

# Ysgol Cefn Meiriadog

## Prospectus 2023 – 2024

Headteacher/ Pennaeth – Mrs Laura Martin, BEd, NPQH

Chair of Governing Body/ Cadeirydd y Llywodraethwyr – Mrs Charlotte Bennett



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Twitter – @YsgolCefnM

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Facebook – [ysgolcefnmeiriadog](https://www.facebook.com/ysgolcefnmeiriadog)



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# Mission Statement



Ysgol Cefn Meiriadog is a nurturing, encouraging and inclusive school where the voice of each individual is valued, respected and heard. We want to develop curiosity for the local area, Wales and beyond and aim to do this in partnership with families and the community. It is our aim to provide a world of opportunities for our learners to ensure they are caring, responsible and proud citizens of Wales and the Wider World.

## Our Aims

In order to achieve the four purposes and our vision we aim to:

- Provide a high quality education and a thirst for lifelong learning.
- Develop a strength of character to ensure learners think for themselves and respectfully question and challenge others.
- Establish a learning community where all pupils and staff are confident to express ideas, take risks and reflect, whilst acquiring new knowledge and skills to challenge themselves to achieve their full potential.
- Create a nurturing and caring environment where children feel happy and secure and are ready to enjoy learning.
- Promote high levels of co-operation, communication, independence, resilience, creativity and respect.
- Promote an active and healthy lifestyle through encouraging children to adopt a healthy diet and exercise.
- Work in partnership with parents, carers and the wider school community to contribute to our learners in becoming active citizens within a diverse world.
- Develop in each child an awareness of their position in the wider world and their responsibility for global citizenship, beginning with caring for the local environment and considering issues of sustainability.
- Promote the individuality of all our learners ensuring equality of opportunity for all irrespective of race, religion, gender, ability, physical or sensory impairment or social background.
- Provide children with opportunities to develop bilingualism, encouraging the speaking, reading and writing of Welsh as well as the knowledge and awareness of Welsh culture and heritage.
- Support children in having respect for themselves and others and make positive choices in terms of their health and wellbeing.
- Ensure that children always feel valued and their efforts are celebrated.
- Allow all pupils to have a voice and contribute to the life of the school and their own learning.
- Develop citizens of the future who will acquire life-long skills and contribute to their ever changing world.

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# Welcome to Ysgol Cefn Meiriadog

## Croeso i Ysgol Cefn Meiriadog



Annwyl Rhieni,  
Dear Parent/Guardian,

Thank you for your interest in our school and welcome to Ysgol Cefn Meiriadog.

On behalf of the children and staff I am delighted to welcome you to our school. I am very proud to be the Headteacher of Ysgol Cefn Meiriadog and to be working with such wonderful children, staff and parents.

Our mission statement 'Ignite, Excite, Inspire' reflects what our learning community is all about. We pride ourselves on the broad, balanced and full curriculum we provide for all of our pupils, and the high standards of teaching and learning are a credit to the hard work of both the staff and children.

Our children have one chance in education, they deserve the very best and, as a staff, we strive to deliver that.

At Ysgol Cefn Meiriadog our pupils are at the heart of every decision that we make. Our work allows for all children to develop their academic, social and independent skills, supporting them to build confidence, self-reliance and make informed decisions and choices as they grow. We want children to really enjoy school and to love learning, making it a lifelong habit.

We truly value the strong partnership with parents and the community. We hope that the supportive links between home and school will thrive and we look forward to a long and happy relationship with you.

We are very proud of our school and aim to provide a secure, caring and happy environment, allowing all children to reach their full potential.

I very much look forward to a happy and successful partnership with you,

Welcome to Ysgol Cefn Meiriadog!

Mrs. Laura Martin  
Headteacher

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# Our staff/ Ein staff



## Teaching Staff

Mrs Laura Martin (Headteacher) –Years 5 and 6 (Innovators), Safeguarding, Health and Safety, School Council, Assessment, Performance Management

Mrs Laura Evans (Senior Teacher), Nursery, Reception, Year 1 (Discoverers) – Health & Well Being, Expressive Arts, ALN, LAC, Healthy Schools, RSE

Mr Stephen Roberts, Years 2, 3 and 4 (Investigators) – Humanities, Maths and Numeracy, RVE, ECO

Mrs Jessica Pitt-Lacey, Years 5 and 6 (Innovators) – Language, Literacy & Communication, Science & Technology, DCF, Cymraeg

## Teaching Assistants

Mrs Sian Williams (HLTA) – Nursery, Outdoor Learning, PPA Cover, Interventions

Mrs Gina Wilkins – Years 2, 3 and 4 (Investigators) Interventions

Miss Amy Bingham – Discoverers

Mrs Katie Norton – Nursery

Mrs Cherina Kiewicz – Innovators

Clwb Cefn Playgroup – Mrs Julie Shaw (Manager)     Mrs Jess Hayes

Clwb Cefn After School & Holiday Club – Mrs Cherina Kiewicz (Manager), Miss Julie Holmes, Miss Amy Bingham

Administration – Mrs Anna Jones

Kitchen Staff – Mrs Esra Gul

Breakfast Club Staff – Mrs Gina Wilkins, Mrs Julie Shaw

Caretaker – Mr Raymond Evans

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# Our Governors/ Ein Llywodraethwyr



Mrs Charlotte Bennett

Parent (Chair)

Mrs Kirsty Haydock

Parent (Vice Chair)

Mrs Laura Martin

Headteacher

Mrs Laura Evans

Teacher

Vacancy

Staff

Mr Wyn Jones

Parent

Mrs Ann Jones

Community

Mr Meirick Ll. Davies

LEA

Mrs Katherine Morris

Community

Mrs Sarah Hughes

LEA

Mrs Lizzie Smith

Community

Mrs Simone Delaney

Clerk

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# General Information/ Gwybodaeth Gyffredinol



Ysgol Cefn Meiriadog is an English Medium Primary School just outside Saint Asaph in the beautiful Denbighshire countryside. We cater for children between the ages of 3 and 11 as well as having an Early Years playgroup on the school site.

## Language

The medium of instruction and the language of communication is English. Welsh is taught as a second language to all classes, conforming to the Curriculum and the Welsh Language Policy for schools in Denbighshire. The school strives to create a Welsh ethos and, as a school, we try and use as much incidental Welsh as possible. All staff promote the Welsh language and pupils respond positively to the use of Welsh in all subject areas. Welsh is used as a second language throughout school in daily activities and routines as well as through collective worship, singing and concerts. As part of our work on the Curriculum for Wales all children are encouraged to explore and learn about the Welsh culture through many activities throughout the school year. We are part of the Cymraeg Campus initiative, we currently hold the Silver Award and are now working towards achieving Gold. We have a Criw Cymraeg who work alongside Mrs Pitt-Lacey to support and develop the use of the Welsh Language across the school.

## Toilet Facilities

The ratio of toilets per pupils is adequate. Children are encouraged to wash their hands after visiting the toilet and before eating as well as at other regular intervals throughout the day. Children are taught and reminded of the correct way to wash their hands. Toilets are inspected regularly and cleaned on a daily basis and during the day as required. Maintenance is undertaken regularly and the toilets are kept in good working order.

## Safety and Security

During school hours the buildings are secure in that both main doors have security locks fitted preventing access from the outside, whilst allowing pupils and staff to leave the building quickly in an emergency. The other door is locked except for access; it opens into the car park, the gate of which is locked during the day. Parents are requested not to use this door. Out of school hours the property is protected by an alarm system. Parents are requested to ensure that they leave all doors firmly shut when vacating the building. Visitors to the school are required to sign a visitors book upon entry and when leaving the school. They are provided with a visitor's badge, which should be visible throughout their visit. A fire drill is held every term. The children are aware of the procedures should they hear the fire alarm. The Health and safety sub-committee of the Governing Body carries out a termly health and safety audit. Risk Assessments are carried out for Out of School visits. Records of accidents are kept in an Accident and Incident book as well as being reported to DCC where needed. A copy of our Health and Safety Policy is available from school. The Governor with responsibility for Health and Safety is Mrs Ann Jones.



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## School Uniform

School uniform is available from First Class Uniforms and Workwear in Prestatyn. We actively encourage the wearing of the correct school uniform and would appreciate your co-operation in this matter. The uniform consists of a royal blue sweatshirt bearing the school's name and logo/ a plain blue sweatshirt or cardigan, a shirt or blouse, a tie, and grey trousers or skirt. In the summer, blue and white checked gingham dresses or shorts are also acceptable.



The P.E. uniform is a sky blue t-shirt with/ without a school logo and black shorts, (jogging bottoms and sweatshirt in cold weather) and bring a change of footwear (i.e. trainers for outdoor lessons, pumps for indoor activities). Please ensure that all items of clothing are marked with your child's name.

Jewellery and earrings are not a recognised part of the school uniform and in the interest of safety we would prefer that they are not worn at all. If, however, they are worn, Denbighshire County Council Health and Safety Regulations state that they must be removed for all P.E. and swimming lessons.

## Home School Agreement

In line with legal requirements, when children join the school they, their parents/guardians and their teachers are asked to sign our Home School Agreement which sets out the expectations that the school will have of them. All schools in Wales are required to have Home-School Agreements as part of their pupil admission procedures.

They are intended to:

- Explain to parents what they can expect from school;
- Explain what we expect of the pupils;
- Set out the responsibilities of parents to their child and his/her school.

It should be a joint aim of all schools and parents to ensure that children get the high quality education they deserve. The best way to achieve this is through the home and school working TOGETHER.

## Safeguarding

All schools have been made aware of guidelines which set out the procedures which must be followed if staff are concerned that a child may have been abused or are in need in some way, or if a pupil confides something which causes such concern to a member of staff.

The Headteacher is the designated member of staff with responsibility for Child Protection. All staff and governors have received safeguarding training in this respect. The Headteacher and Senior Teacher have also completed Enhanced Child Protection training. The Safeguarding Policy is available upon request and can also be found on our website.

## School Closures

In the event of extreme weather e.g. heavy snowfall during the day, concerned parents are very welcome to come and collect their children early. It is advisable for parents to listen to Marcher Sound, Radio Wales or Radio Cymru in case the decision is made to close schools. If this happens, or we decide it is safer for us to close we will post it on our school's Facebook and Twitter pages and also use our SeeSaw communication app. There may be times when we will need to phone. It is again a matter of urgency that we have an emergency contact number.

The Denbighshire Council website lists all closed schools and again the local radio stations broadcast them.

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## Dropping off and Collecting

School is open for children from 8.45 a.m. though children can attend Breakfast Club from 7.45 a.m. There is a small charge for this of £1 which only includes the period of 7.45 – 8.15am (it is free from 8.15 – 8.45 although we do ask that all children accessing this provision are in school by 8.30am). Breakfast club runs every day in the Investigators Class from 7.45 – 8.45am.

At the end of the school day the Discoverers Class are released to an adult from the school door. The Discoverers school day finishes at 3.00pm. Any children who will be going to after school club will be supervised until 3.20pm by members of the team. The Investigators and Innovators school day ends at 3.20pm, class teachers make sure children are safe leaving the school premises.

## Pastoral Care and School Discipline

The school at all times will try to instil in all pupils a positive attitude towards school where children are encouraged as individuals as well as acquiring sensitivity to the needs of others. School rules, which are kept to a minimum are meant to ensure an orderly society. The school has a Behaviour Policy, which is available for parents, on request. This policy sets out the school's philosophy in relation to accepted discipline/behaviour, as well as stating corrective procedures, aimed at ensuring acceptable behaviour. The school has an "Assertive Discipline" approach where each class discusses and agrees upon a code of conduct, which is then displayed within the classroom in a form, which is suitable for the ages of the children concerned. Classroom discipline, follows an agreed procedure with which the children are familiar. Positive reinforcement is an important aspect of our discipline system. All children are encouraged to bear personal responsibility for their behaviour and have a clear understanding of what is acceptable and what is not. We believe in fostering close links between home and school and will always keep parents informed should we be experiencing difficulties with pupil behaviour. Good behaviour and work is rewarded with a variety of incentives. A Celebration Assembly is held every week during which pupils receive certificates for their efforts across the whole curriculum. Staff send home achievement postcards each week and Seesaw is used to share positive news and work with parents too. During the annual Leavers' Concert, held at the end of the Summer term, we celebrate the achievements of the Year 6 children who are leaving us. As a caring staff we ensure that each child's worries and problems are attended to with patience and understanding. At Ysgol Cefn Meiriadog, we believe that there is a great wealth of common values and aims between home and school, and that between us we can help each child develop to the full and become an articulate, caring and valued member of society.



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## The School Day

A member of Staff is always available to supervise the children from 8.45 in the morning up to 3.20. The school day is as follows:

	Morning	Afternoon
Nursery		1.00pm – 3.00pm
Discoverers	8.45am – 12noon	1.00pm – 3.00pm
Investigators	8.45am – 12noon	1.00pm – 3.20pm
Innovators	8.45am – 12noon	1.00pm – 3.20pm

All pupils have a playtime in the morning and all have one hour for lunchtime. Breaks are supervised by teaching staff and teaching assistants.

## After School Clubs

We offer a range of After School Clubs that run at various times throughout the year, such as Dance, Sports, Art, Cookery, Clwb Cymraeg, ICT, Book Club, Eco Club and Computer Club. These clubs take place after school on Mondays, Thursdays and Fridays until 4pm. They are led by staff and are free of charge.

Clwb Cefn run Playgroup and After School Club every school day on our school site. For more information on both of these please visit the school website or alternatively e mail them on [cefnclwb@gmail.com](mailto:cefnclwb@gmail.com)

## Holiday Club

Clwb Cefn run a Holiday Club from 8.30am – 5.30pm during the school holidays (staff will inform you of the weeks/ days that Holiday Club is open during the school year). For more information please visit the school website or alternatively e mail Miss Cherina on [cefnclwb@gmail.com](mailto:cefnclwb@gmail.com)

## Communication

The school communicates with parents in several ways:

- Twitter – @YsgolCefnM
- Facebook – @ysgolcefnmeiriadog
- Website – [www.cefnmeiriadog.co.uk](http://www.cefnmeiriadog.co.uk)
- Newsletters sent home via Seesaw, Twitter and the School Website
- Seesaw
- E mail



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## Welsh Language Policy

Ysgol Cefn Meiriadog is a Category 5 Welsh Language School. This means that Welsh is taught for 20% of the time, with the main language being English. Welsh is taught in discreet lessons and through the use of 'every day Welsh' and 'Welsh around the school'. There is a strong emphasis on the Welsh heritage and culture at the school and the children are taught Welsh as a second language.

We celebrate Dydd Santes Dwynwen / St. Dwynwen's Day and Saint David's Day / Dydd Gwyl Dewi and include Welsh items in all school performances. The children and staff learn the National Anthem. We participate in the Urdd Eisteddfod every year. We teach the children about Wales and its culture and about the importance of Wales having its own language and identity.

We have a Criw Cymraeg who are an integral part of the school. They play an important part in our Celebration Assemblies and also run Caffi Cefn where they sell items they have made whilst encouraging their 'customers' to speak Welsh.



## Admissions

### Nursery

Nursery pupils are admitted as part time pupils (i.e. every afternoon) in the September following their third birthday. Subject to places being available, it is possible for pupils to attend in the afternoons under the "Rising Three's" scheme, the term following their third birthday.

### Full Time

Children are normally admitted to the school as full time pupils in the September following their fourth birthday. Admission forms are available on the Denbighshire County Council website and should be completed by the date specified, in the year prior to admission in the September. Parents have the right to state a preference as to which school they wish their child to attend as a full time pupil. If the school is oversubscribed places are awarded in accordance with Denbighshire LEA's Admissions Policy. On admission to the school parents/guardians are asked to complete a selection of Pupil Information Forms as required by government legislation. This form will provide school with parental information along with emergency contact telephone number(s) where they can be contacted in the event of a child becoming ill or having an accident, or the school having to close due to circumstances beyond our control.

### Admission of pupils with disabilities

The school has been adapted to enable pupils with disabilities to be admitted. There is access from the yard into the school building and we have an accessible toilet. All admissions are the responsibility of the Local Education Authority. When a child with a physical disability or a learning disability is accepted to Ysgol Cefn Meiriadog, the staff work in close conjunction with all external agencies involved with the child to ensure a smooth transition. All pupils are treated equally at Ysgol Cefn Meiriadog. We ensure that we:

- Promote equality of opportunity between disabled persons and other persons.
- Eliminate discrimination that is unlawful under the Disability Discrimination Act (2005).
- Eliminate harassment of disabled persons that is related to their disabilities.
- Promote positive attitudes towards disabled persons.
- Encourage participation by disabled persons

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## Accessibility Plan

The Disability Discrimination Act (2005) requires that all schools should plan to increase access to school for disabled pupils. At Ysgol Cefn Meiriadog we will endeavour to ensure that the school becomes more readily accessible to all pupils, parents, teachers and visitors who have physical disabilities.



## Preliminary Visits

Parents of prospective pupils are more than welcome to visit the school to view our facilities and appreciate its distinctive character. This is usually the best way to “get the feel” of a school and will give you the opportunity to view the school and ask questions of the staff and meet your child’s class teacher. We will be very pleased to provide you with as much information as possible to help you make the right decision for your child. If you wish to make a preliminary visit please phone or e-mail to arrange a time.



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## Curriculum

The Ysgol Cefn Meiriadog curriculum is topic based with a specific focus on each Area of Learning and Experience over a three year cycle. Aspects of subjects, which do not fit into a theme will be taught standalone. Welsh is taught in all classes as a second language. At Ysgol Cefn Meiriadog we have been preparing for the implementation of the Curriculum for Wales and it is now statutory as of September 2022. Staff have worked hard to build a bespoke curriculum that is relevant to our school and community and, with the children's input, we hope to provide rich experiences that develop the 4 purposes of learning in a stimulating, fun and exciting way. It is our hope that through the work above we will achieve our vision of 'IGNITE, EXCITE, INSPIRE' for every learner.

Formal assessments are carried out during May for Years 2 to 6 in Reading and Numeracy (Procedural and Reasoning assessments). We have also developed our approach to Assessment and have developed our formative assessment procedures that are carried out daily/ weekly/ half termly. Each child completes a baseline assessment on-entry into their new school year, this informs planning and interventions and ensures learners are taught at an appropriate level.

The Literacy, Numeracy and Digital Competence Frameworks have been implemented throughout the school.

Class teachers are responsible for the delivery of the Curriculum to their own class. Careful planning ensures that there is continuity and progression both within each class, and on transfer between the classes. By carefully considering 'what is taught', and 'the way it is taught', we strive to help the children realise their potential to the fullest extent.

We want our children to develop a love of learning and aim to do this by:

1. Providing a happy environment for the children and encouraging them to become well-mannered and considerate of others and to show interest and pride in their school and be responsible members of society.
2. Providing a curriculum which is broad in dimension with clear links between AOLEs, the LNF and DCF with the 4 Purposes at the heart of everything we do.
3. Helping each child reach their potential by appreciating a range of individual needs and endeavouring to cater for them.
4. Fostering a child's interest, whenever possible, to encourage him or her to master the process of learning.
5. Encouraging self-discipline, through systems of records, incentives and activities.
6. Providing opportunities that will enrich experience and the aesthetic appreciation of life.
7. Helping the child take the best values of home and school as a basis of their understanding of and attitudes towards all other environments.
8. Using technology to inspire learning.
9. Helping the children understand that learning is a lifelong process.



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## Outdoor Learning

Outdoor Learning is always a high priority for us at Ysgol Cefn Meiriadog and is held in high regard. We have a Forest Schools trained practitioner who delivers both Forest School and Outdoor Learning sessions across the school. All pupils access weekly sessions termly and take part in a wide range of activities.

We have a Poly tunnel where we grow our own fruit and vegetables, a garden full of planters that we also use to grow our own produce and we also make use of the local woodlands wherever possible as part of our topic and outdoor learning work.



## Partnership with parents

Parents/carers receive information at the beginning of each school term outlining the particular topics their child(ren) will be studying. We also arrange for Parents to visit the school for an introduction into the way reading, writing and numeracy is taught and how they can help. We encourage parental help in school. No particular skill is necessary, just a willing pair of hands!

## Photographs:

We take numerous photographs of the children's activities, both in and out of school. They may appear in our newsletter and also on the internet. During the year your child may also have their picture taken for the local newspaper. You will be asked for consent regarding the use of your child's photographs.

## Newsletters:

We send out an electronic copy of the Newsletter every week packed with details of everything going on at school.

## Website:

Please visit our website for up to date information. [www.cefnmeiriadog.co.uk](http://www.cefnmeiriadog.co.uk)

## Friends of Ysgol Cefn Meiriadog:

Every year we encourage parents to join our fundraising team. All money raised helps to pay for many extra things which we would otherwise be unable to afford. As a parent you will be warmly welcomed to join the team. We are currently looking for new members.

## Charging:

There may be times throughout the year where we ask for a donation/ a fee towards various activities and experiences. Further information will be given during the academic year. Please also see our Charging policy, available upon request.

## Community:

We endeavour to foster a relationship, which is mutually beneficial. The school should be regarded as a resource to the community and vice-versa. We strive to accomplish this in varying ways, through shared activities e.g. celebrations – visiting the local church and chapel, hosting various community events e.g. Christmas Carol Service, Concerts, visiting local farms and the local Welsh Water works. School centred activities include family learning sessions, Concerts, Discos, Lunch with parents etc. Parents and families assist in various ways towards making the events a great success! Ysgol Cefn Meiriadog believes in fostering a caring attitude towards less fortunate members of society. We support many charities at a local, national and international level throughout the year. Charities supported over the years have included Move A Marathon for Ethan, Children in Need, Comic Relief and St Kentigern's Hospice in St. Asaph.

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## Pupil Voice

We encourage pupils to play an active part in the life of the school and offer various opportunities for their voices to be heard. Throughout the year various pupil groups meet or carry out pupil questionnaires.

**School Council:** We have a school council that meets regularly to give children a voice within our school. The council promotes responsibility, respect and challenge along with the principles of democracy. The group meets regularly and their input is fed back into school improvement and to the Governing Body.

**Eco Committee:** Our Eco Committee plays an active part in the life of our school, organising recycling and litter picking, energy conservation and also Eco Days, showing our awareness of global citizenship and Eco issues.

**Criw Cymraeg:** Our Criw Cymraeg help promote Welsh Language across the school. They meet regularly and update the rest of the school through assemblies and newsletters. They introduce the 'Brawddeg yr Wythnos' every week and act as Welsh Detectives, around school, to see how much Welsh is being spoken by everyone.

**Head pupils:** Each year 2 of our Year 6 pupils are voted by their peers to be our Head pupils. They work with Mrs Martin to support various activities and initiatives across the school as well as representing the school when needed.

## Snacks and drinks

We are a 'Healthy School' and we encourage the children to eat healthily. Children are welcome to bring their own fruit to school or we can provide a healthy snack every Morning Break Time. The children are able to choose from a varied range of fruit and vegetables. We respectfully ask for a £1 contribution each week (20p per day) to help us to pay for the produce. This is not a profit making initiative. We provide a drink of milk or water during break times for our Discoverers and Year 2 children. All children are encouraged to bring in their own water bottles (labelled with their name) that can be refilled throughout the school day.



## Physical Education

We are a Healthy School and encourage children to take part in as many sporting activities as possible. We are able to provide outside games, orienteering, bat and ball skills, outdoor adventurous activities (including problem solving and climbing), athletics and dance at school. We also arrange swimming lessons for the older children. We have a traverse wall along the back of the school building and an early years playground that children use in lessons but can also be used at break times. We provide skipping ropes, balls and activities such as hopscotch for break times to encourage children to be active. We actively participate in Mile-A-Day on the school yard every afternoon for ten minutes. If the weather is bad, we take part in a short physical activity within the classroom. We take part in many of the URDD, Small Schools and Vale of Clwyd sporting competitions. All activities are open to boys and girls of all ages.

Each year we organise a residential visit, for Junior age children wanting to take part, to one of the education authority's outdoor adventure centres or the Urdd centre at Glan Llyn. These give opportunities to experience activities we cannot offer at school such as rope works, water sports, mountain biking and climbing. All classes look to enhance their curriculum delivery with trips and visitors throughout the year.

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## Additional Learning Needs

The ethos of our school and our Equal Opportunities Policy and Strategic Equality Plan ensure that all pupils are integrated in school life as fully as possible. Both policies and further details on the provision for children with Additional Learning Needs are available from the school upon request. It is our aim to identify pupils who have Additional Learning Needs as early as possible. If staff have concerns, parents will be contacted and consulted to decide what action is to be taken.

Pupils identified as having Additional Learning Needs are given extra support within the classroom setting. The curriculum is differentiated to meet their needs but all pupils participate fully in all school activities. Parents are kept informed of developments and their involvement in the process is vital to the child's progress. Parents are invited to review meetings to discuss in detail the progress being made by individual pupils. This meeting includes the Additional Learning Needs Co-ordinator and Class Teacher. As a first step, the class teacher monitors the situation and provides work at a suitable level designed to maximise progress for the individual child. If it is thought necessary, extra support may be offered – this could entail individual children working in a small “intervention group”, with a teaching assistant or on specially designed computer programs.

We offer a range of interventions to support pupils in a number of areas. Progress in these areas is tracked to ensure their effectiveness and adaptations are made where necessary. The school's ALN Coordinator is Mrs Laura Evans.

We also identify our more able and talented pupils in all areas of the curriculum. A member of the Governing Body (Mrs Lizzie Smith) has responsibility for Additional Learning Needs. Looked after Children are also well supported throughout the school. The LAC policy is available on request, alternatively you can speak to the Headteacher or our LAC Leader, Mrs Laura Evans.

## Health and Safety

The safety of the pupils is of utmost importance whilst they are in our care. At least two members of staff supervise the children during playtimes and we ensure that basic safety rules are observed. Parents are not permitted to enter the classrooms when bringing their children to school each morning. Children should be dropped off on the school yard where they will be greeted by a member of staff. We lock the school gates between 9.00am and 3.00pm. The school doors are always locked and all visitors are requested to ring the school to gain access. Fire drills are held every term. The fire alarms are tested on a regular programme of checks.

Risk Assessments are carried out and are up to date. Invacuation Drills (school lockdown) are held every term.

## Complaints

The school has a Complaints Policy which is updated annually by the Governing Body. This outlines the procedures for making a complaint. The Policy can be found on the school's website. Paper copies are available from the school office.



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## Attendance and Absence

The Governing Body has adopted Denbighshire's Policy for Attendance at School. Regular attendance is most important. If your child has been absent for any reason it is important that school is informed and notified of the reason by letter, phone call, e-mail or verbal message. To ensure a greater degree of security for your child, we ask parents to ring the school before 9.00 a.m. on the first day of absence. Attendance below 90% is a cause for concern and will be investigated.

Following Government legislation the school is obliged to differentiate between AUTHORISED and UNAUTHORISED absences. An unauthorised absence has to be recorded if no letter of explanation (or verbal/phone message – see above) following an absence is received. Our Attendance Policy can be viewed on our website or copies can be obtained from the School Office by request.

The main points, in brief are as follows:-

- Family Holidays, taken during School Term Time, are not permitted and will be recorded as 'unauthorised'.
- A Fixed Term Penalty Notice will be awarded for ten unauthorised absences in any one Academic Year.
- Medical Appointments should be taken out of school hours where possible. Evidence of the appointment should be presented to the school in order for the absence to be authorised
- ALL pupils should maintain an average attendance of 95%+ to ensure that they make good progress in their learning

Any medical appointments made during the school day need to have a medical note which is shown to the Headteacher. If your child is absent for a sustained period and no explanation has been received by the school, then it is likely that the Educational Social Worker will call at your home. Registration takes place first thing in the morning. If your child arrives in School after 9.15 in the morning or 1.05 in the afternoon they will be registered as arriving late. A letter will be sent home to notify parents if a child is regularly late.

The attendance for 2022 – 23 was 89.6%

The Target we are aiming to achieve for 2023 – 24 is 96%.



## Relationships and Sex Education

As of September 2022 Ysgol Cefn Meiriadog has adopted the RSE statutory code for Wales.

This mandatory RSE Code supports schools to design their RSE. The content is set within the context of broad and interlinked learning strands, namely:

- relationships and identity
- sexual health and well-being
- empowerment, safety and respect.

These strands allow practitioners to design and develop a curriculum tailored to their learners, making connections and developing authentic contexts for learning across the curriculum.

The Governing Body believes that Relationships and Sex Education should be taught with care and sensitivity and that the teaching should match the maturity of the pupils involved. The Governing Body feels that it is appropriate to timetable RSE, and they should be fully integrated into the curriculum. Questions raised by pupils should be answered honestly and frankly. It is the policy of the school to include Relationships and Sex Education within the curriculum aspects of Health and Wellbeing.

Other issues and questions relating to sexuality may be raised by the children from time to time. Staff will endeavour to respond positively according to their discretion and with maximum consistency throughout the school. Parents/Carers no longer have the right to withdraw their children from these sessions.

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## Religion, Values and Ethics

Ysgol Cefn Meiriadog has adopted the Agreed Syllabus for RVE from September 2022, this is a mandatory aspect of the Curriculum for Wales and is taught as part of the Humanities AOLE. The change of name reflects the expanded scope of religious education (RVE) and ensures the legislation itself is clear that RVE includes non-religious philosophical views.

Ysgol Cefn Meiriadog is designated as a Community school and therefore does not have any specific church affiliations. We regularly hold our school services in Sinan Church and participate in Harvest, Christmas and St. David's Day concerts at Capel Cefn which is a short two minute walk from the school.

RVE is taught in line with the Agreed Syllabus as agreed by Denbighshire County Council and the school complies with the expectations regarding daily acts of collective worship.

According to the Education Reform Act we are required to ensure that:

- all pupils take part in an act of collective worship every day
- such acts of worship may be as a whole school, or in other groups (except in religious groups)
- the majority of acts of collective worship in any school term shall be 'wholly or mainly of a broadly Christian character' and which 'reflect the broad traditions of Christian belief without being distinctive of any particular Christian denomination'.

Collective worship is expected to:

- foster a sense of community and provide the opportunity to celebrate the value of the school community
- enrich the lives of all present
- enable the sharing of common emotions (such as love, joy, fear, forgiveness, respect)
- contribute towards spiritual and moral development.

Visitors from the local church and chapel, and other religious communities, are invited to lead acts of collective worship.



## Reporting and Parents' Evenings

The children's progress is monitored on an ongoing basis to indicate progress against the Progression Steps. Samples of work are also kept to show progress and attainment, as are the results of tests conducted. Parents are made aware of progress and achievement on a half yearly basis at open evenings and the end of year reports sent out at the end of the Summer term. Formal open evenings are arranged three times a year, in the Autumn, Spring and Summer terms. The Autumn term open evening will take the form of an induction evening where parents are given a brief outline by the class teachers of the work carried out in their respective classes. During the Spring term open evening, parents are given the opportunity to discuss their children's progress and look at examples of their work. At the end of the Summer term a further opportunity is given to parents to discuss the end of year reports if they so wish. However, parents are encouraged to arrange a meeting with the class teacher whenever they feel they would like to discuss their child's education and welfare. It would be greatly appreciated if parents seeking an appointment with the Headteacher or class teacher would contact the school as soon as possible so that a date and time convenient to all parties can be arranged.

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## Transition to High School

Ysgol Cefn Meiriadog is one of the primary schools in the Denbigh Cluster. Pupils tend to move from us to Denbigh High School or Emrys ap Iwan. Pupils are normally transferred to the High School in the September following their eleventh birthday. Parents may, however, opt for Ysgol Glan Clwyd St. Asaph if they wish their child to receive his/her education in a Welsh medium secondary school. Alternatively, Catholic families may wish their child to be transferred to St. Brigid's School in Denbigh. Other parents may opt to choose an independent school such as Ruthin School or Myddleton College in Denbigh.

Whatever your decision, we are always happy to advise any parents who wish to discuss their child's secondary education with us. You are advised to contact the LEA regarding transport arrangements once you have decided which High School you would like your child to attend. Good lines of communication exist between the school and its associated High Schools and other schools who are also feeder schools for Denbigh High School.

In their final term at Ysgol Cefn Meiriadog Year 6 pupils are given a number of opportunities to "get to know" their new schools:

1. The children will spend time at their new school (Induction Days)
2. Parents will be given an opportunity to visit the new school and discuss matters with the staff.
3. During the second half of the summer term, Year 6 pupils wishing to attend Ysgol Glan Clwyd are given the opportunity to spend time there to enable them to become sufficiently proficient in Welsh to follow the K.S. 3 programmes of study. They take part in a 6 week immersion programme.



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# Holiday Dates School term dates 2023 – 2024

## Autumn term

- Starts: Friday 1 September 2023
- Ends: Friday 22 December 2023
- Autumn half term holiday: Monday 30 October 2023 to Friday 3 November 2023
- Christmas holiday: Monday 25 December 2023 to Friday 5 January 2024

## Spring term

- Starts: Monday 8 January 2024
- Ends: Friday 22 March 2024
- Spring half term: Monday 12 February 2024 to Friday 16 February 2024
- Easter holiday: Monday 25 March 2024 to Friday 5 April 2024

## Summer term

- Starts: Monday 8 April 2024
- Ends: Friday 19 July 2024
- Early May bank holiday: Monday 6 May 2024
- Summer half term: Monday 27 May 2024 to Friday 31 May 2024

## Staff Training Days – Denbigh cluster

- 1 September 2023
- 6 November 2023
- 22 December 2023
- 8 January 2024
- 8 April 2024
- 19 July 2024



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