

# Ysgol Bro Cinmeirch

'Ar ein gorau - glaw neu hindda'

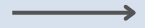


Ysgol Bro Cinmeirch,  
Llanrhaeadr Y.C.  
Denbigh,  
Denbighshire  
LL16 4NL

01745 890 347

Headteacher: Mrs Ffion Higgins  
Chair of Governors: Mr John Lovegrove

bro.cinmeirch@denbighshire.gov.uk  
<https://www.ysgolbrocinmeirch.co.uk/>  
@BroCinmeirch



# Welcome

The aim of this booklet is to provide information about our vision and to outline Ysgol Bro Cinmeirch's procedures.

Our aim, as staff and Governors is to provide a caring, happy and safe environment for all our pupils.

Our vision is to provide a wealth of experiences through which our pupils can develop the skills needed to grow into independent and responsible adults. Co-operation between home and school is fundamental to ensure that your child is provided with the best possible educational opportunities.

We are very fortunate to have such an attractive building within a beautiful setting. I sincerely hope that your child's time at Ysgol Bro Cinmeirch will be happy, interesting and successful.



# Staff

Headteacher: Mrs Ffion Higgins



Assistant Headteacher: Mrs Sian Griffiths



Nursery & Reception teacher: Mrs Sian Griffiths



Year 1 & 2 teachers: Miss Eleri Davies & Miss Teleri Griffiths



Year 3 & 4 teacher: Mr Morgan Cordiner



Year 5 & 6 teacher: Mrs Ellyw Vaughan Evans



Nursery & Reception teaching assistant: Mrs Kim Roberts-Jones



Nursery & Reception teaching assistant: Miss Beca Evans (mornings)



1:1 teaching assistant : Miss Angharad Jones



Year 1 & 2 teaching assistant: Mrs Catrin Haf Jones



Year 3 & 4 teaching assistant: Miss Catrin Jones



Year 5 & 6 teaching assistant: Miss Beca Evans (afternoon)



Cook: Ms Carys Williams



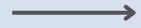
Administrative: Mrs Karen Davies



Caretakerr: Miss Donna Dallalio

Breakfast club: Mrs Catrin Haf Jones + Miss Colleen Sullivan  
Ffatri Hwyl Club: Miss Angharad Jones + Miss Beca Evans





# Order

Nursery : 9.00am - 11.30am  
Full time: 9.00am - 3:15 pm

It's possible for Nursery children to transfer from the care of the school to the care of Cylch Meithrin Llanrhaeadr at 11.30am. They will then have lunch at the school and stay in the Cylch until 3.00 p.m. There is a charge for this and details can be obtained by calling Rachel Piggot on 07726929756 or by email; [cylchllanrhaeadr@gmail.com](mailto:cylchllanrhaeadr@gmail.com)

We as staff discuss the pupils progress regularly.

Most of the curriculum is delivered through a **cross-curricular** approach and is organised in **topics** or **themes**. There is emphasis on developing the pupils' skills in Literacy, Numeracy and ICT in all subjects. We also focus on developing our pupils' **thinking skills** to enable them to become independent learners and to be able to organise and reflect on their work.

The children work as **individuals**, in **pairs**, in small or large **groups** and as a **class**. We strive to provide opportunities for the children to share ideas and achievements. Teachers share learning outcomes with pupils and the criteria for succeeding in their tasks.

We aim to ensure that:

- we enable each child to develop his/her full potential;
- pupils enjoy coming to school and learning;
- we provide equal opportunities for all pupils;
- we increase the child's appreciation of his/her situation in a rapidly changing society.

## Breakfast Club

The club is open from 8.00 until 8.45am. The breakfast is free, however we charge £1.00 per child to subsidise the costs of running the Club.

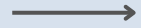
Breakfast is served until 8.30am.



## Ffatri Hwyl Club

The club is run under the management of the PTA and is held from Monday to Thursday between 3.15pm and 5.15pm and pre-registration is essential. There is a charge for this child-minding service and more details are available from school.





# Aims and Objectives

The aim of the school is to ensure the best quality education for all children in accordance with their age, ability and interests. We want all pupils to grow into their own personalities, to develop and practice all their talents and to be responsible members of a bilingual society.

## General objectives

Create an environment and atmosphere where children can grow, develop and mature to become confident individuals, aware of the welfare of others and responsible members of society.

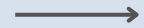
Offer education of the highest possible quality which reflects the requirements of the individual, society, the Education Authority and the Curriculum.

Enable all children to develop to be fluent in Welsh and English so that they can participate in the social and cultural life of the bilingual society.

Create a happy atmosphere based on a relationship of respect and care between children and each other and between teachers and children in order to allow the children to approach positively and develop in self-confidence.

Ensuring that children have equal opportunities by providing them with a curriculum that is relevant, differentiated, broad and balanced.

Section 351 of the Education Act 1996 requires the Curriculum to promote the pupils' spiritual, moral and cultural development, and they should be prepared for the opportunities, responsibilities and experiences of life as an adult.



## Admissions

The school follows the guidelines given by Denbighshire's Admissions guidelines. Contact the Headteacher for further details.

<https://www.denbighshire.gov.uk/en/education-and-schools/school-admissions/school-admissions.aspx>

- An application for admission to the reception class of a primary school must be made to the Local Education Authority in the first instance (form available from Denbighshire's website).
- If the Authority is unable to allocate the child to the school for which the parent has expressed a preference, the parent will be offered a place for the child at an alternative school. The parent may then accept the alternative placement, or make representations to the Authority, and, if still dissatisfied, may give notice of an appeal.
- The appeal (which shall be sent to the Director of Education) must be put in writing giving the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeal procedure of the Education Act, 1980. The parent will be given an opportunity to appear before an independent Appeal Committee. The decision of the Appeal Committee will be final.

## Equal Opportunity Policy

### Objectives

- Our aim is always to ensure that no child is disadvantaged in school for any reason.
- Our aim is to meet the needs of all pupils to ensure equal opportunities.

### Statement

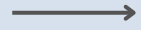
- We recognize that our pupils grow up in a broad society with differences in terms of race, religion, dress, diet and language.

### Curriculum

- By choosing content, experiences and resources, we aim to make a positive contribution to equal opportunities and multicultural education.
- Our aim is to provide learning materials and resources that are non-sexist, non-racial and able-bodied.
- We ensure that children receive positive messages of equality through our school system.
- We try to ensure that the methods and amount of praise and criticism given are not unbalanced between boys and girls.
- Pupils can take part in all extracurricular activities, visits and trips and it is not assumed that some activities are suitable for girls or boys only.
- Equal opportunities and multicultural education are dimensions that interweave by questioning aspects of the Curriculum.



# Information



## Language of the school

The school's official language is Welsh and the medium through which the children are educated. We are extremely proud to be one of the first schools in Denbighshire to Achieve the Welsh Language Charter Gold award.



## Arriving and leaving the school

Parents are asked to bring their children to the main entrance/gate of the school where a member of staff will be there to welcome them. If someone else is coming to collect your child from school, or if the child is going to someone else's house, it is important to let us know. If you don't do that, the school will have to call one of the parents. The parents who come to collect their children are asked to be at the school door/gate at 3:15 p.m.

## School uniform

As the children are responsible for their own clothes and shoes, EVERYTHING MUST BE NAMED including shoes.

- Long / short grey or black trousers
- Grey skirt/trousers
- Blue gingham dress in summer
- Grey socks
- Black shoes
- Navy sweatshirt / or cardigan
- White or navy polo shirt

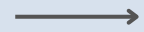
## Sports clothes

- White polo shirt and black shorts

You can buy or order sweatshirts or the white or blue polo shirts with the school logo on them from Workplace-worksafe, Lon Parker, Ruthin [www.workplace-worksafe.co.uk](http://www.workplace-worksafe.co.uk)



# Information



## Charging Policy

When organizing school activities, parents are asked to contribute voluntarily to support those activities. All payments are made through ParentPay (details from school).

The Governing Body reserves the right to request additional contributions for the following:

- Educational visits and outings
- Materials for practical work and project assignments
- Optional out of school activities
- Individual music lessons by peripatetic music teachers.
- Transport to swimming lessons

## Illness and Medicine

It is important that parents do not send their child to school for 48 hours if they have vomited. If a child is ill or has hit his/her head, the school will contact the parents and make arrangement for the child to go home.

No member of staff will be responsible for administering medicine for a short term illness. You are welcome to come to school to give the medication if necessary. If your child suffers from a long term illness e.g. Asthma, then you must complete a form giving clear instructions and your permission for a member of staff to assist in giving the medication.

If your child has any medical needs, contact the Headteacher to ensure the necessary care.

Please do not send your child to school if they are not feeling well. Give him/her a fair chance to fully recover before starting again.

The school staff have a first aid certificate. We have a first aid kit in the school and an accident recording book. We also send a short report on any accident and treatment given to the child's parents.

## Attendance / Absence

Regular attendance is very important. We are proud that our attendance percentages are high. If your child is absent, let us know before 9.30am by calling in, a phone call or a note to the Headteacher.

If possible, give us information in advance when there is an appointment with the doctor, dentist, or at the hospital - your child can be counted as present on the register afterwards.

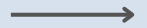
If your child needs to leave school during the day you will need to arrange to meet them at school. Children are not allowed to go home alone during the day for safety reasons.

A list of holiday dates is sent to each family annually. Any leave taken during the term will be recorded as 'unauthorised absence'. The school does not approve the removal of a child from class for holidays unless there are exceptional circumstances.

You should share any medical information we should be aware of e.g. difficulties, allergy etc. and let us know if there are any changes in your home, address, work or mobile telephone number.

In case of an emergency, we need the phone number of another person who we could contact if needed - a friend, neighbour or family member.





# Information

## Additional Needs

Pupils identified as having Additional Needs are given extra support within the classroom and are withdrawn for special tuition by a member of staff for a period each week when necessary. Parents are kept informed of development 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. A member of the Governing Body has responsibility for Additional Learning Needs.

## School Nurse

The school nurse will call to see the children on occasions (hearing, sight, height and weight tests).

The nurse will also organize a visit every year to examine the children who have just started school for the first time.

## Safeguarding Children

In order to protect the welfare of children, the school follows the County's arrangement and Denbighshire Child Protection Guidelines. This means that the child's welfare is the main consideration. There is a close link between the school and Social Services, the Police, Health Trust and Voluntary Agencies.

If there is reason to think that a child is being neglected by their parents or other people who care for them, or is being treated badly (e.g. physical abuse, sexual abuse or neglect) by anyone, it is a must and an obligation for the school to act and contact the relevant authorities. We will put the child's welfare before any other consideration. The person with responsibility for Child Protection at the school is Mrs Ffion Higgins (or Mrs Sian Griffiths in her absence).

## School Meals

Lunch is prepared in the school kitchen every day and a copy of the menu can be obtained here: <https://denbighshireschoolmeals.co.uk/bwydlenni-cynradd/>

Your child is welcome to bring a healthy packed lunch to school if they wish.



# Curriculum

## Relationship and Sexuality Education

Relationship and Sexuality Education adds responsibly and developmentally to children's knowledge and experiences about their bodies and their relationship with the world around them. Through Relationship and Sexuality Education the pupils will be able to deal better with pre-maturity and they will develop self-esteem and the ability to be confident as teenagers.

Any question asked by a pupil should be answered honestly and correctly. The Head of the school will discuss adolescence with children who are in their last year at school following a special training program and two members of staff will be present in the lessons. The school will inform the parents of this in our newsletters.

## Religion, Values and Ethics

Pupils take part in a daily act of worship. Christianity is primarily the medium of our worship. Class assemblies deal with other religions as well as Christianity. Pupils are encouraged to respect and appreciate the religions of all cultures so that they can develop into mature members of society. Children can be exempted from the daily worship if parents wish.



## Creativity

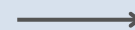
Ysgol Bro Cinmeirch is proud to offer valuable creative experiences to our pupils.

## Music Lessons

We have a very good partnership with Denbighshire Co-operative Music Company and a high percentage of KS2 pupils receive voice and instrumental lessons from peripatetic music teachers.



# Curriculum



## Sports and Extracurricular Activities

All children take part in a range of sports and other physical activities, such as swimming, gymnastics and athletics. We have good space and resources and we use the Denbigh swimming pool. All pupils are required to be able to swim 25 meters by the end of their time at primary school.

As a Welsh language school, the children are encouraged to join and participate in the activities of the Urdd. Pupils take part in the Denbighshire swimming Gala and the Urdd Gala, Urdd sports and interschool cross country running.

We collaborate with other small schools to organize sports activities and outdoor education.

We are part of the Denbighshire Primary Schools Sports Association and compete in activities such as Dyffryn Clwyd sports, cross country, football and netball.

During the four years in Key Stage 2, residential visits will be organized to the following centers where pupils will have wide and adventurous experiences:

Pentrellyncymer – Yr 3 and 4

Glan Llyn – Yr 3 and 4

Llangrannog – Yr 5 and 6

Cardiff – Yr 5 and 6



# Behaviour

The children are encouraged to develop respect and responsibility towards others in an environment where the staff have high expectations for appropriate behaviour. We teach the children to recognize the effect their behavior has on others. If there is a case where a child's behavior causes concern, we will contact the parents and work together to improve the behaviour.

The school has an Anti-Bullying policy and all pupils are aware that any form of bullying will not be tolerated in the school.



# School Councils

## School Council

We believe that the School Council is an essential part of making decisions and leading our school.

We are:

- Voicing the opinion of all the school's pupils.
- Promote the school's values.
- Trying to improve the school.
- Trying to look after our school and the environment.
- Organizing all kinds of activities in the school.
- Raising money for important charities.



## Wellbeing Officers

We have very important responsibilities at the school and we all enjoy our work. Our role is to:

- Encourage everyone to talk if they are sad.
- Organize playtime events to make sure no one is alone.
- Give out well-being questionnaires to children and look at improving the results.
- Ensure an hour of well-being per week for each class and create a resource pack.
- Offer support, help and advice to other children.



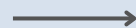
## Digital Wizards

To further develop Information Technology (IT) skills and digital competence of our pupils and adults at Ysgol Bro Cinmeirch.

As part of a team, the Digital Wizards perform the following roles within the school:

- Share their skills and expertise with pupils, classes and other teachers.
- Support teachers and classes to use IT in the classroom.
- Lead IT clubs.
- Working with pupils from other schools on specific projects.
- Provide first line Technical Support in school.
- Training and supporting staff.





# School Councils

## Language Ambassadors

We have very important responsibilities at the school and we all enjoy our work. Our role is to:

- Encourage everyone to speak Welsh at school at all times.
- Organizing Welsh events in the school e.g. Sumai Shwmae Day, Welsh Music Day, events with the Urdd and much more.
- Organize Welsh playlists and encourage everyone to listen to Welsh music.
- Encourage everyone to watch and listen to Welsh language programs on television, radio and so on.
- And finally...which is the best and most important part of our work...is rewarding children in the assembly with a sticker for trying their best with the Welsh language.



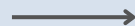
## Eco Committee

We have important duties in the school and we carried out an environmental review to see where we need to develop the school's work as an Eco School.

Our role is to:

- Encourage everyone to recycle and reuse.
- Help develop attractive areas around the school e.g planting flowers and plants.
- Encourage everyone to save energy by turning off lights.
- Reducing waste in the school.
- Create quiet spaces on the school grounds to promote wildlife.
- We will make presentations in the assembly and hold special days to promote the work of the Eco School.





# The community<sup>2</sup>

## Parents

Children learn much better when parents and teachers work together and we encourage this partnership. Parents are asked to sign an agreement between home and school when a child starts school full time. We ask the children to read at home. Parents' support in discussing and helping their children to practice their reading skills is invaluable.

Homework is occasionally set for the children following the Curriculum and the work is an extension of the class work.

There is an open parents' evening twice a year (with a short written report) where there is an opportunity to discuss your child's development with the relevant teachers. If you wish, staff will be ready to set aside time to discuss your child at any time during the year if an appointment is made in advance.

## Wider community

Ysgol Bro Cinmeirch has a close relationship with the local community. The children are encouraged to protect their environment and be responsible members of their community. We regularly run campaigns to raise money for charities. We will take part in a Thanksgiving Service and a Christmas concert at venues in the community. Members of the community are invited to join us on several occasions during the year.

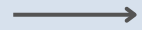
## Parent Teacher Association (PTA)

There is an active Parent Teacher Association in the school. They meet every term to organize activities to raise money, social activities and support the school in various ways. We welcome new parents to join in the activities and/or the committee.

Chair + Secretaries: Lowri Salisbury, Gemma Williams + Ceri Jones

Treasurer: Emily Pierce





# High School

## Transfer to Secondary Schools

In the Autumn, a form is sent to all parents with a list of Secondary Schools in the area. In recent years, most of the children from Ysgol Bro Cinmeirch have transferred to Ysgol Brynhyfryd and Ysgol Glan Clwyd. If parents want further details about the secondary schools they should contact the relevant Secondary School.

Confirmation of acceptance from the High School is sent at the end of February.

The school has a close relationship with the Secondary Schools. In order to facilitate the pupils' transfer from Primary Education to Secondary Education, transfer days are usually organized at the beginning of July so that the pupils can spend the day in their new school to get to know the staff, the school and their peers. The primary and secondary teachers work together to ensure a smooth transition.

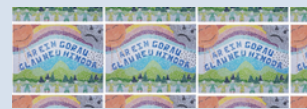


## Documents

Parents can arrange to come to the school to see copies of documents they are entitled to see e.g ESTYN Reports, Curriculum documents, work plans.

The school's policies are available to any parent who wishes to see them.





# Engagement and Behavior

## Rights and responsibilities in relation to parents and carers

Preparedness – Everyone should arrive at school with the right attitude, equipment and appearance that sets them up for success.

Respect – Our school values the dignity of every member of our community. Everyone should show respect towards themselves and all members of the school community.

Responsibility – Everyone has a joint and individual responsibility to ensure that our behavior promotes effective learning and the safety of the school community. Everyone needs to accept responsibility for their own actions.

- Cooperation and consistency between the parents and the school will lead to better results for your child.
- We believe that all parents have a right to have a voice, to be understood and respected. However, the school's staff and governors have the same rights.
- We expect you to be polite.
- We will not tolerate aggressive, abusive or unreasonable behaviour.

Parents and carers are expected to:

- Support the school.
- Comply with all school procedures and policies.
- Work in partnership with staff to ensure good behaviour.
- Maintain correspondence.
- Notify staff of any concerns.
- Respond to concerns raised by members of staff.
- Ensure that pupils come to school with the appropriate equipment and are ready to work.
- Avoid discussing any concerns in front of your children or other parents.
- Avoid using social media as the front line for complaints.
- Comply with acceptable standards of behavior at all times.

## Malicious allegations made by parents

If a parent makes an allegation against a member of staff, resolving the allegation quickly should be a clear priority in the interests of all. At any stage during consideration or investigation, unnecessary delay should be avoided. Allegations should be handled using the appropriate policies and procedures. Parents who have made malicious allegations are likely to have breached the Unacceptable Behavior Policy. Therefore the school should consider whether to apply an appropriate punishment or contact the police if there are grounds to believe that a crime has been committed.

## Complaints

If you are unhappy for any reason, an Official Complaints System is available to address any complaints about curriculum or worship.

You are welcome to arrange to discuss any matter with the Headteacher.

Three stages have been identified for implementing the system;

1. It will be possible to answer most complaints by discussing the matter in question with the Headteacher.
2. If it is not possible for the headteacher to offer a satisfactory solution within the School, then you should state your complaint in writing to the Chair of Governors.
3. If you are not satisfied with the response of the school / Governing Body, you can formally complain to the Education Department in the Local Authority.