enthusiasm in encouraging their children to read. Skills in library use are also developed at the same time.

Assessment
Each child's social and educational development is measured and recorded throughout the educational period (4 - 11 years). Assessment is a continual process which is held from day to day at the school. Teachers hold an informal assessment of the children all the time - recording a formal assessment every term.
At the end of a school year, the teachers summarise the information and provide an end of year assessment for every child.

- 4 year olds will be assessed soon after arriving at the school to provide the school with a basic assessment of the child's ability and his/her requirements.
- At the end of Key Stage 1 (Y2) of the National Curriculum, a teacher's assessment deals with all targets of achievement in Welsh, Mathematics and Science. (Core subjects)
- At the end of Key Stage 2, teachers are required to hold assessments through optional tests or tasks (teacher assessment) to conduct their statutory assessment for each attainment target in Welsh, English, Mathematics and Science (Core subjects.)
- These results as well as a full report of pupils' level of achievement in the various subjects are prepared for the parents concerned by the end of the school year. Y6 teacher results and assessments are transferred to the Secondary School so as to enable the assessment process to be smoothly maintained.

Each parent is entitled to see their children's individual records in accordance with the national procedure - namely provide the teacher concerned with a fortnight's notice.
From time to time, assessment may demonstrate that a child is experiencing difficulties. On those occasions, the school invites parents to the school to discuss the difficulties in the hope that a solution may be found before they become more difficult to solve.

Similarly, should an assessment show that a child has made real progress, the school will notify the parents of that.

**Special Educational Needs**
The school has a policy of integrating children who have Special Educational Needs, fully into the school's activities according to ability and potential.

Firm steps are followed to identify pupils who have Special Educational Needs and to make provision for them. A member of staff is responsible for co-ordinating Special Educational Needs at the school, and designated Governors are responsible for monitoring the provision. There is regular monitoring of arrangements for individual children so as to ensure that both effective and appropriate provision is made. Each provision made will be discussed and agreed with parents prior to implementation. An IEP (Individual Education Plan) is prepared for the pupils on the school register and the targets are reviewed each term; jointly with the class teacher and SEN co-ordinator.

The school buildings are suitable for wheelchair bound children and adults. The school implements a current Accessibility scheme.

**A Complete Education**
Although there is an emphasis on the National Curriculum, we are extremely aware that there is another extremely important aspect to a child's education and complete development. At Ysgol Gymuned Penisarwaun, we seek to develop all the children's talents and skills through holding activities such as concerts; special services at times such as Thanksgiving, Christmas, St David's Day; trips; residential visits, evening clubs, games; activities with other schools within the catchment-area; support community activities such as the Eisteddfod etc.

**Language Policy**
Gwynedd Education Authority implements a bilingual policy in all schools in Gwynedd and also develops a bilingual policy for Further Education establishments.

The objective is to try and ensure that pupils and students within the county become confidently bilingual so as to enable them to become full members of the bilingual community to which they belong.

Ysgol Gymuned Penisarwaun is a natural Welsh School, and Welsh is the natural language medium at the school. Both the morning service and school activities are mainly held through the medium of Welsh.

Non-Welsh speaking latecomers who are on KS2 may attend the Language Unit at Maesincla to learn and polish up on the language.

Here is a summary of the specific aims of the language policy:
Key Stage 1 (5-7 year olds).

"During these years, the foundations laid for Welsh during the nursery period are built upon, the mother-tongue of the Welsh learner is reinforced and developed and the child from a Welsh-speaking home's grasp of English is extended."

Gwynedd Language Policy

At KS1, the principal medium of activity across the curriculum is Welsh.

Children from Welsh-speaking homes will be introduced to English once the teacher both from experience and according to discretion, recognizes that the child is ready and has received an adequate grounding in the mother-tongue.

Key Stage 2 (7 -11 year olds)

During this stage, every child reinforces and develops language skills in both Welsh and English in all their passive and active aspects so as to ensure that the child is able to speak, read, and write fluently and confidently in both languages when transferring to the secondary school.

PASTORAL CARE
Maintaining good behaviour is crucial if the school is to achieve its purpose, namely to promote each child's growth and development. Every child is placed in the care of his/her classroom teacher, but the entire staff seek to protect the entire pupils' well-being. This school encourages the children to be self-disciplined, responsible and respect others. We request the parents support in this.

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

MAINTAIN GOOD BEHAVIOUR
Here at Ysgol Penisarwaun, our policy clearly states that the positive should be stressed - encouraging and commending, and insist on appropriate behaviour at all times. We believe that this fosters and reinforces respect towards peers, adults and property.
We seek to create a suitable ethos throughout the School which will secure a happy and well-organized atmosphere and environment - through strategies which will try and attain the development of self-discipline.

In the Infants we implement the Webster -Stratton method, again commending specific and positive actions. Before long, this system will be implemented throughout the School.

If a child continues to misbehave (despite all reasonable efforts made by the School) to the detriment of the smooth running of the class or School, we follow the LEA's guidelines, and the child may be excluded.

SCHOOL COUNCIL
A School Council is now a statutory requirement, but we are at the vanguard in having established a school council for several years! Elections are regularly held for representatives
on the School Council. Meetings are regularly held so as hear the 'child's voice' as an input to the School's development and ethos.

Through listening and co-operation, it is easier to develop the School. The council exists to listen to all the School's other pupils, and positively span between them and the School's staff.

LINKS BETWEEN PARENTS AND THE SCHOOL
Both the support and assistance of parents and the community is an extremely important factor if the school is to achieve success, and is greatly appreciated by the Governors, The Headteacher, and Staff. Parents can both support and contribute to school life and its success in several effective ways:

. show enthusiasm and interest in your child's development through attending meetings to discuss your child's work with the teacher. Parents Meetings are held as follows:
  - Autumn Term: A meeting with all the parents to provide general information on the educational development of every individual.
  - Easter Term: An open day is held. Parents have an opportunity to discuss work with their children.
  - Summer Term: A written report is produced at least once a year that will include information on the child's educational progress and attendance. The meeting held towards the end of the school year provides an opportunity to discuss the contents of the annual report and the child's educational development during the year.

. support your child as he/she learns to read. Young children who spend regular periods with their parents looking at books, listening to their parents reading, and reading to their parents are more likely to master reading skills and come to enjoy and derive pleasure from reading as they grow up. This in turn, assists the child to develop language skills, a good vocabulary, and broadens the child's horizons.

. support your child to learn mathematics tables from memory. Children who understand bond numbers and thoroughly know their tables, find work involving numbers much easier. They are also able to adapt the information to learn new mathematical skills which provides a good foundation for their school career.

. attend school activities and meetings - e.g. open evenings, Book Fair, Christmas Pageant and Concerts, Sports. Additional assistance is required for some of these activities, e.g. provide dresses for productions.

. attend activities and meetings of the Cyfeillion i.e. the Friends of the School. The money raised by the Cyfeillion is used for the benefit of every child who attends the school - e.g. to pay for transport to take children on educational trips, purchase additional equipment such as information technology equipment etc.

. A number of parents and other members of extended families possess skills or specialized knowledge, or another personal experience that could be applied to a theme or a classroom or a whole school activity. The school occasionally invites qualified individuals to visit the school to share their experiences or skills, and we welcome any information on individuals who would be able to make such contributions.

The school and school work are an integral part of a child's life. Having a parent who is both enthusiastic and supportive of this element in a child's life reinforces the important relationship between the child, the parent, and the school.
Agreement between Parents and the School
From the academic year 1999-2000 onwards, schools and parents are expected to sign an agreement outlining the school's responsibilities and pledges in a child's educational provision, and outlining the parents responsibilities and pledges when supporting their child at the school. Children who are sufficiently mature will sign the agreement. One copy will be kept at the school, and the other will be kept by the parents.

Visiting the School
Parents are welcome to visit the school to discuss their child's work or development at any time if needs be, but we would appreciate if parents make prior arrangements to do so through sending a note or making a phone-call. Every teacher, including the Headteacher, is responsible for a class and staff need to make arrangements for somebody else to supervise the class if a parent wishes to see them during the day.

The School's Friends Association
The friends association has been established at the school for some time. The Association's aims and objectives is to raise money for the school, provide interesting activities for the children as well as enable the parents to get to know each other better.

The Association's Annual Meeting will be held soon after the start of the school year in September. All of you are welcome to join this Association. We ask you to please support this Association in its efforts, and try and attend as many meetings as possible. The more successful this association can become, the greater the benefit for the school.

PRACTICAL INFORMATION

Admissions Policy
Nursery class children are admitted to the school on a part-time basis in the September following their third birthday. In accordance with the Authority's policy, the children will have to be registered at the school before they can be admitted.

Children are admitted full-time in the September following their fourth birthday. Once again, and in keeping with the Authority's policy, the children will have to be registered at the school. In instances where more requests for admission are made than there are places available, priority will be given to those children who live within the catchment area. All requests for admission from outside this area will be referred to the Authority.

The standard number of admissions at the school is 7. If more than 7 children are to be admitted to the reception class in any year, the parents of those children who reside beyond the confines of the school's catchment-area (i.e. children from outside the catchment-area) have to apply through the Education Department. A form for that purpose is available at the school.

School Day Hours:
Opening and closing times at the school are as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>9.00 a.m. - 11.00 a.m.</td>
</tr>
<tr>
<td>Infants</td>
<td>9.00 a.m. - 3.00 p.m.</td>
</tr>
<tr>
<td>Juniors</td>
<td>9.00 a.m. - 3.10 p.m.</td>
</tr>
</tbody>
</table>
Children should not enter the school premises before 8.50 a.m. Members of staff will not be available to supervise the children before that time.

Pupils are not allowed to leave the school during the day without permission. If a child has to leave the school during the day for whatever reason, the parents should notify the school beforehand through a phone call or by sending a note.

**Teaching hours**

- Key Stage 1 (KS1): 21 hours a week
- Key Stage 2 (KS2): 23.5 hours a week

**Break-times and Dinner Time**

- **Morning break-time:** 10.30 a.m. - 10.45 a.m.
- **Lunch Time:**
  - KS 1: 12.00 p.m. - 1.00 p.m.
  - KS 2: 12.15 p.m. - 1.00 p.m.
- **Afternoon break-time:** 2.15 p.m. - 2.25 p.m.

Children are permitted to bring fruit to eat in school during playtime. Children are not allowed to bring or eat sweets of *any kind* in school.

Dinner is provided at the school, including special meals for vegetarians etc. Dinner money is collected on Monday morning or on Friday morning. The exact amount or cheque must be made payable to 'Gwynedd Council' and placed in an envelope separate from any other money, on which the child's name is clearly marked. At present, school dinner costs £1.85 per day, but this is annually reviewed in April.

If a child does not wish to take school dinner, he/she may bring her own lunch pack to school. For safety reasons, the lunch pack should not contain drink in a glass bottle.

If a child opts to go home for lunch, the Headteacher must be notified through a letter. It is imperative that the child is back at school by 12.50 p.m. in time for the afternoon session.

If a child wishes to alter this arrangement, the Headteacher should receive written notice of 21 days in fairness to kitchen staff.

**SUPERVISION**

Our aim is to secure the children’s protection and maintain an acceptable standard of order and control.

The school implements child supervision arrangements by teachers and assistants during the following periods:

- **Before school starts** 10 minutes (8.50 - 9.00)
- **Morning break** 15 minutes (10.40 - 10.55)
- **Afternoon break** 10 minutes (2.00 - 2.10) Infants
End of the Afternoon  10 minutes  (3.10 – 3.20)

A) ARRANGEMENTS IN FINE WEATHER
1. Supervision is implemented through a daily rota system.
2. On-duty staff supervise the playground throughout this period.
3. Supply arrangements are made when a member of staff is absent.

B) ARRANGEMENTS IN SEVERE WEATHER
During severe weather, the classroom teachers prepare an activity for the children and supervise them during break times.

C) LUNCH TIME ARRANGEMENTS
Children are supervised by at least two supervisors. After the children have finished eating, the supervisors go out with the children and supervise them on the playground until it is time for them to go in.

They supervise the children in their classes during severe weather.

School Holidays
A sheet containing relevant information on school holidays and other occasional days is distributed annually.

Absence
If a child is absent from school, it is imperative that the parent send a note or telephone the school to provide an explanation for the absence.

The school will release a child for a medical or dental appointment, but the parent should bring the child back to school following an appointment, if at all possible.

Parents are expected to make every reasonable effort to take holidays during the school holidays so as to avoid disrupting their children's education. If a parent wishes to take a child on holiday during the school term, a holidays form should be completed that is available at the school, to be returned before the child goes on holiday. In special circumstances, parents are allowed to take children away from school for a fortnight.

Should a child be absent for a lengthy period through illness, the parents are expected to contact the school in order to arrange a programme of homework.

Should a child regularly be absent from school, or if a child regularly arrives late in school, it is imperative that the Headteacher inform the Education Offices.

The school provides every parent with written information at least once a year regarding their child’s attendance/absence. The Governors annual report to parents contains information on attendance/absence throughout the school.
Closing the School in an Emergency
In an emergency, the Headteacher may perhaps have to close the school in the interests of the children's welfare and safety. No pupil will be released from school unless school staff are certain that they are going to a safe place.

 Escorting and Collecting Children to and from School
Parents of nursery class children and children in KS1 are expected to escort and collect their children every day. No child will be released from school unless there is a parent (or another adult who has care of the child) meeting him/her at the gate. This includes KS1 children who choose to go home to have their dinner. If a parent makes arrangements for another person to collect the child, it is imperative that the parent notifies the school of this arrangement.

During the first term of the child's period in the reception class, parents are allowed to escort their children to the classroom. By the second term, parents are expected to leave their children in the porch in order to promote the child's independence.
The children in the Junior Department go to and leave the school on their own.

Parking outside the school
A number of children who attend the school are escorted to and collected from school by car. In the past, there was concern that parking problems endangered children as they arrived at and left the school. The professional opinions of a local policeman and an officer from the Road Safety Department were sought as to how the situation could be improved. Both recommended:

1. That the entrance to Bryn Tirion must be left clear, bearing in mind that it is illegal to park within 10 metres of a junction.
2. Parents should park by the edge of the pavement in the direction of Bryn Eglwys from the school.
3. That children should step out of cars by the pavement, and not on the roadside.
4. There is no objection to 4 or 5 cars parking in the recess near the school entrance on condition:
   i. that they are far enough away from where the lollipop lady operates,
   ii. that they stay within the yellow markings,
   iii. that the driver remains with the vehicle in order to remove it should there be an emergency and that a clear path is required through the gate.

In the interests of the children's safety, we are confident that all parents will adhere to these guidelines.

School Dress
Ysgol Penisarwaun has adopted the following official school uniform:

<table>
<thead>
<tr>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or grey trousers or skirt</td>
<td>Black or grey 'shorts'</td>
</tr>
<tr>
<td>White polo shirt</td>
<td>White polo shirt</td>
</tr>
<tr>
<td>Red jumper or red Sweatshirt.</td>
<td>Red and white gingham frocks</td>
</tr>
<tr>
<td>Red coat with the school's logo</td>
<td></td>
</tr>
</tbody>
</table>
¹ A school dress may be purchased from the Headteacher at a reasonable price. These are ordered at least three times a year.

² Polo shirts and sweatshirts containing the school logo may be purchased from ASC Sports or Set One. Every item of clothing should be clearly labelled on the inside with the child’s name.

Medical
Parents are expected to inform the school if any medical or clinical condition is likely to affect their child’s ability, work, or behaviour whilst he/she attends the school. The information will be shared with members of the teaching staff only.

If a child is to receive medicine during school hours, a special form needs to be completed that is available from the school and a letter obtained from the doctor.

If a child suffers an accident and injures himself/herself whilst at school, the person on duty provides basic first-aid. If the child is seriously injured, the school will make every effort to contact the parents. If school staff are unable to contact the parents, then the child will be transported to hospital or to see a doctor and then the parents will be contacted.

Head Lice
Instances of head lice are common both within the community and in schools in Wales, and schools within the catchment-area have agreed to follow the same procedure when dealing with the problem. If a member of staff discovers that a child has head lice, the school will directly contact the parents and ask them to collect their child from school. The parents will then be expected to deal with the problem before the child returns to school.

Research shows that the chance of head lice remaining in the hair and hatching eggs is reduced through inspecting and combing a child’s hair on a daily basis. Combing wet hair that has a ‘conditioner’, with a fine comb every week also reduces the problem. The family Doctor and the pharmacist can advise on other possible treatments.

Security
The school has installed security equipment on the school’s outer doors in order to prevent strangers from having free access. Whilst the children play outside, either a member of the teaching staff or support staff/lunch-time supervisors monitor the children.

Children are not allowed to leave the school grounds at any time or for any reason unless a member of staff has granted permission or supervises the child.

The child is responsible for his/her personal property and therefore children should not leave personal property in school overnight. So as to make it easier for your child to safeguard his/her property, coats, school clothing, and physical education clothing should be labelled, so that the child may recognize them.

Occasionally, children have to bring money to school e.g. money for swimming lessons, games, or book club etc. Things are made much easier if children bring the exact amount and give the
money to the form teacher at the start of the day. Children should not bring personal money to school in case they lose it.

The school will not accept responsibility for any toy that a child brings with him/her to school from home. Neither toys of an aggressive nature nor knives are allowed at any time.

For safety reasons, children should not wear rings, chains or ear-rings in school.

If a child loses or damages property that he/she has borrowed from the school, he/she is expected to compensate the school.

**Discipline**

The school's aim is to maintain firm and well-balanced discipline that will in turn, foster self-discipline amongst the children.

A firm policy and guidelines have been established for dealing with cases of misbehaviour and bullying, as well as a policy on the use or possession of alcohol or other drugs. The policies are available for parents' inspection.

If a child causes wilful damage to school property, he/she is expected to pay compensation for the loss incurred.

**Transferring to the Secondary School**

Ysgol Gymuned Penisarwaun lies within the catchment-area of Ysgol Brynrefail, Llanrug. Firm and regular contact is maintained between primary schools within the catchment-area and the secondary school throughout the year, and this assists children to cope as smoothly and naturally as possible when transferring from a small school like Ysgol Gymuned Penisarwaun to Ysgol Brynrefail.

**Complaints Procedure**

Occasionally, a parent may be unhappy regarding a certain aspect of their child's education, about the school, or a member of staff, and a procedure exists for dealing with such complaints.

In the first instance, a parent should contact the Headteacher to make an appointment to discuss concerns or a complaint. Often, it is possible to deal with and find a solution to the majority of complaints both quickly and effectively by means of a discussion and informal chat with the Headteacher.

If the parent remains concerned or feels that the complaint has not been dealt with satisfactorily, he or she reserves the right to lodge an official complaint to the Governing Body. Details of this procedure, that has been established by the L.E.A. in compliance with the requirements made by the Secretary of State under Section 23 of the 1989 Education Reform Act, is outlined in an appropriate bilingual document that is available from the school.

In brief, the parent is required to write to the Chair of Governors, outlining the complaint. The Chairperson will then submit the complaint to the Governing Body or a Sub-panel of the Body as required. Each complaint will be carefully considered and discussed, and appropriate action taken if required.
**CHARGING for activities**

We always try and keep costs as reasonable as possible. We ask for a contribution e.g. towards the cost of the bus to the weekly swimming/tennis/gymnastics lessons (currently £1.50). We are fortunate in that the Friends of the School subsidize us a great deal.

It is envisaged that several trips during school hours will provide the pupils with valuable experiences.

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

- seek a voluntary contribution towards the cost of organizing the trip
- entitled to ask an external agency to organize the trip.

The Headteacher is authorized to request payment for:

- activities held outside school hours
- damage caused to any section of the school building following misconduct
- loss of a book or equipment or property belonging to the school

The Headteacher and Governing Body are entitled to cancel an arranged activity if it appears that low contributions would incur a substantial loss.

Instrumental lessons cost £90 per annum (for 30 lessons) and a child is expected to follow the scheme for at least a year. An expert’s service is purchased for this.

**DOCUMENTS AVAILABLE FOR INSPECTION**

You are entitled to see several documents such as Welsh Office/National Assembly circulars LEA Policies, Governing Body Policies, HMI Reports on the school, syllabuses and schemes of work and annual report for parents.

Arrangements to see these can be made through contacting the Headteacher.

**After School Club**

Clwb Plant Penisarwaun is held at the Penisarwaun Community School, with the children being escorted safely to the Club at 3.00pm and 3.10pm. The Club is open five days a week during school term time, from Monday to Friday between 3.00 and 5.00pm, and is registered to care for 16 children per day. Staff are employed at a ratio of 1:8 in accordance with Care Standards for Wales. Children can attend a full session until 5.00pm or attend per hour; a range of play activities will be available per session and healthy light refreshments will be served daily. E.g. Sandwiches, toast, fruit and drink. We hope in the near future to open until 5:30 p.m.

The Club’s main objectives are to offer:

- bilingual after school care of the highest standard, at a price which is affordable to the local community, based on an equal opportunities policy.
- an opportunity for parents and carers to return to work.
- a creative environment to stimulate the children, through individual and group play, to develop socially and emotionally.
- each child wishing to attend the Club must be at school on a full time basis.
Statutory Statistics to present in the School prospectus:-

Reference to 2008/2009

### Attendance

<table>
<thead>
<tr>
<th></th>
<th>Autumn term</th>
<th>Spring term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>94.2%</td>
<td>93.2%</td>
<td>95.5%</td>
<td></td>
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</table>

### Key Stage 1 Assessment Result

<table>
<thead>
<tr>
<th></th>
<th>Welsh</th>
<th>Maths</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils attaining level 2 or above at School in 2009</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>National comparison 2009</td>
<td>90.0%</td>
<td>87%</td>
<td>90%</td>
</tr>
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</table>

### Key Stage 2 Assessment Result

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<th>Welsh</th>
<th>Maths</th>
<th>Science</th>
<th>English</th>
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</thead>
<tbody>
<tr>
<td>Pupils attaining level 4 or above at School in 2009</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>National comparison 2009</td>
<td>79.9%</td>
<td>82.5%</td>
<td>86.4%</td>
<td>81%</td>
</tr>
</tbody>
</table>
Ysgol Gymuned Penisarwaun

Internet Use

Using Information Technology at the school provides pupils with an opportunity, when appropriate, to use the Internet, which meets subject requirements with regard to the National Curriculum. The Internet consists of a global computer network, containing millions of pages of information. Much of the information is useful and assists pupils’ work in all subjects studied in school. Pupils can also use E-mail to send messages to other users throughout the world.

Before using the Internet, it is imperative that all pupils secure their parents/guardian’s consent and you are therefore required to complete, sign and return the form supplied at the foot of the page to the school.

Unfortunately, some of the material contained on the World-Wide Web is illegal, of an offensive nature and unsuitable for children. However, it is the school’s belief that the advantages of using the Internet far outweigh the disadvantages.

So as to try and ensure that pupils do not visit unsuitable Web sites, the teachers monitor pupils’ use of the Internet during lessons, and guide pupils to appropriate resources. Special software is used which filters and denies access to inappropriate sites and pupils should always follow the school’s/teachers’ guidelines for Internet use.

Enclosed is a copy of the guidelines pupils are expected to follow when using the Internet in school so that you may discuss them with your child/children.

Internet use – Parents/Guardians Consent

I give my consent for my son/daughter to use the Internet in school.
I understand that inappropriate materials may be found on the World-Wide Net and accept that the school takes reasonable measures to ensure that pupils are denied access to such sites. I have discussed the Guidelines for Internet Use with my child/children.

Pupil’s name: _______________________ Class: _____________
Signature: _______________________ Date: ______________

Guidelines for Pupils
• the same standard of behaviour is expected whilst using the Internet as would normally be expected at school

• the purpose of the Internet is for pupils to collect information and contact others – access to the medium is a privilege and not an entitlement

• accessing, displaying or sending offensive material on the Internet is prohibited

• copyright laws should not be infringed

• neither time nor resources should wilfully be wasted whilst using the medium

• searches in other pupils’ storage files is prohibited.

• teachers may have access to, and examine pupils storage files kept on the school’s systems
Ysgol Gymuned Penisa rsaun
Penisa rsaun, Caernarfon, Gwynedd. LL55 3BW
(01286) 870879
Pennaeth / Headteacher Mr. G.F. Jones B. Add

Ysgol Gymuned Penisa rsaun
Policy on Photographing Children

Dear Parent / Guardian,

During the period which your child spends at the school, various situations may possibly arise when pictures (photographs or video) will be taken. The 2004 Children’s Act makes it a statutory requirement that we ensure the children’s safety when school photographs are taken.

The following information explains the school’s policy on taking photographs and how these are used in various situations:

1. **Photographs / video for the school’s use:**
   - e.g. pupils at work, on visits, participating in competitions.
   - Such photographs are only displayed in school – on walls, in displays and in booklets containing pupils’ work.
   - Such a video is only displayed at the school.
   - The photographs/videos are stored in a file at the school.

   The school will not seek your permission to take and use the photographs/video in this category.

2. **Photographs / video for use outside the school:**
   - e.g. achievements for display in the local paper and local press, information to be included in the school handbook, contribution to a television programme.
   - The photographs/videos are stored on file at the school.
   - So as to safeguard pupils, the school ensures:
     - That parents/guardians’ permission is received to enable photographs/videos within this category, to be taken.
     - That parents/guardians have an opportunity to object to the taking of photographs/video (such wishes will remain confidential)

3. **Photographs / Video taken by parents and in situations attended by members of the public:**
   - e.g. prior to school organized concerts, shows, sports.
   - So as to enable parents/guardians to take photographs during the above-mentioned events, the school ensures:
     - that the parents/guardians permission is obtained for the taking of photographs/video within this category.
     - That parents/guardians are given the opportunity to object to the taking of photographs/video (such wishes will be kept confidential)
     - That use of cameras and any unacceptable behaviour are monitored during the event.

Please indicate on the enclosed form whether or not you give your permission and return the form by (Date).

Should you wish to withdraw your permission at any point, please contact the headteacher.

Specific permission will be requested in exceptional cases. Permission is sought at the start of newly admitted pupils’ school career.

Should a situation arise when the headteacher is of the opinion that taking photographs/video is inappropriate, cameras will be banned from the event and the school will ensure that the event will not be filmed unless photographs are taken by a professional, following a police check. The photographs/video would be on sale to parents/guardians and be reasonably priced. Thank you for your co-operation.

Yours sincerely,

*Gareth Fôn Jones*
YSGOL GYMUNED PENISARWAUN

Parents/guardian’s consent form for pictures* of a child to be taken

(pictures = photograph or video)

A. Photographs / video for use outside the school:
e.g. achievements for the local paper and local press, information for the school handbook, contribution to a television programme.

I give my permission for my child to appear in pictures/video in this category.

I do not give permission for my child to appear in pictures/video in this category.

B. Photographs / video taken by parents and during public events
e.g. at school-organized concerts, shows, sports.

I give permission for my child to appear in pictures/video in this category.

I do not give permission for my child to appear in pictures/video in this category.

Please tick ONE box.

Signature ...............................................................Parent / Guardian

Date ..........................................................

We seek special permission in exceptional cases.

If a situation arises when you do not give permission, please contact the headteacher.

If a situation arises when the headteacher deems that taking pictures/filming is inappropriate, his/her decision will be final.
Ysgol Gymuned Penisarwaun
Penisarwaun, Caernarfon, Gwynedd. LL55 3BW
(01286) 870879

Pennaeth / Headteacher Mr. G.F.Jones B.Add

PARENT'S BLANKET CONSENT FORM FOR FREQUENT AND IMPROMPTU VISITS (NATURE WALKS ETC.)

I give my consent for my child/children:
________________________________________

To attend a frequent and impromptu visit organized by the school during the current school year.

I understand that the school will not be contacting me as a parent regarding these visits unless the arrangements warrant further consent.

Signed ________________________________ (Parent)
________________________________________ Date
SCHOOL HOLIDAYS
2010-2011

TERM:

Autumn 2010  1 September 2010 - 20 December 2010
Spring 2011  4 January 2011 - 15 April 2011
Summer 2011  3 May 2011 - 20 July 2011

Pupils will return to school on Thursday, 2nd September, 2010.

SCHOOL HOLIDAYS:

25 – 29 October 2010  (Half Term)
21 December 2010 - 3 January 2011  (Christmas Holidays)
21 - 25 February 2011  (Half Term)
18 – 29 April 2011  (Easter Holidays)
2 May 2011  (May Day)
30 May – 3 June 2011  (Half Term)
21 July - 31 August 2011  (Summer Holidays)

Schools will re-open on Thursday, 1st September, 2011 for teachers, and on Friday, 2nd September for pupils.

Number of days on which schools will be open every month:

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>22</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>16</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>22</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>14</td>
</tr>
<tr>
<td>JANUARY</td>
<td>20</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>15</td>
</tr>
<tr>
<td>MARCH</td>
<td>23</td>
</tr>
<tr>
<td>APRIL</td>
<td>11</td>
</tr>
<tr>
<td>MAY</td>
<td>19</td>
</tr>
<tr>
<td>JUNE</td>
<td>19</td>
</tr>
<tr>
<td>JULY</td>
<td>14</td>
</tr>
</tbody>
</table>

1 195
2 195

1st September 2010 – School Management Day
6 Inset Days

Schools will be open for pupils for 188 days

Schools which are closed due to elections being held, will open for the equivalent number of days at the end of the Summer Term.
The eyes of a pretty child with a red ribbon in her hair filled with year, and soon began tearing up. Then the child began crying, as if the world was ending. She was having a seizure, as if she saw a monster. Duke Paul Voreoti, whose face was filled with annoyance, frowned and waved his hands. One of the orphanage staff members, who had been watching nervously behind the door, quickly took the child out. As the child’s crying faded away, a voice spoke. His uninterested black eyes were filled with boredom, and Paul soon turned to leave after staring at where the child had been for a moment. There was a bottle of whiskey on the orphanage director’s desk. You’re the one who asked for it, Duke. His secretary, Loupe, replied. This is a new record. What is it? Although the song title would indicate that this song is completely directed at parents, Tate has explained that it is actually not. In one of her videos, she explained that this song is less of a jab to her parents, and more of an insult to herself: I feel like, teenagers, when they don’t know how to figure themselves out, they blame it on their parents. Obviously. Nevertheless, the parents are not entirely blameless either: It’s kinda weird because our parents went through it before. Then why do they react to our choices like they’ve never heard of them before? Tate.

Your parent’s/ward’s address. [Date] To whom it may concern. Dear Sir/Madam: Financial support for [student’s name] This is to confirm that I, [parent(s) or legal guardian’s name], am the [mother/father/legal guardian] of [student’s name] and that I will financially support my [son/daughter/ward] during [his/her] studies. He is studying a [title of course, e.g. BA English] at the University of Sheffield. I am able to fund this amount and this is evidenced by my bank statements which are enclosed. I give my consent to the funds being available to my [child/ward] for study in the UK. How does the parent’s style of doing things and the way of doing things at this time? It will determine what color the child will become in his later life. Different mothers treat different attitudes toward money and have different effects on their children: First, my mother is not willing to buy new clothes for her children. Her daughter can’t normally interact with others after she reaches adulthood. People say that girls have to be rich and that their daughters are dressed like flower fairy. But the smiling mother doesn’t think so. The smile is now in the sixth grade. The child is now wearing the old clothes and old pants that other relatives and friends have eliminated. He smiles and thinks that the family is very poor and his life is also Ve