

# Ysgol Bro Ffamau



'Caring and Sharing, Learning Together'

'Gofalu a Rhannu, Cyd Ddysgu'

## Prospectus

# 2019 - 2020



## Contact Information

### Ysgol Bro Famau Llanferres unit

Tyn Llan  
Llanferres  
Denbighshire  
CH7 5SP  
Tel.01352 810242



# Ysgol Bro Famau

[www.ysgolbrofamau.co.uk](http://www.ysgolbrofamau.co.uk)



### Ysgol Bro Famau-Llanarmon Unit

Ffordd Eryrys  
Llanarmon yn Ial  
Denbighshire  
CH7 5TB  
Tel.01824 780722

Dear Parents and Carers,  
Croeso i Ysgol Bro Famau,

This prospectus contains basic information concerning the school, which will be helpful and informative, particularly to 'new' parents.

Choosing the right school to suit the needs of your child is one of the most important decisions parents and carers have to make.

Ysgol Bro Famau aims to provide a caring, happy and respectful environment which allows pupils to realise their full potential, both academically and socially. Individual qualities such as independence of thought, self discipline and pride in one's appearance and work are important and we also stress the importance of respect for others, team work and community spirit. This is reflected in our motto:

**Caring and Sharing; Learning Together.**

We aim to equip our pupils with the knowledge, skills and values to be responsible, well-rounded, caring members of not just our local society but of the world. Our children are encouraged to respect and value similarities and differences and to be curious about other communities, countries and beliefs.

We are a federated, twin site school, with units in Llanarmon yn Ial and in Llanferres. Since September 2015 the Foundation Phase is based at Llanferres and the Juniors are based at Llanarmon.

We are lucky to be situated in an 'Area of Outstanding Natural Beauty' in the Clwydian hills in the county of Denbighshire. The school serves a wide rural community including Llanferres, Llanarmon, Tafarn-y-Gelyn, Maes Hafn, Graianrhyd and Eryrys.

We are very proud of our caring and sharing ethos and believe we provide an excellent education with strong links to our local communities. We have high expectations of the children in our care and we aim to provide them with the best possible start to their school lives. We believe that we can do this best when close partnership and co-operation is built between home and school. Parents are encouraged to be involved in all aspects of school life.

We hope that this prospectus captures our school, but we always welcome visits so that you can see our school for yourself.

Yours sincerely

Mrs Elizabeth Knight  
Headteacher

**If a child lives with praise she learns to appreciate  
If a child lives with fairness he learns justice  
If a child lives with security she learns to have faith  
If a child lives with approval he learns to like himself  
If a child lives with acceptance and friendship  
She learns to find love in the world.**

By Jenny Williams

## **Our motto**

‘Caring and Sharing, Learning Together’

## **Mission Statement**

‘At Ysgol Bro Famau we provide a happy, caring, secure and stimulating environment in which all members of the school community can grow and learn together to achieve their full potential.’

The school’s motto ‘Caring and Sharing, Learning Together’  
is at the core of everything the school does.

## **Values**

We value the way in which all members of our community are unique, developing socially, spiritually and morally as well as intellectually and physically.

We value our environment and we aim through our curriculum and practices, to teach respect and care for our world and for future generations.

We value the potential and contributions of every individual.

We value the promotion of co-operation and understanding between all members of our community.

We value and promote the importance of a healthy lifestyle.

We value the rights of each person in our community and society. We respect each other in our school for their views, for who they are, and we treat them with fairness and honesty.



## Aims and Priorities

We aim:

- to create a happy and inclusive school environment which will stimulate learning based on a relationship of respect and care between all its members.
- to nurture a positive attitude and the development of self-discipline, self-confidence and respect for core values of honesty, loyalty, and compassion.
- to prepare our children for a rapidly changing world by equipping them with literacy, numeracy, digital learning and critical thinking skills.
- to promote resilience and perseverance to become creative and independent thinkers to become learners for life.
- to promote a feeling of belonging to a bilingual community and develop respect for our unique Welsh heritage. To ensure the school has a strong and prominent role within its' communities and enable the children to contribute to the wider world, locally, nationally and globally
- to nurture and support all abilities, helping every child to achieve his/her potential in all areas of learning – intellectual, emotional, physical, social, moral, spiritual and cultural.
- to ensure excellence in teaching and learning within a high quality learning environment, both inside and outside using the beautiful countryside as a resource.
- to have effective working partnerships with parents, governors, the church, the LA and other agencies and stakeholders.

‘Tell me, I’ll forget...  
Show me, I’ll remember...  
Let me do it, I’ll understand.’

## Our School

Ysgol Bro Famau is a primary school serving six local villages and a large rural area, set in the beautiful countryside of the Clwydian Hills in Denbighshire.

It is an unusual school in that it is a 'federation' of two units on separate sites (Llanarmon-yn-Ial/Eryrys and Llanferres), but working as one school under one Head teacher and with one governing body.

Since September 2015, the Foundation Phase is based at Llanferres and the Juniors are based at Llanarmon y Ial. However, at various times during the school term, children from the two units are brought together in order to benefit from the pooled resources of the whole school. Teachers also teach across the two schools, thus taking advantage of their curriculum strengths and also enhancing their knowledge of each individual child in the school.

This arrangement has enormous advantages:

- The class sizes are under 25 which means that the pupil teacher ratio enables children to receive a great deal of individual attention, something which we think is very important for education at primary level.
- As well as receiving individual attention, the children also benefit from the challenges, variety, and opportunities for teamwork (especially in sport), which come from contact with larger numbers through the peer groups.
- The children benefit from the wide range of specialist skills developed by the staff.
- The children also benefit from the different facilities, and particular from the splendid school hall at Llanferres.

The school is a 'Category 5 English medium' school. The school teaches in the English language, but Welsh language and culture is an integral part of the curriculum and is actively celebrated and promoted through the use of incidental Welsh, the Cwricwlm Cymreig, as well as discrete language lessons. Pupils at the end of Key Stage Two have opportunities to stay at the Urdd camp at Glan Llyn and the outdoor pursuit centre at Pentrellyncymer giving them an opportunity to meet children from other schools and to develop new friendships prior to transferring to Secondary School. There are a number of activities to ensure that when children make the transition to their secondary school that they are moving to a familiar and welcoming environment.

We continue to develop links with the community through participation in religious services, class work within the villages, the use of the expertise of individuals from the community, and by supporting local events.

The Parent, Teacher and Friends Associations organise many social and fund raising events during the school year at each of the units.

The link between home and school is vitally important, and to this end the school has an 'open door' policy and welcomes parents to come and discuss any matters of concern.



## **Organisation**

### **Our Staff**

**Headteacher** -Mrs. Elizabeth Knight

#### **Llanferres Unit - Foundation Phase**

Teacher in Charge – Mrs K.A. Thomas  
Nursery and Reception – Mrs A. Lightfoot  
Years 1 and 2 - Mrs. K A Thomas

Teaching Assistants - Miss. K Wray, Mrs. H. Dodd,

#### **Llanarmon-yn-Ial Unit – Key Stage 2**

Teacher in Charge Mrs. R. Davies  
Years 3 and 4 - Mrs. R. Davies  
Years 5 and 6 - Mr. M. Jones  
PPA cover and ALNCo – Miss Rebecca Ellis

Clerical Assistant -Mrs. Maxine Jones

School Caretaker - Mr. Phillip Hughes (Llanferres Unit)  
-Mrs. Diane Teeson (Llanarmon Unit)

School Cook in Charge - Mrs Tina Tame  
Assistant - Mrs. L. Roberts

Little Ladybirds Full Day Care and After School Club - Mrs L. Lopuc (Person in Charge), Miss E. Dyke (2<sup>nd</sup> Person in Charge) Mrs N. Jackson, Mrs, J. Mangan

Breakfast Club - Mrs. J. Mangan (Llanferres and Mrs. Diane Teeson (Llanarmon)

## **Governing Body**

<b>Type of Governor</b>	<b>Name</b>	<b>Position</b>
<b>LEA:</b>	Mrs. Louisa Roberts	Chairperson
<b>LEA :</b>	Mrs. Sally Harris	Vice - Chair
<b>Parent:</b>	Mr. Gareth Williams	
<b>Parent:</b>	Mrs. Jill Lloyd	
<b>Community:</b>	Mr. Richard Aram (Llanarmon representative)	
<b>Community:</b>	Miss. Llinos Davies	
<b>Community:</b>	Mrs. Siobhan Gothorp (Llanferres representative)	
<b>Teacher:</b>	Mrs. Rachel Davies	
<b>Staff:</b>	Miss Karen Wray	
<b>Headteacher:</b>	Mrs. Elizabeth Knight	
<b>Clerk to Governors:</b>	Mr. Michael Parr	
<b>Corporate Director of - Denbighshire County Council</b>		
<b>Head of Education</b>	- Mrs. Karen Evans	
<b>GwE System Leader</b>	- Mr. Gareth Jones	

### School term and holiday dates 2019-20

<b>Autumn Term 2019</b>		
Staff Training Day	Monday	2 <sup>nd</sup> September
Staff Training Day	Tuesday	3 <sup>rd</sup> September
Autumn Term begins for pupils	Wednesday	4 <sup>th</sup> September
School Closes (Half Term)	Friday	25 <sup>th</sup> October
School Opens	Monday	4 <sup>th</sup> November
End of Term	Friday	20 <sup>th</sup> December
<b>Spring Term 2020</b>		
Staff Training Day	Monday	6 <sup>th</sup> January
Spring Term begins for pupils	Tuesday	7 <sup>th</sup> January
School Closes (Half Term)	Friday	14 <sup>th</sup> February
School Opens	Monday	24 <sup>th</sup> February
School Closes (Easter Holidays)	Friday	3 <sup>rd</sup> April
<b>Summer Term 2020</b>		
Summer term begins for pupils	Monday	20 <sup>th</sup> April
School Closed (May Day Bank Holiday)	Monday	4 <sup>th</sup> May
School Closes (Half Term)	Friday	22 <sup>nd</sup> May
School Opens	Monday	1 <sup>st</sup> June
School Closes (Summer Holidays)	Friday	17 <sup>th</sup> July

## **School Information**

It is important that your child is happy at school. You are always welcome to come and discuss any aspect of your child's education with the Headteacher or a member of staff. As staff have a full time teaching commitment, you will appreciate that it is difficult for teachers to see parents during the day. Staff are available most days after school but it would be much appreciated if an appointment can be made. The Headteacher will whenever possible, attempt to meet parents to discuss any concerns.

## **School Hours**

8.55 a.m.	-	School Day Begins/Lessons
10.30 a.m. – 10.45 a.m.	-	Morning Break
10.45 a.m. – 12.00 p.m.	-	Lessons
12.00 a.m. – 1.00 p.m.	-	Lunch
1.00 p.m. – 2.00 p.m.	-	Lessons
2.00 p.m. – 2.15 p.m.	-	Afternoon Break (Foundation Phase only)
2.15 p.m. – 3.15 p.m.	-	Lessons
3.15 p.m.	-	End of School Day

In the interests of children's safety pupils must not arrive before 8:45 am unless they are attending Breakfast club

When hearing the bell children should line up on the playground where they will be directed into the school by a member of staff.

If a pupil is late then they will need to be signed into the purple file located in each foyer by a parent or carer. **It is very important that every effort is made to bring your child to school on time as arriving late can be disruptive to the start of lessons.**

## **End of the school day**

All pupils should be met by a parent (except those pupils who are transported by bus). If there are any changes to the normal routine then please inform the class teacher. No child will be released to anyone other than the parent/carer or person appointed by the parent.

**Any pupil not collected within 15 minutes of the end of the school day will be placed into the After-School Club for which a charge may be levied.**

## **Breakfast club and After School Club**

We run a breakfast club at the Llanferres and Llanarmon sites from 8:00 in the morning. There is a small charge of 50p per child per session. A healthy breakfast is served between 8:00 and 8:30 then the children are closely supervised until school starts.

For those parents who are unable to collect their children at 3.15 p.m. After School Club is run at Llanferres Unit each day until 6.00pm at a cost of £5.00 until 4.30pm and an additional £3.00 until 6.00pm. This cost includes a generous snack and a drink. Places should be booked in advance and 24 hours' notice should be given for a cancellation otherwise a cost may incur.

## **Joining our school**

### **Nursery**

Nursery education is provided at Llanferres. At present nursery takes place between 8.55a.m. and 11.30 a.m.

Children are admitted into our nursery during the school year in which they attain their fourth birthday. During the summer term, nursery pupils will spend a whole day in school in order to prepare them for full time education and the routines of the school day such as lunchtimes and breaks.

**Pre nursery** children can be admitted at the start of term following their third birthday (January and after Easter).

### **Reception (Full time)**

Children are admitted as full time pupils in the year in which they attain their fifth birthday i.e. any child who has attained his/her fifth birthday by 31<sup>st</sup> August may be admitted to school in the previous September of that school year.

During the latter part of the summer term, an induction day is held, where pupils spend the day in the classroom they will attend the following September, i.e. part-time nursery will spend a whole day as reception class, reception as year one etc. This induction day will usually coincide with Year 6's induction day at secondary school.

### **Links with Secondary School**

Pupils are transferred to secondary school in September following their eleventh birthday. Pupils from Ysgol Bro Famau usually transfer to either Ysgol Brynhyfryd, Ruthin or Mold Alun. As well as having induction days at the secondary schools, there is close liaison between the secondary and feeder schools. Secondary school teacher visiting the primary school to meet and talk with Year 6 pupils. The cluster feeder schools organise a series of activities during Year 6 to assist with making new friends and easing the transition to High school

Prospective parents are welcome to visit the school. An appointment is usually made with the Head teacher, who will then be pleased to explain the way the school runs and take the prospective parent around the school to meet teachers and pupils alike.

Parents who wish their children to be admitted to our school at any other time are welcome to discuss this with the Headteacher.

Admission to Ysgol Bro Famau is carried out in conjunction with Denbighshire LA as admitting authority. Information regarding Admissions policy and procedures can be discussed in full with the Headteacher.

### **P.T.F.A. (Parents, Teachers, and Friends Association)**

All parents are automatically members of the P.T.F.A. The school greatly values its contact with parents and the local community through the Parent, Teacher and Friends Associations. Both sites work together to raise considerable amounts of funds to support the work of the school and to enhance the children's experiences. Your help and involvement is always welcome, we will be pleased to give you the name of your local contact. The P.T.F.A also have a closed Facebook page which is used to communicate with parents

### **100 Club**

The school runs a very successful 100 club with a monthly draw. Everyone is welcome to join. This raises vital funds that are used towards transport costs etc. Forms are available in September each year.

### **Attendance**

It is very important that your child attends school punctually and regularly. In the event of a child being persistently late or absent without reasonable explanation then our Educational Social Worker (ESW) will be informed.

### **Absences**

If your child is absent from school please inform the school by telephone by 9.30am in the first instance.

Children are not allowed out of school between 9:00 and 3.15 without the permission of the Head teacher. If your child needs to leave school for any reason, such as dental appointments, please send a note to the class teacher beforehand. Children with such appointments should be collected from the school and signed out by the parent/guardian.

### **Holiday requests**

We actively discourage parents from taking their children on holiday during term time as this can be very disruptive to their education. We especially discourage this during May as this is the time where children are formally assessed.

Holiday request forms are available from the school and on the school website.

If considering requesting term time leave please remember:

- Parents do not have an automatic right to withdraw a child from school for a holiday you must apply for permission in advance to the school.
- Absences which have not been agreed will be marked as unauthorised absence
- **Following 3+ days of unauthorised absence** parents may be invited to attend a meeting in school to put together an Attendance Support Plan, with the aim to prevent further unauthorised absences.
- A Fixed Penalty Notice Warning letter may be issued at 5 days unauthorised absence, with the Fixed Penalty Notice being issued at 10 days unauthorised absence.

## **First Aid**

### **Accident /Illness in School**

The school has a well- rehearsed plan in the event that any child has an accident or feels unwell at school. It is important that we have up to date contact telephone numbers, and parents are asked to provide this information on the Parental Information form given out at the beginning of each school year and update as necessary.

Should your child have a minor accident at school, basic first aid will be given if necessary and a short form detailing the accident and treatment given will be sent home with your child. If an accident requires hospital attention then we will make every effort to contact parents/carers first.

We have a three day trained first aider on each site plus at least 2 other 1 day first aid at work certificate holders.

### **Medical**

The School Nurse is a regular visitor to school and carries out out hearing, vision and dental tests with the pupils. Your child will not be seen without your prior permission.

### **Medicines**

If your child is suffering from any allergies, please inform the class teacher in writing. We do not administer non- prescribed medicines e.g. Calpol. If your child need medicine during the day, we ask that a parent or carer comes to school to administer the medicine.

In exceptional circumstances the school may administer prescribed medicines but please note that we are not permitted to administer any medicines unless a consent form has been filled in by a parent /guardian with full written instructions. All medicines, ointments and inhalers must be clearly labelled with the child's name and the dose.

If your child needs ongoing medicine in school eg asthma inhalers, insulin etc., we need a care plan that is agreed with the school and the child's health professional e.g diabetic nurse.

Please see the Managing Healthcare Needs Policy for more details.

### **Sun protection**

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. School staff are not permitted to apply sun cream to children. We ask that you apply sun cream before school in sunny weather. Children may re-apply their own sun cream which must be provided in a clearly named tube or bottle.

### **School Uniform**

All children are expected to wear school uniform. We believe that it looks smart and gives the children a sense of belonging and shows their pride in their school and themselves.

Our uniform is as follows:

Cardigan/sweatshirt	maroon with school logo
Polo shirt	white with school logo

Skirt/pinafore/trousers grey

All pupils should wear black shoes, **not trainers**.

Our uniform is available at Forrester Sports in Mold.

All items of uniform can be purchased online at [www.forrestersports.co.uk](http://www.forrestersports.co.uk)

## **PE/Games**

Parents are asked to provide suitable clothing for each of the PE disciplines as follows:

Gymnastics	white T-shirt/ black shorts and pumps
Outdoor Games	suitable warmer clothing (e.g. track suits), trainers.

When pupils use the field, especially in winter, parents are asked to send a change of footwear for their children, to prevent mud being carried into the school buildings and to ensure the safety and comfort of all pupils

Key Stage Two children attend swimming lessons at Ysgol Brynhyfryd during the spring term. Pupils should bring a swimming costume and towel for these sessions. If your child cannot take part in swimming lessons on a particular week, please send a written note to explain the reason prior to the session.

## **Jewellery**

Watches are the only item of jewellery considered appropriate for school. For pupils with pierced ears, studs must be worn.

## **Lost property**

As the children spend time on both sites, occasionally clothing etc gets left behind. Please name every article of clothing /footwear/other personal possessions belonging to your child. We keep lost items on both sites in the lost property boxes.



## **Dinner Time**

### **School Meals**

School Cook - Mrs Tina Tame

Assistant - Mrs Linda Roberts



School lunches are prepared by the school cook at the Llanferres Unit. These are prepared in line with Denbighshire County Council's healthy menu. The menu is available to read on our website and the weekly menu is displayed on each site. Pupils' meals are transported to the Llanarmon unit each day for those children who so wish. The cost at present is;

Infants £2.20

Juniors £2.20

Should your child be entitled to free school meals, application forms are available from Denbighshire County Council.

Denbighshire schools service now has its own website for further information regarding menus etc.

[www.denbighshireschoolmeals.co.uk](http://www.denbighshireschoolmeals.co.uk)

### **Packed lunches**

Children who do not wish to have a school dinner are welcome to bring in a packed lunch. Please ensure that packed lunches are brought to school in a secure container labeled with your child's name and with appropriate food hygiene precautions taken. In the interest of health and safety we discourage the use of hot food flasks and glass containers.

Please do not send your child with fizzy drinks or sweets.

### **Snack time**

Children are encouraged to bring in a small healthy snack for morning play time. In line with Welsh Assembly 'appetite for life' guidelines; we actively discourage sweets, chocolate, biscuits and crisps.

### **Drinks**

Fresh, cooled water is available throughout the day. Children should only drink water during the day. Flavoured drinks should only be consumed with lunch.

We ask that children bring a refillable water bottle to school each day for this purpose.

### **Payments**

We use PARENTPAY online payment system for dinner money payments and other payments such as trips. Each family is issued with a password to access the secure online payment system.

### **Health and Safety and security**

The school conducts health and safety survey and risk assessments according to the health and Safety policy of the school and in line with county guidelines. Any defects/concerns are reported to the relevant body. This ensures a safe working environment for all.

Both sites are secure. All doors have safety locks so that access cannot be gained from the outside but can be opened in an emergency from the inside.

All visitors are required to sign in and out of the buildings.

### **Toilet Provision**

Both sites have the appropriate provision for toilets for both staff and children.

The Buildings, Health and Safety committee make regular checks of the toilet facilities and report their findings to County.

The caretakers on both sites clean the toilets on a daily basis in line with county policy. Any issues with the toilets are reported to the County's Building Services department immediately.

### **Child Protection/safeguarding**

We take safeguarding and Child protection extremely seriously at Ysgol Bro Famau.

The headteacher Mrs. Elizabeth Knight is the Child Protection Officer. Due to the nature of the two sites we have two deputy Child Protection Officers Mrs. Rachel Davies on the Llanarmon site and Mrs. Karen Thomas on the Llanferres site.

We have a designated Safeguarding Governor.

All members of staff and volunteers undergo DBS checks before commencing employment or volunteer duties.

Our Safeguarding/Child Protection policy is available on the website as is our website policy Any child protection/safeguarding issues should be communicated to the Headteacher immediately or in her absence the Deputy Child Protection officers.

### **Dogs**

Please do not bring dogs onto the premises or tie them to railings which obstruct the pavement where children walk.

### **Smoking**

This school is designated a 'No Smoking Zone'. Please do not smoke anywhere within the school or the school grounds. This includes e –cigarettes.

### **Road Safety**

Parents are requested to take extra care in the approach to school and not to park on the yellow zig-zag lines, in front of the school gates or in the staff car park.

Denbighshire County Council provides transport between Llanarmon and Llanferres Units. Full details about this can be obtained from Denbighshire County Council and the school.

### **Trips and Educational Visits**

Educational visits are an important part of a child's learning which enrich a child's learning. These visits usually are linked to the particular themes or topic that term and are used to reinforce what has been learnt about a particular topic, or as an introduction to a topic in order to fire the imagination and interest of the children.

In addition, Years 4, 5 and 6 pupils are encouraged to take part in the following trips:

1. A three day trip to Glan Llyn Welsh Second Language Centre/ Cardiff (Yrs 5 and 6).
2. A three day trip to Pentrellyncymer Outdoor Pursuits Centre (Yrs 3 or 4).

Details of all activities are forwarded to parents in writing prior to any out of school visit. To comply with the legalities of visits, parents are asked to complete a form of consent at the beginning of each academic year, to cover all such visits. To tie in with the Education Reform Act Section 110 we ask for voluntary contributions from parents to cover the school's costs for education visits.



### **Homework**

Without question, parental involvement in their child's education is of great benefit in terms of progress and motivation for learning. Homework is set to reinforce learning in the classroom. Homework tasks will be set on a regular basis particularly in Key Stage Two.

Parents are asked to ensure that pupils, particularly in Y5 and Y6, hand their homework in on time as this instils a good routine before going to secondary school.

READING is the best "homework" but please remember that READING SHOULD BE A SHARED, ENJOYABLE EXPERIENCE. Please set aside some time every evening to read WITH your child, no matter what his/her age!  
In Foundation Phase we suggest a short piece of homework each week to reinforce learning at school.

### **Discipline and Pastoral Care**

At Ysgol Bro Famau all staff work together to foster an ethos of high expectations of behaviour and good manners. We have the 'Golden Rules' that underpin all our work and foster in the children a sense of responsibility for their own actions and an acceptance of the consequences to misbehaviour. We work very closely with the County's Behaviour Support Service and parents/carers where we have concerns over a child's behaviour. The school has an anti-bullying policy which states that 'Ysgol Bro Famau does not tolerate bullying'. We work closely with staff, pupils and parents to ensure that any incidents of bullying are dealt with at the earliest stages.

### **Pupils with disabilities**

As far as possible pupils with disabilities are welcomed and admitted into the school and will have full access to the curriculum and all activities as far as they are able. Where necessary, access to buildings has been improved for wheelchairs. Teachers who provide extra tuition for disabled pupils will be welcome into the classroom.

### **Equal Opportunities**

The Governing Body, teachers and school community operates a policy of equal opportunities, anti-sexism and anti-racism. Our curriculum provides the framework within which the pupils experience a variety of relevant and appropriate strategies, which ensure equality of opportunity regardless of race, sex, religion, class or disability. (Section 4 of the School Government term of return regulation 2000())

### **Extra curricular activities**

We offer several extra-curricular activities, including football, rugby, netball, tennis and cricket on a rolling programme. We offer Cookery and Gardening Clubs in the Spring Terms and recorder and drama clubs. There is also a Mad Science Club. We often compete in the Vale of Clwyd and Urdd competitions including netball and swimming and cross country.

After school clubs run from 3:30pm to 4:30pm

### **Music Lessons**

If requested, instrumental music lessons are taught by peripatetic music teachers. Instruments are provided through The Music Co-operative.

### **School council**

The school council is a representative group of pupils from year two to six that are elected by their peers. To represent their views and opinions and to raise issues about their education and other concerns they may have with senior staff and the governing body. We have two councils one on each site and they each have a small budget. The councils meet throughout the term and come together at certain points during the year.

### **Healthy schools and Eco Committee/School Nutrition Action group**

Our pupils have the opportunity to join other committees and groups. Our Healthy schools group is currently working towards gaining the Phase 6 Healthy Schools award and the Eco group are working towards the Green Flag award.

### **Charging and remission policy**

The School Governors recognise the valuable contribution that a wide range of additional activities including out of school visits, can make towards pupils' education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum and reserves the right to charge in certain circumstances for activities organised by the school. Parents may also be invited to make a voluntary contribution towards the cost of providing such activities.

Charging in certain circumstances may be remitted in part or full where the parents are in receipt of income support. In such circumstance parents should apply in confidence to the Governing Body via the Headteacher.

### **Access to documents**

It is possible for parents/carers to have access to a range of documents within our school on written request, not including certain documents for reasons of copyright.

These include documents on the curriculum, aims and objectives of the school, any published HMI documents which refer to the school and schemes of work used by the school.

### **Complaints**

We aim to ensure that our close working relationships with parents means that any complaints/issues are dealt with swiftly and efficiently. In most cases a quick word with the class teacher or Headteacher will sort an issue out. However if a parent feels that their issue has not been resolved then the complaint should be addressed to the Head teacher. If formal attempts to resolve the matter are unsuccessful then the complaint should be placed in writing to the Chairperson of Governors.

If there are complaints about the LA or School Governors, any such complaints can be made to the Director of Education

If you require any further information please contact the Headteacher.

Please see the complaints policy and procedures on our website.

### **Target Setting and Assessment**

The school sets targets that are challenging yet achievable, to reinforce its aim to maximize the potential of all pupils. The staff work closely together to set targets for future attainment, based on teacher assessment and standardised testing as part of the school routine. Generally speaking, a pupil of average ability should attain Foundation Phase Outcome 5 by the end of Year 2 and level 4 by the end of Key Stage 2 (Year6)

Pupils who require extra support are identified early in their school life and are given work at an appropriate level within each lesson.

## **Reporting to Parents**

The school invites parents to discuss their children's work and targets with the class teacher in the autumn and spring terms. Invitations to discuss the children's annual reports are sent out in July. Parents are informed of this by letter, to arrange an appointment.

## **Information for parents**

As a federated school, we tend to send out more letters and notes to parents than most schools. The majority of letters and the weekly newsletters are sent out by email to save paper. The weekly newsletter celebrates the school and children's achievements and forthcoming events. Those without access to email, receive a hard copy through the children. Occasionally children forget to pass on these letters to parents! Therefore it is advisable for parents to check children's school bags and coat pockets from time to time.

Other news items and calendar dates are sent out using Our Schools app which can easily be downloaded on to smart phones. Our website is updated regularly and also contains lots of other information about what is going on the school and in the classes. We also use Twitter to celebrate our achievements.

## **School Closure**

If in times of adverse weather or any other emergency, the school is forced to close, this information will be transmitted on Marcher Sound and Radio Wales and on the Denbighshire County Council website, and on the school website [www.ysgolbrofamau.co.uk](http://www.ysgolbrofamau.co.uk). We also will send a message using Our Schools app. Every effort will be made to ensure that school will be open. Should the weather become severe during the school day, parents may be advised to collect their children early.

## **Curriculum**

The school pays due attention to the National Curriculum in Wales and the requirements and philosophy of the Foundation Phase Curriculum. The teaching staff regularly review curriculum matters as defined in the School Development Plan.

## **Foundation Phase (ages 3-7)**



When children join us in Nursery they follow the Foundation Phase Curriculum which covers the seven areas of learning

These are:

1. Personal and Social Development, Well-Being and Cultural Diversity

2. Language Literacy and Communication Skills
3. Mathematical Development
4. Welsh Language Development
5. Knowledge and Understanding of the World
6. Physical Development
7. Creative Development

In Wales, the curriculum known as 'Foundation Phase' applies to pupils aged three to seven years of age. The Foundation Phase is about enhancing the learning experiences which imaginative and to have fun whilst learning.

Children will be given more opportunities to explore the world around them and to understand how things work through engaging in relevant practical activities which are fun and enjoyable and relevant to their developmental stages.

The Foundation Phase places greater emphasis on experiential learning, active involvement and developing each child's:

- skills and understanding
- personal, social, emotional, physical and intellectual well-being, so as to develop the whole child
- positive attitudes to learning so that they enjoy it and will want to continue with their education for longer
- self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships
- creative, expressive and observational skills to encourage their
- development as individuals with different ways of responding to
- experiences, and activities in the outdoors where they have first-hand experience of solving real-life problems and learn about conservation and sustainability.

In the Foundation phase, the main building blocks of learning experiences are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad rich curriculum using an integrated approach, we aim to develop the children's interests whilst also recognising their level of maturity.

These are important years where children learn how to observe, listen, respond and develop not only as individuals but also as caring members of their community.



## **Key Stage Two (ages 7-11)**

The essential skills of communication, literacy and numeracy will still be the central focus of our curriculum. But, as their understanding of the different disciplines increases, more time will be given to science and the foundation subjects. The curriculum will still take place within an integrated theme where it is meaningful and relevant.

Children will be encouraged to develop self-confidence, independence in learning and high order skills in a range of situations.

The key subjects covered in Key Stage Two are:

1. English (Literacy)
2. Maths (Numeracy)
3. Science
4. Information and Communication Technology (ICT)
5. Art
6. History
7. Geography
8. Design Technology
9. PE
10. Music
11. PSE
12. RE

In addition to this all pupils progressively develop skills across the curriculum in:

1. Thinking skills
2. Literacy
3. Numeracy and the Digital Competency Framework
4. Bilingualism
5. ICT
6. Personal and Social Education

Most of the curriculum is taught through a skills based, topic/thematic approach. The focus of the themes varies from Science to History to Geography based. Teachers regularly attend in-service courses to keep up to date with curriculum development for the ultimate benefit of pupils.

Other subject such as Maths, English and Welsh are mostly taught discretely, but in line with the Literacy and Numeracy Framework for Wales these areas are increasingly taught across the whole curriculum where appropriate.

Should you wish to see individual subject policies please contact the school.

## **Religious Education Policy**

Collective Worship is held daily and time is allocated to Religious Education each week within the curriculum. Daily services are of a broadly Christian character, though not

distinctive of any particular denomination. The school follows the Social Emotional Aspects of Learning programme which covers many moral issues during the school year. Pupils are made aware of other religions and festivals during the year. The teaching of Religious Education, in line with County Policy, is non-denominational.

Parents have a right to withdraw their child from religious education and collective worship but should inform the Head teacher in writing.



### **Sex Education Policy**

In line with County Policy, we believe that Sex Education should be a natural part of the curriculum and as such is taught in Personal and Social education and in the science curriculum. Parents have a right to withdraw their child from sex education.

Our school governors are responsible for the nature of sex education within the school. The subject of sexual development is handled sensitively as children progress through the school. The school Nurse delivers a talk specifically for Year 5 and 6 focusing on puberty during the summer term.

We offer our parents the opportunity to view the materials we use prior to children seeing them and to discuss related issues with members of staff. The school's Sex Education Policy is available for parents to view. Please enquire at the school

### **Welsh Policy**

All school children in Wales must study Welsh as a second language, which is a requirement of the National Curriculum and is County Policy.

In addition to the Welsh lessons, pupils are encouraged to join the 'Urdd' movement (Welsh League of Youth) which gives them an opportunity to take part in activities organised by the Urdd Officer (e.g. learning Welsh songs and poetry, folk dancing, team games). As a school, we compete against other schools, initially at local level at the 'Eisteddfod'. The teaching for this is done on a voluntary basis (i.e. during lunch break or after the school day).



### **Special Educational Needs and Additional Learning Needs**

Children in all schools vary in ability and aptitude and the rate at which they learn, therefore some children need more support than others. Children who require extra support are identified at an early stage. If pupils need extra support, this is provided by the class teacher in consultation with our Special Needs Coordinator. As the pupils get older they may also be given extra support on an individual basis. Occasionally, children will be referred to an educational psychologist or other appropriate outside agencies, if the need arises. These steps are only taken following consultation and agreement with the parents of the children involved. The school has a governor with special responsibility for special needs; she too will be pleased to help should you need any further advice or assistance.

We have a policy to meet the needs of the More Able and Talented children (MAT) and our SENCo is also our MAT coordinator. Teachers plan differentiated activities and tasks to meet the needs of these learners. Some of our children show talents and gifts in many areas of the curriculum and outside of school. We aim to give these children opportunities to extend their learning in various ways eg county writing squad, Sgwad Sgwenni (Welsh writing squad) attending maths challenge days and competitions, playing musical instruments in assemblies etc.

### **Looked After Children**

Mrs. Elizabeth Knight is the designated staff member with specific responsibility for children who are looked after by the local authority.

### **Information Technology**

As part of the child's curriculum and the development of ICT skills, Ysgol Bro Famau Primary School provides supervised access to the Internet. We believe that the use of the internet and e-mail is worthwhile and an essential tool for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable materials, we take positive steps with this risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials. Parental permission is sought prior to Internet use in school.

### **Our Awards**

The school was last inspected by Estyn in May 2014. The school was delighted to receive a very positive report. Overall we were deemed a good school with no important shortcomings.

We are currently working towards Phase 6 Healthy schools and Green Flag Eco Award. We have also gained the Bronze excellence award for our work with numeracy and literacy Catch Up programmes.



## Home-School Agreement

At Ysgol Bro Famau we emphasise the importance of school, parents and children working together in partnership. We believe that the commitment to the promises below is essential if each child is to achieve his/her potential.

### Child's Promise

#### **I promise I will:**

- Follow the Golden Rules
- Always do my best.
- Be polite, have good manners and be helpful and considerate to others at all times.
- Be well behaved at all times.
- Follow instructions the first time they are given.
- Walk in the classrooms and corridors.
- Listen to what others have to say.
- Keep the school and school grounds clean and tidy.

### Parents' Promise

#### **I/We promise that I/We will:**

- Ensure that my/our child comes to school regularly, on time and properly equipped.
- Support the school and adhere to school policies and procedures. Inform the school promptly about any reason for absence.
- Make the school aware of any concerns or problems that might affect his/her work or behaviour. Encourage him/her with reading and other home learning activities.
- Attend parents' evenings and discussions about my/our child's progress. Get to know about my child's life at school.
- Ensure that any photographs I/we take at school events are not published on social networking sites if they show any other children at the school.

### School's Promise

#### **The school promises that we will:**

- Care for your child's safety and happiness.
- Ensure that your child achieves his/her full potential as a valued member of the school community. Provide a broad and balanced curriculum and meet the individual needs of your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters.
- We will arrange 2 formal Parents Evenings per year along with a drop-in evening if you wish to discuss your child's written end of year report.
- Inform you of matters of praise and concern affecting your child's work or behaviour.
- Be open and welcoming at all times and offer opportunities for you to become involved in the life of the school.

## **Required statistics**

We are required by law to publish details of absence rates for 2018-19. These were:

Attendance Rate: 95.81 %

Unauthorised absence: 4.17 %

## **END OF KEY STAGE ASSESSMENT RESULTS 2019**

Teacher assessment and observations are used throughout the two key stages for diagnostic purposes, to support pupils' progress, to record attainment and to report to parents. Statutory end of key stage teacher assessment is used to record pupils' attainment at the end of Foundation Phase and Key Stage 2 and information is collected centrally to monitor national performance. Assessment is an integral part of teaching and learning, helping teachers to develop an understanding of the pupils' strengths and areas for development.

Great care should be taken when analysing data in schools with very small cohorts. The performance of a small school cannot be measured by statistics alone. Members of staff are aware of the progress that the children make individually in all areas of their education and how children develop at different rates.

## **End of Foundation Phase**

In presenting this information, we should like to remind parents of the following:

- A typical 7 year has an expected level of Outcome 5
- An Outcome 6 is an exceptionally good result
- Most pupils will move to a new outcome every two years or so
- At any one time, pupils are likely to reach a higher level in some subjects than others
- There were 12 children in the cohort. Each child is worth 8.33%

Indicator	School 2019 %
Foundation Phase Indicator	81.8
Language, Literacy and Communication O5+	81.8
Language, Literacy and Communication O6+	45.5
Mathematical Development O5+	90.9
Mathematical Development O6+	36.4
Personal and Social Development O5+	100
Personal and Social Development O6+	54.5

## Key Stage 2

In presenting this

- A typical 11 year will be expected to achieve Level 4
- Level 5 is an exceptionally good result
- Most pupils will move to a new level every two years or so
- At any one time, pupils are likely to reach a higher level in some subjects than others

There were 5 children in the cohort this year with each child being worth 20%

	School %
Core Subject Indicator	100
English L4+	100
English L5+	80
Mathematics L4+	100
Mathematics L5+	80
Science L4+	100
Science L5+	80
Cymraeg L4+	100
Cymraeg L5	40