

**Handbook
2018-2019**

Ysgol Pen-y-Garth

GORAU AWEN GWIRIONEDD



Headteacher:

Mrs Iona Edwards

Chair of Governors:

Mr David Wilton

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Ysgol Pen-y-Garth

Dear Parents/Guardians,

If your child is joining us for the first time we would like to extend a warm Welsh welcome to 'our family' at Pen-y-Garth. We look forward to a happy and successful association during the coming years. For those of you who have a child here already we are pleased to renew the close links that we currently have.

We aim to create a safe, happy and caring environment within which the children may enjoy learning and strive to reach their full potential and to provide experiences that motivate the children to become life-long learners. Ysgol Pen-y-Garth is a Welsh medium school which means that all the lessons are taught through the medium of Welsh. English is introduced as a subject in year 3. This enables the children to be totally bilingual by the time they leave to go to Ysgol Gyfun Bro Morgannwg at the end of year 6. The majority of our children come from homes where English is their first language. We encourage parents, therefore to support your children by encouraging them to speak Welsh as often as possible and to attend Welsh activities that are arranged in school and out of school. Buying a Welsh picture dictionary is an essential!

We are keen to involve you in your child's education and in the school's life. We hope that we will receive your full support in order to realise our aims and objectives. In order to be involved in the school's life we would encourage you to partake in some of the following activities e.g. attend parents' evenings to discuss your child's progress, join the PTA Committee, attend the PTA's social functions or offer your help at school (by becoming a reading partner, helping with displays or other such activities).

Effective communication promotes such an environment. We have an 'open-door' at Pen-y-Garth and I hope that you will take the opportunity to get to know the staff and myself. If you wish to discuss any matter concerning your child, I will be happy to meet you. We would appreciate if you would give us a call beforehand to make sure that I'm available.

Yours sincerely,

Iona Edwards

Headteacher

Our School

The school is a Welsh-Medium Primary school which is located on the rural fringe of Penarth. Originally the school was a Welsh unit in Cogan school before being established in its current building in 1971. Both the building and site have been developed substantially in the interim. We are fortunate in having a building of high standard, a spectacular Sports Hall and a magnificent view and a green-field site for the children to learn and play upon.

The school serves a broad catchment area including Llandough, Sully, Penarth and Dinas Powys. A small number of pupils come from further afield including Cardiff. There are around 400 pupils on the register.



Our Vision

Ensure that our pupils:

- are enthusiastic about our language and traditions in a Welsh ethos
- enjoy working together in a safe environment
- are honest and confident to make the correct decisions
- respect each other and their environment and develop into responsible citizens of the future
- aim for the highest standards possible whilst reaching their full potential.

The Welsh Language

Ours is a Welsh Medium school and for the children Welsh is the language of communication in every aspect of the school's life. It is the language of the classroom, of the playground and of after-school activities. We strive at every opportunity to enrich the children's linguistic ability and their awareness of Welsh culture in whatever context, be it curricular, extracurricular or social. We actively participate in Welsh activities at a Local, County and National level.

Communication is exclusively through the medium of Welsh in the Infant Department (naturally we have on occasion to use some English at the outset in order to help some of the children). This immersion in Welsh is required as many of our pupils do not come from Welsh speaking homes. At the end of Year 2 they are introduced to English. In the Junior Department we develop pupils' bilingualism and English is taught as a subject from Year 3 onwards.



We are keen, in the interests of the children's education, to encourage parents, who cannot speak Welsh, to begin learning the language. There are many courses to be had in the community and we are encouraged by the growth in the number of our parents who are learning Welsh.

Here are some suggestions as to how parents can help children improve their Welsh:

- Take your child to the Welsh language section of the public library.
- Encourage the watching of children's programmes on S4C and visit websites like Cyw
- Demonstrate your own interest in the language by watching Welsh programmes with sub-titles
- Allow your child to subscribe to 'Wcw', 'Bore Da' or 'Cip' which are available monthly from school
- Take advantage of buying books from the Sbondonics Club or Welsh Book sales at school
- Join the Urdd
- Watch Welsh DVDs (available from the library)
- Socialise with Welsh-speaking friends or neighbours
- Buy Welsh birthday and Christmas Cards
- Visit parts of Wales where the Welsh language is used widely in the community

Transport Arrangements

The school lies beside Redlands Road, Penarth. Pupils are transported from Dinas Powys on a school bus and another bus provides transport for children living in Sully and Lower Penarth. For further details, please contact the office. Some of the parents make their own transport arrangements using private cars or walk their children to school. We encourage car sharing in order to reduce congestion

School Times

School day commences at 9am for all pupils and finishes at 3.30. **Children should not arrive at school too early as no supervision is provided until 8.50.** Children should be ready to enter the school building promptly at 9 am. If the weather is inclement the hall will be opened at 8.50 am. No parents are allowed on the yard. At the end of the day, please collect your child promptly. It is neither fair to the pupil nor to the school's arrangements if he/she is late in being collected. **Infant children must be collected by a responsible adult.**

	Foundation Phase	Junior Department
Morning	9:00 – 11:45 Break 10:30 – 10:45	9:00 – 12:15 Break 10:50 – 11:05
Lunch	11:45 – 12:45	12:15 – 1:15
Afternoon	12:45 – 3:30 Break 2:00 – 2:15	1:15 – 3:30 No break

Breakfast Club

We have a free Breakfast Club (8am-8:35am) financed by Welsh Assembly Government and all children can attend this once they are 5 years old, but a registration form must be completed before they start. The main aim of this club is to provide a healthy breakfast for children at the beginning of the day.



From last year we also have an after school club run by an outside agency in the school hall between 3.30 and 5.30. For further details, please contact the school

Admission Procedure

Children need to have celebrated their third birthday before joining the school's Nursery (part-time - half a day) and they can start in September. When admission numbers allow, children can start in January and April after their third Birthday. We advise parents to register their child as early as possible to ensure the allocation of a place. These are the Nursery times: -

Morning from 9.00 - 11.30

Afternoon from 1.00 - 3.30

We would strongly advocate that parents make every effort to ensure that their child, prior to joining us, has attended preferably a Welsh-medium playgroup or otherwise a Nursery group.

After spending time in the Nursery, the children will begin their full-time education in the September following their fourth birthday. The Local Education Authority is responsible for admission the Reception and they distribute application letters in the first term of Nursery. They will spend 3 years in the Infant Department. (Reception class, Year 1 and Year 2).

In September after their seventh birthday, the children will join the Junior Department (years 3-6) and will remain there for 4 years. At the end of this period, they will transfer to Year 7 in Comprehensive School the September following their eleventh birthday.

The majority of our children go to Ysgol Gyfun Bro Morgannwg with whom we share strong links – collaborating closely on curricular and pastoral issues. There are well established structures and procedures which ensure that the experience of transferring to the secondary phase is a happy one for both pupils and parents.

Attendance and Punctuality

Regular and punctual attendance is particularly important in a Welsh medium school in order to promote the pupils' learning and to enhance the smooth running of the classrooms and school in general.

We strive to ensure a high level of attendance and to ensure that there is a good reason for any absence. Schools, in accordance with the law, have to keep detailed records of attendance including specific records:

- if there is no explanation from parents or guardians for an absence,
- if there is an insufficient explanation for an absence,
- or if a child is late arriving at school. The register closes at 9.30 and all late arrivals are noted in the register.

The Headteacher and the Administration Officer inspect the register once a month.

If your child is absent we are obliged to receive a phone call or a note explaining the reason.

Illness and Attendance

Although we are keen on regular prompt attendance we do not wish children who are significantly ill to attend school. If a child is not sufficiently healthy it is best, in everyone's best interest, that they do not come to school. You must call the school to explain every absence.

Food at School

Meals are prepared at school for lunch time and children enjoy the varied menu. The kitchen is able to provide food for different dietary requirements including vegetarian and special medical diets.

All payments are made through ParentPay which is set up when your child starts at the school. It's important that school meals are paid upfront. It is possible to pay a term at a time. Eligible families can make a claim for free school dinners. For further details please contact the office.



Lunchtime supervisors are employed to supervise the children. In addition Learning Support Assistants, the Headteacher and teaching staff will be in overall charge at lunchtime.

Children who bring school lunches should do so in a suitable container which is kept in a school bag/ satchel. Please place your child's name and class on these items. Do not send any glass containers or bottles. As we're part of the Healthy Schools project, no sweets/chocolates nor sugary drinks are permitted in the packed lunches. Fruit juice or water only - no squash please!

Children may bring fruit or other healthy option to eat at break times in accordance with our "Healthy Eating" Policy. Fruit is provided in the Infant department for £1 a week. Free milk is provided for all children in the Infant Department.

Equal Opportunities

The school commits itself through its governance, management, organisation and curriculum content to ensure that each individual within the school's community will be given every opportunity and support to maximise his or her potential for personal and educational development. In doing so, the community within the school will work together to ensure that no individual or group is discriminated against on the basis of sex, ethnicity, colour, religion or disability, and that consequently the ambience of the school will reflect an ethos of positive and active enhancement of opportunities for individual development. The school has a detailed strategic equality plan.

Although our site and buildings are not fully developed to facilitate their accommodation we would look positively toward the inclusion of pupils with disabilities and would strive, with the support of the LEA, to integrate them into the school's life.

School Uniform

The school has a uniform. We find that parents find the uniform helpful and almost all pupils choose to dress in the school uniform. The uniform consists of:

- Boys – red polo shirts, grey/black trousers, red sweatshirt bearing the school's badge. Summer - short grey trousers, red polo shirt. Black shoes/trainers
- Girls – red polo shirts, red sweatshirt/cardigan bearing the school's badge, grey/black skirt. Summer - red and white Gingham dress. Black shoes/trainers - no heels please.
- Optional- red fleece (for outdoor only)
- PE kit - "T" shirt, shorts and appropriate footwear. PE "T" shirts are available from the school.

The sweatshirts and polo shirts may be bought from 'A Class Apart' in Dinas Powys (029 20515722) www.aaclassapart.co.uk



Please place your child's name on all garments or other relevant items of property. It is very difficult to sort out unmarked lost property. If your child should lose an item of clothing or any other item you should in the first place contact the class teacher. Lost property is kept in the area by the school hall and we should be contacted if you cannot find the item. Valuable property/toys/games should not be brought to school.

Medication

Only when a child suffers from a long term condition (which can only be effectively controlled by regular medication) can arrangements be made to administer that medicine in school in order to minimise disruption to schooling (this includes asthma). The school should be consulted in writing before any medicine is sent.

The school should be informed in writing if a child suffers from asthma or any other relevant medical condition. Children with asthma should have ready access to inhalers. Parents must label these with their child's name and class and must ensure that the medicine is not 'out of date'. Inhalers and medicine must be kept in their original containers. This information will be added to the pupil's records.

Accident / Illness

The school cares for all aspects of the children's welfare and looks out for any illness or injury. In cases considered to be serious, or if there is any doubt, parents will be contacted. In an emergency an ambulance will be called. In other cases, if parents cannot be contacted, the school will seek treatment from the doctor at the hospital. In minor cases, parents will be informed via an advice slip sent home with the pupil at the end of the school day.

Head Lice

On occasions all schools suffer from these unwelcome visitors. Could you please check your child's hair regularly and if eggs or nits are found, treatment should be administered before your child returns to school.

Communication

We communicate with parents and guardians in a number of ways. You are always welcome to discuss matters over the phone or make an appointment to meet the Headteacher. If you wish to contact the class teacher or make an appointment to see him/her, please send a written message to her/him or leave it with the secretary. Messages should not be taken directly to the classroom as this disrupts lessons.

We will send text messages and we also have a Twitter account.

Bilingual newsletters, which contain information about the school's life, are emailed every half term to parents/guardians. These and other letters can be seen on the school's website – www.ysgolpenygarth.cymru



The PTA have a notice board near the gate to the school yard. Notices and posters are also displayed on the main foyer window.

Parents' Evenings are arranged each term in order to give you the opportunity to discuss your child's progress with the class teacher. You will also receive an annual report on her/his progress and will have the opportunity to discuss its contents with the teacher at the end of the year.

Safeguarding

Mrs Iona Edwards is the Designated Safeguarding Person (DSP) and Mrs Sion the Deputy DSP. Every member of staff has responsibility for safeguarding and child protection. If any member of staff has concerns regarding neglect, physical abuse, emotional abuse or sexual abuse then it is their responsibility in line with the Vale's Child Protection Procedures, staff are duty bound to report the matter to the school's Designated Safeguarding Person (DSP). After consultation with professional colleagues as well as relevant agencies such as Health and Social services, a decision will be made on the next course of action. Depending on the nature of the allegations, it may not always be appropriate to discuss matters with parents before making the referral. The Governor responsible for Safeguarding is Mrs Mari Jones.

Additional Learning Needs

Children have additional learning needs if they:-

- have a significantly greater difficulty in learning than the majority of children of the same age;
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided children of the same age in schools within the area of the local education authority.

Mrs Siôn is the Additional Learning Needs teacher. There is a named Governor who is responsible for ensuring that any identified needs are provided for. Parents play a key role in the special educational needs of their child and are consulted at all stages of the provision.

Each child recognised as having additional learning needs has an individual/group programme of work. The child continues to follow the National Curriculum. The school makes full use of the services available through the authority's Pupil Support Service.

Reporting to Parents

During the year parents' evenings are held each term in order to give you an opportunity to discuss your child's progress with her/his teacher. Parents and Guardians will receive a written annual report on their child's progress at the end of the summer term. You will have an opportunity to discuss its content with your child's class teacher.



Sporting Activities

The school has a spectacular Sports Hall and an excellent site for such activities. We take full advantage of these to develop pupil's health and their sporting and social skills.



Over and above PE lessons (which includes rugby, football, dance, athletics, orienteering, netball, cricket, tennis, gymnastics, and swimming) we participate in local, regional and national competitions. Our participation and success is celebrated in newsletters, assemblies and the press. We are also part of the Vale's 'Healthy Schools'.

A fortnight's swimming lessons are organised annually for the children of Yr 5 at Cogan Leisure Centre. Children must bring a towel and swimming costume. Should you wish your child to wear goggles or any other equipment you should write a letter to the class teacher.

Personal and Social Education (PSE) - Including Sex Education

Our focus is upon raising awareness and developing the necessary skills and knowledge which promote health and well-being. Underlying principles concerned with the teaching of health education are part of the ethos of the school and cannot be meaningfully separated from either subject teaching or pastoral care. The curriculum develops gradually as the child progresses through the school.

Sex Education is an integrated facet of our programme of Personal and Social Education which is treated with care and sensitivity, with consideration being given to such relevant factors as the children's maturity and the context of the information. A specific module on this is introduced in the summer term of Year 6. Children are encouraged to have "due regard to moral considerations and the value of family life", Education Act 2, 1986 - Section 46.

Parents are informed before hand about the relevant SE module and are entitled to view the materials used to introduce the subject. They have the right to remove their children from sex education but both governors and teachers are keen that such education is provided. We feel that parents have a key role with regard to this aspect of their child's education and hope that they will be ready to answer questions which might arise from time to time.

Religious Education and Collective Worship

The school has no affiliation with any particular religious denomination and the Religious Education course is a general course of study following the LEAs scheme of work. Parents have the right to remove their children from Religious Education. In such cases no other lessons can be provided.

Educational legislation requires that the teaching of Religious Education should reflect the fact that the religious traditions in Great Britain are, in the main, Christian and must take account of the teaching and practices of other principal religions represented in Great Britain. Our approach is based on the children's experiences and their relationship to the world around them. Given the nature of our multicultural society we encourage awareness of and respect towards other faiths and beliefs. Our pupils have been brought up by parents who represent a large number of beliefs. We see this as being the parents' proper responsibility and we approach RE with this diversity of belief in mind.

There is a daily act of collective worship either in the hall on a whole school / departmental basis or within the individual classroom. Parents may choose to have their children withdrawn from such worship. Parents should inform the school in writing if they wish their child to be withdrawn from Acts of Worship.

The PTA

We are fortunate in having a very supportive Parents and Teachers' Association which hard to promote the interests of the school. They organise a range of activities in order to nurture the school's social life and to raise additional funds in the interest of all pupils. We very much hope that you will be able to support their activities



Charging and Remissions Policy and School Visits

Our school is committed to providing equal opportunities for all pupils. We organise some activities, which enrich the children's classwork or invite theatre companies to school. In order to organise these kinds of activities it is necessary to request voluntary contributions. If we do not receive adequate contributions then we may be obliged to defer or forgo that visit. If anyone has difficulty in making such contributions they should not hesitate to contact the Headteacher. Such cases will be dealt with in strictest confidence on an individual basis.

The children in Years 5 (as part of the Transition programme) participate in a week's residential language course at the Urdd Centre in Llangrannog.



This provides an opportunity for them to meet and socialise with their peers from other feeder schools. This course is also a very valuable contribution to the children's Welsh and their awareness of Welsh culture. They learn about the area and they get an opportunity to be in a thoroughly Welsh environment for a whole week during which they have a very full timetable. This is a worthwhile experience for them and especially for those who will be going to Ysgol Gyfun Bro Morgannwg in due course. We are very keen for all pupils to attend the course.

Discipline and School Rules

At Ysgol Pen y Garth we place emphasis on pupils developing self discipline, safety awareness and care and respect for others. We focus on positive and assertive behaviour management with a distinctive emphasis on praise and rewards. A copy of the class rules are displayed in all classrooms and other appropriate areas within the school building. Here are some examples:

- Welsh should be spoken at all times (with exceptions to English lessons)
- Children are expected to be courteous and polite and to be kind and respectful to others.
- In the interest of safety no one should run in the school buildings.
- No child should leave his/her class without the teacher's permission.

We seek to nurture a constructive and collaborative relationship between the school and the home in order to help the child realise what is expected and to encourage self discipline. We expect a good standard of discipline and are proud of that standard.

If a child fails to respond to the pro-active phase of our discipline policy we have to make a reactive response. A child is usually disciplined in the first instance by the class teacher who may consult the parents in order to seek a way forward. If a child fails to respond, or if the incident demands such intervention, then the Headteacher will deal with the matter and will consult with parents where necessary in order to seek to resolve the issue. A child may lose privileges as part of this process. It goes without saying that corporal punishment is never used. The kinds of behaviour we deem unacceptable include: interfering with the security, happiness and education of other pupils, showing disrespect toward other individuals or property, refusing to conform with regulations necessary for the smooth running of the school.

The school takes the issue of bullying very seriously and we maintain vigilance for such unacceptable behaviour. We are keen that pupils and parents should inform us at the time of any such behaviour that comes to their notice. It will be addressed in accordance with our policy.

The ultimate sanction is a period of exclusion from school. This measure is implemented in collaboration with the Governing Body and in accordance with the LEAs policy.

Health and Safety

Children will be taken care of at school. If a child is unwell or has an accident we will contact the parents.

Children cannot leave the school early without permission. If there are changes to afterschool arrangements, we ask parents to let the school know as soon as possible.

Each visitor must sign in at reception. If a visitor acts in an improper way towards a pupil or member of staff, they will be asked to leave the school immediately and the police will be contacted.

Community Links

We seek to develop our links with the Welsh Community locally, on a county level and nationally. We do so for example by participating in the Urdd's activities, by contributing to local concerts, by maintaining links with the local Chapel and so on. We invite members of the community to the school and we contribute to various activities within that community. This gives the community an opportunity to be proud of the school and for the children to contribute to their community and to society in general.



The Community Police

The local community police often visit the school and are given an opportunity to meet the children informally and to contribute to the curriculum. They deal with a broad range of issues but place most emphasis on matters of safety and citizenship.



Curricular and other Complaint Procedures

We endeavour to respond to complaints or suggestions as soon as possible and in the most effective way. There are three main stages:

Stage 1 - informal (orally or written) directed to the relevant school staff

Stage 2 - formally written (if the issue cannot be satisfactorily resolved at stage 1 directed to the Headteacher

Stage 3 - formally written (if the issue cannot be satisfactorily resolved at stage 2) directed to the Governor's Complaints committee who will then decide whether it is a matter for this committee or the LEA

Homework

We aim to encourage children to read at home with their parents, and to visit the local library. The frequency of homework increases with the children's ages. Homework may include the following kinds of activities - reading, memorising (spelling, tables, number bonds, poetry etc.), writing, doing research or carrying out a creative task. This is done, according to the need, in order to reinforce their classwork. We expect pupils to respond to these challenges and hope to receive your cooperation. You can help e.g. by ensuring that there is an appropriate opportunity for homework to be completed and that it is then returned to

Extra Curricular Activities

The school provides many extra curricular e.g. Netball, Rugby, Performing Club and Chess.



Peripatetic Music lessons are hosted at the school for: Harp, Cello Violin, Woodwind, Singing and Brass. Parents have to pay for these lessons as they cannot be funded by the school.

The children support a number of good causes, including NSPCC, Bobath, Marie Curie, Barnados, Starlight, by raising funds through extra curricular activities.