

2022-2023

Prospectus



Ysgol Cefn Mawr County Primary

Plas Kynaston Lane

Cefn Mawr

Wrexham

LI143PY

Tel: 01978 820719

Email: mailbox@cefnmawr-pri.wrexham.sch.uk

Website: www.cefnmawr-pri.wrexham.sch.uk

Headteacher:

Mrs A Green

B. Ed (Hons) NPQH

Chair of Governors:

Mrs A. Richards

'Learning Enjoying Achieving'
'Dysgu Mwynhau Llwyddo'



Headteacher/Pennaeth: Mrs A Green (B. Ed (Hons), NPQH)

Welcome to our school

Dear Parents and Carers,

In welcoming your child to Ysgol Cefn Mawr CP, I would also like to extend a welcome to you the parents and carers, as part of the school FAMILY. Ysgol Cefn Mawr is an English Medium Primary School, where pupils learn Welsh as a second language. Our Main aim is for your child to feel happy, enjoy coming to school and they will then flourish and achieve their full potential.

This booklet contains information about the organisation of our school. It is intended to assist you in helping your child/children during their education here.

We look forward to receiving your child/children into school and hope that he/she will be happy with us and settle down in his/her surroundings.

We endeavour to set good foundations for future development and enable the children to realise that learning can be enjoyable and provide a sense of achievement. Our aim is that your child will leave Ysgol Cefn Mawr as a confident, ambitious, capable learner, ready to take on the challenges in the next stages of education and for life.

In planning the curriculum, we look very closely at the development of the whole child and plan our curriculum to meet the needs and interests of the child. We attach great importance to the development of the children's social skills and seek to enable them to build relationships with other children and adults and be sensitive to the feelings and needs of others.

Your involvement with your child's education is crucial and we will provide both formal and informal opportunities to update you on his/her progress.

Thank you for choosing our school. We look forward to working with you and your family during this important stage of your child's development.

Yours sincerely,

A handwritten signature in black ink that reads 'Am Green'.

Mrs Andrea Green
Headteacher

The School Vision

'Learning, Enjoying Achieving'

'Dysgu, Mwynhau Llwyddo'

Our mission is to provide a high quality learning environment in a safe, happy, caring school where each individual can achieve their full potential.



Ysgol Cefn Mawr Mission Statement

Both staff and governors have a collective vision for our school, which is summarised in our school's mission statement;

- To value all children equally
- To get to know them well as individuals and to recognise their achievements
- To maintain the highest expectations of all our young people
- To be concerned for the education of the whole person
- To seek to produce self -motivated life-long learners

The above statements epitomise all that we seek to achieve at Ysgol Cefn Mawr.

Governors

What are Governors?

Governors are like a Board of Directors and make decisions about how the school is run. At our school they meet at least twice a term and each committee meets at least three times a year. Governors have legal duties, powers and responsibilities.

Governors are appointed to set the strategic framework and help:

- To oversee the curriculum
- Support standards of behaviour
- Interview and select staff
- Decide how the school budget is spent
- Ensure that the school provides a safe environment

School Governors work together, they cannot act individually

School Governors are:

- The Headteacher
- Parents
- School staff (teaching and non-teaching)
- Local council representatives
- Community representatives, businessmen and women

Parent Governors

- Have a child in school
- Are elected by parents of the school
- Serve, as do other governors, for 4 years

GOVERNORS OF YSGOL CEFN MAWR

CATEGORY	NAME	TERMINATION DATE
Chair of Governors/Community	Mrs Aileen Richards	June 2026
LA	Mrs Sonia Benbow-Jones	September 2025
Head Teacher	Mrs Andrea Green	None
Teaching Staff	Miss Eleanor Williams	September 2024
Non-Teaching Staff	Miss Isabelle Hughes	September 2023
Parent	Miss Helen Brimfield	June 2023
Parent	Mr Paul Edwards	June 2023
Parent	Mr Ross Morrison	May 2023
Parent	Mr Kevin Morris	March 2023
LA	Mrs Vicky Williams	August 2025
Community	Ms Melanie Ferron-Evans	September 2022
LA	Vacancy	
Community Minor Authority	Isabel Twigg	September 2025
Community	Christine Jones (Vice-Chair)	November 2025

Clerk to governors

Mrs Tracy Evans

None

Committees

Governors organise their business through four committees. These are:

Finance and Staffing	Chair	Mrs Aileen Richards
Standards, Performance and Curriculum	Chair	Mrs Vicky Williams
Wellbeing / Safeguarding	Chair	Mrs Christine Jones

Organisation and Curriculum

Foundation Phase: 3-7 years of age

In Wales, the curriculum is known as the Foundation Phase and applies to pupils aged 3-7 years of age. The Foundation Phase is about enhancing the learning experiences, which enable children to be creative, imaginative and to have fun whilst learning.

Children will be given opportunities to explore the world around them and to understand how things work through engaging in relevant practical activities, which are fun and enjoyable and relevant to their stage of development.

The Foundation Phase places greater emphasis on experiential learning, active involvement and developing each child's:

- skills and understanding
- personal, social, emotional, physical and intellectual well-being, so as to develop the whole child
- positive attitudes to learning so that they enjoy it and will want to continue with their education
- self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships
- creative, expressive and observational skills to encourage their development as individuals with different ways of responding to experiences, and
- activities in the outdoors where they have first-hand experience of solving real-life problems and learn about conservation and sustainability.

At this Foundation Phase the main building blocks of learning experiences are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad rich curriculum using an integrated approach, we aim to develop the children's interests whilst also recognising their level of maturity.

These are important years where children learn to observe, listen, respond and develop not only as individuals but also as caring members of the community.

Key Stage 2: 7 to 11 years of age

The curriculum in Key Stage 2 is designed around subjects and skills. It is designed to provide a firm foundation in the core subjects of language, mathematics and science and will give learners the opportunity to achieve their best within a broad and balanced curriculum. The essential skills of communication, literacy and numeracy will still be the central focus of our curriculum.

The curriculum will still take place within an integrated theme where it is meaningful.

Children will be encouraged to develop self-confidence, independence in learning and higher order skills in a range of situations.

The National Literacy and Numeracy Framework (LNF) has been in place from September 2013 to support children to develop their literacy and numeracy skills. The framework identifies

annual literacy and numeracy expectations and will help children develop literacy and numeracy skills through all subjects using a wide range of activities.

Welsh/Cymraeg

Although English is the main language of the school, Welsh is taught to all pupils as a second language through oracy, reading and writing. Bilingualism is encouraged throughout the curriculum and beyond the classroom e.g. running and organising a Welsh fruit shop at break times, singing, drama, and Eisteddfod activities.



In addition to the everyday language which is used by staff and pupils throughout the day, Welsh is also included in our Collective Worship and daily Helpwr Heddiw sessions. The school is part of the Campus Cymraeg initiative where pupils are voted by their peers to join Cwriw Cymraeg (a group to promote Welsh language). Pupils participate in a variety of Welsh cultural activities e.g. St David's Day, Eisteddfod, Welsh Jambori, residential visits to Glanllyn and Cardiff etc.

Curriculum Cymreig

The Curriculum Cymreig is a part of the curriculum that is special to Wales. It is designed to reflect the history, geography and culture of Wales and our locality.

The Curriculum Cymreig helps develop:

- a sense of belonging
- a sense of place and heritage
- an awareness of the importance of language and literature in the history and life of Wales
- an understanding of the creative and expressive arts in Wales.



Class Organisation Autumn Term 2022 - 2023

Nursery a.m. only

Mrs Rhian Hughes (class teacher) am only
Mrs Jane Simon (TA) am only

Reception

Miss Amanda Jones (class teacher)
Mrs Katie Williams (TA)
Mrs Vanessa Williams (TA) (1:1 support)

Year 1

Mrs Vicky Goodwin (class teacher) 4 days
Mr Simon Williams (class teacher) 1 day
Miss Emily Pierce (TA)

Year 2

Mrs Sarah Ellis (class teacher)
Mrs Mary Prile (TA)

Year 3

Miss Eleanor Williams (class teacher and Assistant Head Teacher)
Miss Lyndsay Hopkins (TA) (1:1 support)

Year 4

Mrs Sarah Brown (class teacher)
Mrs Kelly Read (TA) (1:1 support)
Mrs Shelley Williams (TA) am only
Mrs Jane Simon (TA) pm only

Year 5

Mrs Ceren Williams (class teacher) 4 days
Mr Simon Williams (class teacher) 1 day
Miss Isabelle Hughes (TA)

Year 6

Miss Emma Jones (class teacher)
Mr Rob Evans (TA) am only
Mrs Barbara Lloyd-Jones (TA) 2 pms only

Additional Learning Needs

ALNCO-Mrs Ceren Williams

P.P.A. Cover Foundation Phase / Key Stage 2

Mrs Andrea Green (Headteacher)
Mrs Jane Simon
Mrs Shelley Williams
Mrs Helen Bayraktar
Mr Simon Williams

Dates for forthcoming school year

2022 - 2023



AUTUMN TERM: -

Commences	Thursday 1 st September 2022
Half-term	Friday 28 th October - Monday 7 th November 2022
Term ends	Friday 23 rd December 2022
Other closures	Staff Training Days: - Thursday 1 st September 2022 Friday 2 nd September 2022 Monday, 7 th November 2022 Friday, 23 rd December 2022

SPRING TERM: -

Commences	Monday 9 th January 2023
Half-term	Friday 17 th February - Monday 27 th February 2023
Term Ends	Friday 31 st March 2023



SUMMER TERM: -



Commences	Monday 17 th April 2023
Half-term	Friday 26 th May - Monday 5 th June 2023
Term ends	Thursday 20 th July 2023

Other Closures Staff Training Days: - Friday 26th May 2023

Bank Holidays: - May Day - Monday 1st May 2023

Common Transfer Day - Thursday 29th June 2023

Responsibility for Admissions

Wrexham County Borough Council, as the Local Authority, are responsible for determining the criteria and procedures for admissions to all Community Primary Schools, Secondary, Special Schools, and Voluntary Controlled Schools.

Applications for Admissions and Transfers should be made through the Education Authority, 16 Lord Street, Wrexham LL11 1LG. (Telephone number: 01978 298991; Email: Admissions@wrexham.gov.uk). It is necessary for parents to complete an admissions form before their child comes into school. This provides us with vital information about your child. Applications can also be made on-line at www.wrexham.gov.uk. The LA will consult school bodies annually in relation to admission criteria. Our admission number is 30.

All prospective parents, carers and children are very welcome to visit our school. Please make an appointment by contacting us first as this ensures that a member of staff is available to meet with you, show you around the school and answer any questions that you may have.

Playgroup / Early Entitlement

There is a daily Playgroup session and Early Entitlement in the CRNCA (opposite school) building. For more information please ring 07513091715. We have close links with the Playgroup/Early Entitlement. Staff will collect from our Nursery at 11:30 am and take them to the CRNCA building where they can have half a day wrap around care.

Nursery

Children are admitted to the Nursery **in the September after they have had their third birthday**. In accordance with LA policy, we offer Nursery education for five two and a half hour morning sessions (9.00 - 11.30 am) throughout the school year. We offer wrap around care with our local Playgroup provider who will collect your child from our Nursery and offer them an afternoon session. For further information please ring 07513091715.

Prospective parents/carers and children are invited to attend the Nursery Open Morning in the Spring Term and taster sessions during the Summer Term prior to their children starting in September. This enables both parents and children to meet the teachers, learning support staff and to familiarise themselves with the Nursery environment.

Reception

Children are admitted into the Reception class in September after they have had their fourth birthday. **Attendance to our Nursery does not automatically guarantee admission to Reception.**

Transfer to Secondary School

Under the Education Act 1980, parents are free to choose which secondary school they prefer for their child to attend. The majority of children from Ysgol Cefn Mawr C.P. attend Ysgol Rhiwabon at the age of 11.

Ysgol Cefn Mawr C.P. believes in preparing its year 6 children for their transfer to secondary school. Arrangements are made whereby the children have the opportunity to visit the local secondary schools whilst they are in year 6. During these visits the children take part in many activities. Staff from secondary schools also visit our school to talk to the children and to the year 6 teacher to support the transfer process. Our school assessment records and other relevant information are forwarded to the secondary schools when children transfer to their chosen school each September. A joint transition plan between the Ruabon Cluster of Schools and Ysgol Rhiwabon has been produced.

Transition between Classes

The transition process between classes is important for pupils' wellbeing so that they feel more confident when they start their new class in September. Pupils spend a morning in their new classes in the Summer Term on Common Transfer Day (when year 6 pupils visit their chosen secondary schools) in order to familiarise themselves with the teacher, support staff and pupils

Religious Education

We believe that R.E. is part of a broader process of education, which helps children make sense of the world and how they relate to it. Please inform the Headteacher in writing if you wish to withdraw your child from religious education or worship and alternative arrangements can be made.

Collective Worship

A daily act of collective worship is a statutory requirement. This includes aspects of the broader curriculum such as personal, health and social education (PHSE), religious, moral, spiritual community, and safety education.

School Hours

Nursery 9.00 am – 11.30 am

Foundation Phase

Morning Session 8.55 am – 11.30 am

Afternoon Session 12.30 pm – 3.00 pm

Key Stage 2

Morning Session 8.50 am – 12.05 pm

Afternoon Session 12.55 pm – 3.05 pm



It is essential that children arrive in school promptly to start the day and we appreciate the co-operation of the parents in collecting the children in good time at the end of the day. Children should await their teacher in the appointed place on the playground. The school gates are locked at 9.10 am, opened for Nursery children collection 11.25-11.35 am and opened at 2.50 pm for the end of the school day. If you require access through the gates outside these times please telephone the school and a member of staff will assist.

Foundation Phase families are welcome to arrive at school from 8.45 am where there will be a member of staff daily. All pupils must be accompanied by an adult until the children have been handed over to the class teacher. In the interest of children's safety, Key Stage 2 pupils (unless attending Breakfast Club) **must not arrive at school before 8.40 am** as adequate supervision is not available before this time. Although members of staff are in the school building, they are not working in a supervisory capacity and cannot accept responsibility for children on the premises before **8.40 am**.

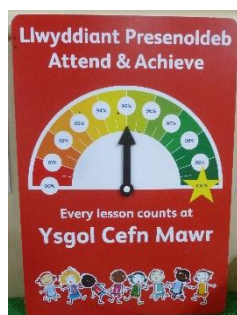
Pupils arriving late must enter through the main door and their name will be entered in the 'Late Book' which will be checked by the Attendance Officer on a regular basis for persistent lateness. It can be upsetting for a child to have to explain why he/she is late and it is very disruptive to the start of the school day, the class have already started with the morning register and maths activity. If you know in advance that your child is going to be late, please inform the school.

ATTENDANCE FIGURES FOR 2019 – 2020

	<u>SESSIONS POSSIBLE</u>			<u>SESSIONS ACTUAL</u>			<u>% ATTENDANCE</u>		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
<u>Autumn Term</u> 02/09/19 – 20/12/19	9458	11463	20921	9048	10880	19928	95.7%	94.9%	95.3%
<u>Spring Term</u> 06/01/20 – 20/03/20	6298	7688	13986	5366	7104	12470	93.6%	93.2%	93.4%
<u>Summer Term</u> 20/04/20 – 20/07/20	School closed for statutory education due to Covid-19.								

TOTAL NUMBER OF UNAUTHORISED SESSIONS FOR EACH TERM ARE AS FOLLOWS:-

<u>TERM 1 2019/20</u>	<u>TERM 2 2019/20</u>	<u>TERM 3 2019/20</u>
32 SESSIONS	45 SESSIONS	School closed for statutory
0.2%	0.3%	education due to Covid-19



Regular and consistent attendance is statutory and important for a child's educational and social development.

When possible, all medical and dental appointments should be made outside school hours. If this cannot be arranged, pupils should attend school before and/or after their appointment.

The school is required to monitor pupils' attendance and to communicate with parents when attendance gives cause for concern. The school is rigorous in its attention to absence and liaises with the Attendance Officer to pursue a positive response. Letters or telephone calls to inform the school of absence are very important.

Fixed Penalty Notices can be issued for a pupil who has 10 unauthorised absences in any one term. (am and pm count as separate absences). Persistent lateness may also generate a Fixed Penalty Notice (more than 10 occasions in one term). If paid within 21 days, the fine is £60. If paid after 28 days, but within 42 days the penalty will be £120. If the penalty is not paid in full by the 43rd day, legal action can result.

Absences

All schools are legally required to keep a strict record of pupils' authorised and unauthorised absences and have to publish statistics. The school's Attendance Officer helps us to monitor, not only attendance, but also other problems, which can from time to time affect our pupils.

Authorised absences are mainly those relating to illness, appointments and exceptional family circumstances. Unauthorised absences are those for which the school receives no valid reason or does not fall into the category of an authorised absence.

The school does not encourage holidays during term time. If it is unavoidable that your family takes a holiday during term time, please ask for a holiday form from the school office. Periods of longer than 10 days must be deemed unauthorised.

It is important that you help to foster good habits of attendance and punctuality.

Pupil Numbers

There were 191 pupils on roll in September 2019.

Forced closure of school

In the event school has to close, for instance due to heavy snowfall, please use the Wrexham County Borough Council website for all up to date information- www.wrexham.gov.uk, the school website and the school app.

School Medical Service

Children in Reception are given the opportunity (with parental consent) to have a health screening which includes height, weight, hearing and eye sight test. The children receive periodic dental examinations at school (with parental consent). If you are worried about any aspect of your child's health, please do not hesitate to contact the school.

Illness

If your child is ill at school we will contact you to arrange the collection of your child by an adult. It is imperative therefore, for us to have up to date contact details and alternative emergency contact.

Medication

School are happy to administer some types of medication in accordance with the school policy if parents complete the Administration of Medication form available from the school office.

Head Lice

Head lice can be a common problem in all schools. Cases of head lice should be reported to the class teacher. Advice on treatment is available from the school nurse on 01978 821204 or the school office. The health authority places responsibility for treatment with parents/carers. It is not necessary for your child to be absent from school due to head lice.

Equal Opportunities

Staff and pupils are assured of equal rights and opportunities to express their individuality, to be respected for their beliefs and characteristics and to develop a distinct and unique personality within the setting of a positive and supportive school environment. Behaviour, which is deemed prejudicial, will not be tolerated in the school.

Pupils with Additional Learning Needs

We support pupils with additional learning needs using a variety of resources. Where children have a statement of ALN we work with the Local Authority to ensure appropriate provision and support is provided.

Education Psychology Service

Children who have specific issues or behavioural problems are referred, with parental consent, to the Educational Psychologist. The school can also help to provide access to support for families as well as individual pupils.

Child Protection and Pupil Welfare

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If a member of staff has cause to be concerned the school will follow All Wales Child Protection Procedures.

School Uniform

Green polo shirt

Red jumper/cardigan or sweatshirt

Grey trousers/skirt

Plain black shoes/trainers



Summer

Plain grey shorts/red and white gingham dresses

Hairstyles

We do not permit extreme hairstyles (no unnatural colours, shaved heads, shaved patterns in the hair e.g. tramlines).

Jewellery

In accordance with Local Authority health and safety guidelines, the only jewellery allowed is stud earrings and a watch (no smart watches). The wearing of other jewellery is not permitted.

PE Kit

White/red/green t-shirt

Plain navy/black shorts/leggings

Pumps/trainers

Jogging trousers and sweatshirt during winter months

PE is a compulsory part of the curriculum. PE kits should be in school at all times.

Swimming - Years 4-6

It is a compulsory part of pupils' education in Years 4-6 to participate in swimming lessons for 1 term in the school year.

Pupils unable to participate in P.E.

If an injury or illness prevents your child from taking part in P.E. lessons, parents are asked to inform the class teacher verbally or by letter.

Lost Property

Please label all items of clothing and footwear to reduce the risk of losing belongings. We keep lost property for a period of time. For any lost items contact your child's teacher. No valuable items or unnecessary money should be brought to school.



Bicycles or scooters should not be ridden in the school grounds and must be parked in the appropriate bicycle areas during the day.



If your child is being transported to school by car, please respect the restricted parking area outside the school and enter school safely using the paths. **In accordance with Health and Safety guidelines parents must not use the staff car park. Parking for parents is available at the M.U.G.A. Disabled badge holders are able to use the school car park with permission from the Headteacher.**



Homework

In accordance with the Home School Agreement, children will be given appropriate homework. Support from parents is greatly appreciated. The school has a home/school reading scheme and pupils from Reception to Year 6 have access to online reading books. We feel that the support and attention the children receive from you with reading is beneficial.

If you would like to discuss your child's homework, please contact the class teacher.

School Security - Health and Safety Arrangements

The health and safety of pupils, staff, parents and visitors is a high priority for the Governing Body of the school.

All outside doors are locked during school hours to ensure the safety of pupils and staff. The side gates are also locked during the day and are opened to allow entry and exit when required. The premises are fully alarmed out of school hours. There are security cameras recording throughout the day and night. Access to the school office during the school day is available via the side gate on the Key Stage 2 path.

Mrs Vicky Goodwin is the school's appointed Health and Safety Coordinator. The Governing Body has appointed a Health and Safety Governor to work in partnership with her. The Governors and Mrs Goodwin do a full Health and Safety check every summer term.

An accurate record is kept of all accidents on school premises and a risk assessment of the condition of the premises is conducted, this is followed up by appropriate maintenance.

Staff, parents and Governors are vigilant and aware of potential hazards and act swiftly to avert danger and maintain a high level of security. **All visitors must report to the main office on arrival in school and sign the Visitors' Book, read the Child Protection procedures and wear a visitor's badge.**



School Toilets

There are toilets for each key stage, and three staff toilets. They are cleaned daily, checked and stocked every morning by the school caretaker and regularly checked for cleanliness during the day by staff and reported to the headteacher should a problem occur.

Sun Protection

During the warm weather all children should have a sun hat clearly labelled with their name, which they will be encouraged to wear when outside. Staff are not permitted to apply sunscreen to children and ask that parents/carers apply sun cream before school in hot weather.

Dogs

Please do not bring dogs onto the school premises (this includes car park, playgrounds and pedestrian areas) or tie them to the fences, which obstruct the path where children walk. Please do not allow your dog to foul the pavement on the route to and from school.



Smoking

The school is a designated 'No Smoking Zone'. Please do not smoke or use e-cigarettes anywhere within the school or the school grounds.



First Aid

Basic first aid is given at school when necessary. If an accident requires hospital attention we will make every effort to contact parents/carers first. Please ensure that your contact information is up to date. In an emergency we will ensure your child is transported to hospital. Key staff are trained in Basic First Aid and receive regular up-dated training for the use of Text pens and asthma inhalers.

Arrangements for Disabled Pupils

We are an inclusive school. All pupils are welcomed and offered equal rights and opportunities within a caring and happy school.

The school has good liaison arrangements in place with the Local Authority and outside agencies to ensure that all disabilities are managed in a positive and supportive environment.

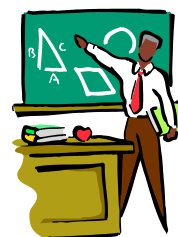
The school building and outside areas are easily accessible and provide opportunity for full integration. The school is on one level, has a disabled parking space and a disabled toilet.

All school policies reflect our belief that equal opportunities are an entitlement that will be ensured and respected.

Arrangements for pupils with Additional Learning Needs

Children with additional learning needs will have their needs met by the class teacher, with resources and differentiation provided. The Additional Learning Needs Coordinator will liaise with the class teacher and monitor their progress.

Sometimes pupils receive individual or group support with teaching assistants. It may be necessary to involve parents in undertaking further work at home to support their learning.



Meetings are held 2-3 times a year between the ALNCO, class teacher and parents to discuss the child's individual needs and provide an Individual Educational Plan (IEP). Additional support is available from other agencies in the form of advice and resources. Recommendations for referral to the medical service, speech therapy service or assessment facilities can be done at any time if considered necessary.

Support for pupils with additional learning needs

The School aims to provide each child with the opportunity to have full access to the National Curriculum in an inclusive environment.

A child has additional learning needs if he or she has been identified as having a need which calls for additional learning support to be made for him or her to achieve their full potential.

Wales has its own ALN Code of Practice and the school follows this code.

ALN provision works as a graduated response.

School Action

When a class teacher or the ALN coordinator identifies a child as having additional learning needs, the class teacher will provide interventions that are additional to or different from those provided as part of the lesson. If no real progress is seen following this intervention, the teacher assistants and class teachers may provide additional support to a pupil in class or withdraws the child from the class. Following assessment, with support from ANCO, the class teacher may write an I.E.P. to target the child's areas for improvement. The child will continue to be supported in class or withdrawn from class to work on the targets on his/her I.E.P.

School Action Plus

A child might move on to School Action Plus despite receiving an Individual Education Plan and/or concentrated support under School Action if he/she continues to experience substantial difficulties, and has the involvement of an outside agency.

The decision to place a child on School Action Plus is taken by the ALN Coordinator and colleagues from outside agencies in consultation with parents. A very small number of children may fail to progress, even after the involvement of a specialist at school action plus. At this stage the school may make a request for statutory assessment.

This may lead to the child being issued with an Additional Resources at School Action Plus (ARSAP) from the Local Authority. Regular reviews take place at each stage when progress is discussed and future action is decided. Parents are kept informed at each stage and they are encouraged to provide support at home within an educational context. Early identification of additional learning needs is important.

Good liaison exists between classes and between the Foundation Phase and junior departments, the high schools and other professionals from outside on whom we call upon for advice from time to time.

Every effort is made to ensure that pupils feel accepted and valued by other pupils and staff involved in the life of the school.

Provision for More Able and Talented

Mrs Ceren Williams is the member of staff responsible for More Able and Talented pupils, and Mrs Christine Jones is the named governor.

Research tells us that the term 'More Able and Talented' is the generic term used to describe children who are More Able across the curriculum as well as those who demonstrate a significantly higher level of ability/talent than most children of the same age in one or more specific area such as: Physical, Artistic, Practical Ability, Leadership, Academic Thinking, Creativity or Music.

It is important to add that More Able and Talented children can be:

- Good 'all-rounders' i.e. good at everything
- High Achievers in one area
- Of high ability but with low motivation
- Of good verbal ability but with poor writing skills
- Very able with short attention span
- Very able with poor social skills
- Keen to disguise their ability

We fully recognise the importance of providing a challenging and stimulating learning environment for the more able child. Staff provide differentiated work to ensure the higher ability children remain motivated throughout their time in school.

We use a variety of means to assist us in identifying more able or underachieving children, for example, test results, teacher assessment or parental information. Each child's progress and attainment is monitored regularly to ensure their needs are provided for.

Children can be talented in many areas. It is our responsibility to ensure that each child's talent is recognised and allowed to flourish.

Children Looked After (previously LAC)

Mrs Ceren Williams is the member of staff and Mrs Christine Jones is the school governor with responsibility for promoting the educational achievement of looked after children. The school has adopted the LA's policy for Looked After Children, which has been agreed by the governing body. All members of staff are made aware of pupils who are looked after and each child has a Personal Education Plan (PEP). Meetings are held regularly with the Looked After Children support team.

Personal, Social, Health and Wellbeing (PSHW)

Personal and Social Education plays an important role in the life of your child.

At Ysgol Cefn Mawr, we provide a broad and balanced Personal, Social and Health curriculum for all children. All classes follow Jigsaw PSHE scheme.

Through this curriculum we aim to provide the following: -

- learning experiences in which pupils can develop skills and explore attitudes
- develop pupils' self-esteem and personal responsibility
- help pupils to adopt positive mental attitudes and behaviours
- develop social skills
- cooperation with others
- develop their own views
- develop empathy and sensitivity to the needs and feelings of others.



All teachers and staff make a contribution to PSHE using a variety of teaching methods and approaches. Mrs Ellis is the PSHE Co-ordinator who offers support and guidance when needed.

Personal Development and Relationships

There is a legal requirement for schools to declare their stance on the delivery of a Sex Education Programme. Our school has a Personal Development and Relationships Policy which is available for all parents to read. Personal development is taught within the PSHW framework and through the science curriculum e.g. Life Processes and Living Things. Discussion and dialogue about relationships, changes and reproduction occurs in every class at an appropriate level for each child. This may begin simply by labelling parts of the body and develop to discussions about changes during puberty. Parents are consulted before each session and their views respected.

School Pupil Council and Eco Council

A School Council, Eco Council and e-safety committee have been established. The School Council and Eco Council are made up of two pupil representatives from each class in Key Stage 2 and year two, and the e-safety committee is made up of Years 4, 5 and 6 pupils, 3 from each class. Elections take place in Year 4 at the end of the school year in readiness for the start of the new

term. The pupils in his/her class elect each member. This gives the children an opportunity to contribute to the running of the school.



Discipline Policy

The school has a discipline policy, which can be viewed on request. Attention to positive behaviour is our main focus. We aim to encourage opportunity for children to change their behaviour. Negative behaviour is dealt with through the following process-

- redirection or reminder by the class teacher
- yellow card warning by the class teacher
- red card given by the class teacher
- following a red card, parents are informed and the learner receives supervised time out in the reflection room during break time and/or lunchtime
- after school detention if child continues to display negative behaviours
- internal exclusion
- reparation - a restorative conversation between pupil/s and the class teacher before the next lesson.
- formal meeting with the teacher, learner and Senior Manager

Consideration will be given to unintentional misconduct but persistent misbehaviour will be dealt with appropriately, in the interests of the well-being and safety of all pupils.

Parents will be contacted if individual pupils persist in unacceptable behaviour, and asked to work in a positive manner with school to encourage think and reflect.

We expect that parents are willing to support the school with its policy on discipline and behaviour.

We have introduced a whole school 'Good to be Green' behaviour approach which breaks down our actions into stages. This is displayed in classrooms and a consistent approach is used in all classes.



As a school we are justifiably proud of our children's behaviour in school and when out on visits. Visitors to the school always compliment the children on their behaviour and politeness, and we wish to maintain this high standard with your support.

We aim to promote a positive attitude towards behaviour and to acknowledge pupils' good practice and effort. The ethos of the school is based on mutual respect, high expectations and tolerance of all within a safe and caring environment.

Anti-bullying Policy

Bullying will not be tolerated.

Bullying includes any manipulative behaviour that effects another child's emotions, hurting others deliberately and consistently, making other children do things they do not want to do, making children give things e.g. sweets, emotional blackmail, damaging other people's property and being very critical of other people.

We have a clear school policy on dealing with bullying. We investigate the incident; discuss the findings with the parents of both the bully and the bullied, apply appropriate sanctions and investigate the cause of the bullying.

Good behaviour and discipline are a vital part of school life as it sets the atmosphere of the school, providing a good learning and teaching environment.

We aim to promote good behaviour by developing the values of mutual respect, self-discipline and social responsibility.

There is no corporal punishment in school. We encourage self-discipline and the ability to work within the rules set down for the common good of the children. We have a whole school code of conduct for promoting good behaviour.

- Ready
- Respectful
- Safe



Parents will be involved with the discipline of their children and they will be told when their children have behaved well, as well as when they have been punished.

School Policy for Collective Worship

Collective worship in our school is based upon the terms of the 1988 Education Reform Act which states that:

- Collective worship should be provided each day for pupils
- The majority of acts of worship in a term should be broadly Christian, reflecting broad traditions of Christian belief.
- Collective worship should be appropriate having regard to family backgrounds, ages and aptitudes of the pupils involved.

Values and qualities which we consider important:

- respect for every individual;
- respect for our environment;
- reflect on significant features of human life;
- explore our response of the world we live in;
- learn about the traditions of the different religions represented in our school, and in the wider world;
- learn about the Christian traditions upon which our society is based;
- enable us to develop our own response to the spiritual side of life.

Collective worship takes place both in the Foundation Phase and Junior department in the classroom and through joint and separate assemblies. Whole school and key stage assemblies take place once a week.

Children will not be required to participate in activities, which are contrary to the beliefs of their family. They will be encouraged to respond positively to the religious experiences of humankind. The law allows parents to withdraw their children from collective worship.



Individual Music Tuition

Wrexham Music Cooperative offer music tuition in a variety of musical instruments, at a cost to the family. Please see the Headteacher for more information.

Damage, Breakages and Losses

The Governors reserve the right to request from parents, payments for school property and equipment damaged or broken as a result of their child's inappropriate behaviour e.g. windows, books, musical instruments.

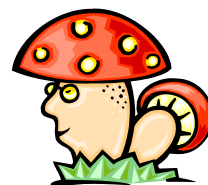
The Governors also reserve the right to seek financial recompense for equipment lost/damaged off the school premises, e.g. school library books, home readers.

HOME - SCHOOL PARTNERSHIP

The staff and governors at Ysgol Cefn Mawr have always tried to create a caring partnership between home and school.

How we can help you

- Welcoming you into school
- Giving you regular information about the school via school app/website, letters and ClassDojo
- Arranging meetings to talk to you about your child's progress
- Encouraging you to visit
- Arranging open evenings/open classrooms and educational meetings
- Sending you annual reports on your child's work
- Consulting you if your child has special educational needs or other concerns



How to help us help your child

- See that your child attends regularly and punctually
- Send notes when required or phone calls to update
- Support the school and its staff over its approach to establishing good behaviour, attitudes and work ethic
- Offer your support on short trips and visits
- Mark all clothing and belongings with your child's name. See that they come to school properly equipped wearing school uniform
- Please note the school policy on hair colour and styles and school uniform
- Ensure you child completes all homework to the best of their ability and hands it in on time
- Help your child to remember their PE kit
- Help and encourage them with their reading and spelling
- Monitor their use of social media to safeguard children

HOME SCHOOL AGREEMENT

All parents are expected to support, sign and return the Home School Agreement.

The School

We will

- Care for your child in a safe and secure environment.
- Provide a stimulating pupil led curriculum where children are ambitious capable learners, enterprising creative contributors and ethical informed citizens.
- Encourage your child to do his/her best at all times.
- Encourage your child to care for his/her surroundings and the people in the school community.
- Inform you of general school matters through regular newsletters, the school app and class Dojo.
- Inform you of your child's progress at regular parents' evenings and school reports.
- Inform you of what we aim to teach your child each term
- Be open and welcoming at all times and offer opportunities for you to become involved in the life of the school.
- Inform you of any concerns that we have for your child's education or well-being.
- Value and celebrate cultural diversity within the school.
- Encourage a lifestyle where children are healthy confident individuals.
- Support children's learning to enable each child to achieve their potential.

Signed Headteacher

SignedChair of Governors

The Family

We will

- Make sure my child attends school on time 8.55 am Foundation Phase; 8.50 a.m. Key Stage 2, Nursery 9.00 a.m.
- Make sure my child attends school regularly and provide an explanation if my child is not attending school on the first morning of absence by 9.15 a.m.
- Make every effort to arrange the family holiday when the school is closed (remembering that the permission of the head teacher is needed if I withdraw my child for a holiday during term time).
- Attend parents' evenings to discuss my child's progress.
- Make the school aware of any concerns or problems.
- Support my child with his/her homework.
- Support the school's policies and guidelines for promoting good behaviour and school rules.
- Show respect on the school site (please see Code of Conduct for parents, carers and visitors).
- Ensure that jewellery is not worn in school (apart from a wristwatch and/or small ear studs). Extreme hairstyles are not permitted.
- Adhere to the school's site access and safety rules.
- Encourage healthy eating (mid-morning break snack, packed lunch and drinks).
- Inform the school of any medication taken that may affect my child. Ensure that any medication administered in school is kept up to date and a permission form is completed.
- Support the school uniform policy and provide my child with appropriate P.E. kit for indoor and outdoor P.E., including suitable footwear. Ensure my child's name is clearly visible in his/her clothing including a coat suitable for the weather.
- Ensure that ParentPay accounts for dinner/breakfast payments are in credit.

Signed Parent/Carer

The Child

I will

- Make sure I arrive at school on time, in my school uniform with all the things I need for the day (letters from home, P.E. kit, money (e.g. for dinners or school visits) in an envelope clearly labelled with my name, and class)
- Not wear jewellery to school except a wristwatch and small ear studs.
- Follow the school's rules: Ready, Respectful, Safe.
- Always do my best in school and with my homework.
- Treat others as I would like to be treated and be aware of the feelings and needs of others
- Make teachers, governors, other pupils and parents proud to say that I attend Ysgol Cefn Mawr.
- Follow e-safety code of conduct.

Signed

Child/Parent on behalf of child

Parental Involvement

Parents are very welcome to become involved in school activities e.g. helping in class, or on school trips. For legal reasons, any parent involved in school activities must be willing to have a DBS check (Disclosure and Barring Service) check.

Visiting School/Appointments

As you will appreciate, if you wish to see your child's teacher or the headteacher please make an appointment. However, if you feel the matter is urgent please contact the school secretary. Please do not go to the teacher directly as he/she may be busy or occupied with a class.

The ideas and practice of our Home-School Partnership should start from the expectations that parents and staff have of each other and thereby build a strong and lasting two-way working relationship. Your child's class teacher may be contacted on ClassDojo.

School Breakfast Club

The school has a breakfast club each day **between 8.00 a.m. and 8.30 a.m.** This is available for children from Nursery to Year 6. There is a £1 daily charge for the child care element per pupil for pupils arriving before 8.20 am. There is no charge for pupils in receipt of free school meals.

Please do not send your child to school **before 8.40 a.m.** unless they are attending Breakfast Club. Please ensure Foundation Phase children are accompanied by an adult on the school yard.

Extra-Curricular Activities

The school in partnership with outside agencies offers a range of extra-curricular activities. You will be notified of these activities as they occur. Extra-curricular activities such as football, netball, tennis, hockey, rounders, golf, craft club, gardening club, computers, choir, maths, cookery and drama are offered.

Participation in these activities will be on the basis of parental choice and a willingness to meet such charges incurred.

Break-time snacks

Nursery, Reception, Upper Foundation Phase and Key Stage 2 - Children are requested to bring a healthy snack from home e.g. fruit or vegetables. Water fountains are available for all key stages. Free milk is available for children in the Foundation Phase and water is available throughout the day. Individual water bottles are encouraged and are available in school and cost £1.25 from the school secretary.

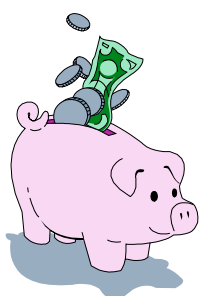
School Meals

The school operates a system of a set meal each day at a fixed price, payable in advance. Currently meals are £2.40 per day, payable via ParentPay. If children have special dietary requirements these can be catered for on written request. Children may also bring sandwiches. No fizzy drinks, flasks or glass bottles allowed.

The children are expected to be either in school during the lunch break or to be at home for their lunch. It is important for their safety that we know where they are expected to be.

Teaching Methods

We employ a variety of teaching methods to deliver the curriculum in order to cater for all children's learning styles. Independent learning and peer marking strategies are used throughout the school, which helps pupils to become actively involved in their own learning, self and peer assessment. Within the classroom, at various times, the teachers may choose to group children in different ways e.g. ability, mixed ability, mixed sex, single sex etc.



Those little extras

The curriculum is supported by encouraging educational visits, residential visits and a variety of visitors into school, who can provide special expertise. These help to stimulate and enhance teaching and learning.

Unfortunately these often cost money!

Parents are not obliged to pay for visits or materials used by the children. However if an activity cannot be funded without your voluntary contributions this will be made clear at the outset. The Education Reform Act introduced new regulations to cover the way school activities are funded. A copy of the Charging and Remission Policy is available at the school.

Activities during school hours

A voluntary contribution is requested to meet the cost for each child, whilst not excluding any child whose parent is unable to make a voluntary contribution. At the same time it must be understood that if the voluntary contributions are insufficient to meet the cost of the activity, this might lead to cancellation. Activities may include: swimming, visits of theatre companies, educational visits to support topic work etc.

Remission of charges

This would only apply to board and lodging charges for children whose parents are in receipt of Income Support or Universal Credit and who are engaged in activities that take place principally during school hours. Please see our Charging and Remissions Policy for further information.

Complaints Procedure

Informal Stage

1. If you have a concern, you can often resolve it quickly by talking to your child's class teacher. You should raise your concern as soon as you can; normally we would expect you to raise your issue within 10 school days of any incident. The longer you leave it the harder it might be for those involved to deal with it effectively.
2. If you are a pupil, you can raise your concerns with your class teacher, Miss Jones, Year 6 teacher who is the designated member of staff. This will not stop you, at a later date, from raising a complaint if you feel that the issue(s) you have raised have not been dealt with properly.
3. We will try to let you know what we have done or are doing about your concern normally within 10 school days, but if this is not possible, we will talk to you and agree a revised timescale with you.
4. The person overseeing your concern or complaint will keep you informed of the progress being made or your complaint will be kept on file.

The formal stage

5. In most cases, we would expect that your concern is resolved informally. If you feel that your initial concern has not been dealt with appropriately you should put your complaint in writing to the Headteacher.
6. We would expect you to aim to do this within **five school days** of receiving a response to your concern as it is in everyone's interest to resolve a complaint as soon as possible. There is also a form attached (Appendix B) that you may find useful. If you are a pupil we will explain the form to you, help you complete it and give you a copy.
7. If your complaint is about the headteacher, you should put your complaint in writing to the chair of governors, addressed to the school, to ask for your complaint to be investigated.
8. In all cases, Miss Emma Jones can help you to put your complaint in writing if necessary.
9. If you are involved in any way with a complaint, Miss Emma Jones will explain what will happen and the sort of help that is available to you.
10. Miss Emma Jones will invite you to discuss your complaint at a meeting. Timescales for dealing with your complaint will be agreed with you. We will aim to have a meeting with you and to explain what will happen, normally within 10 school days of receiving your letter. The designated member of staff will complete the investigation and will let you know the outcome in writing within 10 school days of completion.

Appeal to the Governing Body.

If the complaint is not resolved to the satisfaction of the complainant, she/he is entitled to appeal to the Chair of Governors.

A copy of the Complaints Policy is available from the school upon request and on the school website.

Assessment

The child's progress is continuously assessed and monitored in a variety of ways. Continuity is ensured by record keeping systems. Nursery children are assessed using 'On Entry Assessment'. Assessments take place before October half term. A copy of the school's targets and results can be found below. Children's teacher assessment levels are published at the end of year 2 and year 6. All pupils in Year 2 to Year 6 sit National Reading and Maths tests in May each year.

Resources

Forest School

We encourage outdoor learning at Ysgol cefn Mawr as much as possible. We are fortunate to have our own forest area within the school grounds. Forest School sessions are timetabled to allow each class to visit no matter what the weather.



Reading Sheds

We were very fortunate last year to be awarded a grant from Tesco Bags for Life. We used the grant to turn 2 old outdoor classrooms into reading areas, which the children use for reading sessions and story time.



Play Equipment

We are lucky at Ysgol Cefn Mawr to have plenty of outdoor space. We have fixed play equipment on our Lower Foundation Phase yard, Upper Foundation Phase yard and Key Stage 2 area. We continually review and purchase new play equipment for break and lunch time play. Pupils enjoy sport activities, during spring 2020 we purchased new goals, footballs and tennis balls to add to the rounders and circus skills equipment.



After School Club

Cefn Mawr After School Club operates daily in 2 rooms within our school from 3:05 pm until 5:00 pm. The Club charges £3.00 per child per hour, and is available for all children in our school from Nursery to Year 6.

Super Learning Weeks

Throughout the year, we hold Super Learning Weeks which the whole school focus on areas of interest. In recent years we have based work and activities on the book 'The Disgusting Sandwich' where activities included pupils creating their own sandwiches and science experiments looking at mould, we celebrated Wales and being Welsh which included pupils looking at the local area and visiting the local museum, pupils produced some lovely work all about Remembrance and the book 'Where the Poppies Now Grow' and work and activities based on the book 'The Fox and the Star'.



During the Covid-19 lockdown, the pupils produced some lovely work as part of their home learning which they shared with us for our VE Day display.

After School Clubs Opportunities

Pupils have opportunity and are encouraged to take part in various after school activities including football, tag rugby, choir, Christmas crafts, and cookery. After school clubs are organised and run by staff. On occasions we may organise clubs with outside providers e.g. glow in the dark dodgeball. We welcome suggestions from pupils and parents and will try to organise where possible.



Playmakers

A member of the Sports Development Team visit school and deliver training sessions to pupils in our Year 5. The pupils discuss and organise a timetable with a member of staff who then gathers the resources daily. Two Year 5 pupils take the lead each day during playtimes. During the summer term Playmakers attend a Playmakers Festival at Queensway, Wrexham, with Playmakers from other Wrexham schools.



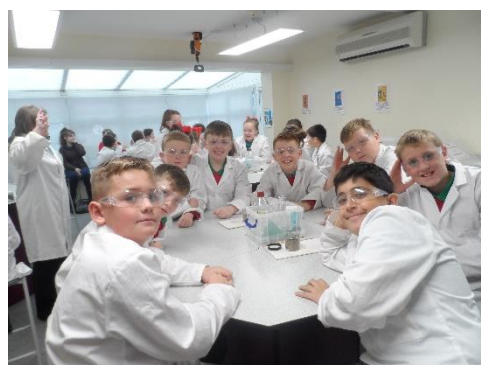
ELSA (Emotional Literacy Support Assistant)

An ELSA is a specialist teaching assistant with a wealth of experience of working with children. ELSAs are trained and regularly supervised by our Local Authority's Education Psychologists. An ELSA is a warm and caring person who wants to help children feel happy in school and to reach their potential educationally. Their aim is to remove barriers to learning and to have happy children in school and at home. ELSA sessions can be individual or group sessions. Typical problems include anger management, or working with children through bereavement from the loss of a loved pet, self-esteem, social skills, friendships.

Conclusion

We hope you find this Prospectus informative and that it goes some way to answering any questions. We feel that a successful school is one where staff, parents and governors work together in the best interests of the children.

If there are any issues raised in this booklet you would welcome further clarification, please do not hesitate to contact the head teacher or school office.



Please Note

If you would like a copy of any of the policies listed in this prospectus, please make a request in writing to the headteacher and allow five working days.

GDPR

The school collect information about pupils and their parents/guardians at admission to school and for specific purposes during the school year. Every effort is made to ensure the accuracy and security of the data collected which is generally stored on the school's computerised management information system. Individuals have certain rights of access to personal information that local authorities and the Welsh Government hold about them.