



Gyda'n gilydd  
agorwn ddrysau'r  
dyfodol

2023  4-11

Prospectus

YSGOL GYMRAEG  
DYFFRYN Y GLOWYR

HEOL BETHEL, CWMTWRCH SA92PT



01639 846060

[office@dyffrynyglowyr.powys.sch.uk](mailto:office@dyffrynyglowyr.powys.sch.uk)



# School Prospectus

Dear parent,

Welcome to Ysgol Gymraeg Dyffryn y Glowyr.

If your child is joining us for the first time, a warm welcome to you as parents to Ysgol Gymraeg Dyffryn y Glowyr. We hope that this will be the beginning of a happy and successful partnership between us as a school and you as parents. If you have a child with us already, we are very happy to continue the links.

Ysgol Gymraeg Dyffryn y Glowyr is a happy school. We recognise that each child is different and behaves differently, develops differently and learns in different ways. We aim to give each individual the opportunity to reach their full potential within a caring and supportive environment where all children are encouraged to behave in a mature and responsible way and where each child will feel valued.

Confidence in a school comes from knowing and understanding what is happening within it. We hope you will develop your knowledge further through discussions with me as headteacher and other members of the staff and by taking advantage of parents' evenings. Remember that we are always available to meet with you as parents.

We are very happy to have your child in our school and are eager for him/her to feel happy and at home in our midst. We wish for your child to progress in the best possible way. Remember to contact the school immediately if your child, or you as a parent, are unhappy regarding any matter.

Welsh is the official language of the school and the main teaching medium. We try to instill in the children a respect for the language and culture of their country and to ensure that each child is fully bilingual by the time they transfer to the secondary sector.

This booklet gives you information about the school, its aims, the curriculum and other activities that take place within it.

This information is correct at the time of publication and meets the requirements of the Welsh Government.

Miss E. Rofe  
Headteacher.

## GENERAL INFORMATION

**School:** Ysgol Gymraeg Dyffryn y Glowyr  
**Address:** Heol Bethel  
Lower Cwmtwrch  
Swansea  
SA9 2PT

**Headteacher:** Miss E Rofe  
**Phone and Fax:** (01639) 846060  
**E-mail address:** [office@dyffrynyglowyr.powys.sch.uk](mailto:office@dyffrynyglowyr.powys.sch.uk)  
**Local Authority:** Powys

### Governors of Ysgol Gymraeg Dyffryn y Glowyr

Chair of the Governing Body:	Mr Graham Davies (LA representative)
Vice chair:	Mr Karl Hopkins (parent representative)
Headteacher:	Miss E Rofe
Parent Governor representatives:	Mrs Nia Jones, Mr Anthony Jones, Mrs Tracy Hales
Local Government representative:	Cllr. Sandra Davies, Mr G Hayton
Community representatives:	Mrs Meleri Tweed, Mr Glyn Davies, Mrs G Jones
Minor authority representatives:	Mrs M Craine
Teaching staff representative:	Mr Mark Bowen
Ancillary staff representative:	Mrs Susan Hopkins

### School Staff

**Headteacher:** Miss E Rofe

**Deputy Headteacher:** Mr M Bowen

**Teaching Staff:** Mrs El Jones, Mrs N Davies, Mrs N Hill, Mrs S Griffiths, Mrs L Griffiths, Miss E Jones, Miss H Weston, Mrs Rh Crocker, Mrs Ll Adere, Mr M Watkin-Jones, Mrs L Manley, Mr E Roberts, Mrs K Jones, Miss C Davies.

**Ancillary Staff:** Mrs C Hopton, Mrs T Tibbet, Mrs K Lawrence, Mrs M Jones, Mrs Nia James, Mrs M Dugay, Miss S Davies, Ms A Jeremiah, Ms M Norman, Miss C Saunders, Miss E Launchbury, Miss C Cowles, Ms B Good, Miss C Smith, Mrs L Evans, Mrs S Davies, Mrs H Weston, Miss C Rees, Miss K Presland.

**Admin Support:** Mrs W Griffiths, Mrs H Morgan-Jones

**Caretaker:** Mr P Tibbet

## **Type of School**

Ysgol Gymraeg Dyffryn y Glowyr is a co-educational Welsh medium primary school under the auspices of Powys Local Authority.

The school is a close, happy community where children learn in a caring, homely, inclusive and secure environment.

## **School language Policy**

Welsh is the official language of the school and the main medium of its life and work. In the Reception, Year 1 and Year 2 classes, Welsh is the main medium of teaching and learning. In the Junior classes, Welsh and English are used as teaching and learning media with the aim of enabling pupils to become fully bilingual by the time they transfer to the secondary school. If parents have matters that they wish to discuss further in relation to the school's language policy they are very welcome to contact the headteacher for a further discussion. Pupils of all ages are encouraged to speak Welsh outside lessons, during school activities, playtimes, informally during the school day and within the community. The pupils partake in the 'Welsh Charter' scheme and have achieved Gold accreditation for their excellent efforts in promoting the Welsh language and its use.

## **Year groups and pupil ages -**

Reception classes:	4/5 year old pupils
Year 1:	5/6 year old pupils
Year 2:	6/7 year old pupils
Year 3:	7/8 year old pupils
Year 4:	8/9 year old pupils
Year 5:	9/10 year old pupils
Year 6:	10/11 year old pupils

## **School Sessions –**

<b>Reception and Year 1:</b>	9.00 a.m. – 11:30 a.m. Morning Session
	10:10 a.m. – 10:25a.m. Morning break
	11:30a.m. – 12:30p.m. Lunch
	12:30p.m. – 3:30p.m. Afternoon Session
	1:50p.m. – 2:05p.m. Afternoon break

<b>Years 2-6:</b>	9.00 a.m. - 12.15 p.m. Morning Session
	10:30 a.m. – 10:45a.m. Morning break
	12:15p.m. – 1:00p.m. Lunch (Year 2 – Lunch 12:00-1:00p.m.)
	1:00p.m. – 3:30p.m. Afternoon Session
	2:10p.m. – 2:25p.m. Afternoon break

School begins at 9 a.m. with registration. Parents are requested to ensure that their children arrive promptly for school between 8.50 and 9.00 a.m. School staff cannot be responsible for pupils' safety before 8.50 a.m. The school day for pupils ends at 3.30 p.m.

At present, parents can drive and drop their child off at the 'drop off area' within the upper car park in the morning where members of staff are on duty. If parents prefer, they can park and walk their child or children to the school's main entrance where they will be met by a member of staff. Children of all ages are collected at the end of the school day from outside their classrooms.

## **The school's general aims and values**

**Main Aim:** Our main aim is to create a school where the best values, attitudes and practice are to be found, which in turn will foster the spiritual, moral, educational, social and cultural development of all our pupils.

### **Core aims and values**

- The school values every pupil as an individual and endeavours to provide an equal opportunity for everyone to reach their full potential.
- We will create a warm, close, happy and nurturing family environment that will enable pupils and staff to develop to their full potential in every aspect of school life.
- We will aim to ensure that pupils know and feel that they are valued and respected, and that they have an important contribution to make to the school.
- We will strive to establish a sound educational foundation for all the pupils in our care.
- We will support every pupil to develop competencies in both languages, acquire a full range of learning skills, and nurture the use of their imagination and their creative ability.
- We will strive to develop active, inquisitive minds and develop pupils' ability to ask questions, solve problems, plan and make decisions.
- We will help every pupil to develop into a responsible and mature member of the community and to practise self-discipline in work and play.
- We will promote an awareness and appreciation of society, language, culture and the environment and ensure that the Welsh heritage is introduced to all pupils.
- We will endeavour to develop sound attitudes and values and pupils' awareness of the importance of courtesy and good behaviour at all times.
- We will aim to develop pupils' self-respect and foster respect for other people's cultures and values within society and the wider world.
- We will treat all pupils' input into their learning and their work with respect.
- We are committed to forming and maintaining a close relationship with parents and the wider community.

## **Admissions Policy**

The school implements Powys Local Authority's admissions policy. The Local Authority manages all admissions and transfers of pupils who live within and outside the catchment area. An information pack including admission forms is sent to parents. The Local Authority will decide if a child is to be admitted or not having considered a range of factors. An appeals process is in place. The Local Authority makes clear to parents that if a child from outside the catchment area is admitted to the school, it does not follow that the child can then claim admission to the

catchment area's secondary school.

The school offers children full-time education from the September following the child's fourth birthday. Once children are five years old they will have attained the statutory age for starting school.

If a child with a physical disability wishes to start school then every effort will be made to ensure any necessary changes are made to facilitate admission. Parents will be invited to visit the school before the child is admitted to discuss the facilities and provision available.

## **New Parents/ Pupils**

Parents and their children are invited to visit the school before children start. During the visit, parents will be shown around the school and given opportunities to ask questions. Under the current arrangements, parents are required to complete an application form for admission before a given date, which is based on the date the child attains the relevant age for starting school. The children will also have an opportunity to familiarise themselves with the school before they start during two transition events.

## **School Uniform**

We encourage all pupils to wear school uniform daily to promote pride and a positive attitude towards school.

The school uniform includes:

- Sweat shirt/Purple hoody with the school logo
- White polo shirt with the school logo or white shirt
- Grey skirt, pinafore dress or trousers/shorts
- Black school shoes
- In summer, girls can wear a purple dress.

We encourage pupils to wear suitable clothes for physical education lessons such as short trousers or grey joggers, white T-shirts which cover the shoulders and trainers. It is very important that children's clothes are clearly labelled with their names. Pupils are permitted to leave their sport kit in the school throughout the week.

## **Transfer to Secondary School**

At the end of Key Stage 2, pupils will normally transfer to either Ysgol Gyfun Ystalyfera Bro Dur or Maesydderwen Comprehensive School. A member of staff from the secondary schools will visit the school to meet the pupils and to discuss the transfer arrangements. Pupils will also have the opportunity to visit their respective secondary school and meet the staff. There are also link activities to prepare pupils for secondary school education. Parents will be invited to attend a meeting during the autumn term prior to their child's transfer.

## **The Curriculum**



Our aim in Ysgol Gymraeg Dyffryn y Glowyr is to develop confident, independent learners.

A new curricular framework was implemented in September 2022 and work has been underway for some time in preparing for this. All children across the school will study the following 'Areas of Learning and Experience' –

- Language, literacy and communication
- Mathematics and numeracy
- Science and Technology
- Health and Wellbeing
- Expressive Arts
- Humanities

### **Our Curriculum -**

- Personal and social education is an integral part of the curriculum.
- Pupils' learning skills, such as thinking, communication, literacy, numeracy and digital competency skills are developed through and across the curriculum.
- The curriculum is taught through a combination of subject focus lessons and cross-curricular themes. Classes work on a specific theme each term and due attention is given to pupils' learning needs and interests. The voice of the child is paramount during joint curricular planning.
- Pupils are provided with relevant first hand and practical experiences that enrich the curriculum.
- Pupils' cultural development is extended further through experiences such as working with artists and authors, participating in eisteddfodau and visiting art galleries.

The school ensures full access to the curriculum for all pupils and at a level that is appropriate to their needs. Pupils' progress is regularly assessed and tracked across the school. Parents' evenings are held each term when parents are invited to discuss their child's development, progress and targets with their teachers. Annual Reports and National test results are sent out at the end of the school year. Dates and times of meetings are provided in advance.

### **Religious Education and Collective Worship**

Acts of collective worship are held daily either as a whole school, groups or as individual classes. They are pleasant and beneficial occasions for pupils and staff. We occasionally invite members of the community and people of different religious orders into school to take part in collective worship. If parents wish to withdraw their child from collective worship on religious grounds, they should contact the headteacher.

Religious Education is taught in line with local authority guidelines. We emphasize the importance of Christian and moral values. Although there is an emphasis on Christianity we also teach about other world religions and will seek to make visits to a variety of places of worship to enhance pupils' experiences and understanding.

### **Physical Education**

Physical education and exercise receive a prominent place in our school. We are committed to promoting pupils' health, wellbeing and fitness. All pupils receive two physical education lessons a week. All pupils from Years 3 - 6 receive swimming lessons at Maesydderwen Leisure Centre.

The school offers pupils an extensive programme of activities during the year. This includes swimming, rugby, cricket, football, netball, hockey, dodgeball, tennis, dance, gymnastics, athletics and cross-country activities. Pupils are expected to wear appropriate clothing for physical education lessons- grey or dark shorts/joggers, white t-shirt, trainers or daps. In the interests of safety, pupils are not permitted to wear rings, earrings or watches in physical education lessons.

The school participates in a range of games, competitions and activities with other schools at local, regional and national levels. Pupils are particularly successful in competitions and have won many cups and awards.

The school organises after-school clubs, including rugby, netball, football, cricket and hockey clubs. Parents are kindly requested to inform the school of any medical reasons that may prevent their children from taking part in physical education lessons.

### **Breakfast Club 8:00 a.m. - 8:30 a.m.**

All pupils are welcome to attend the breakfast club, which offers free breakfasts daily between 8:00a.m. and 8.30a.m. Doors close at 8:30a.m. to allow for clearing up time but the children are supervised by breakfast club staff until 8:50a.m. There is a charge of 50p a day for the supervision of pupils between these times. An attendance register is completed as pupils arrive at breakfast club. Parents are not required to pre-register their children. Responsibility for pupil supervision is transferred to the teachers at 8:50a.m.

### **School Lunch**

Lunch is prepared in the school's kitchen. The daily price is **£2.45** and parents must pay the Powys County Council catering department via the online 'Parent Pay' system. Lunches are, however, free for all children in Reception, Year 1, Year 2 and Year 3. Pupils are also welcome to bring their own sandwiches. Drinks should always be placed in a well labelled plastic container.

### **ALLERGIES**

Due to some pupils having severe food allergies our school is a **NUT FREE ZONE**. Please contact the school if your child has any special dietary needs or any allergies. Care plans must be put in place for pupils who have diagnosed allergies. When cooking activities take place within school time, these are well managed and controlled to eliminate risk. A risk assessment would also be produced for some activities.

### **Snacks**

Pupils run a daily fruit shop selling fruit at 20p each. You are also welcome to send a piece of fruit or a healthy snack to school with your children if you wish for their break times. We encourage pupils to drink plenty of water and they are welcome to bring a plastic bottle to school to fill.



## **Additional Learning Needs**

Our aim is to provide an opportunity for all children to develop to their full potential bearing in mind each child's individual needs and ability. For most pupils, this is achieved in the classroom through the National Curriculum and specific learning programmes. We recognise that a few children will need additional help with their learning. Early intervention is essential in order to provide the appropriate support. This is provided by the school in a range of forms including providing additional adult support in class or participating in specially designed group activities and interventions. The school has a resource centre to cater for children with more complex needs. This class is an important element of the school's provision. Pupils who have additional needs as a result of a higher than average ability benefit from differentiated tasks and activities within the class. Appropriate 'challenge activities' are also set.

At the beginning of September 2021, the school also established a 'Nurture' provision for pupils in need of more substantial social and emotional support. This provision is currently funded as a pilot scheme by Powys Local Authority.

Every child is treated as an individual. Working in partnership with parents and guardians is essential to support all children. If required, we will access specialist support from outside agencies in order to meet children's needs fully. The headteacher and Mrs Karen Jones, the school's Additional Learning Needs Co-ordinator, are responsible for managing and co-ordinating this provision.

## **Homework**

A new, homework policy has been introduced and trialed following feedback from pupils, staff and parents. The policy will be closely monitored and reviewed. Emphasis is placed on making the homework as purposeful as possible and pupils are able to appreciate its benefits in strengthening their skills in class.

In Reception, Year 1 and Year 2, homework is provided weekly. The homework given may include tasks such as numeracy and literacy activities, reading of individual books with parents, or collecting information regarding their topics and themes.

In Years 3, 4, 5 and 6, weekly homework is provided that enhances and supports the pupils' classwork. Homework tasks could include aspects such as research tasks, spelling lists, mathematical exercises including the learning of tables, reading activities and basic skill reinforcement.

All children are encouraged to take reading books home so that they can enjoy reading with their parents. Books are also available through Darllen Co which is a new, online learning platform. Pupils are given their own log-in details.

It is important that parents support the completion of homework tasks. Completing homework assists children in developing their independent learning skills and encourages them to take greater responsibility for their learning.

'Home/School reading record books' are supplied free of charge but if records are lost or destroyed there will be a fee of £1.50 for a new record book. Pupils are congratulated on their reading efforts during celebratory assemblies and they are able to gain prizes for their continued

efforts.

## **Pastoral care**

The school maintains a list of parents' home and work phone numbers in order to be able to contact parents in the event of an emergency or if children require medical attention. Every effort is made to contact parents, but if this is not possible, the child will be taken to the local Accident and Emergency Unit. It is important that parents inform the school of any changes in contact details. School staff will deal with minor injuries at the school.

Members of staff are on duty to supervise pupils during playtimes. This role is undertaken by midday supervisors during lunch breaks. The pupils are transferred to parents/guardians at the end of the school day. If parents make alternative collection arrangements, then the school must be informed.

Parents will be informed if the school has concerns about a child's learning, behaviour or wellbeing in school. It is also important that the parents inform the class teacher of any social or medical problems that may be affecting their child. The school must also be informed if parents need to take their children out of school for medical appointments.

## **Looked after children.**

The headteacher is the link person for all arrangements regarding looked after children. Relevant school policies are in place and implemented. They are reviewed annually.

## **Safeguarding Arrangements**

All members of staff are responsible for safeguarding and child protection. If staff have concerns about possible neglect or physical, emotional or sexual abuse, they are duty bound to act in accordance with the Local Authority and all-Wales child protection procedures. This can mean making a direct referral to the relevant agencies and officers. Please see below.

The headteacher is the school's designated senior Child Protection officer. Miss E Jones and Mrs K Jones are the deputy safeguarding officers and Councilor S Davies is the safeguarding link officer that sits on the Governing Body. Parents are welcome to contact the school to see the school's Safeguarding Policy.

### **Local Authority – Designated Lead Officer for Safeguarding in Education is: Mr Michael Gedrim**

who can be contacted at:

Telephone – 01597 826431 / 07990 793 843

E-mail – [michael.gedrim@powys.gov.uk](mailto:michael.gedrim@powys.gov.uk)

### **Children's Services and Early Help Team can be contacted via Powys People Direct:**

Telephone – 01597 827666

Out of hours – 0845 054 4847

The school has a policy and guidelines on safeguarding pupils whilst using the internet during

school lessons.

Parents complete consent forms for pupils' use of the internet and online learning platforms and packages. Parents also have to complete consent forms for the use of their child's photographs/name on the school's display boards, school website, Twitter, U-Tube, school's Instagram account and local papers and magazines.

## **Equal Opportunities**

The school promotes fairness and equality in the education provided. We do not discriminate against anyone be they staff, pupils or visitors on the basis of language, culture, gender, sexuality, religion, disability or colour. As a school, we endeavour to ensure that all children receive the same educational opportunities. We are sensitive to the needs of children with any form of disability and make every effort to include them in all aspects of school life.

## **Pupil Deprivation Grant**

The grant provides additional funding to schools based on the number of pupils on the school register who are entitled to free school meals and the number of Looked After Children. The school uses the money to provide additional support for pupils with their learning and development through a range of intervention activities designed to close any gap in achievement.

## **Responding to the requirements of the Disability Act**

The school has an Equal Opportunities policy, which includes disability and accessibility plans. The school has formulated an action plan of the requirements in order to increase accessibility and make appropriate provision to support learners and adults with disabilities. Appropriate attention is given to pupils with disabilities' individual needs when planning the curriculum and ensures that all staff, including support staff, receive suitable training to assist their teaching and support of pupils with disabilities. When planning visits and trips, the school seeks to ensure that the places are accessible to all pupils. All staff are committed to ensuring that pupils with disabilities receive full access where possible to all aspects of provision and the facilities available. The school works closely with parents and disability support teams. Regular meetings are held ensuring effective communication between all involved.

## **Racial Equality**

It is important that all pupils learn to respect the beliefs and culture of other people. We believe that it is important to teach children to understand that there is diversity within our community. We also teach that there are common moral and social elements to all. The Personal and Social Education Framework followed offers pupils a wide range of experiences to develop their sense of self-worth and the ability to relate to others.

## **Sex Education**

Sex education is introduced through the curriculum when appropriate, particularly those aspects that form part of the science curriculum, and through the school's Personal and Social Education programme. Year 6 pupils have an opportunity to discuss personal development with the school

nurse. This opportunity is often extended to our Year 5 pupils. Parents have the right to withdraw their children from sex education lessons.

## **Illness and Medicines**

Children who are clearly unwell should be kept at home. Parents must contact the headteacher if they wish their children to receive any medication during the school day. All medication must be handed to the headteacher or admin staff. It must be clearly labelled with specific instructions on its administration. Detailed and individual medical forms must also be completed and signed. If a child has a contagious disease, then the school will follow the Local Health Authority guidelines. It is important that the school is informed of any allergies your child may have. If your child has asthma and brings a pump to school then the pump must be clearly labelled with the child's name and handed to the staff. It may be sensible to provide the school with a spare pump to avoid daily collection.

**Sun Safety-** Parents are expected to provide their children with a suitable sun cap/hat and possibly sunglasses in very hot weather. If parents see the need for sun cream, then this should be administered before school and given to the class teacher in a well labelled and appropriate container for further application during the day. Parents are also reminded to provide water bottles on a daily basis.

## **Discipline and Rules**

We expect behaviour of a high standard from our pupils both in school and when involved in out of school activities. We expect every pupil to show respect and care towards others and their possessions. We expect the support of the parents in any discipline issues as we see this as a partnership between the home and the school.

We deal with less serious misbehaviour by withdrawing privileges or through losing play times. A red and yellow card system is used and the pupils have been involved in the formation of the policy and the specific behaviour criteria applied. If necessary, we will contact a child's parent/guardian if the behaviour is causing concern. If a pupil's behaviour is exceptionally bad we may consider his/her temporary exclusion from the school for a fixed period after discussing the matter thoroughly with the Chair of the Governing Body and the Education Authority. The school will follow national guidelines in dealing with any matters and parents will be kept well-informed.

## **Anti- Bullying**

The school considers any instances of bullying as a cause for concern and has developed clear guidelines. Bullying is also addressed as part of the school's Personal and Social Education programme. The headteacher and staff are always ready to discuss any concerns parents may have.

## **Attendance**

Parents are requested to inform the school about any absences. They can contact the school by phone, letter, e-mail or by using the online form within 'Schoop' to explain their child's absence.

The school begins at 9:00 a.m. and the word 'Late' is included on the register if the child has not arrived by registration. It is the school's target that every pupil attends school for at least 95% of the learning time. Absence notes are collected and monitored and continuous absence must be reported to the Local Authority's welfare officers who attend school regularly for monitoring purposes.

Information is provided to parents regarding school holidays, closure days for INSET, and any additional activities arranged. Parents are asked to inform the school as soon as possible prior to absences. Parents are requested to seek to arrange appointments outside school hours whenever possible.

Absences due to family holidays must be applied for using the relevant forms. These can be obtained from the school office. Holidays taken during term times are discouraged and can be classed as unauthorised if the child's attendance falls below 90% as a result of the holiday or as a result of other persistent absences. Parents can be fined if this is the case.

### **Parents, Teachers and Friends Association**

The Parents, Teachers and Friends Association (PTFA) supports the school in a range of ways including organising activities for the children and fundraising events. The parents' support for all the activities arranged is welcomed and greatly appreciated.

### **Care of personal possessions**

Pupils' personal possessions should be clearly marked with their names. Any money should be placed in an envelope, with the child's name, class and the sum included. If possessions are missing, please inform the school immediately. Lost property boxes are kept at the main school office and in individual classes.

### **After-School Clubs**

The school has a programme of after-school clubs.

- Sports Clubs including football, rugby, hockey, cricket and netball etc.
- Urdd Club / Choir
- 'Clwb Hwyl' / Fun Club
- Coding Club
- 'Nurture' club

There are also many community clubs held at the school including –

- Ballet
- Community sports
- Community fun days

- URDD gymnastics / hockey

The school leases the use of the school hall to the above organisations.

## **School Visits**

When arranging visits e.g. educational trips, parents' permission is requested beforehand. Parents/guardians are asked to complete the relevant forms and it is appreciated if these forms can be returned promptly to school.

Blanket consent forms are signed for local trips and visits. Individual consent forms are provided for trips, excursions and residential visits that occur further afield. Letters or 'Schoop' messages outlining the nature of the activities and their location are always provided.

## **Home School Partnership**

The school has an 'open door' policy and parents are encouraged to speak to staff should they have any concerns. Parents are welcome to contact the school to arrange a visit or make an appointment to speak to the headteacher. Please contact the office to arrange an appointment with a member of the admin staff.

Parents are encouraged to help the school in every way possible including helping with clubs, school concerts, reading with pupils and attending off site activities.

## **Charging Policy**

Every child has the right to a free education. However, we kindly ask parents for payment towards the cost of some school visits and a small sum of money is raised towards the cost of the bus for swimming lessons. We also ask for payment to part fund individual instrumental lessons. Every effort is made to reduce costs wherever possible but parental contributions enable certain activities to continue. We ensure that no pupil will be excluded from any activity because parents/carers are unwilling or unable to make a voluntary contribution, however, we strive for fairness for all.

## **Health and Safety**

Safety measures are part of the school's Health and Safety policy. Risk assessments are undertaken by relevant personnel and the Governing Body's 'health and safety' and 'sites and buildings' sub committees. Risk assessments are completed on the buildings, the site and fire prevention equipment. Risk assessments are also undertaken by school staff prior to all school visits.

## **Access to the School Site and Building**

There is a clear procedure to control entry to the school site and buildings. There are gates which are locked at the main entrance to the site. Electronic systems control access to all the entrances to the building and visitors must press an external buzzer to draw the attention of the

school's administrative assistants in the school office before being admitted. All visitors must sign the electronic signing-in system on entry and before they leave.

### **Safe Parking Arrangements at the School**

Every driver who transports children to school is requested to drive slowly at all times. All drivers are requested to follow the one-way system in the parking area and to respect other drivers. Children are expected to walk along the designated paths at all times.

### **Smoke Free School**

Ysgol Gymraeg Dyffryn y Glowyr is a smoke free school. Smoking is not permitted in the buildings or on the school site.

### **Complaints Procedure**

Should a problem or difficulty arise concerning your child's education and wellbeing, or the provision in general, please contact the headteacher. In the unlikely event that the situation is not resolved, parents should follow the school's complaints procedure. A copy is available on request and in the school's main office.

### **School closure due to an emergency**

The decision to close the school rests with the headteacher in consultation with the Chair of Governors and with the advice of the Local Education Authority. Every effort will be made to inform parents and the bus company, and local radio stations if the decision is made to close the school. Parents can also access the Powys Council website. When the weather necessitates the early closure of school, parents will be contacted to collect their children via 'Schoop'. If this is impossible, or if the school has lost internet connection, arrangements will be made to contact the named person nominated by the parents as a point of contact in such situations.



