

Ysgol Morfa Nefyn Parents' Handbook



<http://ysgolmorfanefyn.org>



★Drínga i fyny, drínga i'r sêr!★
climb high, climb to the stars!

Ysgol Morfa Nefyn

Lôn yr Eglwys

Morfa Nefyn

Pwllheli

Gwynedd

LL53 6AR

☎ 01758 720 870

✉ niaferris@gwynedd.llyw.cymru

Dear Parents / Guardians,

Ysgol Morfa Nefyn is a school for Infants and children up to Year 3 (ages 3-8). We hope that the children will spend the first years of their education in a happy and homely environment, developing educationally and socially.

We encourage and support all learners to climb; climb to the stars! During their time here at the school, all children will succeed in reaching their full potential.

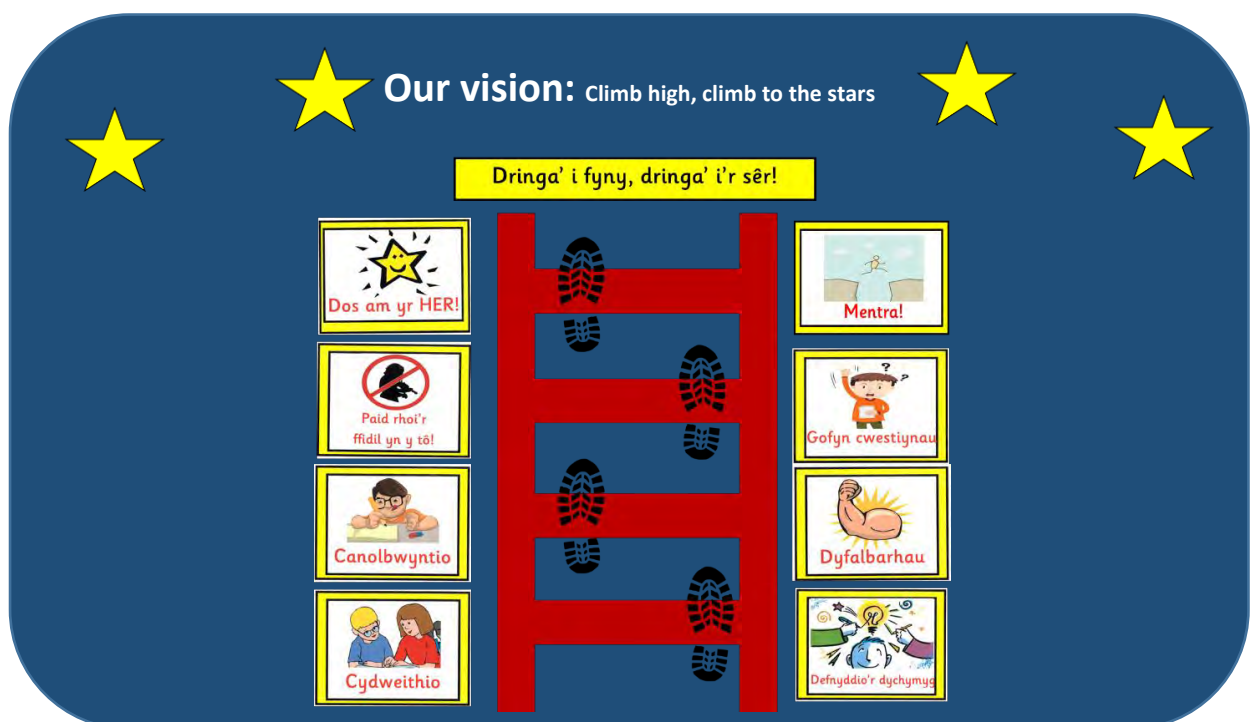
Through our lively curriculum, we will involve children in purposeful and exciting learning experiences, giving them the skills and knowledge they need for the future. Through creative and rich activities we will develop all children to be independent and ambitious learners, enterprising and creative contributors, ethical and informed citizens and very important to us; healthy and confident individuals.

By placing the vision central to everything we do here at ysgol Morfa Nefyn, we will ensure that every child climbs up, climbs to the stars.

Yours sincerely

Nia Ferris

Nia Ferris, Headteacher



Ysgol Morfa Nefyn's Values

Values	How we implement the vision
Happiness and enjoyment	<p>Happiness is very important to us here at Ysgol Morfa and we ensure that all children and staff are happy when they come to school.</p> <p>The ethos of each class and the learning experiences are carefully planned to inspire our learners. We ensure that learners are part of the learning and have a voice in every aspect of the school so that they feel ownership, enjoy experiences and develop motivation when learning.</p>
Welfare and Care	<p>We show empathy, care and concern for everyone's well-being. We listen and act to ensure that everyone in the school feels safe and plan activities that develop the learners' awareness of their own well-being and that of others.</p>
Confidence	<p>Through oracy activities and role play, we prioritize individuals' confidence to ensure they are confident to express themselves and their feelings. It is important that all children are proud of themselves and are regularly praised.</p>
Independence	<p>Following the learning of various new skills for the learners, we plan activities that give them the opportunity to reinforce those skills regularly through real experiences in order to develop their understanding and confidence to use the skills independently. Encouraging and developing independence is given priority in every aspect in the school.</p>
Take risks	<p>We support each other at school; both learners and staff, to develop a growth mindset. Using and discussing the growth mindset vocabulary that is visible on the 'climbing to the stars' wall on a daily basis ensures that we are ready to take risks with confidence, we welcome a challenge and persevere to reach our goal.</p>
Support and collaboration	<p>Within the school and the classes, staff and learners work together and support each other to develop and learn continuously. This ensures that every child reaches their full potential.</p>
Community and Welshness	<p>We play a full part in the life of our community and plan to ensure that the learners develop an understanding and respect for their heritage, celebrating and protecting their habitat. We celebrate the language and culture of Wales in every part of our work.</p>

General Information

Where is the school?



Address:

Ysgol Morfa Nefyn,
Lôn yr Eglwys
Morfa Nefyn
Pwllheli
Gwynedd
LL53 6AR

Phone number:

01758 720 870

E-mail address:

nia.ferris@morfanefyn.ysgoliongwynedd.cymru

Headteacher:

Miss Nia Ferris

School description:

County Primary School (Infants and one Junior year).
It is a day, bilingual, co-educational school.

Order of the day:

Morning	8.45 – 10.30
	10:30 – 10:40 (milk and fruit)
	10.40 – 11.00 (playtime)
	11.00 – 12.00
Lunch	12:00 – 1.00
Afternoon	1.00 – 2.20
	2.20 - 2.30 (playtime)
	2.30 – 3.00

Teaching Hours:

Infants - Foundation Phase	22.45 hours per week
Junior - Key stage 2	24 hours per week

Who's who?

Here is a list of the staff forming our friendly team here at Ysgol Morfa:

Teaching Staff:

Miss Nia Ferris (Headteacher)	Nursery, Reception and Year 1 teacher
Mrs Medwen Pari	Year 2 and Year 3 teacher
Miss Elen Owen	Classroom Assistant
Miss Sioned E Jones	ALN Assistant
Miss Megan Haf Williams	ALN Assistant
Miss Eiliw Evans	classroom assistant

The Governing Body:

Chair	Miss Nerys Wyn Jones
Vice Chair	Mr Gareth Wright
LEA Representatives:	Mr Huw Griffith Miss Nerys Wyn Jones
Co-opted/Community:	Mrs Sian Fôn Williams
Parents' Representatives	Mrs Elin Williams Mr Gareth Wright Mrs Nia Lloyd Jones
Community Council Representatives:	Miss Mared Llywelyn Williams
Teachers' Representative	Mrs Medwen Pari
Headteacher	Miss Nia Ferris
Clerk of the Governors	Mrs Nia Wyn Williams

2022-23 School Calendar

Terms:

Autumn Term	1 September 2022 - 23 December 2022
Spring Term	9 January 2023 - 31 March 2023
Summer Term	17 April 2023 - 20 July 2023

Pupils will return to school on Thursday, 2nd of September, 2022.

Holidays:

31 October – 4 November 2022	Half Term
26 December 2022 - 6 January 2023	Christmas Holidays
20 - 20 February 2023	Half Term
3 - 14 April 2023	Easter Holidays
1 May 2023	May Day
29 May - 2 June 2023	Half Term
21 July - 31 August 2023	Summer Holidays

The schools will re-open on Thursday, September 1, 2022 for teachers, and Monday, September 4 for pupils (to be confirmed).

There will be additional inset days for teachers during the year.

Admissions

When will my child be able to start in the Nursery Class and in full-time education?

Nursery Class

If your child is aged 3 to 4 between 1 September and 31 August during the academic year and you would like to take advantage of part-time Nursery Education, you should contact the Headteacher as soon as possible. Five afternoon sessions are held between 1:00 and 3:00. A teacher or assistant will receive the children at 1:00pm and will then escort them to the school gate at 3:00pm.

Full-time education

Children are admitted to the school full-time in September following their fourth birthday. Advertisements are usually placed in the papers. Priority is given to children who live within the catchment area of Ysgol Morfa. The local authority is responsible for considering requests from outside the catchment area.

School transfer

When the children are 8 years of age at the end of Year 3, they transfer to Year 4 at Ysgol Nefyn. You will receive an Information Handbook from Ysgol Nefyn during the Summer Term. There will be an opportunity for the children to visit the school and spend a day there.

The Nursery School ('Cylch Meithrin')

There is a close and effective contact between the Cylch Meithrin and Ysgol Morfa Nefyn. As well as creating a close community in the village, this ensures that the children transfer confidently. The Cylch's leader and the Foundation Phase teacher in the school cooperate closely to ensure outstanding education.

Taking your child to school

You may drop off your child at the main school entrance, where a member of staff will be present to supervise the children from 8:35am. Children will be released to parents at classroom doors at 3:00pm.

You will be given an opportunity in September to submit a list of adults who will collect your child from school. Children will only be released to adults noted on the list. We ask you to provide a letter or phone the school if any transport / collection arrangements for your child differ to the usual arrangements.

Language Policy

Every school within the LEA must adhere to Gwynedd Council's language policy. Ysgol Morfa Nefyn is a Welsh medium school and in category 3 of the Welsh Government as they categorize schools according to the language provision. This means that Welsh is the main language for internal communication in the school. We communicate with parents and carers either in Welsh, in English or bilingually as required.



This is a school with a strong Welsh ethos, supporting and enabling the learners to use the Welsh language in all social contexts in and outside the school. As a language immersion setting, all learners are taught

fully in Welsh, with English being used at times to ensure understanding during the early immersion period.

From the age of 7 onwards, at least 80% of the learner's school activities (both curricular and extra-curricular) will be in Welsh. The foundations laid will be built on, by continuing to develop pupils' grasp of the Welsh language, and starting the process of developing their skills in English. Year 2 learners will be formally introduced to English in the final term.

In year 3, the school will continue to develop pupils' grasp of the Welsh language paying attention to developing their skills in both languages.

If a child from a non-Welsh speaking home arrives at the school in Year 3 they will have the opportunity to attend the language unit in Llangybi for a term in order to learn the language.

The community

The school has a very close contact with the community. Concerts will be held at the Golf Club, St Mary's Church or the Ganolfan (village Centre). We provide opportunities for children to learn in their own environment, taking advantage of nature locations, local galleries and businesses to reinforce the learning. We also visit Plas Madryn on a regular basis to sing for the residents.

We aim to prepare pupils for life as adults in their community by nurturing a spirit of co-operation and respect towards each other and the people around them.



School clubs

Pre-school Care Club and Breakfast Club

We hold a 'Pre-school care club and breakfast club' every morning. The pre-school care club is between 8:00 – 8:20am (fee of £1 per session) and the free breakfast club is between 8:20 – 8:35am. Sessions at the care club or breakfast club need to be booked on the on-line 'schoolgateway' payment system. Additional information on how to use the payment system will be shared with parents in advance.

After-school club

In addition, we hold an 'After-school club' here at the school every Tuesday afternoon. The session costs £5.50 for two hours; between 3:00 – 5:00pm. At the after-school club, they will have an opportunity to take part in various indoor and outdoor activities. These include art and crafts, cookery, ICT, sports, nature walks etc. Light refreshments will be available for them.

Extra-curricular clubs

Other various clubs will be held occasionally by school teachers throughout the year, e.g. cookery club, fitness club, gardening club, computer club etc.



Charging a fee for activities

We wish to arrange interesting activities that will offer a variety of experiences for the children. At times, we will ask parents for a contribution towards a particular trip or visit.

We request a contribution of £2.20 per pupil to pay for a bus to take the children swimming to the Leisure Centre once a week. We will strive to keep costs reasonable.

On-line payments

We ask for all payments to be made on the school's on-line payment system on Mondays.

Lunch	£2.50 per day (£12.50 per week) Reception, year 1 and year 2 children receive free school lunches.
Fruit	We encourage the children to eat fruit for a cost of £1.00 per week. The children get to choose a fruit from the fruit shop during the morning break-time. Year 3 children are responsible for the fruit shop, and for ordering and sharing the fruits.
Swimming	The school organises ten swimming and physical education lessons each term for pupils at the Leisure Centre in Pwllheli. The school pays for these sessions but a contribution of £22 per term is requested to pay for a bus to take the children to the Centre.
Milk	Children under five years old and Foundation Phase children receive free milk. If children from Year 3 wish, they can buy milk at the school for the reasonable price of 10p per day. Year 3 milk payments are requested every half term.
Water bottles	We encourage the children to drink water on a regular basis. Every child will receive a reusable water bottle when they start in the Reception class. It is possible to buy additional bottles for £1. The bottle should be brought to school EVERY DAY and taken home to be washed.

School dinners

The current cost of school dinners is £2.50 per day and payments are made on the on-line payment system. All pupils eat their lunch in the Cabin which is on the school premises at mid-day, under adult supervision. Free school meals are available to every child from families who receive Income Support or Job Seekers' Allowance. The claim form is available from the school office. Please note that all School Dinners data is gathered by the LEA. Reception, year 1 and year 2 children receive free school lunches.

School Uniform

It is school policy that all children wear school uniform when attending school or when participating in a school organised event outside normal school hours.

The policy for school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and is considered by parents/carers as good value for money.

The school uniform policy is an integral part of the school's commitment to equality and inclusion. The governing body believes the school uniform policy allows all pupils to establish a shared identity and celebrate what they have in common, whilst respecting diversity. We wish to see the learners with the school logo on their jumper and polo shirt but this is not compulsory.

The school will organize opportunities for parents to buy second-hand school clothes (which have the school logo on them) annually at the Summer Fair. The school will also have some school uniform items available during the year. Parents are welcome to contact the Headteacher to see the choice available.

We encourage parents to bring any item they no longer need to school so that we can reuse them.

If in doubt, please check with the school office before purchasing items for wear in school.



Ysgol Morfa Nefyn school uniform
Green polo
Dark blue jumper or cardigan
Dark blue skirt or trousers
In the Summer - Blue and white summer dress, dark blue skirt or shorts.

Reception year pupils to year 3 will have Physical Education lessons on a weekly basis. A physical education uniform and bag with a logo is available to buy via a link on the school website but this uniform is not compulsory.

The school uniform and Physical Education kit can be ordered by visiting the school website: www.ysgolmorfa.org - a link can be seen under the 'parents' section.



Communication between the Home and School

This school believes that a happy and open partnership between the home and school is all-important. We very much appreciate the support and co-operation of parents. Parents are invited to take an active interest in the education of their children and to nurture a healthy link between the school and home.

Home and school agreement

The school has a Home and School agreement to ensure that pupils, parents and teachers are aware of their responsibilities. The agreement is shared and signed when the child starts at the school.

Parents meetings

Parents are invited to the school three times during the academic year. In the Autumn term and the Summer term, appointments are arranged for parents to meet the teachers to discuss the attainment and targets of their child. At the parents meetings, teachers will share and discuss the results of any standardised tests undertaken.

Parents are also invited to an open morning or afternoon during the year where they will be given an opportunity to observe their child in the classroom environment and see their work.

Reading and homework

We believe that it is essential for the children to have opportunities to learn at home on a regular basis with their parents. The class teacher will choose a book for children in Year 0 and Year 1 twice a week and children in Years 2 and 3 will choose a suitable book under the supervision of the teacher and read it regularly at home every night.

The parents' co-operation will be sought and it is hoped that they will take an interest in the books and read them with the children. If your child is in Reception year or Year 1, you as parents are asked to record simple comments about your child's reading. Children of Year 2 and 3 are asked to record this for themselves. Sometimes, the teachers may ask a child to undertake additional work at home, e.g. to learn to spell or learn multiplication tables.

Blended learning

The teachers will set collective learning tasks at times which are tasks to be done at home with parents which will reinforce what has been done at school. These tasks are set digitally and are an effective way for parents to be aware of their child's attainment, targets and success. The school makes use of the app seesaw, purplemash and google classroom for the combined learning tasks. Detailed guidelines will be shared with parents at the start of the year. It is hoped that the home will cooperate fully and encourage the child to carry out the work to the best of their ability.

The app seesaw is used in the same way to share pictures of the class activities with parents on a regular basis, in order to ensure effective contact between home and school.

Parents' Association

The school has a prosperous Parents' Association that organises a number of activities during the year in order to contribute towards the costs of trips, buses and school resources. Diverse evenings such as the Summer/Christmas Fair, sponsored walks, Auction of Promises, Bingo and social evenings are organised. Raising money through various activities enhances resources and enriches the experiences provided to the pupils.

Meetings

The Parents' Association will meet every term to discuss educational, cultural or social matters and all parents are welcomed to attend to support or share any new ideas. The first meeting will be held early in the Autumn term as this meeting is an opportunity for new parents to get to know the school and to socialise together.

We are extremely grateful of the efforts of our parents' association and we appreciate the support of all parents when organising the various activities to raise money.



The current officers are:

Chair	Miss Angharad Jones
Treasurer	Mrs Tesni Jones
Secretary	Mrs Nia Lloyd Jones

School Council

Here is the School Council for 2022-23:



The School Council exists to ensure that the pupils are able to officially voice their concerns or ideas. The Council consists of the eldest children in the school who are in year 3. The school councillors meet once a term to discuss issues that are important to themselves and their peers. Their opinion is very important and they are included in the school's self-evaluation processes by scrutinising books and responding to questionnaires on a regular basis.

Improvements carried out in the past following the intervention of the School Council include the introduction of a fruit shop, cycle stands, a climbing frame and a request for various clubs e.g. cookery class. In addition, they will organise activities every term which includes a walking to school week, fundraising activities for various charities and promoting the actions of the Welsh language charter.



Attendance

Every day counts!

The school has a duty to ensure that the pupils attend regularly. If a child is not present for a session, he/she will be marked as absent. Parents are expected to contact the school as soon as possible so as to account for the absence. We place great emphasis on obtaining an explanation for every absence. We encourage parents to make medical/dental appointments outside school hours.

In accordance with National Assembly regulations, all schools must classify absences by one of two methods: authorised or unauthorised.

Authorised Absence	an absence authorised by the parents and school, e.g. a child has been ill, the parents have sent an explanatory letter to school.
Unauthorised Absence	an absence where the school has not received a satisfactory explanation.

Up to ten days of holidays can be requested during one academic year. The Headteacher considers these requests individually. We strongly urge parents not to take their children out of school during the academic year so as to ensure effective learning.

Information on school attendance is retained electronically by the LEA. Education Welfare Officers are asked to visit the homes of any parents whose children's attendance figures are of concern to the school and LEA.

Ethos and Behaviour

At Ysgol Morfa, we believe that a high standard of behaviour and a positive ethos are essential for quality learning. The school promotes a high standard of behaviour by following the strategies of the Webster-Stratton scheme, which focuses on praising good behaviour and regularly reminding children of the school's rules.

Our classrooms are busy and attractive places. The children enjoy learning, work hard and behave well. We believe in protecting the rights of all pupils to learning and safety and as a result we follow clear steps if a child does not adhere to the rules or if they behave disruptively. A copy of the full behaviour policy is available at the school.

I would like to emphasise that we are very proud of the outstanding behaviour of the pupils and we are very proud of how the school has developed a close atmosphere where everyone respects each other.

Accidents and Medications

We will care for and comfort any child who becomes ill at school or who suffers an accident. If the class teachers and first aiders consider it necessary, we will contact you and ask you to collect your child. For this reason, it is essential that the school is kept informed of any changes to your contact details.

Records of accidents are kept on file, and an accident slip is sent home to explain what has happened. In an emergency where a parent cannot be contacted, the Headteacher will act as required.

When your child starts at the school, forms will be shared with parents asking for medical information or any allergies. It is extremely important that you inform the school of any medical problem that could affect your child while at school, e.g. asthma, allergy, epilepsy.

Should your child require medication during a school day, please contact the school to make arrangements.

Health and Safety Procedures

The health and safety of pupils, staff and visitors is a priority for the school. The Local Education Authority's Health and Safety policy recommendations are followed. Assessments of high and medium risks have been prepared to ensure that school activities are as safe as possible. Visits or activities outside the school are carefully planned to avoid accidents and reduce risks.

In an emergency where the Headteacher is required to close the school, any decision to close the school will be made to ensure the well-being and safety of pupils. No pupil will be released unless he/she has a safe place to go. Fire drills are held on site every term to ensure that we can quickly evacuate the building in an emergency situation. Should a child need to go to hospital, a member of staff will accompany them if parents have not arrived at the site.

Sports and Physical Activities

The learners have swimming, gymnastics or dance and games lessons at the Leisure Centre in Pwllheli for ten weeks of each term.

An after-school fitness club is held during the Summer term for the children of Reception year to year 3. The pupils also take part in the school's 'Dal i Fynd' club where they run a mile every week around the school field.

Pupils from year 2 and 3 will have an opportunity to compete in the Catchment Area Schools' swimming gala every year and year 3 will join children from the catchment area in football, rugby, hockey and athletics competitions every term.

Playtime

Every pupil has a break from their lessons at 10:40am. The children play on the playground or school fields, depending on the weather. They mix with their friends, and positive play and the sharing of resources is encouraged. Children are encouraged to be physically active during playtime by playing traditional 'playtime' games and playing with various play equipment. Children from the Nursery class up to Year 2 will have an extra ten minutes session in the afternoon.

Healthy School

Ysgol Morfa Nefyn is a Healthy School! This means that we are part of Gwynedd's Healthy Schools Scheme. The school has been awarded the highest award of the scheme, namely the National quality award. The aim of the scheme is to encourage schools to be active in terms of promoting the health and well-being of pupils, teachers and the wider community by developing a health promoting environment.

This is done through the following:

- ❖ The school's National Curriculum and practical activities of the Foundation Phase
- ❖ The school's ethos and day to day activities
- ❖ Links that are already established with parents, the community and specialist agencies

Green School

The school is proud to be part of the 'Green Schools Initiative' scheme and has managed to win the Gold award. We encourage the pupils to participate in day to day environmental matters and understand the importance of caring for our environment by reducing waste and pollution and saving energy.

Additional Learning Needs

At Ysgol Morfa Nefyn, each child is valued as an individual and their needs are dealt with sensitively and effectively. We believe that all children receive a broad, balanced and differentiated curriculum ensuring that self-esteem and confidence are enriched and that a positive attitude is developed.

Ysgol Morfa Nefyn is committed to the successful inclusion of pupils with Additional Learning Needs. In our school, every teacher is the teacher of every pupil, including those with ALN.

At school, every child is equal, valued and unique. Our aim is to provide an environment where all pupils feel safe and can thrive. We will respond to individuals in ways that take their varied life experiences and specific needs into account.

We are committed to providing an education that enables every pupil to make progress so that they achieve to the best of their ability, become confident individuals who live a full life and transition successfully into adulthood.

The school has robust procedures to identify the educational needs of each pupil at an early stage in order to respond to those needs. All children will join all the school's activities, and receive individual attention as needed. They will have individual work and have the opportunity to collaborate with other children.

We will promote close collaboration with parents and any external Agencies as required. An Individual Education Plan is designed for the children with additional learning needs and we will review them regularly. We will always be sensitive to the children's requirements and ready to praise the successes in order to raise the child's self-confidence and self-esteem.

A copy of the ALN Policy is available at the school for anyone who wishes to read it.

MAT Children

The school will promote and enhance the talents of children deemed to be able and talented in a particular area. This will be done by means of the school's normal curriculum and/or by facilitating an opportunity for these children to develop the talent. The special provision for these children will be discussed during parents' evenings.

Equality

Ysgol Morfa promotes equality in all aspects of the school's work offering full access to the Foundation Phase and the Curriculum to all children without discrimination in terms of language, gender, age, creed, ability or the child's nationality or background.

The school has a policy and a Strategic Equality Plan and every effort is made to ensure that this is implemented fairly and appropriately for everyone who attends the school.

We are aware of our responsibility to make reasonable adjustments to assist disabled shareholders, and through our Disability Equality Scheme we encourage input from the whole school community.

Children in care

Every child in the care of the local authority is entitled to access to pre-school education and all education services and to receive every opportunity and assistance to develop educationally and socially. In accordance with its statutory duty, the Gwynedd Schools Service will advise and assist schools to safeguard and promote the welfare of a looked after child and particularly promote the educational achievement of the child. The Headteacher is the person responsible for promoting the attainment of looked after children in education.

The school's performance

The result of the school's latest ESTYN report, September 2015:

Current Performance	Excellent
Prospects for Improvement	Excellent
How good are the outcomes?	Excellent
How good is provision?	Excellent
How good are leadership and management?	Excellent

See a link to the full report on the school's website.

Child Protection

Parents/carers should be aware that schools have a responsibility for ensuring the welfare of all pupils. This responsibility means that:

- ❖ the school will have child protection policies and procedures
- ❖ the school should make parents or carers aware of its child protection policy.
- ❖ there might be a need to refer their child to the statutory children's welfare agencies if they believe that their child is at risk of suffering significant harm;
- ❖ the school should attempt to work with parents/carers regarding their child's welfare and be impartial if their child is referred;
- ❖ the school should help the parents or carers to understand that if a child is referred to social services or the police, this is done in the child's best interest and report to the police in terms of their child's welfare and educational progress.
- ❖ the school will regularly provide the parents / carers with the latest information regarding the child's welfare and educational progress.

If you are worried about your own ability to cope, worried about the safety of your child or another child, please let the school know immediately.

Designated Person for Child Protection	Miss Nia Ferris
The Designated Governors	Mrs Sian Fôn Williams Miss Karen Vaughan Jones
Designated Officer of Gwynedd Education Department	Bethan Helen Jones: 07977504344
Pwllheli Social Services (Children) Team	(01758) 704455

if the complaint is against the headteacher, then the Education Department Officer should be contacted.

Further arrangements to ensure pupil safety:

- We ensure that every member of staff, governors and regular visitors to the school has an up-to-date DBS check.
- All staff are aware of the policy and have completed Child Protection training.
- Every visitor to the school is supervised 100%.
- There is one main entrance in the school and every visitor, other than parents, signs in and wears a prominent badge.
- A suitable ratio exists for playtime and lunch-time supervision.
- A record is kept of concern about children.
- Children are referred to Social Services by the designated person for child protection if there are any suspicions.
- Teaching staff have been trained with the 'Using Reasonable Force' policy.

More information, including a full copy of the guidance, The Child Protection Policy and information about safeguarding children is available on the school website.

www.morfanefyn.gwynedd.sch.uk

Data Protection

The personal information about pupils that we collect and use:

- Personal information and contacts to identify pupils (name, gender, date of birth, address, unique pupil number (UPN), e-mail address, emergency contact details)
- Characteristics (ethnicity, nationality, language of the home, free school meal eligibility)
- Lunch payments and the child's meal patterns
- Safeguarding information (court orders, personal participation and reports of social and child protection services, relevant background information about the family)
- Special education needs (needs and position including 'More able and talented' information)
- Attendance (number of sessions attended, the number of absences and reasons for the absence)
- Medical and administration (information about GP, allergies, medication and dietary requirements)
- Assessment and attainment (statutory and non-statutory test results, educational history, expected attainment levels, termly and annual reports)
- Information about behaviour (suspensions and any provisions that have been put in place)
- Timetable and classes attended (including musical instruments lessons)
- Photographs (including close circuit television CCTV images)
- Permission for school trips and published photographs (including the name of the person who issued the permission and date)
- Details of persons permitted to collect the pupil from school

We collect and use information about pupils for the following purposes:

- To support the pupil's education
- To monitor and report on the pupil's attainment
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, emergency contact details, CCTV images)
- To meet statutory requirements for the use of data collections, statutory inspections and audit purposes

A full copy of the school's privacy statement is available on the school website.

Complaints

The School is committed to dealing with complaints effectively. We aim to clarify any issues you are unsure about. If possible, we will correct any mistakes we have made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do.

Our definition of a complaint is 'an expression of dissatisfaction in relation to the school or a member of its staff which requires a response from the school'.

We have a complaints procedure which ensures that anyone with an interest in the school can express a concern and be confident that it will be fully considered and, if it is believed that your concerns are well founded, that the matter will be resolved. treat appropriately and without delay.

The complaints policy can be found on the school website.

The Curriculum

Links to direct you to more information about the New Curriculum are available on the school's website.

A New Curriculum has been introduced by the Welsh Government since September 2022. Here at Ysgol Morfa, we are planning a curriculum that will help your child to be:

1. an ambitious, capable learner, who is ready to learn throughout their life
2. an enterprising, creative contributor, who is ready to play a full part in life and work
3. an ethical, informed citizen, who is ready to play a part in Wales and the world,
4. a healthy, confident individual, who is ready to lead fulfilling lives as a valuable member of society

These are called the 'four purposes' of the curriculum.

Planning

Curriculum for Wales gives us the freedom to plan our own content based on:

- 6 Areas of Learning and Experience and their Statements of What is Important
- Developing Cross Curricular Skills
- 5 Cross-curricular Themes

6 Areas of Learning and Experience					
Expressive arts	Health and Well-being	Humanities	Mathematics and Numeracy	Language, Literacy and communication	Science and Technology
Art Music Dance Drama Fil mand digital media	Health and development of the body Mental health Emotional and social well-being	Geography History Religion Values and Ethics Also elements of: Business Studies, Social Studies, Economics, Philosophy	Includes 5 interdependent skills: 1. Conceptual understanding 2. Communicate using symbols 3. Fluency 4. Logical reasoning 5. Strategic competence	Welsh English Literature	Science, Design and Technology
Cross Curricular Skills					
We will plan for the development of the cross-curricular skills below within and across the Learning and Experience Areas, making use of the national frameworks					
Literacy		Numeracy		Digital competence	
Cross-curricular Themes					
We will include and extend the themes below across the curriculum					
Relationship and sexuality education	Human Rights		Diversity	Careers and work related experiences	National and International contexts

Planning

When planning at Ysgol Morfa, emphasis is placed on offering our learners rich, broad and deep learning experiences of high quality that are suitable for their age and development.

This means giving learners enough time to cultivate, practice and apply knowledge and skills in order to embed their learning. By planning cross-curricular themes, we ensure that the learners reinforce the skills across the curriculum with confidence. Our plans differ to give each individual the opportunity to learn new skills, succeed and persevere in order to challenge themselves. We develop a healthy attitude to ensure that all learners enjoy and feel proud of themselves.

We also plan to ensure that our learning experiences and teaching develop the holistic skills below that our learners need to achieve the 4 purposes. This lays solid foundations for the next stages of their learning and ensures confident, enthusiastic individuals who are ready to learn throughout their lives.

Creativity and innovation	<ul style="list-style-type: none">• Inquire, explore, be curious, create and share ideas• Link experiences, knowledge and skills
Critical thinking and problem solving	<ul style="list-style-type: none">• Questioning and evaluating information and situations• Identify problems and offer different solutions• Make decisions objectively
Personal effectiveness	<ul style="list-style-type: none">• Develop emotional intelligence, confidence and independence• Evaluate and discuss their current learning and their next steps• See the value and celebrate mistakes• Discuss and consider their views and values and their principled, social, cultural implications
Planning and organizing	<ul style="list-style-type: none">• Set goals for their learning and discuss and reflect on their progress

Planning to learn skills

A combination of methods is used to plan the curriculum in this school in accordance with the requirements according to the age of the learners and the context of the learning. Elements of planning for direct teaching will take place (mathematics and literacy), as well as disciplinary and multidisciplinary teaching, in order to learn and practice specific skills e.g. learn a specific maths or phonics skill.

Planning a theme to develop cross-curricular skills

Interdisciplinary and integrated elements are used in order to further practice skills and apply them in different cross-curricular contexts within a specific theme E.g. bringing together elements of Mathematics, Language, Digital Competence and Humanities within a cross-curricular theme. The voice of the child, their families and the community is important to us and because of this, there is flexibility in our planning to follow the learners' path or follow a local or global event that arises. This ensures that our learning experiences are relevant and interesting as well as raising the learners' motivation and enjoyment.

The following are very important elements that we will continually incorporate into our plans:

- Health and Wellbeing
- The voice of the child and their families
- Digital Competency Skills
- Fun and stimulating activities
- Learning outdoors

Compulsory elements of the Curriculum

Here at ysgol Morfa Nefyn we pay regular attention to the compulsory elements of the curriculum when planning:

Relationship and Sexuality Education	We plan Relationship and Sexuality Education in order to support learners to develop the knowledge, skills and values to understand how relationships and sexuality shape their own lives and the lives of others. Learners are prepared and empowered to ask for help on matters relating to Relationship and Sexuality Education and to advocate for themselves.
Religion, Values and Ethics	Religion, Values and Ethics is a statutory part of the Humanities Curriculum and is based on a series of consensuses and big ideas. Our curriculum provides a range of disciplinary methods to support learners as they critically engage with a wide range of religious and non-religious philosophical beliefs. Religion, Values and Ethics in our school has been designed to address the agreed syllabus.
Welsh	Education is presented in the school through the medium of Welsh. Pupils are immersed in the Welsh language and its culture in the early years.
English	English is taught in year 3, when the pupils are 7 years old and have received a solid foundation in Welsh.



Assessment and progress

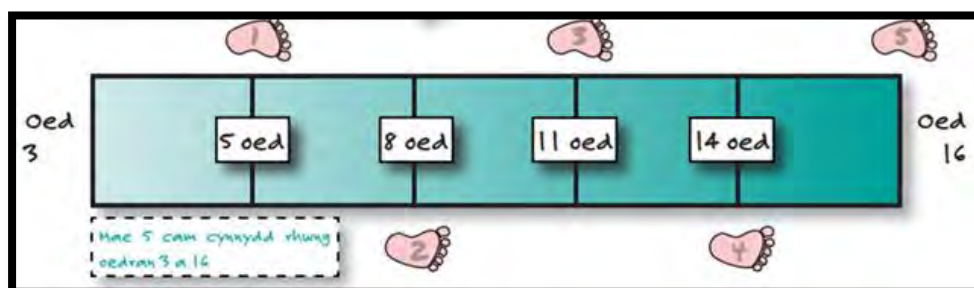
Curriculum for Wales gives us the opportunity to ensure that learners' progress is the main purpose of Assessment and not an accountability exercise. To this end, we at Ysgol Morfa Nefyn pride ourselves on developing a complete picture of each learner's development, including their well-being, willingness and desire to learn as well as the development of their skills, knowledge and understanding. We emphasize the importance of ensuring understanding of progress across the practitioners of the school and on regular discussions with parents and carers to discuss their children's progress.

The school will fulfil the Curriculum Assessment Purposes as follows:

1. Continuously support individual learners day to day
2. Identify, crystallize and reflect on the progress of individual learners over time
3. Understand the progress of groups in order to reflect on practices

Learning descriptions

We use the **Learning Descriptions** for each **Statement of What Matters** for assessment and planning for learner progress. These roughly correspond to expectations for ages 5, 8, 11, 14 and 16 and offer guidance on how learners should demonstrate progress within each Statement.



These are not used as a list of boxes to be ticked, but rather as tools to be considered when planning for the progress of our learners.

In addition to this, there are principles of progress which underpin our planning for learners' progress across the areas over time.

Principles of progression				
Increasing breadth and depth of knowledge	Deepen the understanding of the ideas and disciplines in the areas	Increasing refinement and sophistication in the use and application of skills	Making connections and transferring learning to contexts	Increase effectiveness

Ysgol Morfa Nefyn assessment methods

The progress and needs of learners and specific groups of learners are regularly discussed through professional dialogue in order to plan for further progress. Such discussions will also facilitate and promote any transfer and transition between classes and schools.

Formative use is made of national tests and internal tests as required to track progress.

Regular discussions are held with the learners and their parents/carers to discuss progress including external agencies when necessary.

The school's assessment methods are shown below:

method	What we do:
Assessment on entry	<ul style="list-style-type: none">• We observe and record the achievement of each learner on their entry to the school in Nursery and Reception or from a transfer school. These initial assessments are used to track progress and development.
Continuous day-to-day assessment (Assessment for Learning)	<ul style="list-style-type: none">• Use of characters to set success criteria for pieces of work.• Give feedback to pupils based on the criteria (oral and written).• Discussion about work is central to the assessment so that the children are aware of their success and their targets. Growth mindset ladder is visible in every workbook so that they can be easily referred to in a feedback discussion.• Time for the learners to respond to feedback through conversation, an opportunity to practice a mistake or practice spelling.• Time to improve and correct Work.
Support / progress tracking of pupils	<ul style="list-style-type: none">• Internal assessments in reading and mathematics twice a year to identify progress.• Personal assessments in literacy and numeracy annually.• Each child's progress is tracked through a tracking system.• An individual tracking file is kept for ALN learners, making use of suitable literacy and numeracy tests.• A spelling challenge tracking learners' spelling on a weekly basis.• Minute a day – tracking and celebrating learners' success in tables on a seasonal basis.
Report to parents	<ul style="list-style-type: none">• A parents' evening is held twice a year to discuss achievement and targets. Specific targets are shared with the parents.• Parents receive an annual report in term 3.• An opportunity to see the pupils' workbooks twice a year at the parents' evenings. Examples of the pupils' work are regularly shared on Seesaw and google classroom.• Open afternoons are organized for parents to see their children at work in class.
Transfer	<ul style="list-style-type: none">• Pupils of the school transfer to Ysgol Nefyn.• A professional meeting is held between the staff of the two schools to share and transfer information.• There is a good link between the school and the cylch meithrin. An annual timetable gives the children the opportunity to visit the school regularly within the year.

If you have any further queries after reading our handbook, please contact the Headteacher.

There is much more information about the school, including a copy of various policies available on the school's website.