

Llawlyfr Gwybodaeth i
Rieni
Parents Handbook

Ysgol Nebo



2017/2018

Dear Parents,

We would like to present you with the 'Parents Handbook'. We give a very warm welcome to new pupils at Ysgol Nebo. It is a very homely school with a welcoming, stimulating and safe environment to encourage effective learning. A well-balanced and enriching Curriculum is provided with enough engaging, diverse and current learning experiences, and up to date resources to spur every child's natural curiosity, irrespective of ability, race or gender.

Our belief is that the school and the home is a partnership. Our wish is that parents and guardians feel proud of the school. I believe that the school should provide an opportunity for you to understand and participate in the teaching process so that you can assist your children outside the school premises.

*It is impossible to provide **all** information on the school here, and it may be that some details may have changed between the time the handbook was published and the start of the school year. You are invited to discuss its contents (or any aspect not included) with me through making arrangements to visit the school.*

Yours sincerely.

Bethan Hughes

Information About the School.

School Name:	Ysgol Gynradd Nebo.
Tel No:	01286 881273
E-mail:	Bethanhughes3@gwynedd.llyw.cymru
Follow us on:	Facebook
Headteacher:	Miss Bethan Hughes B.Ed.
Teachers	Mrs Rhian Wyn Roberts Jones Mrs Rhian Wyn Roberts
Additional Assistants.	Alwen Johnson - Foundation Phase/ Learning Needs
Breakfast Club	Rhiannon Thomas Zoe Hood
Chair of Governors:	O.P.Huws Bryn Gwyn Nasareth 01286881176

Type of school

Ysgol Nebo is a small, rural school that is happy and friendly, with the pupils having an important role in the daily arrangements. Every pupil has an opportunity to develop according to his/her ability, and the best support that the teachers can provide.

The school is divided into two classes - nursery, reception, years one and two with Miss Hughes and Anti Alwen (morning), and years three, four, five and six with Mrs Roberts Jones, Mrs Roberts and Anti Alwen in the afternoon.

It is the school's belief that parents have a crucial role in the child's development, and consequently, there is an open door here, where the parents can visit the school at any time, by prior arrangement, to come and discuss their children.

One parent described Ysgol Nebo as a homely school - this is the staff and governors' exact aim and objective, namely that the children feel safe and confident and therefore prosper.

SCHOOL DAY ARRANGEMENTS.

Breakfast Club:	8:10.-8:40
Morning Session:	9:00-12:00
Afternoon Session:	1.00-3.15
Play Time:	10.30-10.50 12.30- 1.00
Foundation Phase	2.10- 2.20
Nursery Year Hours:	9.00 - 11.00

The school accepts responsibility for the children between 8.50 a.m. and 3.15 p.m.

HOLIDAYS:

30 October -3 November	(Half-term)
22 December 2017 - 8 January 2018	(Christmas Holidays)
12 - 16 February 2017	(Half Term)
23 March - 9 April 2018	(Easter Holidays)
7 May 2018	(May Day)
28 May until 1 June 2018	(Half-Term)
20 July - 2 September 2018	(Summer Holidays)

Aims and Implementation Methods

1. Create an environment and atmosphere that enables children to grow, develop and mature into confident individuals, who are aware of others well-being and be responsible members of the community.

Provide a full opportunity for pupils to develop their skills, gifts, talents and interests, to familiarize themselves with: their weaknesses and strengths.

"develop gifts, talents and their interests" - e.g. Compete in catchment-area sports and Urdd, receive instrumental lessons, contribute to stage competitions and Urdd homework.

"understand something about their weaknesses and strengths" - that the pupils have an opportunity to regularly appraise their work, share responsibility of being aware of others strengths.

3. Ensure that pupils have an equal opportunity through providing a curriculum for them that is relevant, differentiated, broadly based and well-balanced, interpreting National Curriculum requirements within the context of the LEA's philosophy and policies.

Provide education of the highest possible quality.

"equal opportunity" - boys and girls contribute to the same aspects such as cookery, sewing, knitting, mixed gender games etc.

"a relevant curriculum ..." - present a Welsh Curriculum, use the school's natural environment to meet National Curriculum requirements.

"differentiation ..." - present tasks to the children that enable them to work within their ability but also setting them an educational challenge.

"Provide education of the highest possible quality" - teachers are aware of National Curriculum Requirements and the LEA's policies and guidelines. Also attend courses and follow School Inset Training scheme.



4. To nurture in the children a pride in their locality and country, and develop a respect towards the world in which they live.



"... pride in their locality and country" - create an awareness, through marking traditions such as Dydd Santes Dwynwen, St David's Day, eisteddfodau etc, importance of the Welsh language and the history of Wales

"... respect towards the world..." use the school's enriching natural environment i.e. go for walks along the paths, recognize the various habitats such as the marsh, the lake, mountains.

5. Develop every pupil to become fluent in Welsh and English, to be able to participate in the social and cultural life of our bilingual society.



"... fluent in Welsh and English ..." - follow the County's Language Policy, provide them with the opportunity to discuss and work using their second language, utilize practical opportunities such having an English visitor from time to time as the theme demands or the requirement for specialization so that pupils acquire a broad and balanced curriculum.

6. Create a happy environment based on a respectful and caring relationship between pupils, and between teachers and pupils, so that the pupils have a positive attitude and develop self-confidence.



"Create a happy environment" - establish firm regulations at the school, of which everybody is aware, and the pupils appreciate that rules are in place for their well-being.

Present through life basic principle services.

7. Create a school environment that will stimulate an appreciation of the elegant and beautiful.
"... appreciation of the elegant and beautiful" - create attractive displays through various materials, plants, artefacts etc. Draw pupils' attention to world famous artists, composers and sculptors.
8. To try and improve the school buildings and ensure that they meet Health and Safety Act requirements. Promote hygiene and neatness within and outside the school and create an engaging and stimulating learning environment. Try and make improvements to the school buildings..." - frequently inspect the construction infrastructure, with an annual detailed inspection, and carry out improvements if the school's finances allow, or draw the LEA's attention to any issue.

Make the pupils aware of the safety of others and personal hygiene i.e. rules such as hand washing, no walking around the kitchen, throwing litter into the bins etc.

9. Ensure that school arrangements are coherent and balanced. Appreciate and utilize various specializations at the school. Create flexible arrangements to ensure that pupils fully utilize staff expertise.
"Ensure cohesion and balance..." work on a whole school theme, teachers share responsibilities and these are followed weekly and are set out in the school handout. That the pupils and teachers are aware that there are no firm boundaries to any class i.e. doors open between both classes.

School Rules

1. Pupils are admitted full-time to the school in the September following their 4th birthday. Pupils are admitted part-time to the school in September following their 3rd birthday.
2. All pupils are expected to arrive in school by 9 a.m. The school is not responsible for the pupils' safety before 8.50 a.m.
3. If there is an intention for a child to be absent, the school should be notified before 9.30 a.m. either through:
 - * Phone call, text or e-mail
 - * note from a parent
 - * Message via a sibling
4. Every pupil should leave the school premises at 3.15. The school should be notified of changes in arrangements for transporting your child from the school, or if a parent cannot collect the child on time. Please note that the school is not responsible for the children's safety after 3.30.
5. If a pupil has a medical or dental appointment, the school should be notified the previous day.
6. If a pupil misses school due to family holidays, the parents should send a letter or complete a holiday authorization form from the head teacher.

7. Neither the LEA nor the Health Authority approve giving medication to pupils except in very exceptional circumstances. On such occasions, the parents should complete the relevant form of authority.
8. Dinner money is collected from the pupils on Mondays and the children receive any change due at the end of the week.
9. No pupil should leave the school grounds during the day without the Head teacher's permission.
10. The school's aim is to create a happy, homely and fair environment. Pupils are active in the school's day to day arrangements and management, and become aware of the rules and guidelines. They come to understand that punishments and rewards are given.

School Contact Arrangements

- At the start of every school year, we send parents a copy of the school calendar for the year, noting the school holidays. You will regularly receive information about important dates.
- We regularly send parents newsletters via their children, e.g. permission to go on a trip, reason for absence, invitations to participate in activities and news about the Parents and Teachers Association.
- A personal letter is sent or a phone call made if we wish to have a word with you in private.
- You will be invited to visit the school several times and there are a number of social activities that we would like you to participate in to get to know the school and teachers. The PTA's work is very important - how about visiting to see our activities?

School Admissions Policy

Ysgol Nebo, in compliance with the County's policy, admits nursery class pupils in the September following their third birthday. Pupils attend the school full-time following their fourth birthday.

An application must be made for admission to the school through contacting Gwynedd LEA. To apply for a place at the school, applications must be made direct to Gwynedd Council, or via the school, before 1st March. The appropriate forms will be available at the school or from the Education Office. Further information is available on Gwynedd Council website www.gwynedd.gov.uk.

Transfer to the Secondary

11 year olds are transferred to Ysgol Dyffryn Nantlle. There are strong links with the Secondary School and the children have an opportunity to visit secondary schools prior to transferring.

Absences

- Regular school attendance has always been important. The teachers and school's efforts would otherwise be in vain.
- Parents have a legal obligation to ensure their children's regular attendance. Parents who fail to comply face prosecution.
- Parents also have a responsibility to ensure their children's punctual arrival in school, neatly dressed, and ready to learn.
- Parents have a responsibility to notify the school about their child's absence as soon as possible, and provide any additional information if required.
- The County's Welfare Officer notifies the LEA when a pupil's irregular attendance gives cause for concern and makes further enquiries.
- Legally, only the school can approve absences. Absences fall into two categories - AUTHORIZED and UNAUTHORIZED. Absence cannot be authorized unless you contact the school.
- The following are deemed as AUTHORIZED ABSENCES - illness, medical or dental appointments, and attending a religious festival attended by the pupil's parents.
- The following provide examples of UNAUTHORIZED ABSENCE - shopping during school hours, home responsibilities, staying home to look after family members, extended holidays during school term.
- Those parents who organize holidays within the school term should consider the school calendar, and the implications for the child. An authorization form can be obtained from the head teacher. The maximum number of holidays allowed in every school year is 10 days.
- The register is closed at 9.15 a.m. and at 1.15 p.m.
- If a pupil wishes to be exempted for medical reasons from attending PE lessons/games/swimming lessons, he/she must receive a note from his parent (for a short period) or a medical certificate (for an extended or permanent period).
- If you do not notify the school of any absence before 9.30, we will contact you.
- The school follows National Guidelines on controlling infections.

Curriculum

In compliance with 2014 Wales Education Act requirements, the LEA has prepared (and intends to regularly review) a written policy statement on the secular curriculum. National Curriculum requirements are interpreted within the context of the LEA's philosophy and policies.

Overall Aims.

1. Develop oracy, literacy, numeracy and IT skills to stimulate the pupil's curiosity, imagination and interest.
2. Increase the pupil's knowledge and develop his reasoning ability to assist him to adapt to a rapidly changing world where processes and techniques are becoming increasingly sophisticated, especially in IT.
3. Instil in every pupil the desire to acquire more knowledge and experiences during his life-time, and develop his moral and spiritual thought and sense.
4. Assist the child to live and work with others and develop aspects that will assist him to become a responsible member of the community.
5. Develop a sensitivity in the pupil, an aesthetic appreciation and leisure time skills.
6. Give special attention to every SEN pupil, e.g. exceptionally gifted and those with special educational needs.
7. Present ideas and concepts through lively and dynamic methods that draw the pupil's response.

All schools are required to prepare and develop a comprehensive plan, based on the LEA document and in accordance with National Curriculum requirements. The plan contains details of the curriculum and its implementation to ensure that the pupils' education fully meets the aims listed in the document.

The school prepares Policies and Schemes of Work for the various subjects in partnership with the Governors, and arrangements can be made with the Head teacher to see those documents at the school.

Efforts are made to ensure that a broad and balanced education is provided. It is felt that the education will promote every child's spiritual, moral, cultural, mental and physical development. We will also ensure that a suitable curriculum is provided for every child, and that it is broad and balanced.

The Foundation Phase

In the early years, we plan experiences that challenge the pupils. Pupils' interests, ideas and experiences form the basis of the early years curriculum. We give a high profile to Learning Through Play. The pupils participate in activities that motivate their learning. An emphasis is placed on developing their skills across the seven learning fields, namely:

- Personal and Social Development, Well-being and Cultural Diversity;
- Language, Literacy and Communication Skills;
- Mathematical Development;
- Developing Welsh;
- Global Knowledge and Understanding;
- Physical Development;
- Creative Development.

Key Stage 2

National Curriculum 2008 is followed by 7-11 year olds.

At Key Stage 2 (7-11 year olds), essential skills such as communication, literacy, numeracy and ITC will remain a focal-point to our curriculum. But, as their understanding of the various disciplines increases, more time is allocated to science and the other foundation subjects. The school's termly educational themes will be integrated into the curriculum in a meaningful and relevant manner. Pupils are encouraged to develop self-confidence, independence when learning, and develop their skills in various situations.

- Core Subjects - Welsh, English, Mathematics, Science
- Foundation Subjects - History, Geography, RE, Music, Art, IT, Design and Technology and PE.

In the second key stage, Literacy and Numeracy Framework requirements are followed as well as the skills Framework and the Framework for Personal and Social Education and Sustainable Education and Global Citizenship.

Physical Education Objective

The aim is to:

1. Develop physical skills/develop fitness
2. Nurture confidence when responding to creative/competitive physical activity/fitness and well-being/outdoor and problem-solving
3. Nurture a sense of enjoyment
4. Nurture the practice of being a member of small teams
5. Nurture equal opportunity - ensure that the principle exists in all aspects of PE.



Aims

1. Develop mobility skills.
2. Maintain and increase physical movements and agility.
3. Develop stamina and strength - especially heart and bones.
4. Develop the ability to communicate ideas through body posture.
5. Appreciate the concept of 'fair play' when competing and nurturing a healthy attitude towards winning and losing.
6. Develop the ability to appreciate the aesthetic features of movements.
7. Develop a desire and value of perseverance to achieve success.
8. Develop self-confidence when understanding personal strengths/weaknesses and those of other children.
9. Develop an understanding of the importance of physical exercise for a healthy life-style. As well as PE lessons, efforts are also made to participate in various sports activities, such as football matches, skipping challenges, Dal i Fynd club on the running track, hockey, net-ball, outdoor activities/orienteering, and Dragon Sports club.

Through various physical experiences, foundations can hopefully be established for a healthy and hard-working life and teach every child how to participate in and enjoy physical activities.

Swimming: Swimming lessons are held for Year 1 to Year 6 pupils during the year at Glaslyn Leisure Centre.

These lessons form part of the school's activities and every child is expected to participate. The parents are asked to notify the school to explain why any child cannot attend lessons.

Information Technology

ITC skills are practically developed and contribute to cross-curricular work. We strive to raise pupils' awareness of the computer's potential and deal with it confidently and purposefully, achieving a high level of knowledge, skill and understanding. There is an Interactive White Board in every class as well as computers. There are 4 laptops, 14 I Pads and 10 Chromebooks at the school.

Religious Education and Collective worship

Religious Education is presented in accordance with the LEA Agreed Syllabus. Religious Education at the school seeks to make pupils aware of the religious standards to acceptable standards of behaviour and morality in this country, accepts various religions in a multi-cultural environment as an important aspect of the learning, to which members of the various denominations and religions at the school can make a positive contribution. A daily service is held in accordance with 2002 Education Act requirements. As a rule, plans are based on Christianity, but they also provide an occasion for a class or whole school to have self-awareness as a community. There is no effort to immerse pupils with specific beliefs, although there are opportunities to observe Christian practice - and occasionally, other faiths. These occasions are important if pupils are to feel that they fully participate in the school community and hopefully they can all attend our services. However, as allowed under the Education Act, those parents who object to their children participating in the services or who receive Religious Education can make arrangements with the Head teacher for exemption from participation.

Life Education and Relationships

In accordance with 2014 Education Act requirements, school Governing Bodies are expected to consider whether sex education should form part of the secular curriculum. Ysgol Nebo follows Guidelines on Sex Education and Relationships in Welsh Government Schools 019/2010.

The Governing Body has decided that Life and Relationships education should form part of the curriculum and that you should consult with the head teacher regarding their statement on the issue.

At the end of a series of lessons at the Foundation Phase, the pupils will understand:-

The difference between appropriate and inappropriate physical contact. They will know correct names for sections of the body so as to differentiate between male and female. At the end of a series of lessons, Year 6 pupils will understand:-

The reasons for the physical and emotional changes that occur during adolescence, including reproduction, pregnancy and birth. They will understand the range of their own feelings and emotions, and those of others. They will understand what should be done or who to turn to when they feel in danger.

Cross-curricular Skills

Literacy and Numeracy Framework is statutory from September 2013 for numeracy and literacy application. The skills Framework for 3-19 year old learners in Wales has been developed to provide guidance and progression in thinking development and ITC for 3-19 year olds. At Key Stages 2 and 3, pupils should have opportunities to build on the skills that they have begun to acquire and develop during the Foundation Phase. The pupils should continue to acquire, develop, practice, apply and fine-tune those skills through group tasks and individual tasks in various cross-curricular contexts. There is progress in fine-tuning these skills through applying them to tasks that move from the concrete to the abstract; simple to the complex; personal to the 'big picture'; familiar to the unfamiliar; and dependent to the independent and jointly dependent.

Cross-Curricular Learning

At Key Stages 2 and 3, pupils should have opportunities to build on the experiences acquired during the Foundation Phase, and promote their knowledge and understanding of Wales, their personal and social development and well-being, and their awareness of the world of work.

Bridging plans are implemented between the Secondary School and our school.

Y Cwricwlwm Cymreig 7-14 years

7-14 year olds should have opportunities to develop and apply a knowledge and understanding of cultural, economic, environmental, historical and language features of Wales.

Personal and Social Education

Pupils should have opportunities to promote their emotional health and well-being and their moral and spiritual development; be hard-working citizens and promote sustainable development and global citizenship; and prepare for lifelong learning.

Working arrangements

No effort is spared to provide education that develops every pupil's moral, cultural, mental and physical aspects and differentiated, broadly based and balanced educational preparations. The work will be prepared for the various situations, using flexible class arrangements. The work will be age-based, and occasionally, children from an age range

spanning more than one school year collaborate on the same task. The learning experiences are recorded in detail and in a structured manner ensuring that there are broadly-based and balanced experiences across the curriculum. The thematic methods are followed so as to provide cross-curricular experiences, to provide a child-centred education.

Statutory Assessment

In compliance with National Curriculum requirements, we have planned a method of assessment and reporting to parents. The children are continually assessed in all National Curriculum subjects. The assessments are recorded in detail and are available to the teachers. Parents receive a comprehensive report on the pupils entire work programme at the end of the school year. According to the National Curriculum programme, end of Foundation Stage teacher assessments (Y 2) and Key Stage 2 (Year 6) will be recorded. A complete report on pupils' level of attainment in the core subjects will be prepared for parents and the National Assembly at the end of the school year. Annexe 2 contains Year 2 and 6 assessment results, Summer 2016.

Additional Learning Needs

The system of recording names of pupils who require additional attention is followed and individualized education plans prepared for them. There is regular contact with agencies involved with children.

The ALN policy has been reviewed.

1. Special Education has been provided for those pupils who required additional attention, following LEA list of recommendations.
2. The school's SEN register has been arranged and screening procedures prepared, with assessment of the pupils' needs, individualized education plans (IEP) appropriate for them. We monitor and review progress in accordance with list of recommendations.
3. Governors have been appointed to be responsible for ALN and monitor ALN at the school. Ms Yvonne Moseley and Rhian Roberts Jones are responsible on behalf of the school.
4. An ALN Class Assistant has worked with individual pupils and small groups.
5. Outside Agencies have visited several times.

Policy on Additional Learning Needs Special Educational Needs - Assisting the Child

During their time at the school, some children will experience difficulties with their work e.g. learning to read or spell or very able children. The school has a

plan in place to assist such pupils. The plan is based on the 1993 and 2002 Education Acts and includes the following steps.

1. If the teacher adjudges that a child has problems, or is very able, then he/she will find methods to assist the pupil. The teacher may identify the need to discuss with the parents.
 2. If the teacher judges that the child is not making progress, then the problems will be discussed with the Special Needs Co-ordinator - the one who ensures the smooth running of the scheme at the school. At this school, the Head teacher is the co-ordinator. Following discussions with the parent, the child may be placed on a special list (SEN register), School Action. The school and parents prepare a special individual work plan for the child, entitled IEP (Individual Education Plan). This may imply giving the child additional attention. This is a positive step as the school and parents co-operate to assist the child. The progress made after a period is monitored. If the problems reduce, the child's name will be withdrawn from the list.
 3. If problems persist, the parents and the school may decide to place the child on the next step: School Action Plus. This is noted on the list. This implies that the school writes to the LEA requesting advice on how to assist the child. As a rule, a Special Needs Advisory Teacher or an Educational Psychologist sees the child. This may imply that the child receives additional attention. In School Action Plus, the school and parents again prepare a special Individualized Scheme of Work for the child. Progress is monitored after a period. If the child surmounts the problems, then the pupil could again be placed on School Action or even withdrawn from the list.
 4. The LEA may decide to provide additional support for the pupil whilst he/she is on School Action Plus. This Stage is called Stage 3* (3 stars). The provision is regularly reviewed.
 5. If everybody involved feel that a very detailed assessment is required of the pupil's difficulties, it may be decided to move to Statutory Assessment. At this stage, the LEA has a very detailed method of information gathering about the child. Once the parents have agreed on this step, information begins to be gathered and the LEA has 6 months to gather and prepare a plan that notes child assistance methods (this is seen in Statement of SEN).
 6. If parents agree to the LEA scheme, the child is Statemented (the highest step). If the parents disagree with the plan, this can be discussed with the LEA. It may even be decided to return the child to School Action Plus. Throughout these steps, parents are invited to discuss matters with the school, providing them with copies of individualized education plans. The objective always is to get the school and parents to collaborate to assist the pupil.
- The school's ALN policy can be viewed at the school on request to the Head teacher. If you have any questions, please ask the Head teacher.

Children In Care

The achievement of children who are in care in education is supported and promoted in accordance with the school's policies. The designated person is the Head teacher, Bethan Hughes 01286 881273

Health and Safety

The pupils' safety is of paramount importance whilst they are on the school grounds. If a child is ill or has an accident, parents are immediately contacted. If required, the pupils will be immediately transported to Ysbyty Gwynedd or the emergency services will be contacted. Accidents will be recorded and information will be sent to the home. A child is given medication in special cases only - after receiving written instruction (form available at the school) from a parent in compliance with the School Policy. If your child has any medical needs, an individual health form should be completed. A child is not allowed to leave the school early without permission. If a change needs to be made to the usual arrangements, the Head teacher or teachers should be contacted beforehand.

Pupil and staff Health and Safety regulations are regularly reviewed.

Every visitor is required to ring the bell by the main entrance before gaining access to the school. Visitors will be expected to wear a visitors badge and record their arrival in the book in the reception area, and sign out of the building.

There is a burglar alarm system at the school and 'fire drills' are held each term. The fire assembly point is located at the lower end of the yard.

What if something goes wrong..? - Complaints Procedure

The National Assembly has provided Governors with guidance on how to handle complaints. It is, however, emphasised that many complaints can be rapidly and effectively dealt with through informal discussions with the Head teacher. This is the first reasonable step to take, and the Governing Body expects this step to have been taken prior to formally lodging a complaint in exceptional instances. The Governors have established a sub-panel to handle any complaints and a Governor acts as mediator for any parent who requires advice on how to lodge a complaint if required. In the first instance, the school should be contacted for an appointment to discuss any complaint with the Head teacher.

Anti-Bullying Policy

Here at Ysgol Nebo, the staff, parents and pupils work together to create a happy, caring environment that enables pupils to learn in a happy environment. Bullying of any kind is unacceptable. Everybody has a responsibility to handle all instances early and effectively. The school has an Anti-bullying policy.

Equal Opportunity

Ysgol Nebo takes action through considering the equal status of the entire school community, and this is noted in the school's Equal Status Plan. The school's main philosophy and aims are that integrity, dignity and value of every individual is of paramount importance. The Equal Status Scheme ensures that no pupil or staff member are discriminated against on gender, religion, colour, language or disability grounds.

Home/School Agreement

We have a 'Home/School Agreement' that notes expectations of parents and pupils commitment for school support. It also notes the school's commitment to co-operation and providing the best for parents and pupils, so that every pupil receives the best possible learning and development opportunities. (Annexe 1).

May we therefore encourage you to take an interest in your children's education and support the school in its work and public activities. Parents are welcome to visit at any time and you will receive a warm welcome. If you have any concerns about your child's development, contact the school to arrange a discussion.

Policy on use of reasonable force

The school, teachers and any other authorized person make appropriate use of 'Reasonable Force' in relation to child and property safety strategies. The Governing Body of Ysgol Nebo receives and implements Gwynedd LEA Guidelines on use of Reasonable Force.

Administration/Pastoral Policies/Child Protection Arrangements

School policies are reviewed by Governors, as required, at termly meetings. It is very difficult to provide a summary of school policies in this handbook. It contains important details but full access to any school policy can be obtained through contacting the Head teacher.

Child Protection

All staff are responsible for safeguarding pupils and their protection. If concerns are raised about negligence or physical, emotional or sexual abuse, the staff have an obligation, in accordance with the County's Child Protection Arrangements, to mention this to the School's Child Protection Co-ordinator.

The school co-ordinator can consult with professional colleagues as well as relevant agencies such as Health and Social Services. Following discussions, the School co-ordinator may have to officially refer the child to the Social Services Department, in accordance with the county protocol. Social Services decide on whether or not action needs to be taken. Due to the nature of allegations, it will not always be appropriate to

discuss these matters with the parents prior to referring the child. Investigating allegations is the Social Services and the Police's responsibility. The Head teacher is the Child Protection Co-ordinator.

The School's Child Protection Guidelines

As part of the child protection procedure, all teachers and support staff at this school have an obligation to identify signs of possible abuse or negligence and immediately convey their concerns to the responsible persons at the school or Social Services.

Concerns about a child:

Designated Child Protection Officers at Ysgol Nebo are:

Bethan Hughes and Rhian Roberts Jones as deputy.

Designated Child Protection Governor: Yvonne Moseley.

Through the Child Referral Team, Social Services:

01758704455 (9.00 - 17.00 Monday - Friday)

Outside hours phone: 01248353551 (any other time)/E-mail

cyfeiriadauplant@gwynedd.gov.uk.

The Governors contact person/the LEA should be contacted if there are child protection allegations associated with the Head teacher.

Health Promoting School

Ysgol Nebo is a health promoting school and that is reflected in school life and activities. Sweets and crisps are banned during break time, and instead, eating fruits is encouraged. Y5 and 6 pupils and School Council members run a smoothies/fruit kebabs café every Friday as part of their entrepreneurship. The school implements an anti-bullying policy. The school runs a 'playground buddy" scheme, where the senior pupils care for those pupils who require a friend/games on the playground. "Circle Time" is used to promote good behaviour and the pupils moral and social development.

School Council - A committee of pupils who represent members of their classes on the council. Pupils have an opportunity to voice their opinions on several matters.

Break Time - Wet and Dry. Play time has a special structure with various activities to promote playing together and social development.

Homework

Homework is not regularly given at the Foundation Phase but pupils take home daily reading books. Junior Department pupils take books home and weekly homework that will be given out on Friday afternoon and returned to school every Wednesday. The purpose is to reinforce the work done in school, there is a homework record for the

parents to sign, and parents are asked to encourage their children to read regularly and to do their homework and present it on time.

School Uniform

The school uniform consists of a sweat shirt, polo shirt, hoodies, cardigan and coats displaying the school logo. The pupils are expected to arrive in school neatly and smartly dressed, and that their clothing is appropriate to wear in school. Orders can be placed only through the school each term.



Charging for School Activities.

Policy on charging for school activities

In compliance with the 1996 Education Act, there is no charge for the following activities:

1. School Admissions.
2. The education provided during school hours.
3. Materials /equipment for lessons during school hours.

We are, however, entitled to seek voluntary contributions for educational visits or activities during school hours that it is deemed that pupils gain educational benefit from.

- Activities held outside school hours/or residential

Instrumental Tuition

Pupils have an opportunity to receive instrumental tuition.

Tutors from William Mathias visit the school once a week to provide lessons. The pupils can borrow instruments and they are expected to practice at home.

Those parents who wish their children to receive the tuition are expected to contribute £186 a year towards the cost, the money to be paid at the start of the Autumn term to commit to the lessons for a school year. We believe that this is an important investment in the pupils' musical development.



Parents Teachers Association

Parents' input is an intrinsic part of any school. At the school, we are fortunate to have a thriving parents association. Meetings are held during the year and various activities

are arranged: A warm welcome is extended to new members to attend and assist the good work of fund-raising towards the school.

Community Links.

At a small school such as Ysgol Nebo, the school's links with the community is very important. We do our utmost to present to the pupils the wealth of their environment, both human and natural wealth. We have an Educational Visits Plan to ensure that the pupils receive a regular opportunity to visit and make the most of the area's natural and commercial wealth.

Links with industry/Business and Employers

The School Council runs a weekly Smoothies and Fruit Kebabs Club. This develops entrepreneurship at an initial level for the pupils and provides an opportunity for them to develop their communication, numeracy and ITC skills. There has been investment in football/sports kit, sports equipment and beanbags to sit on for the reading corner, through the club's efforts.



The Urdd.



The Urdd meetings that are held at the school every other Monday evening for two terms are an intrinsic part of the pupils' social development and also create a strong link between the school and the local community and industries. In addition to Urdd meetings, we will also compete at various competitions - competitions that will appeal to a broad range of pupils.



Early in the new year, we will begin preparing for Urdd Eisteddfod competition with the art, design and technology work during after school meetings. Again, we have had huge success in these competitions with the school gaining several certificates!

At this time of the year, we also begin to rehearse for eisteddfod stage competitions. Around June, pupils have an opportunity to represent our Urdd branch at Sporting competitions. Annually, a large number of representatives attend the County Sports.

At Ysgol Nebo, we believe that the Urdd branch at this school caters for various purposes:

- * an opportunity for the pupils to familiarize with the world around them.
- * an opportunity for the pupils to develop their social skills.
- * an opportunity for the children and teachers to socialize together outside curricular boundaries.
- * put ysgol Nebo on the map!

Attendance

The school attendance target for 2017-18 = 95.5%

Percentage attendance for 2016-17 for whole school:

	Percentage Attendance	Percentage Authorized Attendance
Years 1 and 2		
Years 3, 4, 5 and 6		

School Governors.

Mr O.P Huws - Chair

Mr Edgar Evans Vice-Chair

Mrs Rhian Roberts Jones

Ms Bethan Hughes.

* Ms Yvonne Moseley

*Mrs Andrea Jones

*Mr Gary Moseley

Mr Dafydd Thomas

(Parents' representatives on the governing body are indicated by an *)

It used to be a requirement for school governing bodies to hold annual meetings with parents. That requirement was annulled by the 2013 (Wales) Schools Standards and Organization Act (the Act). New arrangements were introduced so that parents can request for up to 3 meetings with a governing body in any school year, to discuss matters of concern to them. A copy of the measures for this to be arranged can be obtained at the school.

Discipline

Gwynedd LEA policy on discipline in schools and the school's disciplinary policy controls how pupils are disciplined at this school through promoting the following principles:

- Nurture the pupils to be self-disciplined at the school and in the community, contributing towards a civilized community.
- Establish foundations for the pupils so that they become aware of their social responsibilities.
- Nurture respect towards their fellow-pupils, teachers, entire school personnel and adults in the community.
- Nurture respect towards personal belongings, that of others such as clothing, school furniture and equipment.
- Encourage the pupils to take responsibility for their behaviour and be self-critical. Nurture awareness that ensures safety within and outside school.

Breakfast Club

Every pupil can be part of our Breakfast Club. This implies that your pupil can arrive in school by 8:10 to obtain fruit juice, cereal and toast for breakfast. The Breakfast club is open every school day and is free of charge. If you wish your child to participate in this club, contact the school for further details.

STATEMENT ON SMOKING

The school is a smoke-free zone. Nobody is allowed to smoke inside the building or on the school premises at any time nor whilst in charge of pupils outside the school.

DOGS ON THE SCHOOL PREMISES

All dogs are prohibited from entering the school grounds (except for guide dogs) when collecting and escorting children, or to any school organized activities.

Annual arrangements at Ysgol Nebo.

September: Pupils and teachers start school after the Summer holidays.
Urdd/After School club meetings commence.
Macmillan Coffee Morning.



October: Thanksgiving Service at the school.



Year's first open evening at the school.

November: Christmas Fair

December: Christmas Concert performed by the pupils for parents and the public. Christmas Party. Christmas Dinner prepared in the kitchen.

Christmas Party. The pupils have an opportunity to see a pantomime or film.



January: Rehearse for Eisteddfod yr Urdd.

February: Half

-Term.

March: Eisteddfod yr Urdd Cylch Dyffryn Nantlle.
Art and Craft Exhibition Cylch Dyffryn Nantlle.

April: Open Evening for parents.

June: School sports/ draw a big raffle.
Urdd Sports.
Annual School Trip.
Pupils who start full-time after
Summer visit the school for a whole
day, and new nursery class pupils
attend for half a day.
Visits by y6 pupils to the Secondary
School.

May: National Tests for
years 2-6. Start to sell raffle
tickets to fund raise for School
Photographs by a professional
photographer. National Tests for
years 2-6.



July: Last open evening of the year to discuss the end of year reports.
Farewell picnic.

August: SUMMER HOLIDAYS!!

