

**HAFOD Y WERN COMMUNITY  
PRIMARY SCHOOL**



**PROSPECTUS**

**2023 – 2024**

## WELCOME TO HAFOD Y WERN COMMUNITY PRIMARY SCHOOL

This Prospectus has been put together by the children, staff, governors and parents of the school. We hope it helps you gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care.

This is the start of an exciting time for your child - a new school, new teachers to meet and new friends to make. Our aim is to help all children settle in as quickly as possible.

Hafod Y Wern Community Primary School was formed in 2007 when the Infant and Junior Schools amalgamated. We moved into a purpose built Primary School building in January 2017.

As a Primary School we offer full time education for pupils aged 4 -11 and part time Nursery provision for children aged 3 - 4. We have a cohort admission limit of 45 children. This dictates that the school is set up working in mixed age classes. We have an Early years class with mixed Nursery and Reception, three year 1 & 2 classes, three year 3 & 4 classes and three year 5 & 6 classes. We also have a Local Authority Resource Provision class.

There is a smooth transition for pupils in the Foundation Phase as they move into Key Stage 2. We aim to integrate the pupils as one school and ensure that they have whole school assemblies together throughout the week. Pupils from years 5 and 6 often work with pupils from Foundation Phase as buddies or learning mentors.

We are very proud of the opportunities that we are able to offer through up-to-date technology, learning and teaching styles and outdoor education. Pupils' wellbeing is key to the success of our school. The last Estyn Inspection in May 2015 stated that:

'The school provides excellent provision for health, care and wellbeing. Staff work together very efficiently to promote a positive, inclusive and caring environment, which permeates throughout the school. Learning experiences are effective in developing pupils' personal, moral, social and cultural development through fostering values such as respect and fairness. Specific planning to support vulnerable pupils has resulted in significant improvements in behaviour, attendance, confidence and achievement and is an outstanding feature.'

The full inspection report is available on the ESTYN website and our school website. I am extremely proud to lead a team that is committed to achieving high standards and providing the very best opportunities for the children in our care. Staff, supported by governors, work hard to deliver a rich and challenging curriculum; to prepare children for future education; and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and families.

**Mr Simon Edwards**  
**Headteacher**

**Our School Aims are:**

- To strive for high standards of teaching and learning across the school and to ensure the very best outcomes for every learner now and in the future.
- To develop the whole person through high quality provision of personal, social, emotional, moral, physical and spiritual needs.
- To foster positive relationships and good communication and for these to be modelled by all members of the school community.

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

**Our School Values and Behaviours are:**

<b>Our values</b>	<b>Our behaviours</b>
To be a good listener	We listen to each other
To be happy	We help each other to be helpful
To be respectful	We treat each other fairly
To be resilient	We never give up
To be a lifelong learner	We take responsibility for our own learning
To be healthy	We look after our physical and mental wellbeing
To be responsible	We understand what is right and wrong - ethically aware
To be creative	We enjoy learning in different ways
To be a Welsh citizen	We have an understanding of Welsh language, culture and history

**Hafod Y Wern Community Primary School's vision is:**

“To value and inspire all learners to become successful global citizens’”

**Our School Motto is:**

**Dream Believe Achieve**

## **Location of the school**

Hafod Y Wern Community Primary School  
Deva Way  
Wrexham  
LL13 9HD

Telephone: 01978 367080

E-mail: [mailbox@hafodywern-pri.wrexham.sch.uk](mailto:mailbox@hafodywern-pri.wrexham.sch.uk)

Website: [www.hafodywern.co.uk](http://www.hafodywern.co.uk) Link: [Home](#) | [Hafod Y Wern](#)

Headteacher: Mr Simon Edwards

Chair of Governors: Rev Jonathan Smith

**Language Category** - The main language spoken at the school is English. Welsh is taught daily in all classes to all pupils.

**Pre visits to school** - If you are thinking about choosing Hafod y Wern as your child's school we would encourage you to visit the school to see what we have to offer. Please contact the school office to make arrangements for your visit. There is also a virtual tour on our school website which can be viewed by clicking here: [School Tour](#) | [Hafod Y Wern](#)

**Looked After Children** - The school Additional Learning Needs Co-ordinator, Mrs Kayleigh Goodall is also the designated person responsible for promoting the educational achievement for looked after children. The school has adopted the Wrexham County Borough Council's Policy for Looked after children. Should you require a copy of the policy, please contact the school office.

# Hafod Y Wern Community Primary School

## Staffing 2023/24

**Headteacher:** Mr S Edwards

**Deputy Headteacher:** Mrs N Hughes

**Foundation Phase Leader:** Mrs J Foxley **Key Stage 2 Leader:** Mrs L Evans **ALNCo** Mrs K Goodall

### Foundation Phase Department

Class 1 - Nursery/Reception	- Mrs A Hughes
Class 2- Nursery/Reception	- Mrs M Edwards
Class 3 - Year 1/Year 2	- Miss A Freeman
Class 4 - Year 1/Year 2	- Mrs J Beard / Miss Jessica Williams
Class 5 – Year 1/Year 2	- Mrs J Foxley

### Teaching Assistants

Miss L Doughty Mrs S Pietrzak Mrs V Mapp Mrs L Davies Miss C Williams Miss N Harrison (0.6)  
Mrs J Jones (0.4) Mrs A Chadwick (1:1)

### Key Stage 2 Department

Class 6 - Year 3/Year 4	- Mrs A Donoher
Class 7 - Year 3/Year 4	- Mr E Baines
Class 8 - Year 3/Year 4	- Mrs A Bagot/Miss H Thomas
Class 9 - Year 5/Year 6	- Mr D Parry
Class 10 - Year 5/Year 6	- Miss A Sousa
Class 11 - Year 5/Year 6	- Miss R Jones
Resourced Provision	- Miss A Russell

### Teaching Assistants

Miss S Hughes Ms S Williams Mrs S Dodd Miss G Davies Miss K Jones Mrs B Watson (RP) Miss S Jones (RP)  
Ms A Davies (RP) Ms Naomi Harrison (RP)

### Catch Up Literacy and Numeracy

Mrs N Ioannidis Mrs J Welch

### Small Steps

Mr B Kinloch

### Wellbeing and Attendance Manager

Mrs R Morris

### Nurture/Inclusion

Mrs S Groom (0.5) Miss H Roberts (0.8)

### PPA Cover

Mr J Evans Miss C Williams, Miss L Doughty

### Reception/Administration

Mrs C Richards

### Business Manager

Mrs B Williams

### Lunchtime Supervisors

Mrs M Jones

## **School Governors**

### Chair of Governors (LEA Governor)

Rev Jonathan Smith (Acting)

### Vice Chair of Governors (Additional Community Governor)

Rev Jonathan Smith

### Parent Governors

Mrs L Davies Mrs A Davies

### LEA Governor

Ms A Jeorrett

### Community Governors

Mr J Steele Mr T Walker

### Headteacher Governor

Mr S Edwards

### Staff Governor

### Teacher Governor

Lauren Evans

Governors meet twice each term and following their meeting a copy of the Minutes are available for inspection in the school office. Governors can be contacted c/o the school.

## LOCAL EDUCATION AUTHORITY

WREXHAM COUNTY BOROUGH COUNCIL  
Lambpit Street  
Wrexham  
LL11 1AR

CHIEF OFFICER EDUCATION & EARLY INTERVENTION: Karen Evans

### **The School Day**

The school day begins at 8.55 am. All children need to arrive at least five minutes before this time. All children may come into class from 8.45 a.m. We do hold a Breakfast Club and doors open at 7.50 am. Please do not be on site before this time as no supervision is available.

### **The Daily Timetable for Foundation Phase is as follows:**

8.45 a.m.	Doors open
8.55 a.m.	Lessons Begin
11.45 - 12.30 p.m.	Lunch
3.00 p.m.	End of school day

### **The Daily Timetable for KS2 is as follows:**

8.45 a.m.	Doors open
8.55 a.m.	Lessons begin
10.30 - 10.45 a.m.	Morning Break
12.15 - 1.00 p.m.	Lunch
3.05 p.m.	End of school day

### **Breakfast Club**

The school has a successful Breakfast Club. The Club offers a healthy breakfast with a choice of cereals, fruit, toast milk and water. The doors open for Breakfast Club at 7.50 a.m. and the pupils go into class at 8.45am. From 7.50 a.m. to 8.15a.m. there is a charge made by WCBC of £2.00 for each pupil per day they attend this part of breakfast club. Pupils in receipt of free school meals there is a charge of 50p before 8.15am. At 8.15 a.m. breakfast club will be free for all pupils. Pupils attending the free breakfast club at 8.15 must not arrive on the site before 8.10 as there is no supervision for these pupils. Parents can register their children at the dining room between 7.50 a.m. and 8.45 a.m. It is advisable for younger pupils to attend with a brother or sister. You can book and pay for a breakfast club place via ParentPay.

## Sporting Activities

We aim to try and ensure that each child achieves his/her true potential in the range of sporting activities that we provide. All children are encouraged to participate in events and competitions. Our children therefore have PE and Games at least twice a week for two hours in total and they need to provide a change of clothing and appropriate footwear for Games. During indoor PE lessons the children will work in bare feet – this in the interests of safety and consistent with the policy laid down by the Local Authority.

Games will include a wide variety of activities designed to develop hand/eye co-ordination and general ball skills. Team games ranging from netball to football, rugby, cricket etc. will be on offer and the coming year will again see our continued involvement in a variety of competitive events. We greatly value the place of sport within our school and are proud of the efforts and achievements of our pupils. Team competitions generally take place after school and are on offer via a club activity.

Children at present receive swimming instruction during Years 5 & 6 for 1 term. The fees associated with hire of the pools will be charged directly to the school and paid for by our budget. Transport is provided by hired coach also funded by the school.

We have a school PE kit which consists of a white T-Shirt and dark shorts. School PE kit with school logo can be purchased from Ram Leisure.

## Jewellery

Certain kinds of earring, particularly hooped, can be “caught” during Games or PE and cause damage to the earlobe. **Please think carefully therefore about the appropriateness of your child wearing earrings.** We allow stud earrings to be worn. If your child wears earrings and is unable to remove them for P.E. activities (including swimming) please can you provide your child with plasters to cover them during the activities.



## After School Clubs

We offer a wide range of extra curriculum activities, which are run after school. Teacher run clubs are on Tuesdays and Thursdays. Some clubs are also run by Sports Teaching Assistants on Fridays. Clubs generally end at 4.00 pm.

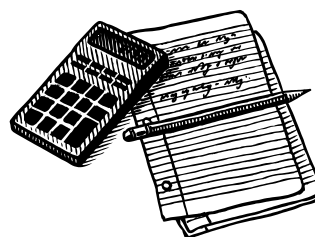
After expressing an interest in a club, your child will receive a letter for you giving details and asking you to return a reply slip giving your permission to attend. You will also be asked about your arrangements for collecting your child after the club.

If your child is involved in a club and last minute changes due to weather or other unforeseen circumstances are made we will contact you.

**Below is a sample list of clubs that are available to children in KS2 after school. Some clubs are also available for reception - year 2 pupils.**

Details for clubs are sent out at the start of each term.

Gardening
Choir
Football
Netball
Art/D&T
Cookery
Drama
Music
Computer Club
Science
Athletics
Tennis
Reading with parents



## School Meals

Our school kitchen provides a full range of healthy meals, which is provided free of charge for all school children. We still do ask parents to choose what your child would like to eat on that day, this can be booked through Parent pay, the latest time you can book a meal is before 8.00 am.

If you have any queries regarding this please speak with Mrs Richards on reception. Fizzy drinks should not be brought into school.

If your child is to go home at lunch time we ask that you inform your child's class teacher in writing.

If you think your child is entitled to free school meals you can collect a claim form from the school office or apply online at :

[Free school meals | Wrexham County Borough Council](#) .

You can contact the LA on 01978 298991 for further information and advice or visit the website at [www.wrexham.gov.uk/service/school-meals/free-school-meals](http://www.wrexham.gov.uk/service/school-meals/free-school-meals).

**Applying for Free school meals would allow you to access the uniform grant.**

## Medical Information

The school has an attached School Nurse, Mrs Sarah Miers. She works closely with the school on child health matters. From time to time parents may wish to contact her, and she can be reached through the school.

On enrolment you will be asked to complete information regarding any medical conditions that your child may have. **It is vital that this information is kept up to date.** Please inform us also of any allergies from which your child suffers – eg peanut, fruit, egg, penicillin etc. *Information on food allergies is particularly important as children may come into contact with a variety of foodstuffs during lesson time.*

## Medicines in School

In certain circumstances, the school will administer medicines in school for parents who are unable to do so. However, a request must be made at the school office, and a consent form completed giving full details. Any medicines provided should be clearly labelled with your child's name and class. All medicine needs to be stored securely in the school office. Please do not send your child into school unaccompanied with medicine. We will be unable to administer any medicine under these circumstances, and will contact parents immediately.

Each request will be dealt with on an individual basis and in line with the school's Healthcare Needs Policy. A copy of the policy can be viewed on the school website or you can ask for a printed copy from the school office.

## School Uniform

The school has a practical and sensible uniform and as from September 2007 it became school policy that all pupils attending our school should wear this distinctive clothing that is listed below:

School sweatshirt/cardigan (navy blue)

White polo shirt

Dark coloured skirt/trousers

Dark shorts (summer)

Blue gingham checked dress (summer)

Black shoes/trainers

The governors strongly encourage all parents to support this for the following reasons:

- A uniform encourages a sense of community
- Children are easily identifiable on school visits
- It is practical and hard-wearing
- It relieves parents of the pressure to keep up with the latest fashions!

In some circumstances you might be eligible for financial assistance to purchase school uniform. For current information about this, please see the uniform information section on the school website.

If you want items with the school logo on them, these can be purchased from Ram Leisure.

You can make your purchases in person by visiting the shop at Trinity House, Whitegate Industrial Complex, Wrexham, LL13 8UG. The opening hours are 9.00 a.m. - 5.00 p.m. Monday – Friday (please check with Ram Leisure if you need an appointment). Up to date opening hours and information can found on the website [www.ourschoolwear.co.uk](http://www.ourschoolwear.co.uk) or by phoning 01978 360 360

Alternatively, you can purchase uniform online by visiting [www.ourschoolwear.co.uk](http://www.ourschoolwear.co.uk) and following the link to Hafod y Wern CP School. Link: [HAFOD-Y-WERN - OurSchoolwear](#)

It is important that your children's clothes are clearly marked with their name. Clothing easily gets misplaced, the ownership of sweatshirts and cardigans is easily solved if the garment bears a name, all sport clothing should also be named.

We also ask that hairstyles are sensible and long hair is kept tied back. Shaven heads, colours and tramlines do not encourage good behaviour and we ask that pupils have none of the above. Make up is not to be worn by pupils.

## School Visits

School arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of school life, while others take place less frequently, generally to places farther away and are of longer duration.

Activities are as follows:

- Study visits to local churches/farms/factories/garages etc.
- Swimming Lessons
- Sporting fixtures against local schools
- Wrexham library

Transport for swimming and sports fixtures will usually be via hired transport. Where teachers use their own vehicles we will have confirmed that they hold the appropriate insurance cover and that their cars are properly licensed and have, where required, an MOT certificate.

Supervision will be provided by school staff, parent helpers and other adults and will be determined for each outing taking into account what the children are doing, where they are going, how they are getting there and so on. Whatever other help is used, at least one member of the school's full time teaching staff will be involved and will be in charge. Supervision will also comply with any standards set down by the LA.

Those of you who want any more detailed information about these activities should see the Headteacher.

## **Personal Accident Insurance Cover/School Journey Insurance Policies**

Wrexham County Council provides insurance cover to protect children should they suffer injury, damage or loss through negligent acts by staff or others engaged on Wrexham County Council business.

For residential visits you will be asked to complete a medical consent form which will be taken by the teacher on the visit. If in the event of your child sustaining an injury which necessitates an operation the consent form will permit a hospital/doctor to perform a necessary operation or administer an anaesthetic. Without such a consent form some doctors may well refuse to proceed. I hope that you will agree that completing such a consent form is a sensible precaution. However, I would stress that the signing of the consent form is absolutely voluntary.

## **School Charging Policy**

Governors support the principle that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

We therefore invite parents to make voluntary contributions to cover the cost of any such activities, which the school regards as important and worthwhile elements of the curriculum.

However, children will not be excluded from any activity should their parents be unable to or unwilling to make a voluntary contribution.

If, however, the level of voluntary contributions becomes too low to support the activity then we will have no alternative but to cancel it. The school has a School Fund Account that allows for subsidy for most activities. This is periodically replenished through fund raising events.

A full copy of the Governors charging policy is on the school's website and a paper copy can be requested from the school office. This policy includes information on how and in what circumstances you can apply for remissions.

There are times when school may make direct and clear charges to parents and this is in the area of activities which take place out of school time and which are not related to the Curriculum for Wales. These are optional extra, examples of which include the following:

Residential visits and visits to a pantomime or theatre.

## **Additional Learning Needs**

From September 2021, the term Additional Learning Needs replaced the term Special Educational Needs, and it encompasses children and young people aged 0-25 who have needs that require Additional Learning Provision (ALP). A person has additional learning needs if they have a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision (ALP).

Universal Provision is the name given to the provision, which is routinely available to all children and young people and may be provided at a whole class, small group or individual level. It is monitored and tracked in line with school procedures and could be a short or longer term provision.

In some cases this may be at a Targeted Level and require a Targeted Universal Provision Plan (TUP). If a child or young person does not appear to be making progress then ALP may be required. This will involve the needs of the pupil being identified in a person-centred way and could lead to enhanced and alternative provision being provided to support the pupil in making progress.

Children and young people who access ALP are classed as having ALN and as such will require an Individual Development Plan (IDP).

A copy of the Additional Learning Needs Policy can be obtained from the school office or viewed on the school website.

We have a Local Authority Resourced Provision based at the school which is able to offer through provision from reception to year 6 for children with statements or additional needs. The Local Authority are responsible for the admission of pupils into the Resourced Provision. The class has five full time members of staff and the children receive individual/small group teaching to support any additional requirements whilst still supporting the curriculum. The children in the Resourced Provision are an integral part of our school community and are included in all aspects of school life.

## Curriculum

### The Curriculum for Wales

As of September 2022 Welsh primary schools will begin introducing Curriculum for Wales (CfW). The aim is to make the curriculum fit for the 21st century and give more power to teachers to make decisions about how to teach and what to teach within the curriculum. There are 4 purposes to the curriculum and 6 areas of learning. These are set out below.

#### The 4 Purposes

We are supporting your child to be:

- an ambitious, capable learner, ready to learn throughout their life
- an enterprising, creative contributor, ready to play a full part in life and work
- an ethical, informed citizen, ready to take part in Wales and the world, and a
- a healthy, confident individual, ready to lead a fulfilling life as a valued member of society.

#### Areas of learning and experience

As well as literacy, numeracy and digital skills, there are six areas of learning and experience. Everything your child learns will be connected to these areas.

##### Humanities

*In Humanities they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.*

##### Health and Well-being

*Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.*

##### Expressive Arts

*In Expressive Arts, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.*

##### Languages, Literacy and Communication

*In Languages, Literacy and Communication, your child will learn about languages. They'll understand and use Welsh, English and other languages. They'll study and create literature, and communicate in spoken, written or visual ways. This could include poetry, drama and film.*

##### Mathematics and Numeracy

*In Mathematics and Numeracy, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.*

##### Science and Technology

*In Science and Technology your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.*

The curriculum also covers:

- human rights
- diversity and respecting differences
- experiences and skills for careers and the workplace
- learning about local, national and international contexts
- developmentally appropriate relationships and sexuality education.

## What Matters

What Matters Your child's learning should focus on things that matter to them now and when they grow up. Each area of learning and experience contains statements of what matters which shape learning for children of all ages. These help your child think about what they're learning and how topics link to each other, to work and to life. They also support your child to progress each year as they build their understanding and skills

There are more opportunities for your child to learn important skills for life that will help them to:

- appreciate the world around them
- ask questions, look at evidence, make decisions and solve problems
- explore, communicate, create plans and find solutions
- build resilience and manage their well-being
- work with others and
- make decisions about their future career based on meaningful experiences in learning, work and entrepreneurship.

The curriculum develops your child's knowledge, skills and experiences. They will move forward as:

- they learn more
- their understanding of things gets deeper
- their communication skills grow and
- their skills improve.

Learning in a way that works for your child There may be times when they:

- move forward quickly or
- slow down to make sure they understand a topic or because they discover something that interests them.

Learning isn't always linked to their age. It won't happen in the same way, or at the same time for everyone.

### **Assessment**

Assessment will be part of your child's learning every day. They will work with their teachers to understand how well they're doing. This is important to help them:

- see where they are in their learning
- plan their next learning steps
- spot any issues or extra support they need and to help their teacher:
- find ways to challenge them and
- see how well pupils are doing.

Personalised assessments are statutory for learners in Years 2 to 9 in maintained schools in Wales. The assessments for Numeracy (Procedural), Numeracy (Reasoning) and Reading are available throughout the year for schools to use to support learners to make progress.

The purpose of these assessments is to find out children's strengths and areas for improvement so that their teachers can help them develop their skills.

At Hafod y Wern Community Primary School we use the personalised assessments in October and May each year.

After your child has completed a personalised assessment, their teacher can see feedback on their skills and progress which helps the teacher to plan the next steps for your child's learning.

Link to parents guide 'A guide to the new curriculum in Wales': [220208-parents-carers.pdf \(gov.wales\)](#)

## **School Reports**

Parents receive an annual report to which they have a right to reply. Open evenings are held termly and parents are welcome to discuss concerns at any time.

## **Welsh**

Bearing in mind that all our pupils are English speaking, Welsh is taught as a second language. We want our children to enjoy Welsh, to have a positive attitude towards the language, to appreciate Welsh Heritage and to be able to converse in Welsh at an appropriate level. Pupils are also engaged and involved in learning Welsh through Helpwr Heddiw (Daily Helper).

## **Homework**

Every week, teachers set homework in Literacy and Numeracy at an appropriate level. For younger children this often means that a reading book will be sent home. Please listen to, encourage and help your child to read the book in as relaxed an atmosphere as possible and return the book promptly. At other times a word list may need to be read or spelt and again we ask for your co-operation by helping your child. As the child gets older so the nature of the homework will broaden. Your child will need a time and a place in which to work and must be encouraged to look after school property, including library books.

## **Collective Worship**

Our School provides daily acts of collective worship of a broadly Christian character for all registered learners. Usually this is in the form of an assembly, either whole school, key stage or class. Parents have the right to withdraw their child from collective worship. Alternative provisions will be made available for these pupils.

## **Relationships and Sexuality Education (RSE)**

This is taught as an integral part of the Curriculum. Sessions are taught by the class teacher and are age appropriate. Our policy is on the school website, but will be updated in the near future inline with the Curriculum for Wales.

## **Complaints Procedure**

If parents have concerns they are encouraged to raise them initially with the Headteacher who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way the complaint should be put in writing and sent to the Headteacher. A full statement of the School's Complaints Policy can be obtained from the School Office or viewed on the school's website.

## **Prospectus Changes**

From time to time there will be changes to the information contained in this prospectus. Where possible we will make these changes before the forthcoming academic year and inform parents of these changes via the newsletter.

## **Attendance**

It is very important that all children attend school regularly. The school will attempt to contact parents concerning a child's absence if a reason has not been given. A reason given by the child is **not** acceptable. Authorised absences are acceptable reasons for absence and cover things like sickness, hospital appointments, dentist, religious holidays, attendance at court, clinic appointments etc.

Unauthorised absences are absences where no acceptable reason is given and includes things like shopping, a relative visiting, buying shoes, going for a haircut, parent unwell, trips out etc.

Parents who collect children to go the doctor, dentist etc, must see a member of staff and sign their child out before taking them off the premises. Both the school Attendance Officer and Education Social Worker closely monitor the attendance of each child. The Education Social Worker or School Attendance Officer contacts families where children are absent and the school has not been given a reason or where there is a pattern of absenteeism from school.

It is very important that all children are in school on time. The Education Social Worker monitors late arrivals and makes home visits to follow up children who are regularly late. It is equally important that children are picked up from school on time. If for any reason you find that you are going to be late, please contact the school so that we know what is happening. It can be very upsetting for the child if we do not know anything. Please inform us if someone different is to pick up your child.

## **Authorised and Unauthorised Absences for the school academic year 2023/24**

The total number of possible half day session attendances for children of compulsory school age, and the percentage of authorised and unauthorised absences were not reported to Welsh Government. Schools were absolved of the statutory requirement to return the Attendance: Primary 2021 data collection due to Covid-19.

With effect from September 2014, the Local Authority have had the powers to issue Fixed Penalty Notices for unauthorised absence from school. These Fixed Penalty Notices could be issued to address any unauthorised absences from school in excess of 5 days in one term.

## **School Holidays**

Please make every effort not to take holidays during term time. Unless there is a good reason, (HOLIDAYS ARE NOT A GOOD REASON) all children must attend school. Please do not book your annual holidays during term time. A copy of the Holiday List for the current year, and one year in advance is included in the prospectus, in order for parents to make arrangements well ahead. Copies can be obtained from the school office. Guidance from the Local Authority states that holidays taken during term time, except in exceptional circumstances will be unauthorised. Holiday request forms can be obtained at reception and requests are granted linked to pupils attendance.

## **Illness**

If your child is ill please contact the school as soon as possible especially in the case of infectious diseases. A telephone call is sufficient initially, with a letter upon their return to school. If your child is ill at school we will contact you and ask that you take him/her home. **Please ensure your telephone number and the emergency contact numbers are kept up to date.** Should your child need hospital treatment we will contact you immediately and either ask you to take your child to Accident and Emergency Department at the local hospital or in extreme cases meet the ambulance at Accident and Emergency Department at the local hospital.

## **Health**

The School Nurse/Health Visitors may examine your child during his/her school life and parents are informed. Vision, hearing and dental inspections are also undertaken from time to time and you will be notified of the results if further action is necessary.

## **Child Safety**

The Department of Education and Welsh Assembly Office Guidance makes it clear that schools and colleges have an important role to play in the protection of children against any form of abuse. Therefore school staff have a duty to refer concerns about the well being of pupils (physical and emotional) to Social Services for further advice. The Designated Safeguarding Persons for the school are the Headteacher, Simon Edwards, the Deputy Headteacher, Mrs Nicola Hughes, the Key Stage 2 Leader, Mrs Lauren Evans & the Foundation Phase Leader, Mrs Janice Foxley Foundation Phase Leader. The Governor responsible for child protection is Rev Jonathan Smith.

## **Health and Safety**

The school has a health and safety policy which is regularly reviewed. This can be viewed on our school website or a copy can be requested from the school office. All external doors are locked during school hours. Details of health and safety arrangements are available in school. Please note that no smoking is allowed on the school premises and no dogs are allowed. The school has external CCTV cameras which monitor the external site and we have a secure intercom system into the main school reception.

## **Accessibility for All**

The school caters for all children. If your child has any disability or specific learning needs the school will work with your family and the Local Authority to ensure that your child has access to all parts of the school premises and the curriculum. The school has a Strategic Equality Plan & Equality and Diversity Policy in line with guidance from the Local Authority. It also has an Accessibility Plan. These can be viewed on the school website or a copy can be requested from the school office.

## **Equal Opportunities**

The school, in line with Welsh Assembly guidelines, have policies which are available upon request.

## **Admissions**

The school's current admissions policy is operated by the Local Authority, which is the Admissions Authority for all schools within the Wrexham area. Full details of the policy, together with information about the arrangements for admission are set out in the "Parents Guide to Education in Wrexham". Copies of this booklet are held at school for the reference of interested parents, in local libraries and available on request from the Admissions Team on 01978 295425. You can also access it from the following link [Parent's Guide to Education Services in Wrexham](#)

## **Nursery applications**

From January 4, 2024 you can apply for a nursery school place for your child. Places are open to children who will have reached the age of three by August 31, 2024. You can [apply online here](#) - this is the quickest and easiest way to apply. You will also get an email letting you know your application has been received. Alternatively paper applications are available by emailing: [admissions@wrexham.gov.uk](mailto:admissions@wrexham.gov.uk).

The closing date for applications is February 17, 2024. Late applications are dealt with after those received on time, so it's important you meet the deadline.

## **Reception applications**

From September 26, 2024 you can apply for a reception school place for your child. Places are open to children who will have reached the age of four by August 31, 2024. You can [apply online here](#) - this is the quickest and easiest way to apply. You will also get an email letting you know your application has been received. Alternatively paper applications are available by emailing: [admissions@wrexham.gov.uk](mailto:admissions@wrexham.gov.uk).

Please return the completed form to the LA Admissions Officer, Crown Buildings, 31 Chester Street, Wrexham, LL13 8BG.

The closing date for applications is November 18, 2022. Late applications are dealt with after those received on time, so it is important you meet the deadline.

## **Making Complaints About The Curriculum**

If you have a problem with any of the curriculum offered to your child please make an appointment to see the teacher as concerns can often be rectified after discussion. Please be aware that teachers have a job to do and cannot simply leave a class in order to have a discussion. We therefore ask that you make a mutually convenient appointment. If the issue cannot be solved through discussion an appointment should be made to see the Headteacher.

# Wrexham Academic Year Dates

This document is available in Welsh

Autumn Term	2022-2023	2023-2024	2024-2025
Term opens	Thu 1 September 2022	Fri 1 September 2023	Mon 2 September 2024
Half term close	Fri 28 October 2022	Fri 27 October 2023	Fri 25 October 2024
Half term open	Mon 7 November 2022	Mon 6 November 2023	Mon 4 November 2024
Term closes	Fri 23 December 2022	Fri 22 December 2023	Fri 20 December 2024

Spring Term	2022-2023	2023-2024	2024-2025
Term opens	Mon 9 January 2023	Mon 8 January 2024	Mon 6 January 2025
Half term close	Fri 17 February 2023	Fri 9 February 2024	Fri 21 February 2025
Half term open	Mon 27 February 2023	Mon 19 February 2024	Mon 3 March 2025
Term closes	Fri 31 March 2023	Friday 22 March 2024	Fri 11 April 2025
Easter	Good Friday 7 April 2023 Easter Sunday 9 April 2023	Good Friday 29 March 2024 Easter Sunday 31 March 2024	Good Friday 18 April 2025 Easter Sunday 20 April 2025

Summer Term	2022-2023	2023-2024	2024-2025
Term opens	Mon 17 April 2023	Mon 8 April 2024	Mon 28 April 2025
May Day	Mon 1 May 2023	Mon 6 May 2024	Mon 5 May 2025
Half term close	Fri 26 May 2023	Fri 24 May 2024	Fri 23 May 2025
Half term open	Mon 5 June 2023	Mon 3 June 2024	Mon 2 June 2025
*Common Transfer Day	<b>Thu 29 June 2023</b>	<b>Thu 27 June 2024</b>	<b>Thu 26 June 2025</b>
Term closes	Thu 20 July 2023	Fri 19 July 2024	Mon 21 July 2025

## TRAINING DAYS 2023/24 ACADEMIC YEAR

Friday 1st September 2023

Friday 27th October 2023

Friday 22nd December 2023

Monday 8th January 2024

Monday 8th April 2024

Friday 19th July 2024