

2023-2024



Handbook for Parents





Contents

Introduction	05-10
Welcome from the Headteacher	
Governors welcome	
Mission Statement and School Aims	
School Description	
The School	11-19
General Information & Contacts	
Admissions & School Times	
School Staff	
Governing Body	
School Organisation	
The Pupils	20-26
School Council and Eco-Committee	
School Rules	
Code of Conduct and Golden Rules	
School Uniform	
Before & After School Club	
School Clubs	
School Sports	
The Curriculum	27-36
Foundation Phase and National Curriculum	
Assessment, Recording & Reporting	
Homework	
Additional Needs+ More Able and Talented	
Language Resource Centre	
Collective Worship	
Growing Up, Sex Education & Drugs Education	
Access to records	
	37-49
Parents	
School Communication	
Other parental links and Home School Agreement	
Attendance, Absence & Illness	
Administration of medicines	
Common Infectious Diseases	
Education Welfare Officer	
Snacks & School Meals	
School Visits & Charging Policy	
School Complaints Procedure	
School Finance	

Welfare of the Pupils

50-58

Health & Safety
School Security
Child Protection
Equal Opportunities
School Transport & Access
Internet Access

School Inspection Process

59-61

Other

62-63

Term Dates and Forms

64-72

Appendices

Appendix 1
Data Protection-GDPR notice

Appendix 2
Home/School Agreement

Appendix 3
Code of conduct

Appendix 4
Class Dojo Agreement



Introduction

Welcome from the Headteacher

Dear Parents,

WELCOME TO YSGOL MYNYDD ISA COUNTY PRIMARY SCHOOL

The staff, governors and I are delighted to welcome your child to our school and hope that his/her time here will be very happy.

This is an exciting time for your child and for you as a parent.

Our school aims to provide a secure, stable and happy environment for children to develop lively enquiring minds. We endeavour to provide for all needs, to stimulate all aspects of development and enable your child to achieve his or her full potential.

We have always appreciated the importance of working together with parents for the benefit of the children. This booklet is the first step in what we hope will be an effective partnership between home and school.

We are very proud of our school and were delighted to have such an excellent report from the Estyn Inspection Team during their recent visit last May which fully acknowledges the many strengths of our school.

We are particularly pleased with the following comments

'Staff create an exceptionally warm and caring learning environment where pupils feel valued and safe.'

'The school provides a very strong start for pupils'

'Teachers know their pupils well. They create warm, respectful relationships with them and provide an engaging and inclusive environment, which makes the school a delightful place to learn'

'Across the school, teaching is of a consistently high quality'

'Most pupils across the school have made exceptional progress since September 2021.'

'Pupils & speaking, reading and writing skills in English are of a high standard.'

'The school is a happy and welcoming community in which all pupils and staff feel valued. Pupils enjoy the learning experiencesand have very positive attitudes towards school and learning'.

'Nearly all pupils behave very well during lessons, moving around school and at break times.

They are polite, courteous and respectful towards each other, staff and visitors.'

'Many pupils have made outstanding progress in writing this year'

Yours sincerely

Mr. R. Collett
Headteacher

Governors Welcome

On behalf of the Governing Body, I would like to reiterate our Headteacher's welcome to new parents and to thank existing parents for their continuing support. I am sure that you will find this latest edition of the prospectus useful and informative not only now but also as the school year progresses.

We are very proud of our school. Our staff are highly motivated, caring and professional in all aspects of education and under the leadership of our Headteacher - Mr. Collett; I am fully convinced our children will receive the help they need to attain their full potential, irrespective of their ability.

All of the Governors actively support the Headteacher and school personnel in achieving the school's aims and objectives whilst constantly seeking to improve standards across the curriculum. As Governors, we all have particular responsibilities and are frequent visitors to the school.

The leadership and governance of our school was found to be particularly strong during our recent Estyn report.

Our children's education is an essential foundation stone for the rest of their lives. We are committed to providing them with the highest standard of teaching and learning in a safe caring environment in which they will receive a thorough, rounded and totally enjoyable education during these their formative years.

We look forward to achieving this with your assistance and support.

Yours sincerely

Mr. A. Davies
Chair of Governors



School ethos

Vision: 'Learning together-succeeding together'

Mission: 'Believing in all'

Core Values: Moving forward, Respect, Caring, Happy and Together



School Description

Ysgol Mynydd Isa is a predominantly English medium County Primary School.

This means that all pupils in the Foundation Phase and KS2 experience the areas of learning mainly through the medium of English. Welsh is taught as a second language. English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with the pupils with the aim of improving their capacity to use every day Welsh. The school communicates with parents either in English or in both languages.



Most pupils come from the surrounding locality, which is described as neither prosperous nor economically disadvantaged.

About 14% of pupils are entitled to free school meals, which is much lower than the Flintshire and all-Wales average.

The school currently has 541 pupils between the ages of three and 11. This figure includes 49 pupils who attend the nursery part time. There are 23 classes, including two specialist language resource classes, which the local authority funds separately.

Eighteen pupils from across Flintshire attend these classes, all of whom have statements of special educational needs for specific language and speech disorders. Around 16% of pupils have additional learning needs, which is below the national average.

Location

Ysgol Mynydd Isa currently operates on two sites:

- One site for Infant pupils on Wats Dyke Avenue
- One for Junior pupils on Chambers Lane.

(On the Infant site, there are currently 259 pupils and on the junior site, there are 290 pupils).

The school is having a brand new building which will incorporate both sites in a new campus alongside a new build for the high school.

New school build update:

The building of our new school campus is proceeding well and is scheduled to open in the Autumn of 2024.

I am sure you will agree that this is a really exciting opportunity for all of our pupils and community, providing our area with best school facilities in Flintshire fit for 21st Century learning.



I thought it might be useful to clarify again what the Campus arrangement means:

The schools will retain their individual identities as primary and secondary schools as they do at present- Ysgol Mynydd Isa Primary school and Argoed High School. The main difference being that we will share a site/campus. This is similar to the 3-16 campus recently built by the Council in Holywell.

The schools have been designed to be independent, the only shared facilities are the staff and visitor parking, visitor reception area and the school kitchen. Whilst the schools will share one kitchen, it will be designed to serve both the primary and secondary pupils independently, therefore, pupils will dine in their respective schools.

The internal layout of the school includes zoning for primary and secondary so that the two schools are distinct from one another. External areas will be segregated (So that primary and secondary pupils will not mix) using appropriately sized fences.

There are no plans locally to change from the current uniforms.

The new 3-16-year campus will provide new facilities fit for 21st century learning that address all of the current shortfalls in the existing building. It will also contribute significantly to reducing carbon footprint and is being designed to be net zero carbon in operation standards.

Main Entrance

The schools' main receptions are located at:

- Infant site-adjacent to the school's car park off Wats Dyke Avenue.
- Junior site-adjacent to the school's car park on Chamber's Lane.

All visitors should use these main entrance points.

Car parking at the school is for staff, visitors, disabled access and school taxis only.

Parking for parents dropping off pupils therefore, is very limited and we would ask that road users are especially considerate to the local residents.

There is a crossing patrol for the junior site on Chambers Lane, which should always be used by pupils using the 'front' entrance.

Parking on the yellow chevrons outside the school is not allowed at any time.

Buildings & Grounds

The first school in the village opened in 1906 at the Chapel. This school was originally for infants. The School moved to its current location in 1914. Due to an increase in population a purpose-built infant's school was built and opened in 1972. The junior school was also extended in 1974.

From September 2011 the Infant and Junior schools have amalgamated on their existing sites but under the same Headteacher and Governing Body. This has been done to ensure the most effective continuity for pupils.

Both sites have good playground spaces and extensive field space.

The school's main entrances at both sites are accessible for wheel chair access





The School

School address

Junior site: Chamber's Lane, Bryn-Y-Baal, Mold, Flintshire, CH7 6SJ

Infant site: Wats Dyke Avenue, Mynydd Isa, Mold, Flintshire CH7 6UL

Telephone/fax

Infant and Junior site: 01352 752714

Acorns/Owls (Chelsea Artell): 07 907 898 082

Email

mimail@hwbcymru.net

Website

www.ysgolmynyddisa.com

Twitter

[@mynyddisa](https://twitter.com/mynyddisa)



General Information

Head teacher

Mr. R. Collett

Chair of Governors

Mr. A. Davies

Country Hall

Education Office

Flintshire County Council, County Hall, Mold

Postcode

CH7 6ND

Telephone

01352 704019

Website

www.flintshire.gov.uk

Director of Lifelong Learning

Mrs. C. Homard

Principal Primary Officer

Ms. V. Barlow

LEA SEN Officer

Miss J. Rock

GwE School Improvement Adviser

Mrs C. McNamara

Admissions and Appeals

Mrs. G. Yates

Education Welfare

Mrs. L. Ellis

EAL Support

Mrs H. Keenan

Education Psychologist

TBC

Complaints Officer

See school procedure

School Nurse

Yvette Tchouman



Admissions & Hours of Opening

Admission Policy

Parents sending their child to our school are welcome to visit. Please contact the Headteacher to arrange a visit. Admissions are based on the Flintshire County policy, details of which are available from school.

The Local Authority is the admitting authority and not the school.

If there are more applicants than places, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

Home to Nursery

If your child is three before the 31st August you may apply for a place in our nursery to start in September. Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place in that nursery. There is no right to appeal.

Foundation Phase through to Junior Education

The authority will admit a child at the beginning of the school year if the child has achieved his/her 4th birthday on or before August 31st of the calendar year

Transfer from Infant site

Parents do not need to apply for a place at the junior school as a place will be automatically reserved.

Prior to the Year 2 pupils moving from the infant site to the junior site, they will have had many opportunities that will make the transfer an easier process. During the summer term, an extensive transition programme is in place.

Transfer to Secondary school

It is the intention of the school to make this transition as smooth as possible by:

- Arranging times for Year 6 pupils to visit the secondary school and to work alongside their secondary colleagues
- Encouraging continuity in curriculum, teaching styles and classroom organisation
- And encouraging the staff of the secondary school to visit to discuss pupil's progress

The School Day



Nursery:

9.00a.m. to 11.30a.m.
or
12.45p.m. to 3.15p.m.

Infants:

9.00a.m. to 3.00p.m.

Juniors:

8.55a.m. to 3.20p.m.

Breaks (full-time pupils)

Infant site

Mid-morning:

10.35 a.m. to 10.50 a.m.

Lunch time:

12 noon to 1.00 p.m.

Junior site

Mid-morning:

Year 3+4 - 10:20-10:35am

Year 5+6 - 11:00-11:15pm

Lunch time:

Year 3+4 - 11:40am-12:30pm

Year 5+6 - 12:15-1:05pm

Afternoon:

Year 3+4 - 1:30-1:40pm

Year 5+6 - 1:45-1:55pm

Children should not arrive at school before 8:45a.m. and the school cannot accept responsibility for pupils before 8:45a.m. or after 3:30p.m. in a normal school day.

Class doors are locked at 9:05am, and pupils arriving after this time must report to reception.

Curriculum time

Statutory Foundation Phase= 21 hours

Actual= 21 hours

Statutory KS2= 23 hours 30 minutes

Actual = 23 hours and 40 minutes

School Staff 2023/2024

*Correct at time of publishing. This is subject to change.

Year groups	Teaching Staff	Support staff
Head teacher	Mr. R. Collett	
Deputy (Infant site)	Mrs. E. Curtis	
Deputy (Junior site)	Mrs. S. Salisbury	
Nursery	Miss L. Edwards / Mrs. J. Hacking	Teaching Assistants: Mrs. D. Keighley (p/t) Mrs K. Hughes (p/t) Mrs J. Burnett Mrs S. Kemp (p/t) Mrs C. Tomlinson (p/t)
Reception	Head of Lower Foundation Phase - Mrs. P. Roberts (p/t) Mrs Mrs M. Hanmer (p/t) Miss S. O'Donnell Mrs. N. Pattison Mrs Hanmer	Teaching Assistants: Mrs. E. Hinkson-Walsh Mrs. K. McLean Mrs R. Christopher Miss C. Davies
Year 1/Year 2	Miss D. Nevitt Mrs N. Owens Mrs J. Evans Mrs A. Graham (p/t) Mrs S. Hughes (p/t)	Mrs B. Williams Mrs L. McKay Mrs L. Hankey Mrs M. Smart Mrs J. Smith Mrs K. Hughes (p/t) Mrs K. Denby (p/t) Mrs L. Sparks (p/t) Mrs K. Holt (p/t)
P.P.A. cover infants	Miss. S. Hughes	
Year 3+4	Head of Lower KS2 -Mrs. S. Rodger-Burns Mrs. F. Parkes Mrs. S. Godwin Mrs.C.Samuel Mrs. S. Eagleton Miss D. Jones	Teaching Assistants: Mrs R. Frost

Year 5+6	Head of Upper Key Stage 2 Mrs. C. Moreton	Teaching Assistants: Mrs. P. Pollitt Mrs. L. Taylor Mrs. J. Yates Mrs. S. Jones
	Mrs. K. Ridding Mr. J. Edwards Mrs. L. Owen Mrs. A. O'Donnell-Roberts Mr J Ackers	
P.P.A. cover juniors	Mrs. C. Samuels Mrs. S. Woodworth	
Additional Learning Needs Co-ordinators (ALNCo.'s)	Mrs. E. Curtis (infants) Mrs. S. Salisbury (juniors)	
Intervention strategies	Mrs. J. Large Various	Letters and sounds and maths support (juniors) Basic skills and pastoral interventions
	Mrs. L. Hughes Mrs. V. Coppack	Catch Up Reading Nurture and pastoral programmes

Language Resource

Teacher in Charge (Based at infant Site)	Miss H Green tbc	Specialist TA- Mrs K Winterbottom, Mrs S Beresford
Teachers (Junior site)	Miss M. Evans & Mrs. A. Warburton	Specialist TA - Miss C. Taylor Mrs C. Mooney

Ancillary Staff

	Infant site	Junior site
Secretary	Mrs. A. Austin	Mrs. C. Dyment (Office Manager)
Administration support		Mrs. A. Stanwood-Jones
Senior Midday supervisor	Miss L. McKay	Mrs. L. Taylor
Midday supervisors	Mrs. M. Bryan Mrs. P. Deary Mrs M. Smart Mrs. E. Williams Mrs. C. Tomplinson Mrs. K. Hughes Mrs. R. Griffiths	Mrs. R. Griffiths Mrs. A. Avery Mrs. C. Limb Mrs. J. Yates Mrs L. Hughes
Cook	Mrs. T. Ankers	
Caretaker	Mr. Cunningham	Mrs D. Ellis
Cleaners	Mrs V Merola Mrs Imrie	Mrs. C. Limb Mrs. J. Dyke Mrs. D. Ellis
Crossing Patrol		Mr G Jones

The School Governors

Chairperson	Mr. A. Davies
Vice Chair	Mrs. S. Brockley
Clerk to the Govs	Mrs. A. Austin

Governor	Representing
Mr. M. Rogers Mrs. L. Watton Mrs. N. McCormack Mrs. E. Knox-Jones	Parent Governors
Cllr. H. McGill Mrs A. Perrett Mrs. S. Brockley Mrs. C. Sinnott	LA Governors
Miss. D. Nevitt Mrs. C. Samuel	Teacher Governors
Mrs. K. Winterbottom	Staff Governor
Mr.J. McCarron Community Council Mrs. S. Parsonage Mr A Davies Mrs. L. McKay	Community Governors
Mr R. Collett	The Head Teacher

*Correct at time of publishing.

Correspondence may be sent to any of the Governors, marked 'Private and Confidential', c/o the School, to the Chair or to the Clerk of Governors at the school addresses.

Election of School Parent Governors occurs when a vacancy arises. Parents are informed and nomination forms distributed. A ballot would need to be called in the event of more than one nomination when further information and voting slips would be distributed.

The role of a governor is time consuming and challenging but extremely rewarding. Please do not hesitate to find out more about becoming a Governor by contacting any of the Governing Body for an informal chat.

School Organisation

Infant site

There are usually eight or nine classes in mainstream and one Resource class:

- 1 in Nursery- 2 groups
- 2/3 classes in Reception,
- 5 mixed age Year 1+2 classes (in line with the KS2 structure)

Junior site

There are 10 classes in mainstream and one Resource class.

The school is organised into 2 groups – Lower Key Stage 2 and Upper Key Stage 2.

- All children are organised into mixed ability, flexible groups, changed to suit tasks or needs of the children.
- Children are sometimes grouped according to ability in Maths.
- Class Teachers will have responsibility for teaching all aspects of the curriculum to their classes.
- Some subject specialisation or team teaching by staff may mean that the children will have contact with other teachers.



Roles & responsibilities within school

Class Teachers:

Class Teachers will teach in a variety of styles, reflecting the abilities, aptitudes and interests of the child. The organisation of classes and the delivery of the curriculum will reflect what is appropriate to facilitate pupil learning at any given time, age or context, incorporating whole class teaching, group teaching or individual support.

Curriculum Co-ordinators:

In addition to their classroom responsibility each teacher also has a curriculum management responsibility. The role of each co-ordinator will enhance good practice, strive for further improvements and will play an important part in directing the school's development plan in the years ahead.

HLTAs, Learning Support Assistants & Foundation Phase teaching assistants:

Support staff are employed to assist teachers by taking on a range of tasks during the school day. The role of each Assistant varies depending on the training and experience needed to undertake specific duties.

Senior Management:

The Senior management team are the Head teacher, Deputy Head teachers, Year Leaders and the Teacher in Charge of the Language Centre.



The Pupils



School Council & Eco-Committee

Our pupil councils are composed of representatives from all year groups starting in Year 1 which have been democratically elected by the pupils. They are elected at the start of each academic year.



School Rules

Behaviour

Good behaviour is central to our way of life at Ysgol Mynydd Isa.

We encourage children to be polite, well-mannered, helpful to each other and to become good citizens. The principle that underpins our approach to school behaviour is that no-one has the right to prevent another child from learning or a teacher from teaching. Sanctions are normally through loss of privileges.

We have adopted three words which we feel sum up our expectations of behaviour in school. These are the core principles at the centre of the school's expected code of behaviour.

These words are:

READY

This rule means that you are ready to learn. This means that you have the correct equipment for the lesson ahead.

RESPECTFUL

This rule is about respecting the people and property around you. We can show respect to people in many different ways.

SAFE

Everyone needs to feel safe in school and everyone needs to stay safe in school. Staying safe might look different depending on what lesson or task you are doing.

Positive behaviour is rewarded for all pupils using verbal praise, Dojo Points and stickers for younger pupils.

Discipline is a shared responsibility between the staff, Deputy Head teachers and the Headteacher. Misbehaviour results in the loss of privileges, loss of playtime or referral to the Deputy Head teachers and/or the Headteacher. Where there is a serious concern about a child's behaviour in school, discussions will take place with parents regarding problems, guidance and appropriate disciplinary action.

Our pupils are encouraged from an early age to take responsibility for their own behaviour and to respect the rights, feelings and property of others.

We regard bullying as particularly serious and we will always take firm action against it and encourage our children to report any incidents of bullying. The message we aim to convey is that: 'Bullying will not be tolerated in our school. Bullying is defined as actions that are 'deliberate' and 'repeated'. It is by applying these criteria that we make the distinction between fall outs/ one off incidents and bullying. The issue of bullying is also addressed via our PSE curriculum and supported by talks from North Wales Police.

Pastoral support for pupils can be accessed via the School's Inclusion Welfare Officer and other Flintshire services.

All schools in the Buckley and Mynydd Isa consortium operate to the same agreed principles and policies in dealing with bullying. All staff are responsible for ensuring pupils are aware of the school's expectations of behaviour and for encouraging pupils to obey rules and for the reinforcement of these rules.

The use of reasonable force to control or restrain pupils

From 1st September 1998, reasonable restraint can be used by staff in all schools in the following circumstances:

- where a criminal offence is being committed
- where pupils may injure themselves or others
- where a pupil is behaving in a way that is compromising good order and discipline.

Any incident in which restraint is used must be 'reasonable', 'absolutely necessary' and 'proportionate'.

Several of our staff are trained in L.E.A. approved Team Teach Positive Handling Strategies.

All incidents when restraint is used will be recorded and parents, the L.E.A. and the Chair of Governors will be informed of all relevant facts.

Where parents believe inappropriate intervention has been used, the School Complaints Procedures are to be followed.

A copy of the Complaints Procedures is included in this prospectus and copies of the School's Policy on the Use of Reasonable Force are available for parents to view.

School Uniform

We have a school uniform that we actively encourage pupils to wear, as we believe our uniform adds to the ethos of the school, assisting with good behaviour and fostering a strong feeling of belonging amongst the children.

School uniform is worn by all the pupils and is welcomed by the majority of our parents.

Our **school colour** is red. School uniform consists of the following and logoed school uniform can be obtained from Forrester's Sports in Mold. The uniform is also available online to purchase - www.forrestersports.co.uk.

There is no requirement for the school logo on the red sweatshirt

All pupils:

Red sweatshirt/white polo T-shirt.
Grey or black trousers, grey skirt/
pinafore dress below the knee.

Shoes:

Black, **flat** shoes.

Optional Summer Wear:

Red gingham dress/grey skirt below the
knee and white polo shirt.
Grey shorts/white polo shirt.

Indoor Physical Education:

Red, white plain T-shirt or polo shirt.
Red, white or black shorts.
Pupils perform gymnastics in bare feet
unless they have a foot infection when
the wearing of pumps or gym slippers is
allowed.

Outdoor Physical Education:

As for indoor P.E, with the option of a
black/dark tracksuit or red school fleece.
White socks with pumps/trainers.

Swimming:

Swimming costume/trunks.
Goggles-optional.

Occasionally children lose or misplace articles of clothing. Please help us to locate them easily by **marking all garments** clearly with their full name. Rucksacks, bags, lunch boxes etc. can all look very similar and should also be clearly marked for identification.

Girls or boys should not wear **jewellery** particularly earrings to school for health & safety reasons. If earrings must be worn, they must be restricted to the small "stud" or "sleeper" type and must be removed or taped before any P.E. sessions. Long hair (boys and girls) should be tied back off the face. Nail varnish is not permitted.

We attempt to allow the children to play outside during all breaks and it is therefore advisable to send them to school well wrapped up against the elements during the **winter** months and protected from the **sun** in the summer term, with a sun hat.

Before & After School Clubs

We are very fortunate to have before school and after school child minding services for our pupils (Reception to year 6 pupils).

The clubs are run by qualified and experienced staff that offer the children a wide range of activities. These facilities are regularly inspected by the Care and Social Services Inspectorate of Wales and have always received very positive reports for its provision.

Mrs Chelsea Taylor is in overall charge of the clubs on the infant and junior site.

Numbers attending each session are limited to pupils due to staffing and health and safety parameters. Full details about each club are available at the school office. Daily or advance bookings can be made with the club staff on each site or via Miss C. Artell on 01352 752714 or 07907 898082 during Acorn/Owls hours.

Both clubs provide the children with a drink and healthy snack at the beginning of each afternoon session, followed by a light tea at 5pm, which may include crumpets, fruit, yoghurts or toast etc.

Some of the activities on offer at present include arts and crafts, board games, ball games, Lego and other construction toys, computer games, singing, dancing, reading, completing homework unaided (juniors), jigsaws as well as a television and DVD's.

Infant site

The Owls club is based within the infant school hall.

Before School Club:

8.00a.m. to 8.50a.m.

After School Club:

Monday - Thursday
Fridays

3.00p.m. to 5.55p.m.
3.00p.m. to 5.30p.m.

Junior site

The Acorns club is based in the Year 3+4 area, hall and canteen area.

Before School Club:

8.00a.m. to 8.50a.m.

After School Club:

Monday - Thursday
Fridays

3.20p.m. to 5.55p.m.
3.20p.m. to 5.30p.m.

School Clubs

Foundation Phase

Extra-curricular activities are offered to our older foundation Phase pupils throughout the year. Recent clubs have included iPad Coding Club, Construction Club and Football Club (there is a charge by Wrexham Football Club).

Key Stage 2

Our programme of **extra-curricular activities** take place during lunchtime or after school (and before school) and can vary from year to year, according to the time of the year and the strengths and skills of our volunteers. Timetables for clubs are given out termly, as some activities are seasonal. Recent activities have included:

Before School Clubs

Activity	Year Group
Running	3, 4, 5 & 6
Judo/fencing**	3, 4, 5 & 6
Archery	3, 4, 5 & 6

Lunchtime Clubs

Activity	Year Group
'Tag' Rugby	5 & 6
Cricket	5 & 6
Gardening	3, 4, 5 & 6
Maths'24' Game	5 & 6
Recorders	3 & 4
French	6

After School Clubs

Activity	Year Group
Football	3, 4, 5 & 6
Choir	3, 4, 5 & 6
Netball	3, 4, 5 & 6
Chess	3, 4, 5 & 6
Rounders	5 & 6
Athletics	3, 4, 5 & 6
Art	3, 4, 5 & 6

All of the above are free of charge and are provided by school staff.

**Additional clubs in fencing and judo are provided by an external provider and there is a charge.

School Sports



All **Physical Education** activities, such as **games, gymnastics, dance** and **swimming** are compulsory for all children except those permanently excused on health grounds. Such cases must be supported by a medical note from your G.P. and kept with their records.

Please keep the school well informed and reminded of any **physical difficulties** your child may be experiencing along with any improvements or deterioration in their condition.

Children suffering from **minor ailments** will be excused when parents request it but we would greatly appreciate a brief explanation in writing.

Please help your child to enjoy these lessons by providing the **appropriate clothing** on the relevant day.

Swimming - Key Stage 2 pupils only:

Parents will be informed of all swimming sessions in advance and of the timings of the lessons. A separate waterproof bag would be advantageous for storing wet swimming costumes and towels rather than their normal school bag.



The Curriculum



Curriculum for Wales

The new Curriculum for Wales 3-16 was introduced from September 2022.

The new curriculum will have more emphasis on equipping young people for life. It will build their ability to learn new skills and apply their subject knowledge more positively and creatively. As the world changes, they will be more able to adapt positively.



They will also get a deep understanding of how to thrive in an increasingly digital world. A new digital competence framework is now introducing digital skills across the curriculum, preparing them for the opportunities and risks that an online world presents.

Meanwhile teachers will have more freedom to teach in ways they feel will have the best outcomes for their learners.

The central focus of assessment arrangements will be to ensure learners understand how they are performing and what they need to do next. There will be a renewed emphasis on assessment for learning as an essential and integral feature of learning and teaching.

The purpose of the new curriculum is to support our children and young people to be:

- 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.

It will have six 'Areas of Learning and Experience (AoLE):

- Expressive arts.
- Health and well-being.
- Humanities (including RE which should remain compulsory to age 16).
- Languages, literacy and communication (including Welsh, which should remain compulsory to age 16, and modern foreign languages).
- Mathematics and numeracy.
- Science and technology.

It will also include three cross-curricular responsibilities: literacy, numeracy and digital competence.

Assessment is a continuous process and takes place on a daily basis in schools. Progression reference points help learners, teachers, parents and carers to understand if appropriate progress is being made. They will set out expectations for learners in each area of their learning relating broadly to ages 5, 8, 11, 14 and 16

Why has the curriculum changed?

Now more than ever, young people need to be adaptable to change, capable of learning new skills throughout life and equipped to cope with new life scenarios.

Advances in technology and globalisation have transformed the way we live and work. These changes have profound implications for what, and how, children and young people need to learn. After all, tablets and smart phones didn't even exist when the last curriculum was introduced in 1993.

Schools and teachers need more flexibility to respond to this environment, using a new curriculum which will promote high achievement and engage the interest of all children and young people to help them reach their potential.

The new curriculum will bring this about by making learning more experience-based, the assessment of progress more developmental, and by giving teachers the flexibility to deliver in more creative ways that suit the learners they teach.

This new approach was informed by Professor Graham Donaldson's independent review of curriculum and assessment arrangements in Wales, *Successful Futures*, in February 2015 which provided the foundations for a twenty-first Century curriculum shaped by the very latest national and international thinking.



Welsh / Cymraeg

As part of the Curriculum for Wales, Welsh is in the Language, Literacy and Communication element. Our aim is to enable the children to communicate simply and effectively in the Welsh language with an increasing level of understanding, confidence and fluency, and to encourage the learning of Welsh across the curriculum.



We encourage a Welsh ethos in our day-to-day routines and work hard to create a bilingual learning environment.

As part of the curriculum, we also endeavour to develop an awareness of the cultural heritage of Wales through stories and legends in addition to making links to develop a greater understanding of the physical features and historical development through the Geography and History curriculum.

We actively promote an awareness and pride in our Welsh culture and our heritage in order to establish a genuine sense of Cynefin, through our curriculum and community experiences.

Children are given opportunities to work as a class, in pairs and with adults and to extend their linguistic ability in Welsh as they pass through the primary school. They are encouraged to develop new sentence patterns, extend their vocabulary and use different tenses and persons of the verb in a variety of situations.



Homework

Infants

Homework is not set as a routine at the Infant stage although all children are encouraged to take a reading book home each evening to read, look at or to read alongside parents. Individual classes may have some spelling and mathematical facts to learn each week.

The spellings are usually taught in letter 'family' groups, e.g. words with oo, ee, ea etc. The children are encouraged to learn their spellings by the look, cover, write and check method. Look at the word. Cover it up. Write it down. Check it. Parents are encouraged to help children with these routine learning tasks.

Individual children experiencing difficulties with particular work may be given extra work to complete at home to help their educational progress. Some groups of children may be asked to research a particular topic. Parental help and support in all these areas will greatly benefit each child.

Juniors

Pupils will receive:

- Weekly spelling (compulsory)
- Fortnightly My Maths (compulsory). Please be aware that when you click on a task, there is also the option to 'Try the Lesson'. This is a really good tool to use if a pupil wants to reinforce learning, or if parents want an idea of how to support their child with the task).
- An additional optional topic grid We hope that in changing our homework system, we are meeting the needs of our families, whilst also offering the opportunity for pupils to engage in independent learning should they wish.



Assessment, Recording & Reporting

The teaching staff regularly assesses the children's work at all stages of your child's education.

A baseline assessment takes place during the first term that your child is admitted to school, and progress is tracked throughout the Foundation Phase.

A range of assessments are conducted throughout every year, with specific assessments undertaken every Autumn and Summer Terms. These assessments are used to track progress and inform each teachers' planning to ensure that the needs of your child are met.

Each year, pupils from Years 2-6 sit online Personalised Assessments There are three tests: reading, maths procedural and maths reasoning (the tests are now being done online). Other standardised tests such as NFER are used for further diagnostic purposes

Parents are informed of their child's progress during Parents Evenings and in an annual school report.



If you have any queries regarding progress, do not hesitate to contact the school to arrange a time where this can be discussed in detail.



Children with Additional Educational Needs including the More Able & Talented

At Ysgol Mynydd Isa we believe that every pupil has an entitlement to the full range of curricular opportunities.

The ALN aims and principles of our school are:

- To provide a rights-based approach where the views, wishes and feelings of the child and parent or carer are central to the planning and provision of support.
- To ensure early identification, intervention and prevention.
- To provide an inclusive education with differentiated activities suited to all children's needs and abilities, in a broad and balanced curriculum.
- To collaborate and work in partnership with parents, pupils and other agencies e.g. Educational Psychologist, Speech Therapists, Social Workers, School Nurse etc.

Children with additional learning needs deserve every possible help in their education. Our whole approach is child centred, based on the child's individual needs and pace of learning. We strive to encourage each child to achieve to their potential and to recognise that each step on the way needs to be praised and valued. We have created a fully inclusive school ethos where all learners are given the opportunity to succeed, and have access to an education that meets their needs and enables them to participate in, benefit from, and enjoy learning.

Any child identified by the class teacher as needing extra help, will have class work differentiated at a level appropriate to their need. All pupils will have access to Universal Provision strategies and resources, and their progress will be closely monitored.

Where a child should continue to experience difficulty, the advice of the ALNCo (Additional Learning Needs Coordinator) will be sought in the first instance and, if necessary, outside agencies will be brought in. Individual programmes of work are then devised, implemented and monitored on a termly basis. As part of our Personal Centred approach, parents will be consulted and kept informed at each stage.

We have support groups throughout the school lead by highly trained staff. These are allocated to provide appropriate interventions in order to raise standards and improve provision. Our Nurture room provides a safe space for those children who require emotional support.

With the same whole school approach, pupils identified as More Able and Talented (MAT) are targeted at class level and may work with support staff in order to provide further extension and challenge.



Language Resource Centre

An Infant and Junior Language Resource Centre is in place at our school. They are funded by Flintshire Local Education Authority and are specifically for children with speech and language difficulties.

The centres are staffed by teachers, Nursery Nurses and part-time Speech and Language Therapists. The teacher in overall charge is Miss H Green.

The overall aim of the Centre is to develop the children's speech and language skills and so increase their confidence to enable them to integrate fully into a mainstream class. Integration within the main school occurs for all social events, e.g. playtimes, lunchtimes, assemblies, concerts, trips and some lessons etc. In order to meet the demands of the Foundation Phase and National Curriculum and to facilitate integration when appropriate, the Resource Centre follows the same schemes of work as their mainstream peer group. However, these programmes are modified to cater for each child's needs and abilities.

The progress of each pupil is reviewed annually, when the future needs of each child are carefully considered.

Looked After Children (LAC)

From time to time we may have children who are in the care of the Local Authority and are Looked After Children. Mr Collett is the designated teacher in our school who is responsible for promoting and monitoring the progress being made by our LAC pupils. School staff will meet with appropriate Local Authority Offices to write and monitor the children's progress through the Personal Education Plans that are agreed in school.

Collective Worship and Religion, Values and Ethics Education(RVE)

Religion, Values and Ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16. RVE forms part of the Humanities Area. The Area encompasses Geography, History, Religion, Values and Ethics and Social Studies.



These disciplines share many common themes, concepts and transferable skills whilst having their own discrete body of knowledge and skills.

The curriculum is planned to ensure that all pupils receive objective, critical and pluralistic RVE and are given opportunities to develop their religious literacy throughout their time in Ysgol Mynydd Isa.

In accordance with Welsh Government legislation, there is no right to withdraw from RVE.

Collective Worship is held every day. Across the week, children participate in themed assemblies, worship through song and a celebration assembly. Children are helped to consider spiritual and moral issues.

We aim to promote a common ethos and shared values whilst reinforcing positive attitudes. The aim of assemblies is to bring children together to encourage a sense of belonging to the school, and where values such as understanding, care and tolerance are openly endorsed. Emphasis is also placed on qualities of character and human achievement.

Parents have the right to withdraw their children from attendance at religious worship.

Relationship and Sexuality Education

Relationship and Sexuality Education (RSE) is a positive and protective part of the Curriculum for Wales and forms part of the Health and Wellbeing area of learning in supporting learners emotional and physical wellbeing. It plays a central role in supporting learners' rights to enjoy fulfilling, healthy and safe relationships throughout their lives. RSE supports learners to develop the knowledge, skills and values to understand how relationships and sexuality shape their lives as well as the lives of others.

The aim of RSE is to equip and empower them with the knowledge, understanding and skills to form and maintain 'healthy, safe and fulfilling relationships of all kinds' based on trust and respect. It should enable them to know what a healthy relationship looks like and what makes a good friend, it gives them an understanding of different family structures and relationships. It will give them the information needed to keep themselves and others safe in a technologically advanced society.

It will give learners the understanding of laws to protect them, their rights and the rights of others and help them make sense of an ever changing and diverse world.

It includes an understanding of puberty, conception and personal hygiene. RSE will be taught by trained staff at the school.

In accordance with legislation, RSE at Ysgol Mynydd Isa will be inclusive, pluralistic, factually correct and provide opportunities for learners to critically engage and respond to all areas of the RSE curriculum. The Code states that RSE must be 'developmentally appropriate for learners, taking into account a range of factors such as the learners age, knowledge and maturity and any additional learning needs'.

RSE is a mandatory requirement in the Curriculum for Wales for all learners from age 3 to 16. This means that all learners must receive this education.

There is no right to withdraw from RSE within the Curriculum for Wales.

GDPR Privacy Notice and Access to School Records

Please see Appendix 1 for the school's privacy notice.



Parents



School Communication

We aim to give your child the best possible start to their school life and hope to stimulate the children in our care to be motivated life-long learners. Schools can be more effective with parental support and interest. Most of this for us represents the time you have to spend with your child in talking, sharing experiences, looking at and reading books, etc. We see each child as a school messenger and hope that they are encouraged to share their experiences of each day with parents at home in their own way and that parents become as involved in the life of the school as is personally desired.

Good communication is seen as a vital component of effective and efficient schools.

Teachers are usually available for parents to speak to briefly at the beginning and end of the school day. Please appreciate that this is often a busy time and it may be preferable to make an appointment if the matter needs longer discussion.

If you wish to see the Deputy Head teachers or the Head teacher and the matter is not urgent you may need to make an appointment. Urgent matters will of course be dealt with immediately.

We will keep you well informed about your child's progress at school and contact you if we have any concerns.

Regular information is available to parents via Class Dojo. Class Dojo is a behaviour management tool for the classroom. Each pupil has a profile to which teachers can assign positive points (or 'dojos') throughout the lesson. Parents engage with the system via a login and a password so that they can view their child's achievements from home.

Formal consultation evenings are held in the autumn and spring terms by an individual appointment system. A comprehensive written report is produced annually for each child, and parents have the opportunity to discuss this, if they wish during the summer term.



Weekly newsletters are distributed via e-mail-keeping parents fully informed of all developments, events and matters of concern.

Key documents and information are also available on the school's website: www.ysgolmynyddisa.com

The school also uses the Schoolcomms text messaging service to notify parents of key events.

Occasionally a parent notifies us that their child has head lice. When this occurs the school contacts parents by way of a standard letter asking them to check their child's hair and if head lice are found that they treat the hair with the correct forms of medication. Under no circumstance is any child ever identified to his / her peers that they have head lice.

Every year the Governing Body publish to parents their Annual Report, which outlines the progress of the school. A summary report is sent to all parents with a full report available on demand. All parents are invited to an annual meeting with the governors when concerns may be raised and addressed if a quorum of parents is present.

We ask parents to advise the school of anything at home or at school which could be affecting their child's happiness, progress, attention or behaviour.

Mobile phones:

Please do not allow your child to bring a mobile phone or other electronic devices onto school premises-this is not permitted. We also ask parents to switch off mobile phones whilst attending school events e.g. concerts, open evenings.



You can also follow
us on Twitter:
[@mynyddisa](https://twitter.com/mynyddisa)

Other Parental Links

Your parental support is invaluable to us and to the success of your child in school.

Home/School Agreement

A Home/School agreement explains the aims, values and responsibilities of the school, your responsibilities as parents/guardians and what the school expects of its pupils.

Please see Appendix 2.

Voluntary Help - Parents/Grandparents

We have a number of voluntary helpers who assist in many various ways and their help is very much appreciated. If you have any spare time and would like to help, please contact the Head Teacher or any member of the teaching staff.

All members of staff and volunteers are obliged to undertake police check as their work involves close contact with young children, and complete a DBS form.

Many of our parents work full time but have other skills and contacts, which have benefited our clubs and resources. We are always interested in any support you or your family can offer.

'Friends of Ysgol Mynydd Isa'

The school is fortunate to have a dedicated group of parents, to organise events, which raise vital funds for the school.

Information on how to become involved with this parents' group is available from the school office.



Code of conduct for parents including the use of social media

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, carers and visitors exhibiting the following whilst on school premises and for communications involving use of email and social media: Please read our Code of conduct for parents including the use of social media-At Ysgol Mynydd Isa see **Appendix 3**.

Class Dojo

At Ysgol Mynydd Isa, we believe that an effective partnership between home and school is beneficial in supporting children in their learning; as a result, we use Class Dojo across school.

Class Dojo is a communication application (app) which connects parents and carers, teachers and children. Staff use it as a communication platform to encourage children and to get parents and carers engaged in their children's learning. It has a communication system and a reward component (used for all full-time pupils) which is used alongside other reward systems in school. Pupils have an avatar, and teachers award dojos for things such as reading at home, achieving their target, outstanding work, cymraeg, learning powers, following our school rules- ready, respectful and safe.

Teachers and senior leaders can communicate with parents via the class page where general class messages can be shared, or on a 1:1 messaging service. Senior leaders and teachers can also communicate via the school story page.

Class Dojo Acceptable Use Agreement - **See Appendix 4**.

Attendance, Absence & Illness

Punctuality

Please ensure that your child arrives at school on time. Pupils who arrive late and/or leave early disrupt lessons, which can be embarrassing for the child and can in turn encourage absence. It is also extremely disruptive for the rest of the class and it means that your child is missing out on important elements of the curriculum. Missing just **10 minutes of the school day** is the same as missing **two weeks over the year**.

Please remember the following:

Infants

School starts at 9.00am and ends at 3.00pm.
School doors open at 8.50am (nursery door 9.00am)

Juniors

School starts at 8.55am and ends at 3.20pm.
School doors open at 8.45am.

Late arrivals will be marked as unauthorised absences on the school register.

Children arriving late, after 9:05am must enter the school through the main entrance, from where they will be escorted to class by a member of staff. Parents/Carers must sign their child in using the electronic signing-in system.

An authorised absence is where the child's absence has been described as medical, dental, bereavement. All other absences are unauthorised and must be published on individual reports, in the Parents Handbook and the Annual Governors Report to Parents.

We ask parents to try and arrange holidays in official school breaks. If this is not possible, a holiday form is available from the school office. The Head teacher may grant permission for children to accompany their relatives on holiday during term time for up to ten days in an academic year. Any absence due to holidays above ten working days will be unauthorised, unless approved by the Governing Body in exceptional circumstances.

We are obliged to formally account for all pupil absences. We require parents to notify us before 9:30 am to explain their child's absence. If this is not done we will attempt to contact you as soon as possible to ensure your child is safe.

(This is not a requirement for infant pupils as all pupils are always accompanied by an adult but many junior children may walk to school unaccompanied and we need to ensure that they have arrived safely at school). Please always follow up all absences with a note.

If a child becomes ill or has an accident in school we may need to contact an immediate relative urgently. For this reason, you will be asked to supply us with a range of contacts including home and emergency telephone numbers. In addition, all parents will be asked to fill in a medical form and other consent forms prior to their child starting school.

Children showing symptoms of sickness should be kept at home. It is also unwise to send your child back to school too soon after illness. If the child's illness is infectious, inform the school immediately. If children are being treated with medicines which may affect their performance in school, please make us aware of this.

During school hours, no pupil may leave the school grounds without official permission. Parents may of course collect pupils from their classes for medical appointments, etc with prior notice to the school office. Parents are asked to report to the main reception area to notify the school secretary when collecting or returning children to school. You will be asked to sign a book which records all visitors and in partial pupil absences.

Attendance for the last full academic year

Attendance for the academic year 2022/2023 was 93.8 %.

Attendance target is 96%. This was our school's usual rate pre-pandemic.



The Administration of Medicines

School staff cannot administer medicines for short-term medical needs. This includes prescribed medicines e.g. antibiotics and non-prescribed such as cough mixtures etc.

We apologise for any inconvenience this may cause and recommend the following alternatives:

- Parents/grandparents/legal guardians are welcome to come to school during lunch hours to administer the medicine to their child
- Requesting that your GP prescribes medicines that can be taken twice or three times a day (before school, after school and before bedtime).

Please note:

This does not affect the administration of medication for long term or chronic medical needs e.g. asthma, peanut allergies etc. The school will gladly assist with these providing the necessary information has been given regarding dosage etc and written permission has been obtained from parents.

North East Wales NHS Trust has a comprehensive School Health Service. The aim of this service is to review the full scope of your child's individual needs, promoting health in the widest sense and to identify any special problems that may arise. The primary contact with the School Health Service is through the school nurse and/or the school doctor, both of whom have specialised training in educational medicine, community paediatrics and child health. These specialists are able to liaise directly with other areas of the Health Service in Flintshire and with other agencies should the need arise.

If your child is a school entrant you will be given a leaflet outlining the full scope and involvement of the School Health Service. These leaflets are available for older children from the school nurse on request. Your child will not be examined by the school doctor without your permission except in a medical emergency. All health issues discussed at medicals are strictly confidential and your consent will be sought before discussing any issue with the school teaching staff. Obviously, it would be in your child's best interest for the teaching staff to be aware of any medical condition that may affect his/her progress. Parents attending school medicals are highly valued, especially at primary age. You will receive a written invitation in advance and a consent form for you to sign.

When your child is in Reception the school health service will check your child's height, weight and hearing. Their vision will be screened by the community orthoptists. You will be informed when this is taking place and the outcome of the screening.

The school nurse visits regularly to check the children's general health, to promote healthy lifestyles and to liaise with the school staff regarding any health problems. If you have any concerns do please feel free to approach the school nurse to discuss them. The school health team can be contacted on 03000859574.

In order to safeguard the welfare of all pupils no medicines or pills should be kept in children's bags, except inhalers for Key Stage 2 pupils with asthma.

Infectious Diseases, Skin Conditions & Minor Ailments

Disease	Recommended period to be kept away from school
Chicken Pox	5 days from the onset of rash
Diphtheria	Exclusion is essential. Always consult with your local HPU
Diarrhoea and or vomiting	48 hrs from last episode of diarrhoea and or vomiting
Hand, Foot and Mouth	None
German Measles (Rubella)	6 days from the onset of rash
Glandular Fever	None
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Impetigo	Until lesions are crusted and healed, or 48hrs after commencing antibiotic treatment
Measles	4 days from onset of rash
Meningococcal Infection	Until diagnosed fit by the GP
Mumps	Exclude until 5 days from onset of swelling
Pediculosis (Lice)	None
Scabies	Child can return after first treatment
Scarlet Fever	Child can return 24hrs after commencing appropriate antibiotic treatment
Shingles	Exclude only if rash is weeping and cannot be covered
Slapped cheek/ Fifth Disease	None
Tuberculosis	Always consult your local HPU

See Appendices for the latest Coronavirus advice.

Inclusion Welfare Officer/ Educational Social Worker

The Inclusion Welfare Officer (I.W.O.) is employed by the Local Education Authority and acts in a liaison capacity building up relationships between the school, family and child and the Education Department.

They will support, explain and advise on many of the issues that may prevent a child enjoying or attending school.

The I.W.O. frequently attends our school to monitor the attendance registers and keeps a check on patterns of absence within the school generally and of individual children.

They liaise with the Headteacher on aspects of attendance such as lateness, unauthorised absences and the reasons for authorised absences.

They also assist the Head in setting attainable targets for improving the levels of attendance within the school.

The Officer also listens to any concerns the Head or Teacher may have concerning pupils and their family in regard to attending school and may when it is deemed appropriate visit the pupils and / or their families at home.

Guidance and advice may also be sought in respect of free school meals, uniform grants, maintenance grants, employment of children bylaws, children in entertainment etc.

The school will work closely with the Inclusion service to support and monitor any child with looked after status.



Snacks & School Meals

School Snacks

Foundation Phase:

Infant pupils are provided with a healthy snack during the morning session (afternoon for the afternoon nursery group) at a small cost per day. We also take advantage of the free school milk scheme.

Key Stage 2 - Juniors:

We encourage healthy eating and all children will be actively encouraged to eat fruit or a suitable alternative at break times. It is school policy to discourage the eating of crisps and sweets at break times. Children are not allowed to eat sweets or chew gum during school hours. Please support this healthy schools' campaign.

School Meals

During lunchtime midday supervisory assistants supervise children with the senior midday supervisor in overall charge. They are responsible for the children's welfare during the lunch break and supervising hand washing, first aid, encouraging children to eat politely and organising play activities for the lunch break each day. The head and/or deputy are on call during the lunch break. Children are expected to be able to be polite and well-mannered during the lunch break.

Meals are cooked daily on the premises and dinner money is collected for the week in advance on Mondays. Weekly menu choice is displayed in the school entrance foyer. Children may take meals on days of their choice but these should be booked and paid for in advance whenever possible on Monday of each week. Dinner money should be put into a sealed envelope, noting the pupil name, amount, class teacher and meals required and put into the dinner money box in each class. Cheques should be made payable to Flintshire County Council. The school cannot accept any responsibility for lost money.

The cost of meals is currently £2.50 per day. This is usually revised by Flintshire's catering service- Newydd- at the start of the new school year so may increase.

Universal Primary Free School Meals (UPFSM):

UPFSM is part of the Co-operation Agreement between the Welsh Government and Plaid Cymru, which will see school meals being available to all primary school pupils for free over the next three years regardless of household income.

Currently UPFSM is only available for pupils in the following year groups:

- Reception pupils - September 2022
- Years 1 and 2 - April 2023

We will keep you updated on Flintshire's plans for the continued roll out of UPFSMs for years 3 to 6 over the coming months.

Free School Meals (FSM):

Some families who meet certain criteria, for example those on lower incomes or in receipt of certain benefits, are entitled to receive a free school meal (eFSM).

On a successful application for eFSM families are then eligible for other benefits to cover the cost of school essentials such as school uniform grants (PDG).

Even though the roll out of UPFSM will begin in September 2022, and eligible year groups will begin to receive free school meals, families who are eligible for eFSM should continue to use the eFSM application process to ensure they don't lose out on other benefits.

What is Free School Meals (eFSM) Policy?

Free school meals (eFSM) will be provided for pupils whose parents receive:

- Income Support,
- Income Based Jobseekers Allowance,
- Support under Part VI of the Immigration and Asylum Act 1999,
- Income-related Employment and Support Allowance,
- Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190,
- Guarantee element of State Pension Credit,
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit or Universal Credit.
- Universal credit (If earned income is included in the assessment of UC it must be less than £616.66).

How do I apply for eFSM?

You must complete an [online form to apply for free school meals](#) (eFSM).

SchoolsComm payments

We do accept payment for dinner money or any school trip via our Schools comm. facility (as long as you have an email address and mobile number registered with school). Simply download an app (from the app store) called 'School Gateway', follow the simple instructions and you will be sent a text message to become a user. This facility should make payments much easier and will avoid parents having to send their children into school with money. If you have any problems, please contact Mrs. Dyment or Mrs. Austin who will be able to help you out.

Sandwiches/packed lunches

Lunch boxes and containers brought from home should be clearly labelled. During periods of warm weather parents are advised to ensure that food will stay fresh by including a cool-pack in the lunch box. Glass bottles for drinks are not allowed because of the dangers of broken glass. Food not eaten by children from their packed lunch is left in the box to be taken home so that parents know the extent of their child's appetite during the school day.

School Visits & Charging Policy

Educational visits are an important part of children's learning. The quality first-hand experience gained during educational visits can provide the starting point for subsequent learning, or bring to life aspects of learning already studied in the classroom.

In support of this, and in line with our school focus on skill development through experiential learning experiences, visits are planned by all classes linked to the class theme or as an enhancement to the school's curriculum and to the children's education.



Educational visits largely take place during the school day. However, for pupils in Years 4,5+6, we try to arrange a residential visit a year. The educational value and cost to parents of all proposed activities and visits is carefully considered by staff before any visits/activities can take place. Prior to any visit taking place, a full risk assessment is conducted by the teacher in charge, to ensure the health and safety of all participating.

Charging and Remissions policy

Certain materials (e.g. craft and cookery) and activities and visits depend on contributions to the cost from parents. Parental contributions will be requested. No child will be excluded from such activities simply on the basis of non-contribution but at the same time visits/activities may need to be cancelled for the entire group/class if sufficient contributions to cover the cost are not received. Please speak to the Headteacher if you have concerns over cost.

School Complaints Procedure

In the event of a suggestion, query or a complaint about the school or any of its staff we urge you to tell us about it as soon as possible.

It is very difficult to investigate an incident or problem, which happened some time ago.

Please also let us know when you have been particularly happy or impressed with any aspect of our school.

Firstly, try and speak to your child's teacher immediately before or at the end of the school day.

If you do not feel satisfied or have a more serious concern please make an appointment with the **Year Leader, Deputy Headteacher or Headteacher**. Of course, this does not always mean that it will be possible to achieve a satisfactory outcome but it will help you and the school to understand both sides of the problem.

We will do all that we can to try and resolve matters but if you are still concerned or not satisfied with the response given by the teacher and Headteacher you can make a formal complaint in writing. A summary of the correct procedure of the complaints procedure is outlined in our policy available on the school website.

School Fund

The school raises money through various avenues:

- Friends of Ysgol Mynydd Isa e.g. bingo night, fair etc.
- School photograph sales
- Special sponsored events
- Raffles
- Donations
- Discos
- Book Fair

Money is not raised through voluntary contributions for trips, swimming lessons or visiting drama groups as costs are always kept to the absolute minimum for these activities. The fund is used in many different ways for many reasons appropriate and relevant to the needs of the school.

The school fund is audited each year. A statement of accounts for the previous year is available for inspection.



Welfare of the Pupils



Health & Safety

The school has a comprehensive Health & Safety Policy, which endeavours to provide a safe and secure environment for all pupils, staff, parents and visitors. The school also has a nominated **Health & Safety Officer on the staff and on the Governing Body**.

This year they are:

Staff:

Mr. R. Collett

Governing Body:

Mrs. S. Brockley

A **whole school risk assessment** is carried out annually and allows the school, its governors, staff and the L.E.A. to address any areas of concern within reasonable financial constraints. Areas covered are all external and internal areas, including flooring of high use areas, glazing, electrical equipment, P.E. and play equipment.

Further **risk assessments** are carried out as appropriate for specific issues where an element of risk maybe involved such school trips, science, technology, P.E. and other crafts.

The school grounds are checked daily by the school caretaker and any defects or hazards reported to the Headteacher. Any maintenance or repairs identified through this process will be completed at the earliest possible time, subject to funding.

As well as accessing H+S advice and support, the school is also able to call upon the expertise of an external company-Compliance Health and safety.

Toilet Facilities

The last new toilet facilities were fitted in:

- 2019 in Year ½ and nursery.
- 2017 in all Year 3+4 areas

Toilets are cleaned daily.

Disabled toilet facilities are available on both sites.

A termly **fire drill** practice is conducted at varying times with no warnings given to ensure proper procedures are followed by all staff and pupils. The time taken to evacuate the building and any delays or difficulties exiting are duly noted and rectified.

We have a **no-litter policy** within the school and the school grounds.

No smoking is permitted at any time not only in the school building but also in the school grounds and we politely ask all parents and carers bringing and collecting children to and from school to comply with our wishes.

Aspects of hygiene, health and use of medicines are integrated into Science P.S.E. & Sex Education lessons. The school nurse is a frequent visitor to the school.

Safe cycling is conducted every year for Year 6 pupils. This training helps prepare children with basic cycling proficiency and safety skills assisting their road safety awareness but not full competence to cycle on busy main roads. Road safety for other pupils will arise within certain curriculum areas.

Many staff have undertaken **basic first aid training** and the nominated first aiders amongst the teaching staff, support staff and midday supervisors being trained to a higher level of competence. An **accident book** is kept.

The school cannot cover all eventualities but strives to do its best at all times.

School Security

All members of staff are vigilant in ensuring a happy, safe and secure environment for your child and whilst we do operate a genuine **open-door policy** we must adopt certain measures to ensure the security of all our pupils. All members of staff will wear an ID lanyard

Infant site

Parents are advised to see their child safely into school and to collect them from the school grounds. Parents' cars are not allowed into the school grounds to deliver or collect children. Parking of cars at the beginning and end of the school day causes severe parking congestion in Wats Dyke Avenue and Chambers Lane. We ask that wherever possible children are brought to school on foot and parking is restricted to the 'school' side of Wats Dyke Avenue and Chambers Lane. Careless or thoughtless parking causes problems to residents and may endanger the life of a child from this school. Police checks for illegal double parking occur from time to time. Cars that are parked on the yellow lines or cause an obstruction could be liable to prosecution. Ysgol Mynydd Isa prides itself on care and concern as a thinking school and parents are asked to promote this by being thoughtful car owners in the vicinity of the school.

Junior site

At the end of the school day we ask that parents collecting pupils from the front gate wait outside the gate to meet their child/children. Parents collecting pupils from the back gate should wait at the gate. This is a security measure to ensure staff can challenge any 'strangers' on the premises.

Both sites

All visitors must report to the school office to present or collect **an identification badge** and to sign in and out using the electronic system. This enables us to meet Health and Safety regulations and give due care to the safety and wellbeing of pupils in the school.

The school's **Health & Safety Policy** also provides advice on the supervision of pupils, particularly at the start of the day, lunch times and break times when the pupils are most commonly outside.

A number of measures have been adopted by the school to improve security in recent years.

An **intercom system** can be found on the main entrance doors, preventing unauthorised access during the school day. Security lighting and motion activated CCTV cameras are installed around the school on both sites.

Teachers & Midday Supervisors have **personal alarms** that can summon help from the school.

A **mobile telephone** is always taken on school trips however short.

Visitors other than a known parent not wearing a visitor's badge will be challenged.

Entrance points are **locked** in the morning for the start of the session and not opened until necessary. Admission therefore, is by means of the main door only as all other entrances will be locked.

It is the responsibility of the legal guardian to provide the school with any **official documentation** necessary to prevent a parent or other adult from collecting your child from school.

Please be aware that children playing in the school grounds either before or after official school hours will be unsupervised and do so at their own risk. No child should be on the school yard until 8.45a.m.

We appreciate that many of you have pet **dogs** and like to bring them on the walk to school to deliver and collect your children. However, we are concerned that unfamiliar dogs when together may fight and this may frighten or harm your children. We would appreciate it if dogs (apart from Guide Dogs for the Blind) were not brought up the school drive or left unattended at either entrance to the school in the interests of safety.

The school has full and partial lockdown procedures in place to protect pupils and staff in the case of emergencies i.e. intruder, dog on the loose etc.

Insurance

Accidental injury, children's clothing and belongings are not covered by the County's insurance policy. Parents are advised to arrange their own insurance cover if they feel it is necessary.

Safeguarding and Child Protection

As a caring school with direct responsibility for children, our first concern is the welfare of the child. **Every child matters.**

It is a legal requirement that each school should have a Designated Safeguarding Lead:

Designated Safeguarding Lead:

Mr. R. Collett

Designated Safeguarding Governor:

Mrs.C. Sinnott

The school has a **legal obligation** to contact (and share information with) other agencies where there are child protection concerns. It is the duty of the Governing Body to ensure that the appropriate procedures are in place for the protection of children from abuse.

All matters concerning child protection issues are dealt with strictly on a need to know basis and are treated with the utmost **confidentiality**.

Any referrals, notes or recorded observations made in regard to sensitive child protection issues are exempt from being free to access under the **data protection act**.

As a parent, you may find the following helpful:

- familiarise yourself with your child's friends and routine
- be sensitive to changes in behaviour
- teach your child to feel confident to refuse to do anything they feel is wrong
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

Equal Opportunities

Equal Opportunities is the responsibility of the whole school community and must be reflected throughout the organisation of the school and be addressed in the curriculum.

All staff, governors, parents/guardians and pupils regardless of race, ethnicity, disability, gender, if they are Looked After Children (LAC) and socio-economic background, are welcome and will be encouraged to participate in the life of the school. The school recognises its responsibilities under the Race Relations Act, Sex Discrimination Act and Disability Discrimination Act to eliminate discrimination and to promote good race relations. The school adheres to The Equality Act 2010.

Looked After Pupils (LAC)

The Headteacher, is responsible for promoting the educational achievement of looked after children inworking alongside the class teachers and staff of the school.

Equal Opportunity Policy

The School Equal Opportunity Policy aims to:

- Offer equal opportunities regardless of race, culture, gender, academic ability, physical ability or class.
- Provide an environment free from school, sexual or cultural prejudice for all members of our school community.
- Achieve an environment in which members of the school community can be respected as individuals and in which the varied experiences of the community can enrich the life of the

Accessibility

The School has an Accessibility Plan which sets out the measures the school takes to make teaching and learning, the school premises and buildings, and the services and equipment we provide, accessible to all, including people with disability. The Governing Body and staff of the school are fully committed to equal opportunities and are aware that the lack of suitable access to facilities, services and employment, usually due to physical and attitudinal barriers, have led to the exclusion of many disabled people. Through the provisions of the Accessibility Plan, we strive to adapt the premises to make access and navigation possible in a safe and comfortable manner for disabled pupils, staff and visitors.

There is a collection of policies which provide further information including the Disability Equality Plan, the Equal Opportunities Policy, the Accessibility Plan and the Diversity and Equality Policy. school.

Strategic Equality Plan

The school evaluates the effectiveness of the SEP on a regular basis, through the Governing Body and with external agencies when the school is inspected. We publish our SEP on our school website and make it available from the school office.

Disabled Access

The school and the L.E.A. endeavour to support pupils and parents who may have a disability.

The school has ramped access to the main entrance and designated parking. A wheelchair lift and evacuation chair for use in the school hall is also available (Junior site).

Appropriate lighting for those with acute sensitivity to light is available in many class areas.

The school has a disability accessibility policy and plan.

If you need further information please contact the Headteacher.

Outside access via ramps is available to the main entrance for those with physical and mobility difficulties. The school is awaiting further modification in line with its DDA action plan.

School Transport

Flintshire LA provide **free transport** for all pupils who attend the Language Resource Centre and who live outside the school's catchment area.

Please do not park in a hazardous manner which could put pupils at risk. Please take care also when parking on Chambers Lane and Wats Dyke Avenue.

The school car park is for use of **staff only**.

Please respect the disabled markings in the car park at all times.

Emergency School Closure arrangements

With the possibility of inclement weather, may I remind you of how you can find out if school is closed.

School systems:

If the decision is taken to close the school, the school will place information in the following ways:

1. Schoolcomms text messaging service-an automated message will be sent to parents
2. Information will be posted on the school's Twitter service: School Twitter @Mynyddisa
3. Information will be posted on the school Website-www.ysgolmynyddisa.com
4. Information will be posted on Class Dojo

Flintshire Local Authority systems:

The school also immediately notifies Flintshire county Council which can be accessed via the website Home page www.flintshire.gov.uk. A link will then direct you straight to the webpage with the full information details entered by the head teacher.

www.flintshire.gov.uk/schoolclosures

Please Note: At 5.00pm each day the information on the school closure website page will be deleted automatically. Head teachers from 5.30PM onwards, can then enter the next day's information regarding closure, if known in advance. Otherwise any new closure information will be entered early the following morning.

Email notification to parents/guardians/pupils:

Flintshire County Council has set up additional assistance to parents/guardians/pupils who may wish to be notified by email of any school closures as soon as they are logged by the school on the Flintshire County Council website. To receive school closure email notification, you will need to register your details and which schools you wish to be notified of on: www.flintshire.gov.uk/schoolclousureregistration

At the end of each school year an email containing a link will be sent to all parents/guardians etc who have registered to ask if wish to remain registered to receive emails for the following school year for the same schools. All parents/guardians who do not respond via the link (by the confirmed date) will have their details automatically removed.

Please note:

The Head teacher/Deputy Head teacher will decide, where possible, before 7:45 am on whether the school can open or not (A decision is needed this early because of the need to consider pupils attending our before school club).

Internet Access

Internet and Email

Due to statutory requirements regarding the use of the Internet and e-mail, we are obliged by the Local Education Authority to issue parents with an agreed consent form to obtain full parental permission and to acknowledge our acceptable use agreement.

Unless permission is given, no pupil will be able to undertake supervised internet and e-mail activities.

We must receive the signed consent form before any activities can take place. Without receipt of the form we must assume it is against your wishes and exclude your child from that particular lesson.

We would like to emphasise and reassure parents that no child will be able to access the internet unsupervised.

Rules governing the use of the internet and e-mail, our acceptable use policy and consent form can be found in the admission booklet.

Website and Web Pages

The school has its own website www.ysgolmynyddisa.com

From time to time we may wish to show your child's work on the site and occasionally your child's image may appear on the website, but no personal details or names would appear with the image.

You may have some reservations on this matter and we would naturally respect your opinion if you choose not for your child to ever appear on the site. We would encourage you to discuss your concerns with the school.

Internet safety

Technology is developing very rapidly and pupils need advice and protection on how to stay safe on the Internet. The school runs sessions to help pupils understand the dangers, but parents also need to be vigilant with settings on their PCs and laptops. We also advise that parents check pupils are not accessing social networking sites such as Facebook, Instagram, SnapChat, TiKtok (via smart phones or computers) **as pupils should be 13 before using this**. The age to use WhatsApp is 16.



School Inspection Process



School Inspection Process

Ysgol Mynydd Isa received an excellent inspection report in May 2022.

The full report can be found at:

<https://www.estyn.gov.wales/system/files/2022-06/Inspection%20report%20Ysgol%20Mynydd%20Isa%202022.pdf>

Particular highlights include recognition of the following:

‘Staff create an **exceptionally warm and caring** learning environment where pupils feel valued and safe.’

‘The school provides a **very strong start** for pupils’

‘Teachers know their pupils well. They create warm, respectful relationships with them and provide an engaging and inclusive environment, which makes the school a **delightful place to learn**’

‘Across the school, teaching is of a **consistently high quality**’

‘Most pupils across the school have made **exceptional** progress since September 2021.’

‘Pupils’ speaking, reading and writing skills in English are of a **high standard**.’

‘The school is a **happy and welcoming community in which all pupils and staff feel valued**. Pupils enjoy the learning experiencesand have **very positive** attitudes towards school and learning.’

‘Nearly all pupils **behave very well** during lessons, moving around school and at break times. They are polite, courteous and respectful towards each other, staff and visitors.’

‘Many pupils have made **outstanding** progress in writing this year’





Term Dates 2023-2024



Term Dates 2023-2024

The table below indicates the standard Flintshire school year.

Our school will also be closed to pupils on the following training days:

Inset days:

1st September 2023

4th September 2023

22nd December 2023

19th February 2024

8th April 2024

9th July 2024

Autumn Term 2023

5 September 2023 - 27 October 2023

6 November 2023- 21 December 2023

Spring Term 2024

8 January 2024 - 9 February 2024

20 February 2024 – 22 March 2024

Summer Term 2024

9 April 2024 - 24 May 2024

3 June 2024 - 19 July 2024

Appendices



Appendix 1: School Data Protection and Privacy notice

Privacy Notice

How we use your information

Where necessary we use personal information to

- Provide education and support services
- Administration
- Maintain our accounts and records
- Carry out Fundraising
- Fundraising

We collect and use the following types of information

- Name & personal details including contact details
- Family & life style
- Financial Details
- Student records
- members of school boards
- donors or potential donors
- Visual images, personal appearance and behaviour

We may also collect and use the following special category information

- Physical or Mental Health
- Racial or ethnic information
- Religious or other beliefs
- Trade Union Membership
- Offences or alleged offences

We collect this information from

You or Partner organisations such as Flintshire County Council

Where necessary or required we may share information with (only the minimum personal information will be shared)

- Education training and examining bodies
- School staff and the Governing Body
- Family, Carers and associates
- Healthcare professionals
- Social and Welfare Bodies
- Local Authorities
- Welsh Government
- Police Forces
- Courts
- Business Associates
- Financial Organisation
- Security Organisations
- Press and Media

Transfers

Information is not transferred out of the Country however some information may be stored on Cloud Servers.

The Lawful Basis for collecting information

Information is collected on the basis we have a legal obligation to provide education service (Article 6(1)(b) General Data Protection Regulation

The task we carry out is a Public task in the Public Interest

Article 6(1) (e,)

Fundraising Activities are carried out

With your consent

Article 6(1)(a)

Or where we have a legitimate interest

Article 6(1)(f)

We apply the following principles where we use personal information

- (a) processed lawfully, fairly and in a transparent manner
- (b) collected for specified, explicit and legitimate purposes ('purpose limitation');
- (c) adequate, relevant and limited to what is necessary
- (d) accurate and, where necessary, kept up to date;
- (e) kept in a form which permits identification of data subjects for no longer than is necessary
- (f) processed in a manner that ensures appropriate security of the personal data,

Your Rights

The Regulation recognises 8 rights dependants on the lawful basis for processing

- Right to be informed
- Rights of access
- Right to rectification
- Right to erasure
- Right to restrict
- Right to Portability
- Right to object
- Rights over automated decision making & profiling

This notice forms part of your right to be informed.

Where information is used under Public Task you have the right to be informed, the rights to object a rectify

Under Consent all 8 rights are valid

-

How long do we keep your information?

We only keep your information as long as necessary Education Records are transferred to other schools when necessary. All information is retained in accordance with the IRMS toolkit for schools www.irms.org.uk

Data Protection Officer Welsh Government Cathays Park CARDIFF CF10 3NQ	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email Data.ProtectionOfficer@gov.Wales	Wales helpline: 029 20678400 www.ico.gov.uk
School Named Data Protection Officer Sarah Webb E2e	Head Teacher Richard Collett

All parents or legal guardians have the right to access to their child's school records.

This record includes any materials in a pupil's educational record, which originates from or has been supplied by a teacher at the school, an Education Welfare Officer or an employee of the L.E.A. shall be disclosed on request.

Exempted materials not subject to these disclosure regulations include:

- Notes on pupils kept by a teacher or Headteacher solely for his / her own use.
- Records made before 1/9/89.
- Information received from third parties.
- Information concerning another pupil.
- Information which if disclosed, might in the governor's opinion, cause serious harm to the physical or mental health or emotional condition of the pupil or any other person including any child protection issues.

Governors are required to make a pupil's record available for inspection or to supply a copy of the record only if they receive a written request.

A copy will be provided on receipt of a written request, within ten days to allow for records to be copied. No charge will be made to supply a copy of the record.

Governors have delegated day-to-day responsibility for arrangements in relation to pupils' records to the Headteacher and teaching staff.

Persons entitled to access to school records are:

- Parents of the pupil when the pupil is under 16 years.
- Parents and pupil when the pupil is over 16 years.
- A divorced parent with joint legal custody.

- A separated parent.
- A legal guardian.
- A foster parent.
- A Local Authority or voluntary organisation in which parental rights have been vested.

We welcome you to view your child's records either during our parent teacher consultation evenings or at a mutually convenient time.

Access to other documents

Under the Freedom of Information ACT 2000, the following documents are also available for parents to view provided notice is given in reasonable time.

Curriculum Policy Statements
Schemes of Work

Governing Body's Annual Report to Parents
Any Statutory Instruments and Welsh Office Circulars.

For single copies of the above there is no charge.

Appendix 2: Home/School Agreement

This Home/School agreement has been prepared for Ysgol Mynydd Isa with the input of parents/guardians, staff, Headteacher and Governors. It has been designed to provide a framework for the development of an effective partnership between home and school. On your child's/children's admission to full-time education at Ysgol Mynydd Isa parents/guardians will be invited to sign a copy of the Home/School agreement.

Ysgol Mynydd Isa strives to provide a happy, working, thinking, caring and safe environment for our children. In this secure and stable atmosphere pupil can develop into confident, independent individuals aware of the needs of others and the community in which they live.

Ysgol Mynydd Isa is a happy, hardworking school based on positive relationships between pupils, teachers, parents and community.

As a school we shall aim to:

- provide a safe and caring environment
- contact parents if there is a problem with attendance or punctuality
- provide a broad and balanced curriculum and meet the individual needs of your child/children
- ensure that your child achieves his/her full potential as a valued member of the school community
- offer equal opportunities to all regardless of race, gender or disability
- achieve high standards of work, behaviour and respect by building good relationships and developing a sense of responsibility
- ensure that through effective communication parents are informed of any changes relating to their child/children's work or behaviour
- arrange Parent Consultations during which progress will be discussed and provide an Annual Report during the Summer term
- encourage reading/homework activities
- keep parents informed about school activities through regular letters home, newsletters and notices about special events
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school
- ensure that the children conform to school rules
- handle all complaints sensitively and respond promptly.

As parents I/we shall aim to:

- see that our child/children go to school regularly and safely, on time and properly equipped
- make the school aware of any concerns or problems that might affect my child/children's work or behaviour
- support the school's policies
- support our child/children in homework and other opportunities for home learning
- attend Parent Consultations and discussions about our child/children's progress
- get to know about our child/children's life in school
- provide a phone call or note of explanation if my child is absent
- work with the school to maintain good behaviour and discipline
- encourage my child to keep the school rules.

The Headteacher and parent sign the Agreement.

Appendix 3: Parental Code of Conduct



In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, carers and visitors exhibiting the following whilst on school premises and for communications involving use of email and social media:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, staff member's office, office area or any other area of the school grounds including team matches
 - Using loud and/or offensive language, swearing, cursing, using profane language or displaying anti-social behaviour
 - Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence
 - Actual physical violence against any other person on school premises
 - Damaging or destroying school property/threatening to damage or destroy property
 - Abusive or threatening e-mails or text/voicemail/'phone messages or other written and/or electronic communication
 - Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school on Facebook or other social network sites. (See Appendix 1)

Any concerns you may have about the school must be made through the appropriate school procedure. Normally this is done by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned

- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises
- Approaching another parent/guardian/carer's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking and consumption of alcohol or other drugs, or in possession of, whilst on school property

Should any of the above behaviour occur on school premises the school may contact the appropriate authorities and if necessary refuse the offending person(s) entry to the school grounds

Appendix 1

Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/pupils. The Governors of our schools consider the use of social media websites in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated in our schools is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

Thankfully such incidents are extremely rare.

Appendix 4: Class Dojo Agreement

Class Dojo Acceptable Use Agreement

Introduction:

At Ysgol Mynydd Isa, we believe that an effective partnership between home and school is beneficial in supporting children in their learning; as a result, we use Class Dojo across school. Class Dojo is a communication application (app) which connects parents and carers, teachers and children. Staff use it as a communication platform to encourage children and to get parents and carers engaged in their children's learning. It has a communication system and a reward component (used for all full-time pupils) which is used alongside other reward systems in school. Pupils have an avatar, and teachers award dojos for things such as reading at home, achieving their target, outstanding work, cymraeg, learning powers, following our school rules- ready, respectful and safe.

Teachers and senior leaders can communicate with parents via the class page where general class messages can be shared, or on a 1:1 messaging service. Senior leaders and teachers can also communicate via the school story page.

Aims:

- To establish effective communication links with parents and carers
- To enhance and support the school behaviour policy

Teacher Responsibilities:

- Teachers are expected to access their Class Dojo account on their school device.
- Teachers will be encouraged to award regular Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Send out individual or group messages if required. These will be along the lines of 'Please can I speak with you at the end of the school day...' rather than going into specific details about issues, queries, other children or personal data.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher.

The following should be a minimum though:

- regular reminder posts about Forest School/PE days/home learning deadlines and/or other important class events such as trips/visitors
- weekly celebrations of work (Star of the Week/Siaradwr Cymraeg yr Wythnos) should be shared either individually to parents or via the class newsfeed
- All members of staff using Class Dojo are asked to set 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 5:00pm-8.00am Monday to Friday, and all-day Saturday and Sunday.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service, or get into lengthy discussions. If a message from a parent requires more than a simple response, then a phone discussion or face to face meeting is more appropriate.
- Teachers must make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on Class Dojo, and ensure that these children do not appear on Class Dojo.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded on CPOMs and reported in line with our Safeguarding Policy.

Parent/Carer Responsibilities:

- By using Class Dojo, you agree to the terms set out in this acceptable use agreement.
- Parents must be polite and respectful when messaging teachers. Any inappropriate messages will be reported to the Headteacher and access to Class Dojo may be removed.
- The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on: absence, sickness, school dinner enquiries, after school arrangements and complaints.
- Parents should look at the newsfeed regularly to keep up to date with messages, school events and information. Homework tasks will also be shared in this way. Updating the app is also recommended when needed to ensure all functions are working.
- Parents can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or the Class Dojo website.
- Only parents or legal guardians will be given access codes to Class Dojo. Any additional adults will only be accepted in special circumstances.
- Parents are able to view the points that their child has received each week, along with the reason they have been given. The total number of points are not able to be viewed from the parent log in section.
- Within the app or website, parent accounts also have access to both a whole- school and class newsfeed where you will find important information posted by staff.
- Parents must not copy and share photographs from Class Dojo on other social media.
- Parents/Carers do not need to pay to use any element of Class Dojo that we use in school.

Parent accounts have the facility to send messages to members of staff, however the following stipulations apply:

- Parents may message class teachers at any time, however there is no expectation for teachers to reply outside the 'quiet hours' of 8.00am-5.00pm. This is essential to safeguard the wellbeing and work-life balance of our staff. Staff will only be accessing the messaging system during working hours and due to their teaching commitments,

- responses to questions will not always be immediate.
- Parents should not use this messaging tool to enquire about the progress of their child on any level but can use it to arrange a meeting/phone call with class teachers to discuss any questions they may have.
 - Parents must make sure that children cannot access their parent account and are not able to send messages under their name.

Pupil Responsibilities:

- Encourage parents to engage with Class Dojo.
- Children must not access their parent's account or use it to send messages to their teachers.
- Encourage their parent/carer to engage with Class Dojo and view the weekly number of points they have been awarded and what for regularly. Dojo points will not be taken away for negative behaviour.
- Pupils must not copy and share photographs from Class Dojo on other social media.

Leadership Responsibilities:

- Monitoring of the policy will be by Senior Leaders who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, and address any misuse with the relevant parties.
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

Links with Other Policies:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy

Please sign and return to school

Parent/Carer signature: _____
Pupil signature: _____
Headteacher signature: _____

