



# Prospectus

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## **Croeso / Welcome**

Choosing the right school is an important decision for all families as we all want the very best education for our children. Ysgol y Ddraig is a two form entry English medium primary school situated in the heart of the historic town of Llantwit Major. Our school motto: Achieve, Challenge & Enjoy which we believe encapsulates our learning vision for everyone in our school community.

Children should be provided with the following:

- High quality learning experiences required to achieve their full potential.
- Necessary support and challenge to become increasingly confident and independent life-long learners.
- Experiences that enable them to develop an enjoyment of learning.

We are fortunate enough to have opened our new learning environment as part of the Llantwit Learning Community development in 2015. Ysgol y Ddraig is a welcoming and caring school where children are nurtured and inspired to reach their full potential. We work to ensure your children are safe, happy and feel secure in school. I am extremely proud to be the first Headteacher of Ysgol y Ddraig and lead a team of committed and enthusiastic staff who always put the needs of children first.

We value every child; working to deliver nothing short of an excellent education in a safe and happy environment. With the help of parents, families and the wider community we aim to nurture a love of learning and equip children with the knowledge, skills and experiences that they need to succeed in education and life; helping every child to achieve their very best.

We hope that you find this prospectus useful in getting to know our school a little better.

If you have any questions or would like to arrange a visit, please contact me in school at any time.

**Diolch yn fawr iawn**

**Mr Ty Golding**

**Headteacher / Pennaeth**



## **Introduction**

Ysgol y Ddraig is an English medium primary school that serves the children of Llantwit Major and began as an amalgamated school in September 2015. In November 2016 we successfully moved onto one site; into our brand new purpose built premises and took our place as part of the Llantwit Learning Community. Our school currently has twelve classes; including a Nursery, and approximately 350 children on roll.

The school caters for children between the ages of 3 and 11 years. Children may enter the Nursery at the beginning of the term after their 3<sup>rd</sup> birthday, space allowing. Children start in the Reception Class in the September prior to their 5<sup>th</sup> birthday. In the September after their 11<sup>th</sup> birthday they transfer to secondary school. Enquiries about admissions can be made directly to the school or through the Admissions team at the Vale of Glamorgan Council.

### **Our mission is simple...**

**At Ysgol y Ddraig it is our purpose to work together and achieve our very best; becoming happy, mindful and confident life long learners.**

**Local Authority:**  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
CF62 4RU

## School Aims

We aim to provide excellent *opportunities* and *experiences* in order to:

- Ensure wellbeing is at the forefront of developing responsible, empathetic and mindful children who feel valued, listened-to, respected and appreciated.
- Provide an excellent learning environment, which is happy, safe, secure and supportive.
- Support the highest expectations of all children's learning and behaviour.
- Enable our children to become literate, numerate and digitally competent lifelong learners.
- Appreciate the value of strong partnerships between children, staff, parents, and the local and wider global community.
- Encourage a climate of success by celebrating the perseverance, efforts and achievements of all children both inside and outside school.
- Promote the positive social, physical, emotional, moral and spiritual development of children, preparing them for time in our school and beyond.
- Instil a sense of pride in our heritage locally, nationally and globally whilst being aware of, and respectful towards others.
- Ensure that children develop knowledge and an understanding of the UNC Rights of the Child.

These aims are at the heart of our daily life and are represented by our school motto: -

### **Achieve, Challenge, Enjoy (ACE)**

At Ysgol y Ddraig we offer a dynamic and inclusive curriculum fit for the 21<sup>st</sup> century and beyond that inspires everyone to become:

- Ambitious, capable learners, ready to learn throughout their lives;
- Enterprising, creative contributors, ready to play a full part in life and work;
- Ethical and informed citizens of Wales and the world, ready to be citizens of Wales and the world;
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

*The above Four Purposes form part of the Curriculum Reform in Wales,*

*'Our National Mission, Welsh Government.*



# Ysgol y Ddraig Staffing Structure

## Headteacher

Mr Ty Golding

## Deputy Headteacher

Miss Rebecca Cadman

## Teachers

.....

Mrs K Birmingham

Miss N Cogbill

Mrs S Crowe ~ SLT

Mrs L Crowther

Mrs J Davies ~ SLT

Mrs S Ewings

.....

Mrs K Holloway ~ SLT

Mrs R McCarthy

Mrs H Maidment ~ SLT/ALNCo

Mr G Richards

Mr D Oldfield

Miss L Whelan

## HLTA

Mrs H Edwards

Mrs C Roberts

## School Business Manager

Mrs L Jones

## School Administrator

Mrs A Rees

## Foundation Phase LSA

Mrs D Beynon

Mrs J Cairns

Mrs R Fowler

Mrs P Kirkham

Miss R Rose

Miss C Berkeley

Mrs H Wilkinson

## Key Stage 2 LSA

Mrs K Cox

Mrs Lightfoot-Paine

Mrs J Roberts

## Mid Day Supervisors

Miss C Berkeley

Mrs A Daw

Mrs L Evans

Miss M Higgins

Miss R Higgins

Mrs E Jones

Mrs P Kirkham

Mrs S McGinn

Mrs H Wilkinson

## Cleaners

Vale of Glamorgan ~ Cleaning Team

## School Kitchen Staff

Mrs Y Blackman ~ Cook

Mrs V Rees ~ Kitchen Assistant

Mrs E Chick ~ Kitchen Assistant

## Caretaker

Mr J Caffery

# Ysgol y Ddraig Governing Body



The Governing Body has a statutory duty to support and challenge the school with an aim to high standards of educational achievement. The responsibilities include:

- Setting strategic direction, objectives, targets and policies.
- Reviewing progress against the budget, plans and targets.
- Approving the school budget.
- Taking general responsibility for the conduct of the school.
- Making sure that the curriculum is balanced and broadly based.
- Participating in the appointment of senior staff and regulating staff conduct and discipline.

The Governing Body works in partnership with the Headteacher and other staff to achieve these aims. The day to day management of the school remains the responsibility of the Headteacher.

The Governing Body comprises members of the local community, parents, staff and representatives of the Local Education Authority. This helps to ensure that the Governing Body has a sufficient diversity of views and experience, but does not mean that Governors of a particular category "represent" that group on the Governing Body. All Governors are voluntary and are elected for a 4 year term of office.

## **Chairperson**

Mrs Rebecca Lloyd-James

## **Headteacher**

Mr Ty Golding

## **Parent Governors**

Mr Shaun Chadwick

Mr Paul Fellows

Mrs Nicola John

Mrs Ceri May

## **Local Authority Governors**

Mr Dave Thomas (Vice-Chairperson)

Mr John Durrant

Mr David Powell

## **Community Governors**

Father Edwin Counsell

Rev. Phil Hibbert

Mrs Kathy McCollin

Mrs Rachel Hillier

## **Teacher Representatives**

Miss Nicole Cogbill

Mrs Harriet Maidment

## **Local Authority Representative**

Mrs Sally Hanks

## **Non-Teaching Staff Representative**

Mrs Julie Roberts

## **Clerk**

Miss Rachel Cox

# School Organisation

Foundation Phase 3 - 7 yrs

Key stage 2 7 - 11 yrs

## Class Organisation

<b>CLASS/ DOSBARTH</b>	<b>TEACHER/ ATHRO</b>	<b>CLASS/ DOSBARTH</b>	<b>TEACHER/ ATHRO</b>
<b>COL-HUW Nursery</b>	<b>R Cadman</b>		
<b>OGWR Reception</b>	<b>L Whelan</b>	<b>FONMON Reception/Year 1</b>	<b>S Grafton</b>
<b>COCH Year 1/Year 2</b>	<b>K Birmingham</b>	<b>COCH Year 2</b>	<b>N Cogbill</b>
<b>TAF Year 3</b>	<b>H Maidment/ K Holloway</b>	<b>CAERNARFON Year 3</b>	<b>R McCarthy</b>
<b>CLEDDAU Year 4</b>	<b>G Richards</b>	<b>PENFRO Year 4</b>	<b>S Ewings</b>
<b>TEIFI Year 5</b>	<b>L Crowther</b>	<b>CAERDYDD Year 5</b>	<b>S Crowe</b>
<b>HAFREN Year 6</b>	<b>D Oldfield</b>	<b>CAERFFILI Year 6</b>	<b>J Davies</b>

Our classes were named after Welsh rivers and castles following consultation with our School Council during the Autumn 2015.

# The School Day

School hours are as follows:

9.00am - 11.30am	Morning Nursery Session
8.50am - 11.50am	Morning Session for Reception, Years 1, 2 & 3
8.50am - 12.20pm	Morning Session for Years 4 - 6
12.40pm - 3.05pm	Afternoon Session for Reception, Years 1 & 2
12.40 - 3.15pm	Afternoon Session Year 3
1.10pm - 3.15pm	Afternoon Session for Years 4 - 6

**A member of staff is on duty in school from 8.40am, but please note that we are not responsible for the supervision of children prior to this time. We ask that all children arrive at school in time to start the morning session promptly.**

Foundation Phase children must **always** be handed over to an appropriate member of staff and collected by a responsible adult, known to school staff. If you make alternative collection arrangements for your child, please inform the school via the class teacher or main office as we do not allow children to be collected by adults we do not know. The safety of your children is our primary concern and your co-operation in this matter would be much appreciated.

Children are not allowed to leave the premises during the school day or lunch time unless collected by an adult and signed out at the reception. In the event that Key Stage 2 children find their parents/guardians are not there to meet them at home time, they are asked to return immediately to their class teacher. However, Key Stage 2 (Years 3 - 6) children are permitted to walk home with written parental permission.

If you are unable to collect your child for any reason or are likely to be late, please inform the school on (01446) 792368.

## Lunch Arrangements

Children may have school meals which comply with nutritional guidelines provided by the National Assembly Government, or bring their own packed lunch. School meals must be paid for in advance via the online ParentPay service.

If parents believe that their children may qualify for free school meals, they can make enquiries direct to the Vale of Glamorgan council or at the school office.

School menus are available to download from the **Vale of Glamorgan website:**

[https://www.valeofglamorgan.gov.uk/en/living/schools/school\\_meals/School-Meals.aspx](https://www.valeofglamorgan.gov.uk/en/living/schools/school_meals/School-Meals.aspx)

## Admissions

The entry of children into primary school is controlled and administered by the Admissions Department at the Vale of Glamorgan Council. The Authority's aim is to ensure that, as far as possible, every pupil is given a place in a primary school within reasonable distance of home.

Once parents have registered their children at the local authority, they will be able to attend our Nursery in the term following their 3<sup>rd</sup> birthday. The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. Please contact the Vale of Glamorgan Admissions Department for further details at [admissions@valeofglamorgan.gov.uk](mailto:admissions@valeofglamorgan.gov.uk).

## Attendance and Punctuality

It is essential that all children have good attendance at school and we encourage families to work with us to ensure that children have their full right to an education.

All absences, including half-days, must be accounted for as school has to keep very detailed records for each child.

If your child is to be absent from school due to illness, please contact the school via telephone or email, with a brief reason for absence; when possible we ask that prior notice is given to the school of any medical appointments etc. If a reason for absence has not been provided to the school then we will contact families.

If the school has a concern regarding attendance, we will always contact you in the first instance. In some cases we may refer to the Educational Welfare Service, who will directly make contact with Parents/Carers.

Good attendance is encouraged through the Ysgol y Ddraig Attendance Award (YMA) and is also rewarded at the end of each term.

If your child is ill or has an injury in school, you will be contacted immediately on your home or emergency telephone number. **With this in mind it is very important that the school is informed if there are any changes in home, work or mobile telephone numbers in order that we may contact parents quickly should the need arise.**

## School Uniform

At Ysgol y Ddraig, we feel that uniform contributes to a sense of belonging to the school community and generates a feeling of pride in our school.

The uniform for Ysgol y Ddraig is: -

- Navy sweatshirt or cardigan
- White or Navy polo shirt
- Grey/Black trousers or 'uniform style' shorts
- Grey/Black skirt
- Grey pinafore dress
- Navy, grey or red tights/socks

- Navy or Red Summer gingham dresses

Footwear must be safe and suitable for the range of activities that children participate in during the school day.

Uniform bearing our school logo along with drawstring PE bags and book bags may be purchased or ordered from *LM Sports located at 2 The Precinct, Llantwit Major, telephone 01446 792332*. However, providing the colour is correct, uniform without the logo may be purchased from any retailer. **Please ensure that all items of clothing, including PE kit are clearly marked with your child's name.** We would like to request parents' support in avoiding children's names being embroidered on to a visible part of the uniform, as this has the potential to raise safeguarding concerns. It is recognised as best practice not to have photos of the children themselves alongside their name whether it is online or face-to-face. This is, on rare occasions, difficult to avoid (e.g. local press articles) but we would like to take every opportunity to reduce any risk by asking for your full support in this matter. If you feel it is vital to have some way of marking the uniform in a visible area we would request that you please consider using only children's initials.

**N.B. The wearing of jewellery is not allowed in school due to the risks associated with accidents and loss. If your child has pierced ears then they may wear small, plain stud style earrings.**

## Physical Education and PE Kit

In line with the National Curriculum all children take part in a physical education programme. Children learn to develop physical skills in gymnastics, ball games, team games, dance, outside sports activities and physical literacy and numeracy sessions.

Children are expected to bring a PE kit, suitable for both indoor and outdoor sessions, to school every week. It is recommended that they bring it in on a Monday and take it home on a Friday. This allows children to take part in physical activities throughout the week.

PE kit will consist of:-

- a plain white or navy blue t-shirt
- dark plain shorts or jogging bottoms
- sensible sporting footwear.

## Sports and Extra-Curricular Activities

Extra-curricular clubs are organised throughout the year and details of how to enrol in clubs are shared with children and parents. Extra-curricular clubs will not run on the first and last week of each full term. We also offer a range of music tuition which is reviewed termly based upon the demands and needs of those who want to participate. There is currently a private Taekwondo club every Tuesday, immediately after school.

## Learning and the Curriculum

At Ysgol y Ddraig great emphasis is placed on providing a wide and balanced curriculum providing our children with much more than the statutory curriculum. The personal and social development of our children is at the forefront of all we do; we endeavour to provide a well-balanced and inspirational education, which will be of value to our children.

The **Foundation Phase** requirements apply to children starting school in Nursery and of statutory school age; from the academic year of the child's 5<sup>th</sup> birthday (Reception) until the end of year 2.

Foundation Phase children learn across the Areas of Learning as listed below. Children's outcomes are assessed and reported across three\* of these headings at the end of the Foundation Phase. Children's progress is continually tracked across all seven areas.

These are:

- ❖ Personal and Social Development, Well - being and Cultural Diversity.\*
- ❖ Language, Literacy and Communication.\*
- ❖ Mathematical Development.\*
- ❖ Knowledge and Understanding of the World.
- ❖ Physical Development.
- ❖ Creative Development.
- ❖ Welsh Language Development.

In **Key Stage 2**, children are assessed and reported across the three core subjects of English, Mathematics and Science and additionally in Welsh as a Second Language.

Each half term, children in both Foundation Phase and Key Stage 2 engage in learning through a different topic as a means of developing their geographical, historical, design, art, musical, enquiry, independence, collaborative, presenting and ICT skills. Religious Education and Physical Education are taught as discrete subjects.

At Ysgol y Ddraig, a variety of teaching methods are used, and at various times during the week, children are taught:

- As a class.
- In groups, using an integrated approach to several areas of the curriculum.
- As individuals, where instruction is given on a one to one basis.

Within each class, the children are grouped according to a variety of criteria depending on the task or skills being taught - ranging from ability to friendship groups. Work is matched to the ability of the individual child. This allows children to make good progress at their own level.

The purposes of learning and the curriculum are to create:

1. Ambitious, capable learners.
2. Healthy, confident individuals.
3. Ethical informed citizens.
4. Enterprising and creative contributors.

Lessons, where applicable, focus on the cross-curricular skills of:

Literacy

Numeracy

Digital Competence

The School uses the LNF (Literacy and Numeracy Framework) and DCF (Digital Competence Framework) to ensure the delivery of the necessary skills.

It is our aim to keep abreast of all National Curriculum reform and developments, implementing any change as appropriate for our children and school.

All children are taught a wide range of skills, knowledge and understanding through areas of learning and subjects delivered in a cross curricula way through topics.

## Curriculum Enrichment

A variety of visits, visitors and in-school activities are planned for throughout the year to enhance class based learning. We often go on trips in the locality to the library, local churches and the beach to name a few of the places. Consent is provided for such visits when completing admission forms on entry to our school. We follow the Local Authority guidelines for all out of school trips.

## Pupil Action Groups ~ Y Senedd

At Ysgol y Ddraig we firmly believe that children should be encouraged to contribute to the ongoing improvement and development of our school and we seek their ideas through a range of Pupil Action groups that include:

Eco Squad  
Digi-Dragons  
Safety Officers  
Health & Wellbeing  
Learning Leaders  
Criw Cymraeg

## Positive Behaviour

We consistently ask our children the three questions that form the basis for our school rules:

- Is it safe?
- Is it responsible?
- Is it respectful?

Positive behaviour is encouraged through positive recognition and rewards.

The School's Behaviour and Discipline policy is available on the school website and on request from the main office.

Every member of our school is assigned to a team across the school and points are given to recognise positive behaviour and contributions. The school teams are as follows:

Tîm Herio - Team Achieve  
Tîm Cyflawni - Team Challenge  
Tîm Mywnhau - Team Enjoy  
Tîm Gilydd - Team Together

We very much like to take every opportunity to celebrate and recognise children's achievements both in and out of school. Children are invited to bring in awards, medals and certificates for us to share with classes.

When the school has any concerns regarding behaviour, these will be discussed with parents in the first instance. Any negative behaviour is dealt with promptly. Agreed school procedures are followed and appropriate consequences put into place.



## Use of the Welsh Language

Welsh is taught throughout the school providing progression for children developing Welsh as a Second Language. The scheme of work for Welsh is structured to allow children to speak Welsh as much as possible to reinforce the idea that Welsh is a living language. Welsh is also taught as part of school life on an incidental basis, in the format of greetings and commands etc.

We also promote an awareness and pride in Welsh culture and heritage throughout the curriculum.

An Eisteddfod is held annually on or around March 1<sup>st</sup> when we celebrate living in Wales and Welsh Culture and Heritage.

## Religious Education

We aim to develop knowledge and understanding of Christianity and other world religions. It is our aim to help children make informed judgements about religious and moral views. Respect for those holding different beliefs is encouraged and expected. We enable children to explore and reflect on their own and others' life experiences. This helps them search for meaning and purpose by appreciating other beliefs, practice and behaviour. Often there are visits by representatives of local churches. We also ensure that children have the opportunity to visit different places of worship. Class teachers follow the agreed scheme of work.

## Collective Worship

Collective Worship is held every day. Across the week, children participate in themed assemblies, worship through song and a celebration assembly, 'Star of the Week.' 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.

## Assessment

We strongly believe that children need to be taught as individuals. To be able to do this children's learning is assessed and tracked throughout their time in school to identify specific strengths and areas for development.

Teachers mark children's work in a positive way with comments which will either offer encouragement, or set targets for future work. Children are actively supported to achieve these targets and to continually evaluate their work and progress.

In addition, we use the Foundation Phase Profile for new entrants in Foundation Phase. For children in Year 2 to Year 6 children participate in statutory National Reading and Numeracy tests during the Summer Term. The administration of all tests and assessments takes place within the normal working routine of the class. By maintaining, as far as possible, a normal working atmosphere in the classroom the activities are carried out in a positive, familiar and reassuring manner.

All children are assessed through ongoing teacher assessment. Statutory assessment takes place at the end of the Foundation Phase (7 years of age) and Key Stage 2 (11 years of age). Children are awarded Foundation Phase outcomes and Curriculum levels, these are reported to parents in the End of Year Report.

All children's progress is carefully tracked and monitored during an academic year.

## Additional Learning Needs

At Ysgol y Ddraig, we believe that every child has specific needs and because of this every child is treated as an individual.

Our Additional Learning Needs Coordinator (ALNCo) is Mrs Harriet Maidment.

If a child has a learning difficulty, which calls for differentiation or special education provision to be made, it is our aim to:

- recognise that additional Learning needs must be addressed
- recognise that where there is a continuation of needs, provision will have to be made accordingly

- give children with special educational needs the greatest possible access to a broad and balanced curriculum within mainstream classes
- ensure a close liaison between parents of children with special educational needs and the agencies involved in the process i.e. the ALN co-ordinator, teachers and other agencies.

If your child is identified as having an area of Special Educational Need, you will be informed and will be invited into school to discuss how your child will be helped at school and how you can help at home. In the first instance of any concerns, please speak to your child's class teacher.

We have and utilise a wide range of resources to support all children's needs. The involvement of Parents/Carers is crucial to supporting children's needs in partnership with our school. Consent will be sought should an outside agency need to become involved. Children with specific needs are taught in mainstream, with programmes of study and Individual Education Plans designed specifically for them.

Detailed information on the school's Additional Learning Needs Policy is available on request. Parents are welcome to visit the school at anytime to discuss issues relating to the provision of education.

## **Children identified as More able and/or Talented**

A number of children will be identified as being More Able and Talented. MAT Children may have advanced academic ability, particular talents and aptitudes like athletic, creative, artistic, cultural and natural leadership abilities beyond the expectation of the majority of children within our context, or may be entrepreneurial thinkers. Our MAT leader is Mrs Lisa Crowther, who works with class teachers to ensure that these children are being appropriately challenged to achieve their best and are making expected progress and talents are recognised and celebrated.

## **Health and Safety**

Ysgol y Ddraig has a Health and Safety Policy and is committed to ensuring the health and safety of all pupils, visitors and staff. The Governing Body holds regular meetings of its Health and Safety-Sub Committee. Risk Assessments are undertaken for all activities. Emergency procedures and plans are regularly reviewed and practised.

## **Safeguarding and School Security**

The school Child Protection Officer and Designated Safeguarding Person is the Headteacher, Mr Ty Golding, and Miss Rebecca Cadman and Mrs Harriet Maidment are the Deputy Designated Safeguarding Persons. Please share any concerns or information concerning child protection with Mr Golding in the first instance, or in the absence of Mr Golding, Miss Cadman or Mrs Maidment.

Mrs Rebecca Lloyd-James is the designated Governor for Safeguarding.

Our School Council has devised a Safeguarding Charter that is discussed and referred to regularly with children in their classes.

Each morning, after classes have entered our school doors and all necessary gates are locked, entry to and exit from school is only possible through the main entrance during the school day. The school gates are opened again in time for the end of the school day. Entrance may be gained to the school building

during the day via an electronically operated system at the main office. All visitors must sign in and out of school and wear an appropriate visitors badge. Adult visitors either wait in our main entrance to be collected by the member of staff they are visiting, or are escorted to that member of staff.

All staff wear their school ID badge and carry their safeguarding briefing cards at all times.

The school policy related to this is available on request and published on our school website.

## Equal Opportunities and Disability

Everyone at school is valued as an individual; this includes children, parents, staff and visitors. Personal, physical, ethnic and cultural characteristics and differences are respected and valued for the contribution they make to the life of the school and community. Every child is entitled to full access to the curriculum and our Equal Opportunities Policy reflects this.

Governors are aware of their obligations under the Disability Discrimination Act. We will endeavour to accommodate every child.

The school has a Strategic Equality Plan that is updated annually.

## Health Matters

At Ysgol y Ddraig, we have a firm commitment to being a 'Healthy School' and we are proud to have been awarded the National Quality Award for Healthy Schools and renewed in October 2019. To achieve this, we have to meet criteria under seven themes:

- Food and Fitness
- Mental and Emotional Health and Wellbeing
- Personal Development and Relationships
- Substance Misuse
- Environment
- Safety
- Hygiene



We encourage children to drink water through the day and allow the children to buy fruit as a snack at playtime. In Nursery and Reception, we ask for a contribution of £1 per week towards snack. Children are encouraged try a variety of healthy snacks and foods related to learning activities. All children in Foundation Phase have milk daily, the cost of which is subsidised by the Welsh Government.

## Other health related issues

The School Nurse carries out routine checks on children's vision, hearing and physical growth. Examinations are carried out in Reception with prior consent from parents.

Parents should be aware that it is no longer the responsibility of the School Nurse to check children's hair. Head lice can become a problem. In order to eradicate this problem, school should be informed if a child has head lice. Letters can then be sent home, advising other parents to check their children's hair. Parents are advised to carry out a weekly check of their own children's hair.

If your child is unwell, parents are advised to keep them at home until a full recovery has been made. The All Wales Prevention and Control Guidance for educational settings provides information on how long children should remain at home following specific illnesses. You may view this document at <http://www.wales.nhs.uk/sitesplus/888/document/309927>, or alternatively the NHS guidance is available to view on request at school in the main office.

If a child becomes unwell during the school day, the school will contact parents as soon as possible. It is therefore most important that the school has up to date telephone contacts for all children.

**PLEASE INFORM US OF ANY CHANGES TO CONTACT DETAILS.**

Accident books are kept in the school.

## **Prescribed medication**

If your child needs to take prescribed medication during school time, please call in to the main office or speak directly to your child's class teacher, where you will complete a medical consent form. All medication is to be fully labelled - pupil's name, dose, time of administration and duration of treatment - and handed in to a member of staff.

Please keep us informed if your child ever needs to use an asthma reliever. All asthma medications are kept safely and easily accessible, where they are available at all times. We encourage parents to provide a duplicate set of relievers in order that we may ensure they are always to hand for pupils' immediate use - both at home and in school.

## **Sex and Relationships Education (SRE)**

It is a statutory requirement that we should encourage children to have such education due to moral considerations and the value of family life. The Welsh Government requires that all schools offer a programme of Personal Development and Relationships Education to pupils. These lessons help learners to move with confidence through childhood and into adolescence.

We have a programme of Sex and Relationships Education (SRE) from Year 1 to Year 6, with each year group having appropriate content.

The programme is extended to Year 1 and 2 children in Foundation Phase to ensure they receive important messages about personal safety.

These lessons are an opportunity for children to learn about important topics using age appropriate messages and resources. Teachers will deliver these lessons in a sensitive and professional manner.

Lesson plans and teaching materials are available on request for parents to view and class teachers are happy to discuss the lessons and answer questions related to the scheme of work.

Details regarding SRE are sent home to parents on an annual basis prior to the lessons commencing and the policy is available on request.

## Parent Teacher Association (PTA)

Our school has a very supportive and hard-working Parent Teacher Association. The Association organises many social events throughout the year which are enjoyed by children, parents and teachers together, in order to raise money for the school. The money is used to buy extra resources and all the children benefit from the support of the PTA. The school appreciates the importance of the Association in its success and your support for the PTA can be of great benefit to your child's education.

Details of events and meetings are shared on Twitter (@ysgolyddraig), signage around the school and our weekly newsletter. In addition, the PTA has its own Facebook page where you are able to receive information about any upcoming events or activities.



## Charging for School Activities

All activities offered wholly or mainly during normal school teaching time are available to every child, regardless of their parents' ability or willingness to help meet the cost. No charge will be made for admission to the school or for the cost of teaching materials, books or other equipment.

The school reserves the right to invite voluntary contributions in support of the cost of providing any activity organised by the school, whether during or outside school hours. Where an activity is dependent on a sufficient level of voluntary contributions being forthcoming, the school has the right to cancel the activity if insufficient support is received. Sometimes it is possible to subsidise certain activities from school fund or via the generosity and hard work of the PTA.

The school may make a charge for activities that take place wholly or mainly outside school hours and which are not provided as part of a syllabus or to fulfil statutory duties relating to the National Curriculum.

Parents are encouraged to discuss any difficulties with payments at the earliest opportunity with the Headteacher.

The school retains the right to request parents to pay for the cost of loss or damage caused by their child.

## Complaints Procedure

We value the good relations we enjoy with parents and the community. We recognise that at times misunderstandings and conflicts may arise. It is the school's policy to resolve these misunderstandings as soon as possible.

1. In the first instance, parents should talk with their children's class teacher about any concerns they may have.
2. Parents are also encouraged to discuss concerns with the Headteacher/Deputy Headteacher.
3. If the concern cannot be resolved then the school needs to receive the complaint in writing, setting out the details in full to the Headteacher. The Headteacher will then investigate the complaint and will offer parents a meeting to discuss the outcome of the investigation.
4. If concerns remain unresolved, the Parent is advised to write to the Governing Body.

A copy of our complaints procedure is available on our website and on request from our school office.

## Breakfast and After-School Clubs

### Breakfast Clubs

We have an Early Bird Breakfast Club that starts at 7.30am for a fee of £3 per day per child. Our **free** Breakfast Club begins at 8:00am and runs until the start of the school day at 8.50am. Children wishing to attend the Breakfast Club **must arrive no later than 8.20am**.

*Early Bird Breakfast Club Arrivals*                      7.30am - 8.00am  
(Main School Hall via main entrance)

*Free Breakfast Club Arrivals*                              8.00am - 8.20am  
(Main School Hall via main entrance)

### After School Club

Our After School Club runs until 5.30pm. There is a cost for attending After School Club and this depends upon the time that children are in the club.

The Club is organised by Miss Rose and Mrs Roberts. Please contact them via the office for further information.

After School Club will offer snacks e.g. fruit, cheese and biscuits, toast for those who are staying for the full session.

# Communication

We will communicate in a number of ways with families, including: -

- Weekly newsletter
- School & class blogs
- Website
- Twitter
- Letters
- Notice boards
- Informally at the beginning and end of every day
- Parent consultations
- Parent presentations
- By appointment when necessary.



Call us on 01446 792368 or drop us an email



## Partnerships

At Ysgol y Ddraig we encourage families to become involved in the life of the school during the school day and after school. It is vital for every child's development that links between home and school are positive. Parents are asked to sign a **Home - School agreement, admission forms and consent forms** when their child enrolls with the school.

We hold annual **Parent talks** in September and these are an opportunity to meet your child's teacher and to find out more about our school and the year ahead.



**Parent Learner Reviews** are held early in the Autumn and Spring terms (October/November and February/March). The class teacher will outline your child's progress, how you can help at home and answer any questions you may have. There is another opportunity to meet with the class teacher to discuss the Annual End of Year Report in the Summer term.

At the beginning of each term, class teachers will inform you about the work that your child will be involved with during that term. You will also be given details of Home Learning, of routines with reading books and details of PE lesson days.

Parents are strongly encouraged to share any concerns regarding their child with us as soon as they occur. Parents are welcome to approach class teachers at the beginning and end of every school day or to make an appointment via the school office.

**Show and See** days are held throughout the year to enable parents to work alongside their child in their own classroom and help celebrate some of their topic work. These events are an excellent way for parents to understand how our classrooms operate. Of course, parents are welcome to visit the school on a number of dates during the year or by prior arrangement with the Headteacher.

Parents are also regularly invited into school for **special events** such as concerts, assemblies and sporting events.

We host 'Family Literacy and Numeracy' sessions for parents of Foundation Phase children. Parents and children are able to learn together with the support of learning professionals. We also run our own LAP Dragons, a Language and Play programme for Nursery children and the community.

# Family Information Services

The Vale of Glamorgan, Family Information Service website also provides information for families.  
[www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis)

## Contact

Family Information Service  
 Social Services Directorate  
 Dock Offices  
 Subway Road  
 Barry  
 Vale of Glamorgan  
 CF63 4RT



**Tel:** 01446 704 704, Mon-Thurs 08.30-17.00 and Fri 08.30-16.30

**Fax:** 01446 704794

**Email:** [FIS@valeofglamorgan.gov.uk](mailto:FIS@valeofglamorgan.gov.uk)

<b>YSGOL Y DDRAIG</b>					
<b>School Holiday Dates</b>					
<b>2019/2020</b>					
Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2019	Monday 2 Sept 2019	Monday 28 Oct 2019	Friday 1 Nov 2019	Friday 20 Dec 2019	75
Spring 2020	Monday 6 Jan 2020	Monday 17 Feb 2020	Friday 21 Feb 2020	Friday 3 April 2020	60
Summer 2020	Monday 20 April 2020	Monday 25 May 2020	Friday 29 May 2020	*Monday 20 July 2020	60
<b>TOTAL</b>					<b>195</b>

**Monday 2 September 2019 and \*Monday 20 July 2020** will be designated INSET days for all LEA Maintained Schools. The remaining three INSET days to be taken, will be at the discretion of each individual school. \*It is intended that this INSET day will either be taken on **Monday 20 July 2020** or at an alternative time to be decided by individual schools following appropriate consultation with staff i.e. on a weekend, during existing holidays or in the form of twilight sessions.

All schools will be closed on **Friday 8 May 2020** for the May Day Bank Holiday. Please note this day has been moved from the original **Mon 4 May** to coincide with the 75th anniversary of VE Day.

Significant dates:

Christmas	Wednesday 25 December 2019
Easter	Good Friday 10 April 2020 Easter Monday 13 April 2020
May Bank Holidays	Friday 8 May 2020 Monday 25 May 2020



We appreciate there is a large amount of information included in our prospectus' so please feel free to contact us if you have any questions. You can also follow updates, photos and links @ysgolyddraig on Twitter. There is a vast amount of excellent practice where schools are using Twitter across the world. We like to use Twitter at Ysgol y Ddraig to enhance children's learning experiences, celebrate their achievements, discuss learning and signpost useful information from school or the wider world.

Contact us: [ddraig@valeofglamorgan.gov.uk](mailto:ddraig@valeofglamorgan.gov.uk)  
Follow us: @ysgolyddraig

