



Ysgol Llanbedrog's

Handbook 2022-23



Gwreiddiau a Gorwelion

Ysgol Llanbedrog,
Llanbedrog,
Pwllheli,
Gwynedd.
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HEADTEACHER - Mrs Manon Haf Owen B.A.

Dear Parents,

This handbook was produced to offer some information about the school to parents, pupils and prospective parents and pupils.

The school is a happy and caring community, where an effort is made to promote the spiritual and moral development of the children. We place an emphasis on fostering a close link with every family and operate a policy of responding to problems or difficulties through discussion with parents. Our aim is to create an environment and atmosphere whereby pupils may grow, develop and mature into confident individuals who are aware of the welfare of others and who are responsible members of society, as well as offering an education of the highest possible quality that reflects the requirements of the Welsh Government, Authority, society and the individual.

At Ysgol Llanbedrog, we aim to provide opportunities for children to widen their interests and become aware of the surrounding world. This will enable them to develop into dependable, confident, rounded and complete individuals. We endeavour to sustain a happy environment that nurtures lively, enthusiastic and inquisitive children who not only have confidence in their own ability but who also realise the importance of being considerate to those around them. After all, happy children make better learners.

The progress of the children's educational development is closely monitored in order to be able to provide additional support and encouragement when required. We believe that children learn best when the home and school work together. Education is a partnership between the school and parents for the benefit of the children. The influence and support of parents and extended family are invaluable to your child's social and educational development. We look forward to working with you.

This handbook does not claim to be all-encompassing, and it is possible that unforeseen changes may take place. I hope that you will regard the handbook as a useful guide.

Yours sincerely,

Manon Haf Owen

Gwreiddiau a Gorwelion

(Roots and Horizons)

Our school's vision

SCHOOL STAFF

The school staff all work to ensure that the pupils are able to have the best possible experiences in their school life. Here is a list of the staff forming our friendly team here at Ysgol Llanbedrog:

Headteacher/Years 5 and 6 Teacher
Deputy Head / Years 3 and 4 Teacher
Foundation Phase Teacher
Foundation Phase Teacher
Foundation Phase
Foundation Phase Assistant
Foundation Phase Assistant
Assistant
SEN Assistant

Mrs Manon Haf Owen
Mrs Gwyneth Lloyd Jones
Mrss Catrin Elain Hall
Mrs Sian Angharad Elfryn
Mrs Lyn Davies
Mrs Mair Jones
Mrs Llinos Enlli Moore
Miss Eleri Haf Williams
Mrs Mared Morris Owen

Cook
Dinner Money Clerk
Breakfast Club and Lunch-time Supervisor
Lunch-time Supervisor
Senior Lunch-time Supervisors

Mrs Susan Pritchard
Mrs Elen Jones
Miss Iona Squires
Mrs Rosemary Roberts
The Teacher/Assistant on Duty

Caretaker

Mrs Jonet Parry

SCHOOL GOVERNORS

The Governing Body works with the staff and Local Authority to help the school provide the best possible education, care and experiences for all the children. A meeting of the full Body is held at least once a term and the sub-panels meet regularly. Because the role of governors is increasing and becoming more and more complex every year, relevant training is attended and they visit the school to watch, discuss and evaluate various aspects of the school's life. An Annual Report to Parents is presented during the autumn term and parents are offered up to three meetings a year.

NAME	OFFICE	REPRESENTING
Ms Alaw Ceris	Chairperson	Parents
Mrs Miriam Grant	Vice- chairperson	Parents
Mr James Evans		Community
Mr Ian Goronwy Williams		L.E.A
Mr Guto Glyn		Parents
Mr Andrew Parry		Community
Dr Greta Hughes		L.E.A
Miss Gwenllian Hughes		Community Council
Mrs Gwyneth Lloyd Jones		Teachers
Mrs Manon Haf Owen		Headteacher (co-opted)
Mr Iwan Hughes		Clerk

The Chairperson can be contacted via the Headteacher at the school or by emailing iwanh@ysgolllanbedrog.cymru.

SCHOOL ORGANISATION

Ysgol Llanbedrog is a day, bilingual, co-educational primary school.
There are four classes in the school this year and they are taught as follows:

2 x Foundation Phase - Miss Catrin Elain Evans and Mrs Sian Angharad Elfryn
2 x Key Stage 2 - Mrs Gwyneth Lloyd Jones and Mrs Manon Haf Owen

Admission Policy

Children are admitted on a full-time basis in September following their fourth birthday and for two hours a morning in September following their third birthday. This complies with the LEA's policy. Any parent who wishes their child to be admitted to the school should contact the Education Department in Caernarfon, asking for Owain Dewi Hughes, Information Officer, Education, Gwynedd Council, Caernarfon, Gwynedd. The telephone number is 01286 679904, owaindewihughes@gwynedd.llyw.cymru.

Teaching Hours

Teaching hours are 24 hours per week for full-time pupils, and 10 hours for Nursery children.

Morning sessions	9.00 a.m. - 12.00 noon	
	9.00 a.m. - 11.00 a.m. for the Nursery children	
Afternoon sessions	13:00 - 15:00 Yr N-2	13:00-15:15 Yr 3-6

- We wish to remind you that children should not arrive at school before 8.50 a.m. unless they are attending the Breakfast Club.
- The children should arrive at school punctually. They will be registered as 'late' if they arrive after 9.00 a.m. and they will miss the start of the lessons.
- Children are not allowed to leave school grounds without permission and without an accompanying adult.
- Once a child is handed over to a parent/guardian, the responsibility for the child transfers to that person.
- The teachers are officially responsible for every child 10 minutes before and 10 minutes after school hours.

Playtimes

Playtimes usually take place between 10:00-10:20 Yr N-2, 10.30 and 10.50 Yr 3-6, and 14.05 and 14.20 and there is an opportunity to play at lunch-time too. Children play on the play-ground or playing field, depending on the weather. During rainy playtimes, pupils remain in their classrooms, but are still given a break from their work.

- Pupils can bring a fruit to eat mid-morning. Sweets, chocolate and crisps are not allowed, nor are drinks other than water in line with the guidelines of Gwynedd Healthy Schools and the Welsh Government's 'Blas am Oes' (Appetite for Life).
- We encourage each pupil to bring a bottle of water to school every day, these are kept in the classrooms.
- Children have the opportunity to receive **milk** mid-morning. This is free for N-Yr2 children and 50p per week for Yr 3-6 children. The milk should be paid for in advance through School Gateways.

Home Time

Please remember to inform the school, and your child, if there are any changes to the usual arrangements for picking children up from school.
If families break up, and one of the parents gets custody of the children, it's important that we are informed of the arrangements, so as to avoid an unpleasant situation.

CHILD PROTECTION AND SAFEGUARDING

As part of the child protection procedure, every staff member has a responsibility to recognize signs of possible mistreatment or neglect, and refer their concerns on to the named responsible contacts. Contact should be made with the head if there is any concern. If the child protection allegations are related to the head, one of the other designated persons should be contacted.

The responsible person for child protection this school is Manon Haf Owen

The deputy responsible person is Gwyneth Lloyd Jones.

Other contacts are:

- Emily Young (designated governor)
- Delyth Wyn Griffiths (07977504344) (Safeguarding Children's Officer)
- Children's Referrals Team, Social Services CyferiadauPlant@gwynedd.gov.uk (01758 704455).

ACCIDENTS AND MEDICATION

Any child who is taken ill or who suffers an accident at school will be taken care of and comforted. If our first aiders deem it necessary, we will contact you and ask you to collect your child. For this reason, it is essential that the school is kept informed of any changes to your contact details and of any specific medical needs your child has. Records of accidents are kept on file, and an accident slip sent to the home to explain what has happened.

In emergencies, where a parent cannot be contacted, the Headteacher will take the appropriate action. Members of school staff have received appropriate First Aid training.

Should your child require medication during the school day, please contact the Headteacher. Teachers cannot administer medicine/tablets to any child unless the necessary forms have been completed.

HEALTH AND SAFETY AND WELFARE ARRANGEMENTS

The school's priority is the safety of its pupils, staff and visitors. The governors ensure the safety of the school building and property.

- We have a number of detailed policies concerning this and we follow Gwynedd Council and Welsh Government guidelines.
- Risk assessments are completed to ensure that the school's activities are as safe as possible.
- The governors' Premises Panel and Council's Buildings Officers conduct a regular inspection of the buildings in terms of condition and safety.
- A fire drill is held every term.
- We have a system to allow visitors access to school and a policy of supervision which complies with the requirements. The children's safety gets priority.

BREAKFAST CLUB AND CARE CLUB

Every child at the school can be part of our Care Club or Breakfast Club which are held daily in the school hall.

Care Club- 8.10 and 8.35 a.m. (£1.00 per day), to be paid in advance through School Gateway

Breakfast Club—8:35-8:50 a.m. (free) for fruit juice, cereal and toast.

If you wish your child to be part of this club, registration and pay beforehand on School Gateway.

SCHOOL UNIFORM - orders to be ordered from Cwmni Brodwaith

The school has an official school uniform, but children are not compelled to wear this. However, it is felt that a school uniform fosters pride in the school as well as a sense of belonging and we encourage everyone to wear it.

The uniform can be purchased by Brodwaith, via; www.brodwaith.co.uk, 01690 770393 or admin@brodwaith.co.uk, or children may wear plain clothes without the school logo.

- White or red polo shirt
- Res jumper, cardigan or sweatshirt
- Black or grey skirt, trousers or shorts
- Red and white summer dress
- Comfortable shoes, suitable for running and playing

To avoid a mix-up with clothes, it is essential that children's names are clearly labelled on each item of clothing.

Every child should have trainers, shorts and a T-shirt for physical education. For reasons of hygiene, they should not wear these clothes to come to school in the morning, but should change into them for the lesson and then change back into their usual clothes at the end of the session.

If the children wish to wear earrings, please ensure that they only wear the stud type.

We expect children with long hair to tie their hair back for reasons of safety and cleanliness.

SCHOOL DINNERS

The school provides tasty and healthy school meals for our pupils every day. We follow the current cost of a school dinner is £2.50 per day. Dinner money should be paid for beforehand on School Gateway. We follow the timetable of the Welsh Government's scheme to offer free school meals to all primary pupils in Wales. For those who currently need to pay, the cost of a school lunch is £2.50 per day, to be paid on School Gateway. No cash is accepted.

Free school meals are available for every child from families who receive Income Support or Job Seekers Allowance. The form needed to apply for this is available from the Council. All school meals data is collected by the LEA.

Some children prefer to bring their own lunch to school. Being part of the Gwynedd Healthy Schools scheme, our wish is to see lunchboxes containing healthy food, and no fizzy drinks or sweets. Welsh Government healthy lunchboxes guidelines are on our school website.

All pupils eat their dinners in the school hall between 12:00-12:30.

HEALTHY LIVING

The school follows the government's most recent guidelines on healthy living (September 2013). More details are given in our school policy and to be seen on our school website.

ATTENDANCE AND ABSENCE

The school has a statutory duty to keep a detailed record for every pupil's absence and we use the Sims system to do so.

Parents/Guardians should contact us before 9.00 a.m. (by phone or e-mail) if their child is not coming to school, to ensure the safety of all children in our care, and so that we are aware of the reason for the child's absence.

If a child is not present for a session, he/she will be marked as absent. In accordance with Government's requirements, every school must classify absences in one of two ways:

- **Authorised Absences**- a reasonable reason, which usually include illness or medical appointments.
- **Unauthorised Absences** - any unexplained absences

Information about the school's attendance is recorded electronically by the LEA. Education Welfare Officers may visit the homes of any parents whose child's attendance figures are of concern to the school and LEA.

It is possible to ask the Governors for up to ten school days per year for family holidays if truly necessary, although this will disrupt your child's education. This application must be made in writing to the Governors through the head teacher.

School Attendance 2021-22 (not applicable due to Covid-19)

Attendance— 93.54%
Authorised absence—6.19%
Unauthorised absence—0.27%

Our attendance target, set by the governors is 95.5%

PASTORAL CARE

Every child is placed in the care of a particular teacher but all members of staff endeavour to protect the well-being of every pupil.

This school encourages children to be self-disciplined, to act responsibly and show respect towards others. We trust that we can rely on parents to support us in this respect.

The guidelines of the Education Department and Government clearly state that schools have an important role to play to protect children from abuse. It is our responsibility to express any concern about a child to the Education Welfare Officer and Social Services.

The school has policies for Using Reasonable Force, Behaviour, Child Protection and Anti-bullying.

COLLECTIVE WORSHIP/ COLLECTIVE REFLECTING

In accordance with statutory requirements, pupils take part in a daily act of reflecting and thanking. This school is not directly or formally connected to any religious affiliation. The assemblies will be led by teachers or by visitors such as our local Vicar.

Parents who do not wish their children to attend religious services or similar studies should contact the headteacher to arrange a meeting.

A copy of the school's policy is available on the school website.

THE LANGUAGE SITUATION

It is our belief that all children at the school are entitled to become bilingual citizens. We respect every pupil's mother tongue and we seek to encourage them to become proficient in their second language, be it Welsh or English.

The language aims at this school are in accordance with the aims of the Gwynedd LEA's Bilingualism Policy.

The policy is implemented through:

- ensuring in the Nursery/Reception class, through appropriate and sensitive nursery provision and organisation, that every child receives a thorough grounding in Welsh so as to enable him/her to achieve the aim of full bilingualism in due course.
- in Years 1 and 2, building on the foundations laid for Welsh during nursery education, consolidating and developing the Welsh learner's mother tongue and extending a child from a Welsh-speaking home's grasp of English.
- at Key Stage 2, consolidating and developing the Welsh and English of every child in all their passive and active aspects so as to ensure that he/she can fluently and confidently speak, read and write in both languages when transferring to secondary school.

The language of communication at this school is Welsh. It is used:

- in the school's day-to-day administration
- as the language outside lessons
- as the language used in morning assemblies
- as the language of school concerts and presentations to a variety of audiences.

The principal teaching medium is Welsh - in presentation and recording - across the curriculum. English is gradually introduced during the Foundation Phase and its use is consistently increased throughout Key Stage 2 for presentational and recording purposes so that every child will be able to confidently use the language.

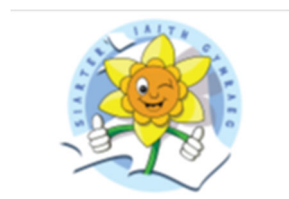
Ysgol Llanbedrog is a naturally Welsh-language school and the staff and pupils strive to retain the school's Welsh ethos and atmosphere. Those of you whose children are encountering a bilingual situation for the first time should not feel under threat nor feel that you don't belong. Maybe you don't speak Welsh, although many parents decide to learn the language, but we hope that you will respect the linguistic environment that exists here, an environment that enriches the children's learning experiences so much in every respect. We respect your right to use the language of your choice, and to this purpose, you will receive bilingual correspondence from the school.

When **latecomers**, from Year 2 forward, come to the school, i.e. a child who does not speak Welsh at all, they are offered an intensive one-term course at the Language Unit in Llangybi. Also, at times, children may attend for language improvement and developing fluency. There, the children will form part of a small learning group and will be taught by specialists in teaching Welsh as a second language. During the term, they will follow the usual school curriculum as well as learning Welsh. The children are taken to the centre free of charge.

<http://canolfannau-iaith-gwynedd.cymru/>

Like every other school in Gwynedd, we follow the principles of the Gwynedd Language Charter which promotes the natural use of Welsh in every part of school life.

If you'd like more information about Welsh lessons for adults, enquire the school or visit <https://dysgucymraeg.cymru/>



in

THE HOME AND SCHOOL

This school believes that a happy and open partnership between the school and home is essential. Only through co-operation between the home and school can we help every child to make the best of his/her abilities and resources.

A Home/School Agreement is agreed on between school, parents and pupils which notes the responsibilities and duties of the school, parents and child, to ensure the best possible education for every child as well as fair play and an opportunity to succeed.

We believe that it is vital that you feel that you can discuss various matters with the Headteacher and class teachers, at a time which is convenient to you and us. In fact, you are encouraged to get in touch to make an appointment. Class teachers cannot discuss the pupils' work with parents without arranging this in advance with the Headteacher.

As well as visiting the school individually, parents also have formal opportunities three times a year to see the work that is being done at the school. Parents will receive a full report at the end of the summer term in order to inform them of their children's progress during the year.

Because your views and opinions are important to us, we occasionally circulate questionnaires to receive more formal feedback from you, and will then share the findings with you.

Transferring Information to Parents

Information on forthcoming events is included in regular newsletters, and there will be times when we will send information by letter to inform parents of events at the school. We kindly ask that you read all correspondence carefully.

Our **School Website** contains relevant information for parents and information is shared through **Facebook** (Ysgol Llanbedrog).

We also send emails and texts and use the parents' texting scheme, **Teachers2Parents**, which are all convenient way of sharing messages and information.

Cyfeillion Ysgol Llanbedrog

A parent/teacher association, called Cyfeillion Ysgol Llanbedrog, has been in existence at the school for a number of years.

The Cyfeillion's Annual Meeting is held in September, shortly after the beginning of the school year. Everyone connected with the school is welcome to join this association. The group's aim is to purchase resources that will develop, reinforce and promote the children's education, and intensify the relationship that exists between staff, parents and everyone else involved with the school.

We are very grateful to the Cyfeillion for their commitment and generosity during the year. Every child at Ysgol Llanbedrog benefits from their hard work.

Documentation

You are entitled, if you wish, to apply to the school to take a look at a number of documents such as the Policies of the Education Authority, the Governing Body's Curricular Policies and Aims, Estyn reports on the school, syllabuses and schemes of work and the annual report to parents.

HOMEWORK

Introduction

The school's Homework Policy provides guidelines on setting, completing and responding to homework. It is hoped, through co-operation with parents, that homework will help raise educational standards and enrich the curriculum. The teacher will ensure that the work is varied, within the child's ability, yet challenging and interesting.

The need for homework

- Homework is a way of ensuring that a child fosters the confidence to work independently outside the class/school situation.
- It often reinforces the work done in the classroom.
- It is an opportunity for parents to take an active part in their children's education
- It is a way of expanding the children's curriculum.



Setting and returning homework

- Usually homework is set on Fridays and is expected back by the following Tuesday. It is expected that every child will adhere to this day. The teachers ensure that sufficient time is given to complete the work.
- If homework is late, the child should bring a note giving a valid reason for this.
- A record will be kept at school.

Responding to homework

- The teachers' response to homework varies according to the work set and the information gathered, e.g. a test - spelling or times tables, marking written work or conducting a discussion in class.

The standard of the homework

- All homework should reflect every child's best effort. Untidy and rushed work will not be accepted. A teacher may ask the child to re-do the work until the standard is acceptable.

Parents

- Parents are expected to provide the children with support and encouragement to do the best possible work.
- It should be ensured that it is the child's work that is submitted!
- Parents are encouraged to contact the school if any difficulties arise.
- From time to time, the teacher may ask the child to do additional work in order to eliminate a weakness or to focus on a particular aspect of the work.
- It is hoped to obtain the full co-operation of the home and its encouragement for the child to do the work.
- All children will be expected to attempt the tasks to the best of their ability.

READING AT HOME

We are of the opinion that reading is an essential part of a child's educational development. Because of this, the school implements a Home Reading Scheme where we ask parents to read with their children on a regular basis and retain a record of what the children have read in a special booklet. Your contribution to the weekly booklet is appreciated.

Practising reading, a little every day, with your child
makes a big difference.

HOW CAN I HELP PROMOTE MY CHILD'S EDUCATION?

Guidance is given here on the type of things that a parent can teach a child, to enable them to give their child additional help at school.

Nursery

- Learn colours
- Count to 10
- Correctly hold a pencil
- Make pictures
- Colour-in neatly
- Chat about the day's events
- Recognise some letters and numbers
- Regularly read to them
- Look at Welsh TV programmes, such as Cyw

Reception Class

- Recognise letters and numbers
- Write letters and numbers
- Read simple words, and books
- Write simple words and sentences
- Correctly form letters and numbers
- Count to 20
- Count in tens
- Learn the days of the week
- Regularly read to them
- Look at Welsh TV programmes, such as Cyw

Years 1 and 2

- Know the 2, 3, 5 and 10 times tables
- Add and subtract mentally up to 20
- Count up to 100 and beyond
- Tell the time (on the hour, half past, quarter past and quarter to)
- Chat in Welsh and in English
- Practise reading on a regular basis
- Write sentences
- Learn the months of the year
- Learn the days of the week
- Chat in Welsh and in English
- Practise reading on a regular basis
- Look at Welsh TV programmes, such as Cyw

Years 3 and 4

- Know the 2, 3, 4, 5, 6 and 10 times tables at least
- Tell the time on an analogue clock
- Write Welsh and English - letters, stories
- Discuss and chat, expressing a view sensibly in both languages
- Practise reading and discussing on a regular basis

Years 5 and 6

- Know all the times tables up to 10x10 by the end of the first term in Year 5.
- Write Welsh and English forms- stories, letters, etc. without many spelling mistakes and containing paragraphs
- Discuss and chat confidently in both languages using correct language and a good vocabulary and express an opinion and viewpoint clearly
- Practise reading and discussing extended texts on a regular basis

ETHOS AND BEHAVIOUR

At Ysgol Llanbedrog, we believe that a high standard of behaviour and a positive ethos are essential in order to present an education of the best quality and to provide the children with positive life skills. Courtesy, respect, politeness and a consideration of others, together with self-discipline are important aspects of a child's education. Bullying of any kind will not be tolerated. The policy document is available at the school.

- We follow the principles of the Webster-Stratton programme, as recommended by Gwynedd Council. It concentrates on praising good behaviour and regularly reminding the children of the Golden Rules.
- Our classrooms are busy and attractive places with the children enjoying learning, working hard and behaving well.
- We believe in protecting the rights of all pupils to learn and to be safe, and consequently
- If a child fails to follow the Golden Rules and behaves in a way that affects others, we have a specific procedure to follow, which could lead to using the Quiet Chair to calm down and consider cause and effect.

Copies of our complete Behaviour Policy are available from the school and on the website. As a result, we are proud that the school is a community of individuals who take care of each other.

CHARGING PAYMENT FOR ACTIVITIES

Sometimes, we request voluntary payments towards the cost of particular school activities, such as educational visits and transport to lessons at the leisure centre. As we wish to offer the pupils opportunities to learn beyond the school's premises, we are extremely grateful for parents' continuing support. The contributions allow us to plan exciting visits and activities that we would not otherwise be able to offer the children. The policy is annually reviewed by governors. No child will be left out of any activities on the basis of a reluctance or inability to contribute voluntarily.

INSTRUMENTAL LESSONS

The children from Year 3 on have an opportunity to receive instrumental lessons. Unfortunately, we have to charge a fee for the lessons (with a reduction for those on Income Support). This is arranged in the Summer Term, planning ahead for the following September. Parents must sign a contract for one year of lessons with Gwasanaeth Cerdd, Galeri, Caernarfon.

SPORTS

Different groups of children attend Byw yn Iach Dwyfor every Friday afternoon to receive various physical education experiences. The school pays for using the centre and for the instructors. A contribution of £1.70 per child is kindly requested to pay bus costs. This arrangement cannot continue without these contributions. This provision is annually reviewed. Each child from Reception- Year 6 will be going at some time during each school year.

We place considerable value on physical activities and their contribution to the physical, educational, social and emotional development of every child. We attempt to provide a wide variety of activities to respond to the interests of each child.

As well as our physical education lessons, there is an opportunity to join the Urdd and attend the after-school meetings on Tuesdays. By this, the children can participate in various friendly and competitive events as individuals and as teams.

CURRICULUM FOR WALES

From September 2022 we are following the new Curriculum For Wales which is for 3-16 year olds. It is one learning continuum, which has replaced the former Key Stages and Foundation Stage.

See also Ysgol Llanbedrog's Curriculum Design document on the school's website.

Four Purposes

This is the basis and core of the Curriculum and the 4 Purposes weave through all the school's work and ethos. Their aim is to ensure that children and young people are:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

Developing the **integral skills** below is essential to achieve the 4 Purposes:

- Creativity and innovation
- Critical thinking and problem solving
- Personal effectiveness
- Planning and organising

Areas of Learning and Experience

The Curriculum is presented through the six Teaching and Experience Areas, which replace the old "subjects"

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology

Progress Steps

Progress is indicated through five steps in the learning continuum, which roughly describes the expectations of 5, 8, 11, 14 and 16 year olds. Personal tests, national tests, formative assessment and summative assessment are used to monitor progress.

Cross Curricular Responsibilities

Skills will be introduced and developed across the curriculum through the content of Welsh, English and Mathematics Study Programs and the Digital Competence Framework. The skills are continuously built on between the ages of 3-16, developing, practicing, applying and refining them through group and individual tasks, in a variety of contexts, across the curriculum.

12 Pedagogical Principles

Create authentic contexts for learning	Encourage learners to take responsibility for their learning	Support social and emotional development and positive relationships	Encourage collaboration
Sustained pupil effort to reach high but achievable targets	Employing a broad repertoire of teaching methods	Promote problem solving, creative and critical thinking	Build on previous knowledge and experience to engage interest
Focus on the 4 Purpose	Use assessment for learning to accelerate progress	Make connections within and across Areas of Learning and Experience	Reinforce cross curricular responsibilities; Literacy, Numeracy, Digital Competence

4 PURPOSE

The aim is for all our children and young people will be...



ambitious, capable learners who:

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and have the skills to connect and apply that knowledge in different contexts
- are questioning and enjoy solving problems
- can communicate effectively in different forms and settings, using both Welsh and English
- can explain the ideas and concepts they are learning about
- can use number effectively in different contexts
- understand how to interpret data and apply mathematical concepts
- use digital technologies creatively to communicate, find and analyse information
- undertake research and evaluate critically what they find and are ready to learn throughout their lives.

enterprising, creative contributors who:

- connect and apply their knowledge and skills to create ideas and products
- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risks
- lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit and are ready to play a full part in life and work.

ethical, informed citizens who:

- find, evaluate and use evidence in forming views
- engage with contemporary issues based upon their knowledge and values
- understand and exercise their human and democratic responsibilities and rights
- understand and consider the impact of their actions when making choices and acting > are knowledgeable about their culture, community, society and the world, now and in the past
- respect the needs and rights of others, as a member of a diverse society
- show their commitment to the sustainability of the planet and are ready to be citizens of Wales and the world.

healthy, confident individuals who:

- have secure values and are establishing their spiritual and ethical beliefs
- are building their mental and emotional well-being by developing confidence, resilience and apathy
- apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives
- know how to find the information and support to keep safe and well
- take part in physical activity
- take measured decisions about lifestyle and manage risk
- have the confidence to participate in performance
- form positive relationships based upon trust and mutual respect
- face and overcome challenge
- have the skills and knowledge to manage everyday life as independently as they can and are ready to lead fulfilling lives as valued members of society

Areas of Learning and Experience

Expressive Arts

- Exploring the expressive arts is essential to developing artistic skills and knowledge and it enables learners to become curious and creative individuals
- Responding and reflecting, both as artist and audience, is a fundamental part of learning in the expressive arts.
- Creating combines skills and knowledge, drawing on the senses, inspiration and imagination

Health and Well-being

- Developing physical health and well-being has lifelong benefits.
- How we process and respond to our experiences affects our mental health and emotional well-being.
- Our decision-making impacts on the quality of our lives and the lives of others.
- How we engage with social influences shapes who we are and affects our health and well-being.
- Healthy relationships are fundamental to our well-being.

Humanities

- Enquiry, exploration and investigation inspire curiosity about the world, its past, present and future.
- Events and human experiences are complex, and are perceived, interpreted and represented in different ways.
- Our natural world is diverse and dynamic, influenced by processes and human actions.
- Human societies are complex and diverse, and shaped by human actions and beliefs.
- Informed, self-aware citizens engage with the challenges and opportunities that face humanity, and are able to take considered and ethical action.

Languages, Literacy and Communication

- Languages connect us
- Understanding languages is key to understanding the world around us.
- Expressing ourselves through languages is key to communication.
- Literature fires imagination and inspires creativity.

Mathematics and Numeracy

- The number system is used to represent and compare relationships between numbers and quantities.
- Algebra uses symbol systems to express the structure of mathematical relationships.
- Geometry focuses on relationships involving shape, space and position, and measurement focuses on quantifying phenomena in the physical world.
- Statistics represent data, probability models chance, and both support informed inferences and decisions.

Science and Technology

- Being curious and searching for answers is essential to understanding and predicting phenomena
- Design thinking and engineering offer technical and creative ways to meet society's needs and wants.
- The world around us is full of living things which depend on each other for survival.
- Matter and the way it behaves defines our universe and shapes our lives.
- Forces and energy provide a foundation for understanding our universe.
- Computation is the foundation for our digital world.

WELFARE

Physical and mental health and wellbeing is valued throughout the school. We follow the Five Ways to Wellbeing project and are part of the Gwynedd Healthy Schools scheme.

Regular Circle Time sessions are held in each of the classes. We provide opportunities to promote pupils' health and emotional well-being and their moral and spiritual development, in order to nurture them into active, happy, confident citizens and prepare them for lifelong learning.

We see the importance in helping learners to cope with the changes in life, their present to a wider world and enable them to make an active contribution to their communities.

Relationship and Sexuality Education

Teaching RSE is a statutory element of the curriculum, encompassing knowledge, skills, attitudes and values to empower learners to:

- support their health and well-being
- develop healthy, safe and fulfilling relationships of all kinds, including with family, friends and in time romantic and sexual relationships
- understand and make sense of the way relationships, sex, gender and sexuality shape their own identities and lives and those of other people.
- understand and support their own rights and the rights of others to enjoy fair, safe, healthy and fulfilling relationships throughout their lives and advocate for those rights

RSE provision helps learners to develop a positive understanding and identify misconceptions. The aim is to empower learners in accordance with their needs, experiences and wider development. By discussing and responding to learners' questions and needs, education can provide safe and empowering environments that enable learners to reflect on their views and feelings about a range of issues, and express them.

A&R in the Curriculum focuses on three strands:

Relationships and Identity: helping learners develop skills needed to develop healthy, safe and fulfilling relationships with others and helping them make sense of their thoughts and feelings

Sexual Health and Wellbeing: helping learners turn to factual sources about their sexual and reproductive health and wellbeing to be able to make informed decisions throughout their lives

Empowerment, Safety and Respect: to protect learners from all forms of discrimination, violence, abuse and neglect and to enable them to recognize unsafe or harmful relationships and situations, helping them to know when, how and where to ask for help and advice .

Religion, Values and Ethics

Teaching of RVE within the curriculum is statutory and in line with the Agreed Syllabus. The experiences prepare the learners to be responsible and informed citizens, for life and work, in a diverse and rapidly changing world. It provides opportunities to support learners as they critically engage with a wide range of religious and non-religious philosophical beliefs. Attention is given to religious studies, philosophy, theology, sociology, psychology and anthropology.

The concepts taught within RVE are central ideas that help learners to understand and interpret human experiences, the natural world and their own place in it.

RVE is located within the Humanities but it also intertwines with the other Areas of Learning and Experience. The element is not about making learners "religious" or "non-religious", but rather about different non-religious philosophical perspectives in their local area, in Wales and the wider world.

FOOD AND FITNESS

The Curriculum reinforces the position of food education in the school curriculum in Wales 16

ASSESSMENT

- **Continuous assessment** (daily in the classroom) has always been a natural and important part of the work of conscientious teachers. This forms the basis of preparing suitable work for your child.
- Additionally, the children are **formally and informally assessed (with tests, assessment tasks and so on)** at different periods of their time with us to ensure that they are developing as expected and so as to allow us to measure their progress. National tests and school tests are used to assess as well as the continuous assessment.

End of Year Report

At the end of the Summer Term, all parents will receive a written report on their pupil's development, including:

- comments on the development of your child within the Learning/Skills Areas
- comments from the class teacher on attitude, behaviour and general development
- comments from the pupil on strengths and areas for improvement.
- a record of the pupil's attendance during the year.
- recommendations for the child and parents.

A copy of the report will be retained at the school and will be passed on when the pupil transfers to another school.

Parent's Meetings

Parents' Meetings are held three times a year. These give parents the opportunity to discuss their children's development with the class teacher.

Open evening are held every term for children to show their work and classroom to their parents.

Additional meetings may be arranged at the request of the school or parent at a different time to the parents' evenings if required.

TRANSFER

From the Cylch

There is collaboration between Ysgol Llanbedrog and Cylch Meithrin Llanbedrog which helps with a smooth transition between the two locations. We work on the Croesi'r Bont scheme with the Mudiad Meithrin to deepen the relationship and achieve consistency.

To Secondary School

We work closely with local secondary schools; Ysgol Botwnnog and Ysgol Glan y Môr. We have a transition plan that has been created jointly between the Botwnnog Catchment Schools, a plan that is adapted according to the pupils' needs.

During their time in Year 6, the pupils can go on visits to prepare them for the following September and parents' meetings are organised to give you the opportunity to meet some members of the staff. The aim is to facilitate the transition for everyone.

At the start of Year 6, you will receive information about the schools and how to register your child, and how to apply to the Education Authority if you want your child to attend a different secondary school.

The educational details of Year 6 pupils will be transferred to the secondary school in order to facilitate the continuation of the assessment process, following the guidance of our Data Protection Policy.

COMPLAINTS PROCEDURE

The Local Education Authority, in accordance with the requirements of Section 29 of the Education Reform Act 2002, has established a procedure to consider complaints concerning the way the school, Governing Body and the Education Authority act in relation to the school's curriculum and other related matters. It is outlined in an appropriate document, in Welsh and in English, which is available at the school, and is provided free of charge, on request, to any parents wishing to lodge a complaint under these arrangements, and the Authority can, if required, provide a copy in a language other than Welsh or English.

If you have a problem in relation to your child's education, please make an appointment to see the class teacher at the first opportunity, since most problems can be dealt with informally by the teacher concerned. If you feel that your problem has not been resolved, or have concerns about another matter, please make an appointment to see the Head teacher. Should you remain dissatisfied, a formal complaint can be submitted to the chair of governors.

The governors adopt the procedure recommended by the Local Education Authority to deal with complaints. In exceptional cases, should you feel that your concern has not been dealt with efficiently, you should submit your complaint in writing to the Local Education Authority.

EQUAL OPPORTUNITY

We wish to promote positive attitudes among pupils, staff, governors and parents so as to enable pupils to fulfil their potential and make choices, without being hindered by expectations based on gender or personality. We attempt to fulfil the school's objectives, irrespective of the child's age, sex, ability, ethnic origin or background.

The school follows the LEA's Inclusion Policies which prohibit using gender, race, colour or disability as admission criteria. We are aware of our responsibility to make reasonable adjustments to help disabled stakeholders. The policy confirms that the school nurtures positive social attitudes, ensures broad experiences and encourages happy and constructive collaboration.

ACCESSABILITY

The school has not been designated by the Authority as being a school possessing the resources to admit pupils with disabilities. The Authority will ensure that such a school is within reasonable distance to every child with a disability. There is no disabled access at present, but we would consider making reasonable alterations to the school's interior if a disabled child wished to attend the school. The school ensures full curricular access for every child. Letters from the school could be prepared in audio or large-print format should the parents require this.

LOOKED AFTER CHILDREN

Each child looked-after by the education authority is entitled to access pre-school and education services, having every opportunity and support for their educational and social development. Gwynedd's School Service, in accordance to their statutory duty, advises and assists schools to protect and promote the well-being and educational achievement of looked-after children. More details are given in our school policy.

The head is specifically responsible for promoting achievement of looked-after children in this school, with LAC co-ordinator, Mrs Manon Haf Owen, an alternate designated person.

ADDITIONAL LEARNING NEEDS

At Ysgol Llanbedrog, we will ensure that the care and support in order to extend every pupil, be it additional educational support as a result of ability, linguistic background, physical disability or provision for children who star in a particular field. This is detailed in its current ALN and More Able and Talented Pupils policies, which are available from the school or on our school website. The policies are up to date and responds to the requirements of the Additional Learning Needs Act and the Education Tribunal for children and young people aged 0-25. A full version and an easy-to-read version can be found by following this link: <https://beta.gov.wales/draft-additional-learning-needs-code>.

The Aim of the ALN Policy

It aims to ensure that all children develop physically, emotionally and intelligently according to their ability. For a child to be able to contribute fully to the society of which they are a part, they must try to equip them with the necessary concepts, skills and knowledge. The purpose of the policy is to explain how the Governing Body interprets the "List of Recommendations on the Identification of Special Educational Needs and their Adaptation" and intends to implement its requirements.

The Objectives of the ALN Policy

- To ensure equal curricular and social opportunities for children with ALN
- To follow the statutory requirements for ALN
- To act in accordance with the recommendations and policy of the LEA regarding ALN
- To ensure that the school identifies needs that may inhibit early childhood education
- To gather information to gain the best understanding of the child's needs and difficulties.
- To ensure necessary and suitable provision for ALN pupils
- To ensure the co-operation and support of parents and others to identify and provide a service.
- To seek to ensure integration with the rest of the children as far as possible.

A Person-centred Organisation

- We celebrate that each child is different and unique
- We complete a One-page Profile with every pupil in the school. This is a great way for the voice of the child to be heard and an opportunity for the child to identify their own needs, what helps them to learn and prevent it, as well as staff planning ahead. After all, each individual has different needs and strengths.
- We create targets and support in a person-centred way.
- As in all schools, some individuals need more support than others. In these situations we plan targets and support, working together with pupils and parents at all stages. A number of factors can affect a child, therefore it is essential that parents share any information that might affect their child's education development with us.

Support Register

Step 1- Target Register- If we find that pupils have specific literacy, numeracy or behavioural learning difficulties, we provide additional support. We decide on specific personal targets and give pupils opportunities to work on them with an assistant, either individually or in a small group over a period of time. The progress will be reviewed termly and discussed with parents and pupil to plan the next steps. Experts such as an Educational Psychologist, Language Therapist, Behaviour Support Teacher, Specific ALN Teacher may share guidance on methods to follow in school.

Stage 2- ALN Register — If pupils have more profound difficulties we will provide an Individual Development Plan for them, a plan created with the involvement of the child, parents, specific specialists and the school. Support service specialists will normally support and a formal review of progress will be held annually. Being on the ALN register means that the pupil has legal rights to support.

The LEA'S Support Service.

A support service is provided by the LEA to help schools fulfil their duties:

- Schools' Psychology Service
- Advisory Teachers who have a general as well as a specialist role in the fields of hearing impairment, eyesight impairment, physical impairment, behaviour
- Pre-school sector
- Education Welfare Service.

Resources

We will endeavour to ensure that a proportion of the school's finances are spent on SEN resources. These resources may include equipment and/or staffing. Any allocation will be made within the School Development Plan. Funding is allocated to each school's budget by the Local Education Authority according to formula. This is not sufficient to provide for SEN at the school but it will be used to purchase resources for SEN. Statemented pupils do, however, receive an additional provision.

Identifying and Assessing for Special Learning Needs

A tracking register of all pupils is kept in the school. At least termly, teaching staff discuss each child's progress and we respond to concerns at an early stage.

The school's teachers use assessment as part of daily learning. This does not mean that tests are set for assessment, but lesson planning takes place so that tasks are assessed. Sometimes the tasks will be differentiated in nature, at other times the response to the same type of task is differentiated. Through these methods, and from time to time, standardized tests, it is hoped that every child will receive attention and develop to their full potential and that we can become aware of any problems or concerns that may arise very soon.

Admitting pupils with needs from any other school

We try to ensure that information about the pupil arrives at the school. Similarly this school will also pass on any relevant information to any school to which a child transfers. Arrangements are in place to review the ALN provision if a pupil is at any stage in accordance with LEA Policy. Naturally, the views of parents are very important in identifying and in any assessment of a child and their co-operation is sought in every case.

Where necessary, we work with relevant agencies in identifying and assessing ALN & I pupils

The children must also be made aware of their "Welshness" (if they are Welsh). If they are not Welsh, they should be made aware of what Welsh society and the Welsh culture has to offer them in terms of enriching their experiences. Aiming at these things, this school seeks to create an atmosphere that reflects pride in its community.

The SLN Coordinator at Ysgol Llanbedrog is — Mrs Manon Haf Owen
The Governor responsible for SLN is — Mrs Miriam Grant

If you would like any additional information or advice please contact your school SENCo/ALNCo or you can contact SNAP Cymru who offer free, independent advice and support to parents by visiting: www.snapcymru.org or calling their helpline on: 0808 801 0608

LINKS WITH THE COMMUNITY

It is important that the school plays a prominent part in the life of the community, and that the community too plays a prominent part in the life of the school. Both benefit from each other. We believe that it is essential for the school to be an integral part of the local and global community in order to help the children to nurture a respect and pride in their locality and its traditions and acquire a sense of responsibility.

We develop and expand the local link by, for example, providing Thanksgiving services and Christmas concerts, and the global link by undertaking humanitarian work in order to help people and organisations in need.

We forge cultural links by supporting local eisteddfodau, creating an awareness of the traditions relevant to the local area. Experts will be invited to display old artefacts and to relate tales. Visits to places of interest are also very important. We use local talents to strengthen educational activities such as knitting and crocheting, art and rural crafts, so that skills are appreciated and are passed on in the community to future generations. We will also use the resources readily available to create an awareness of business and enterprise. This will enable the children and teachers to forge a valuable link with adults and experts in their fields.

Direct collaboration with individuals and experts such as authors, artists, craftspeople and parents expands and enriches aspects of the curriculum throughout the school.

SCHOOL COUNCIL

A School Council is elected at the beginning of every school year, and the Council meets regularly. Photos of Council members are put up on the wall of the hall and school website, together with the proceedings. **Every** child is able to submit ideas and voice their opinions, through their class representatives, either face to face or by leaving a note in the Bocs Syniadau. The box is opened by officers of the Council and the ideas are discussed at the meeting. Minutes of the meeting are provided and these are discussed with the Headteacher. The hope is that the ideas will be practical and constructive ones, which we can implement.

TEACHING PATTERN

We attempt to ensure that the education provided promotes the moral and cultural, intellectual and physical development of each pupil and that the nature of the curriculum in its entirety is differentiated, broad and balanced.

To respond to the requirements, classroom organisation will be flexible; group, individual, pair and whole-class work. Sometimes work will be provided according to children's ages, at other times, children of an age range encompassing more than one school year will collaborate on the same task. The children are taught as a class unit, in the charge of one teacher.

The school aims to ensure equal opportunities for all pupils, teaching cross-curricular and creative in response to the new Curriculum for Wales.

THE 'HIDDEN CURRICULUM'

Apart from the individual specialisation of teaching staff, this is what is primarily responsible for giving every school its individual and unique character. This is the part of the curriculum that cannot be placed under headings - the philosophy behind the learning and the staff's motivation, together with the way in which the school's policies take into account the nature of the society it serves - this is what gives the school its own character.

Here at Ysgol Llanbedrog, we endeavour to do a number of things that are not part of the formal curriculum, things that we deem to be important in life. We believe that we are here to provide more than just the academic objectives (although pressure on the school's time makes this increasingly difficult). We believe that every child should be able to identify with his/her school and should be able to do so, not only through the school uniform worn, but through the school's attitude to the world outside. To this end, we attempt to foster links with our community, other schools in the catchment area, the elderly and the disabled.

ADDITIONAL ACTIVITIES

The school hopes to secure the co-operation and support of parents for all the additional activities organised. From time to time, the school offers a variety of activities that are open to all pupils who are, in the Headteacher's opinion, sufficiently mature and ready to participate in them.

We organise after-school clubs, visits (including residential visits), fieldwork, services at the local chapel and church, etc. The school cannot accept responsibility for supervising children at the end of sessions and parents/guardians are asked to ensure that they make arrangements to take their children home. The teachers are pleased to be able to volunteer their time for these activities and appreciate the help of parents.

WELSHNESS

We teach the pupils to be aware of their 'Welshness' (if they are Welsh). If they are not Welsh, we share what the Welsh community and Welsh culture has to offer them in terms of enriching their experiences. By this, Ysgol Llanbedrog creates an environment that reflects its pride in its community.

SCHOOL TERM AND HOLIDAY DATES 2022-23

Autumn Term 2022

1 September 2022- 23 December 2022

Spring Term 2023

9 January 2023- 31 March 2023

Summer Term 2023

17 April 2023 - 20 July 2023

Holidays

- 31 October—4 November 2022(Half Term)
- 26 December 2022 - 6 January 2022 (Christmas Holidays)
- 20 - 24 February 2023 (Half Term)
- 3-14 April 2023 (Easter Holidays)
- 1 May 202(May Bank Holiday)
- 29 May - 2 June 202 (Half Term)
- 21 July - 31 August 2023 (Summer Holidays)

The schools will re-open on Thursday, September 1st and 2nd for staff (training) and pupils will return on Monday, September 5th.

A further 4 staff training days will be arranged in an academic year, in addition to the above, to be arranged during the academic year.

Going on holiday during school term

Taking children on holiday during term time can lead to a series of problems such as:

- your child's education suffering
- missing lessons and extra curricular activities
- continuity of work being lost

As a result we ask you to avoid going on holiday during term time if possible. If you must take your child out of school during term time, you will have to make a formal written request to the governor at least 4 weeks before the holiday.

CLOSING THE SCHOOL IN AN EMERGENCY

If the school has to be closed at short notice, e.g. due to heavy snow or no water, we will contact you by text message at approximately 8.15 and will post a notice on the school website, Facebook page and we'll send a text. In addition to this, we will also attempt to contact radio stations — **Radio Cymru** and **Heart FM** — and will place a notice on **Gwynedd Council's** website.

If there is a need to close during the day, e.g. in the event of heavy snow, we will contact you to make arrangements.

POINTS TO REMEMBER AT YSGOL LLANBEDROG

1. All children should be settled in school by 9.00 a.m. The door will close at 9.00 a.m. and everyone will be ready to start work for the day. On the other hand, teachers are not officially responsible for the children until 8.50 a.m. therefore only children who are attending the Breakfast Club should arrive at school before 8.50 a.m.
2. Contact us before 9.00 a.m. if their child is not coming to school - via e-mail or phone call. Leave a message on the answering machine if your call is not answered.
3. The school will close at 15:00 for Nursery-Yr 2 pupils and 3.15 p.m. for Yr3-6 pupils. We will not allow any child to leave without ensuring that someone is available to take him/her home, or that an arrangement has been made in advance with the parents. Should you happen to be late, please phone the school so that we can make the necessary arrangements to ensure the safety of your child.
4. Due to the amount of traffic, those who collect the children are asked to come to the school to collect them and carefully supervise them as they approach the cars. Foundation Phase children are to be collected from the side of the school and Key Stage 2 pupils will be guided down to the gate by a staff member.
5. For safety reasons, and to avoid a misunderstanding, you need to let us know in advance if you have made arrangements for someone else to collect your child.
6. Every child is expected to attend school dressed in clean, properly-fitting clothing and shoes. Everyone should possess suitable clothing and footwear for physical education. Please ensure that all clothes are labelled with the child's name.
7. So as to avoid accidents, wearing earrings in school isn't permitted except for studs.
8. Long hair should be tied back every day.
9. Children should not bring mobile phones, toys or valuable belongings to school unless they need them for their work. We have no facilities to keep these safe and cannot be held responsible for them in any way.
10. Children are not allowed to bring chocolate, sweets, chewing gum or any drink except for water.
11. Every child is expected to follow our Golden Rules inside and outside school.
12. We have a NO SMOKING policy.
13. Photographs of any activity connected to the school should not at any time be posted on any public website or social network by a member of public, including parents.
14. If you want to talk to the teachers, please contact us in advance to arrange an appointment.
15. Aggressive, disrespectful behaviour towards school staff will not be tolerated.
16. NO DOGS are allowed on school ground for health and safety reasons.
17. Park carefully and safely when bringing and collecting your child to and from school.