



Ysgol Tregarth



Hapus yn ein Dysgu



Tregarth, Bangor, Gwynedd, LL57 4PG

Tel: 01248 600735

Secretary: cerihalliday@gwynedd.llyw.cymru

Headteacher: LliwenHafJones@gwynedd.llyw.cymru

www.ysgoltregarth.org

Twitter - [@ysgoltregarth](https://twitter.com/ysgoltregarth)

Chair of Governors: Mr Bledwyn Jones

Vice Chair of Governors: Mr Hywel Parry

School address:

Ysgol Tregarth, Tregarth, Bangor, Gwynedd. LL57 4PG.

School telephone number:

(01248) 600735

School Secretary's email: cerihalliday@gwynedd.llyw.cymru

School Headteacher's email: LliwenHafJones@gwynedd.llyw.cymru

School Website: www.ysgoltregarth.org



Headteacher: Mrs Lliwen Haf Jones B.Ed
Assistant Headteacher: Mrs Caryl Evans
Chair of Governors: Mr Bleddyn Jones
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SCHOOL STATUS:

This is a Church in Wales Voluntary Controlled Primary School. It is a co-educational, Welsh-medium school. The school aims to serve the community by providing education of the highest quality. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Ysgol Tregarth is maintained by Gwynedd Council Education Authority.

LOCATION:

Ysgol Tregarth is located in the village of Tregarth on the outskirts of Bethesda and is easily accessible from the city of Bangor. If you are driving into the village, please take note of the 30 mph speed limits. The school is located on the Ffrwd Galed road.



VISITING THE SCHOOL

You are welcome to call at any time but please make an appointment with the Headteacher. Arrangements can be made by contacting the secretary on 01248 600 735. We all work together for the welfare and happiness of every child in the school.



Bishop of Bangor

The Right Revd Andrew John

Dear Parent / Guardian,

More than one in five schools in England and Wales was founded by the Anglican Church. The Church continues to engage with the education and welfare of children in schools. In the Diocese of Bangor there are nineteen church schools, which are part of a family of voluntary schools here and in the other dioceses of Wales.

In their involvement with educating children, church schools have a special feature; the sense of being part of a larger family reminds them of the Church's goal in their induction. These schools are intended to serve their local communities, not just the Christian families that send their children to them. The governors and staff of church schools hope that everyone who has direct contact with those schools will feel that they are members of an educational community that lovingly cares for all its members.

Governors and staff of church schools are also convinced that the contribution of parents / guardians to their children's education is vital. It is recognised that constructive co-operation between teachers and parents / guardians assists children to develop in school.

Church schools benefit from the support of the Local Education Authority, and this Diocese values the partnership it has with Conwy, Gwynedd and Anglesey Education Authorities. Naturally, the Diocesan Department of Education, through its Education Officers and Bishop Visitors, also advises church schools. Church schools have two or more endowed governors appointed by the Church, and one of their main duties on the Governing Body is to ensure that the Christian ethos of the school is protected.

We hope that your child / children will be happy at this school and will find that there is a caring and friendly community here that will enable him / her to grow and flourish. Likewise, it is also hoped that he/she/they will be able to contribute to school life.

Yours faithfully

The Right Revd Andrew John
Bishop of Bangor

Tŷ'r Esgob, Ffordd Garth Uchaf, Bangor, Gwynedd, LL57 2SS
01248362895 bishop.bangor@churchinwales.org.uk



Admissions Policy

Ysgol Tregarth follows the policy of Gwynedd Education Authority.

Children **can attend school part time** from the September following their third birthday.

Children **can attend school full time** from the September following their fourth birthday.

The Education Authority authorises admissions to catchment and non-catchment area children. Those wishing to have their children registered should contact the Education Authority directly. Applications must be received before the end of April following the guidelines of the Education Authority. Parents who are considering sending their children to school are invited to contact the Headteacher to arrange a visit and an introductory discussion. Arrangements are made for the children to come to school for a morning during the Summer term and parents are invited to attend an introductory meeting with members of staff. A copy of the School Handbook will be given to parents.

Provision for children aged two and a half is available at the Cylch Meithrin which is held at the Tregarth Community Centre by Mudiad Meithrin.

Cylch Meithrin Opening Times

8.30am – 1pm

Contact Details

Leader:

cylchmeithrintregarth@yahoo.co.uk

School Nursery class times

1pm – 3pm

The school's motto is: **Happy in our Learning**

Ethos and Values:

The aim of this Primary School is to ensure the best possible education for every child according to their age, ability and interests by adopting and implementing innovative strategies to reach their own personal potential. We want them to grow into complete personalities, develop and practice all their talents and equip themselves to be responsible members of a bilingual society.

Christian values such as kindness, tolerance and forgiveness are an integral part of every pupil's daily experience and activity. Our aim is to develop these values across our curriculum and the school community, to enable the pupils to link our Christian values and character with life in general.

A solid foundation is laid which prepares pupils to be responsible and influential citizens, showing respect for the world around them and all who live in it.

By being 'Happy in our Learning' we will succeed.

Our methods in achieving this are:

1. Creating and maintaining an environment that will promote pupils' happiness, as well as their overall development as an individual.
2. Creating an environment within the school that will stimulate learning and develop thinking skills, to reflect and appreciate all that we have.
3. Providing an opportunity to develop children's skills and interests across a wide range of areas.
4. Delivering a sound education in line with the requirements of the National Curriculum as well as identifying and providing for pupils with additional learning needs.
5. Giving children every opportunity to develop their abilities, talents and interests; to get to know themselves as individuals.
7. Promoting self-discipline, self-esteem and self-confidence of pupils.
8. Promoting pupils' awareness of the nature and history of their society, of their role and contribution to society as citizens of contemporary Wales as well as globally.
9. Promoting pride in the children towards their area and country and its bilingual nature and develop in them the aspiration to care for themselves, their environment and others.
10. Developing an understanding of Christian values amongst the pupils as a life skill for the rest of their lives.
11. Creating an organisation within which the overall objectives of the Education Authority can be implemented.
12. Encouraging and supporting teaching and support staff to develop to their full professional potential.

There are three important rules for us in school:



The pupils are fully aware of these principles and implement them on a daily basis.



SCHOOL HOLIDAYS 2021-2022

TERM:

Autumn 2021	1 September 2021	-	22 December 2021
Spring 2022	6 January 2022	-	8 April 2022
Summer 2022	25 April 2022	-	20 July 2022

Pupils will return to school on Thursday, 2 September, 2021

HOLIDAYS:

25 - 29 October 2021	(Half Term)
23 December 2021 - 5 January 2022	(Christmas Holidays)
21 - 25 February 2022	(Half Term)
11 - 22 April 2022	(Easter Holidays)
2 May 2022	(May Day)
30 May - 3 June 2022	(Half Term)
21 July - 31 August 2022	(Summer Holidays)

Schools will re-open for teachers on Thursday, 1 September, 2022 and for pupils on Friday, 2 September (awaiting confirmation).

Number of days on which schools will be open every month:

SEPTEMBER 2021	22
OCTOBER 2021	16
NOVEMBER 2021	22
DECEMBER 2021	16
JANUARY 2022	18
FEBRUARY 2022	15
MARCH 2022	23
APRIL 2022	11
MAY 2022	19
JUNE 2022	19
JULY 2022	14

	195

1 September 2021 – School Management Day
5 Inset Days

The number of days on which schools will be open to pupils is 189

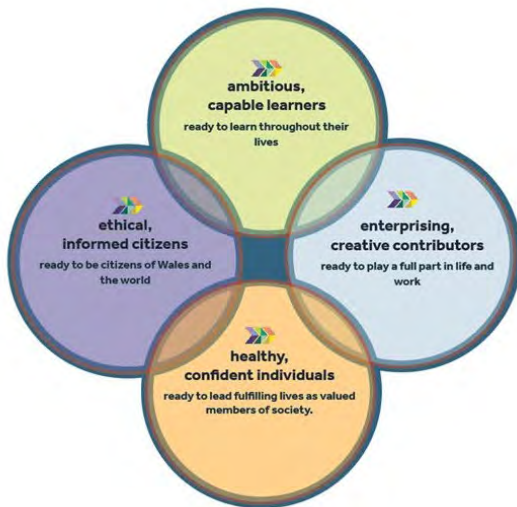
Schools which close for elections to be held will open for the equivalent number of days at the end of the Summer Term.

SCHOOL CURRICULUM

The school's aim is to create a happy atmosphere where teachers and children can work together with mutual trust and respect, ensuring that every child reaches their full potential.

The New Curriculum for Wales: The new curriculum emphasises on equipping young people with the skills they need for life. It develops their ability to learn new skills and apply their topical knowledge more effectively and creatively. As the world changes around them, they will be able to adapt, in a positive way.

The Four Purposes: The four purposes will be at the heart of our new curriculum. These will be the starting point for all content decisions and experiences that will be developed as part of the curriculum.



Our aim is to support children to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Six Areas of Learning and Experience:

The new Curriculum for Wales will comprise of Six Areas of Learning and Experience (AoLEs):

- Expressive Arts.
- Health and Wellbeing.
- Humanities (including religious education which should remain compulsory until the age of 16).
- Languages, literacy and communication (including Welsh, which should remain compulsory until the age of 16, and modern foreign languages).
- Mathematics and numeracy.
- Science and Technology (including computing).

The three 'cross-curricular responsibilities

It will also include three cross-curricular responsibilities:

- Literacy
- Numeracy
- Digital Competence.

The aim is to ensure that the education provided promotes the moral, cultural, mental and physical development of all pupils and that the nature of the whole curriculum is differentiated, broad and balanced.

Within this procedure, teachers will consider each child's ability. They prepare differentially to ensure the development of each individual. In order to gain understanding and commitment to the work, a variety of teaching methods are used such as: - Individual, Class and Group Learning.

Learning is reinforced regularly by ensuring first-hand experiences in the form of educational visits.

THE SCHOOL DAY

<u>NURSERY</u>	<u>RECEPTION, YEAR 1, 2</u>	<u>YEAR 3,4,5 & 6</u>
1pm - 3pm	08:50 - 10:30am SESSION 1	08:50 - 10:30am SESSION 1
	10:30 - 10:45am Supervised playtime	10:30 - 10:45am Supervised playtime
	10:45am - 12:00pm SESSION 2	10:45am - 12:00pm SESSION 2
	12:30 - 1:00pm Supervised playtime	12:30 - 1:00pm Supervised playtime
	1:00pm - 2:20pm SESSION 3	1:00 - 2:10pm SESSION 3
	2:20 - 2:30pm Supervised playtime	2:10 - 2:20 pm Supervised playtime
	2:30 - 3:00pm SESSION 4	2:20 - 3:30pm SESSION 4

BREAKFAST CLUB / CARE CLUB

The school becomes responsible for your child from 8:40am onwards. Children should not, if possible, be sent to school before that time, unless they attend the Breakfast Club between 8:00am and 8:50am.



Details of the Breakfast Club and Care Club

A care club is available at the school from 8:00am until 8:30am at the cost of £1 per child. Then, the free breakfast club starts at 8:30am until 8:50am. The children will receive brown toast, assorted cereal, and a drink. It is vitally important that you book a space for your child on the School Comms App. For more details, please contact Miss Bethan Briggs directly.

SCHOOL UNIFORM

BOYS	GIRLS
<u>AUTUMN AND SPRING TERM</u>	<u>AUTUMN AND SPRING TERM</u>
Navy sweatshirt Light blue polo shirt Grey trousers	Navy sweatshirt Light blue polo shirt Grey skirt
<u>SUMMER TERM</u>	<u>SUMMER TERM</u>
Grey shorts	Gingham white & blue dress
<p><u>PHYSICAL EDUCATION</u></p> <p>WHITE or BLUE T-SHIRT BLACK SHORTS TRAINERS.</p>	

ADDITIONAL LEARNING NEEDS

It is reported that approximately 20% of children will have special educational needs at some point in their school career. For the vast majority of these children, the mainstream school will meet their needs. Because children have various additional learning needs, there is a system for identifying and providing for these diverse needs.

The school has an Additional Learning Needs and Inclusion Co-ordinator within the school, Ms Ild Humphreys and a panel within the Governing body to ensure effective provision for pupils with Additional Learning Needs.

At Ysgol Tregarth, we have adopted a whole school strategy for additional learning needs with the aim of:

- Ensuring an effective approach for identifying children with additional learning needs.
- Working in partnership with parents when special provision needs to be considered.
- Ensuring that the child is informed of any decisions made about his / her education.
- Providing differentiated education as required.
- Working with relevant agencies, specialists and advisers to ensure that children with additional learning needs have the best possible opportunities

ADDITIONAL LEARNING NEEDS POLICY - PRINCIPLES AND OBJECTIVES

Principles

Ysgol Tregarth aims to :-

- ensure equal curricular and social opportunities for pupils with special educational needs.
- co-operate effectively with statutory agencies and others related to the child and his or her difficulties.
- work closely with parents to ensure an effective partnership to help the pupil.
- emphasise the pupil's contribution and take full consideration of their views.
- ensure a whole school response to help the pupil.

Objectives

- Ensure that there is a system in place at the school for the early identification of a child who has difficulties that may be hindering his / her education.
- Gather information from teachers, parents, the pupil and others to ensure that the nature of the child's difficulties is best understood.
- Ensure that the necessary provision is made for any pupil with special educational needs.
- Seek the co-operation and support of parents and others in relation to identifying and providing a service.

EQUALITY

The school has an equality policy that ensures education and opportunity for all pupils, staff, parents and carers who receive services from the school, regardless of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We seek to develop a culture of inclusion and diversity that enables everyone associated with the school to feel proud of its identity, and to participate fully in the life of the school.

Pupil achievement is monitored, and we use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by positively promoting equality, challenging bullying and stereotypes and creating an environment that promotes respect for all. At Ysgol Tregarth, we believe that diversity is a strength that should be respected and celebrated by all those who teach, learn and visit here.

The **Disability Equality Duty** is a duty within **The Discrimination Act (DDA) 2005** where schools are required to take proactive steps to ensure that pupils, staff and governors, parents / carers and other disabled people who use the school are treated fairly.

EQUAL OPPORTUNITY

The School has a sound policy on Equal Opportunities and we do not discriminate on any basis. Everyone is given the opportunity to take part in all the School's activities and a copy of the policy is available to view at the School or on our website.

RACE EQUALITY AND CULTURAL DIVERSITY POLICY

According to the Race Relations (Amendment) Act 2000 Ysgol Tregarth is committed to:

- Promote equal opportunities.
- Promote good relations between members of different racial, cultural and religious groups and communities.
- Eliminate unlawful discrimination

LIFE EDUCATION AND RELATIONSHIPS

The Education Act 1986 required the Governing Body of the school to consider Life Education and Relationships as part of the curriculum. The Governing Body of the school has decided that sex education should be part of the curriculum. A policy statement is available for you to read in school.

The aim of the policy is to responsibly and developmentally add to children's knowledge and experiences about their bodies and their relationship with the world around them. By doing this pupils will be able to cope better during adolescence by developing skills and self esteem to become confident teenagers.

General Objectives

- Introduce Life Education and Relationships as part of the Personal Education policy and work program and Healthy Schools Scheme.
- Prepare pupils for adolescence.
- Develop skills and self esteem to assist children in their teenage years.
- Deal with anxiety and correcting misunderstandings that children may have from the media and peers.
- Develop skills to help children protect themselves from unwanted sexual experiences.
- Discuss attitudes and values.



Cynllun Ysgolion
Iach Gwynedd

The Personal and Social Education Framework (DCELLS) 2008 in the Health and Wellbeing section states:- Learners can be helped to maintain their emotional and physical health and well-being, sustain their growth and development, and know how to keep themselves safe. As children and young people develop sexually they need to understand bodily changes, manage sexual feelings and enjoy safe, responsible and happy relationships. Learners can also be enabled to explore their feelings, develop self-awareness and self-respect and develop their self-esteem.

Purpose and aims of Life Education and Relationships in Primary School:

- To learn about life cycle.
- To keep pupils safe by helping them to recognise and respond to unacceptable behavior by adults and other children.
- To help pupils become aware of different life situations emphasising moral importance.
- To help pupils talk about issues relating to the body and relationships.
- Begin to prepare pupils for the decisions they will make in the future and the experiences they are likely to face.
- To help pupils adapt to changes in the family.
- To help pupils understand their own feelings and those of others.
- To teach pupils to respect themselves and others.

Parents' Rights to Exclude their Children: Parents have the right to exclude their children from those elements that are not part of the National Curriculum 2008. If parents / carers are concerned they are welcome to come to school to discuss with the Headteacher.

RELIGIOUS EDUCATION / COLLECTIVE WORSHIP

The school is a Church in Wales school established by a Trust Deed and is run by the Local Education Authority. It has been designated a Voluntary Controlled School which means that the Church in Wales has representatives on the Board of Governors. They are referred to as 'Induction' Governors and they and the school are fully supported by the Diocesan Board of Education in Bangor. The Diocese, in turn, works closely with the 'National Society' who founded the school in conjunction with the Pennant family of Penrhyn Castle in 1843.



There are several assemblies and meditation sessions in the school on a weekly basis including a whole school assembly.

Religious Education is delivered in accordance with the Agreed Syllabus at the school and close liaison is maintained with the Parish Church when Christian Festivals are celebrated.

Suitable arrangements can be made for children whose parents object to them receiving religious education or attending religious services by contacting the headteacher in the first instance.

SUMMARY OF POLICIES AND SCHOOL ARRANGEMENTS

Copies of all Governors' policies can be viewed at the school by contacting the headteacher to arrange a time to view them or by visiting the school website.

Discuss any questions you have about the curriculum with the headteacher.

POLICY STATEMENT ON CHARGING FOR EDUCATIONAL ACTIVITIES

Generally, there is **no** charge for educational activities – in accordance with the requirements of the Education Reform Act 1988. The Governing Body of Ysgol Tregarth has decided to:

1. **charge** for activities that take place outside of school hours that are not activities required to be carried out in accordance with the requirements of the National Curriculum or statutory religious education.
2. **charge** for individual instrumental lessons.
3. **not charge** for books, materials, equipment or transport needed for educational activities unless parents have expressed a wish in advance to buy the product.
4. **charge** for all food and accommodation costs during residential visits except children who are entitled to a statutory reimbursement.
5. **ask** parents to make a voluntary contribution towards the cost of any activities for which there is no compulsory charge. If the total contributions made are insufficient, such activities may be cancelled or postponed. No child is prohibited from taking part in such activities either on the grounds of disability or refusal to make voluntary contributions.
6. **inform** parents before a visit, trip, performance etc. in accordance with the Educational Visits Policy.
7. **delegate** the right to the headteacher to decide to what extent, if any, money from the school fund or other source is used to pay a proportion of the cost of the activities.
8. **delegate** the right to the headteacher to decide on cases that may arise during the implementation of this policy. By following this policy, it is hoped that the financial burden placed on parents can be shared equitably, while at the same time ensuring that all children have the opportunity to benefit from such arrangements.

LOOKED AFTER CHILDREN

Through close co-operation with other agencies and the Local Authority, looked after pupils are effectively supported in school. The ALN and Inclusion Co-ordinator has responsibility for ensuring the effectiveness of the support they receive and promoting their achievement. Regular meetings are held to ensure support and assistance for these pupils and their carers. The designated member responsible for looked after children at school is Ms Ilid Humphreys.



PHYSICAL EDUCATION

The school provides a stimulating and safe environment for pupils where they can work towards overall maturity while developing physical skills and keeping healthy. Activities are arranged that provide pupils with enjoyment in meeting their creative and fitness needs. We will teach and provide opportunities to practice and improve on skills relevant to the activity.

We aim to promote confidence through physical activity and to create awareness and the importance of health during exercise. Food choices and learning about the body are also important elements.

We aim for Physical Education to be enjoyable so that pupils are interested and ready to take part in various physical activities.

The school trains the pupils in a variety of activities including: dance, orienteering, problem solving, trips, gymnastics, tennis, cricket, netball, football, hockey, rugby, bouldering wall and athletics and swimming.



We regularly attend a variety of competitions organized by Urdd Gobaith Cymru in various sports between schools.

Physical Education / Swimming is a statutory subject and the Government emphasises its importance, along with Personal and Social Education, as part of pupils' Complete Education.

The school is accredited with the highly praised Physical Education Quality Mark.

Children with Physical Needs:

We will do all we can to welcome all children, ensure their safety, enable them to participate in all school activities and have full access to the National Curriculum. We have an Accessibility Scheme and a Disability Equality Scheme.

EXTRACURRICULAR / CLUBS

The school has an extensive program of extra-curricular activities which includes opportunities to compete in the Eisteddfod, perform in concerts, a broad sports programme and various Clubs.

Breakfast Club

The school has set up a Breakfast Club under the terms of the Welsh Assembly Government. This means that breakfast is available every school morning for the pupils. Pupils will be expected to arrive at school between 8.00 and 8.30 promptly.

Breakfast will include cereal and milk, fruit or juice and a slice of toast.

If you would like your child to attend the club, you will need to book a place on the Gwynedd Council website.

Lunch Club

Various clubs are held during lunchtimes e.g. BSL Sign Club, Art Club, Singing / Choir Club and various sports clubs.

Tregarth Fun Club – After School Club

The Tregarth Fun Club is held daily between 3:30pm - 5:30pm. The after school club caters for up to 24 children aged 3-11 years. The club is registered with CSSIW. Registration details available from Miss Bethan Briggs at the school. Contact number for the club: **07519723590**



BULLYING POLICY

All members of the school have a fundamental right to be respected by all and to experience a happy school life.

Any form of bullying is totally unacceptable. The school responds firmly and thoroughly to all instances of bullying. The school makes every effort to ensure that bullying does not occur.

The School Council meets regularly with the Headteacher and discusses any issues that affect their individual rights. The school should be contacted immediately when parents are concerned about incidents of bullying.

HEALTH & SAFETY

Every possible care is taken for the safety of the children while they are in school. If a child is ill or in an accident, the parents are contacted, then if necessary, the child is taken to Ysbyty Gwynedd's Accident and Emergency Department.

School staff will not be responsible for administering medication to any child.

Pupils should respect the school's Health and Safety rules at all times.

No child is allowed to leave school early without permission. If there is a change in the way a child goes home, parents are asked to inform the Headteacher or the child's teacher in advance about the arrangements.

Pupils are responsible for all personal belongings. Valuables should not be brought to school. Please ensure that all clothing and personal belongings have a name or label on them.

All visitors must report to the main entrance before entering the school. All visitors will be expected to follow a sign-in protocol within the school. If visitors behave inappropriately towards a pupil or member of staff then they will be asked to leave the school grounds immediately and the police will be contacted when deemed appropriate.

The school has a burglar alarm system and hold practice 'fire drills' each term.

The school regularly reviews health and safety arrangements for pupils and staff.

CHILD PROTECTION

Each member of staff at this school is responsible for safeguarding and protecting the children who attend. If there are concerns about neglect or physical, emotional or sexual abuse, then it is the staff's duty, in accordance with the All Wales Child Protection Guidelines 2008, to refer the concern to the attention of the school's designated member for Child Protection.

Persons responsible for Child Protection:

Mrs Lliwen Haf Jones B.Ed - **Headteacher**

Mrs Caryl Evans- **Head in charge**

Ms Ildid Humphreys - **ALN and Inclusion Co-ordinator**

Mrs Wendy Lemon / Rosemary Williams- **Governing Body**

Mrs Delyth Griffiths - **County Child Protection Officer: 01286 677347**

Home Contact

This school cannot succeed without the support of parents. We therefore encourage you to take an interest in the education of your children and to support the school in its work and public activities.

This is an "open" school, i.e. parents are always welcome.

As well as individual visits, parents also have three formal opportunities during the year to visit the school. We hold three Open Evenings annually. In addition to these Open Evenings, we usually hold a Christmas Concert or Carol Service, termly Class Services, St David's Day Concert, various curriculum evenings and a Sports Day during the Summer term. You are encouraged to join in all of these activities, as well as the activities organised by the School Parents Association.

It is extremely important that parents realise the value of an honest and open relationship between themselves and the school. We work together as one effective team to provide the best possible education for our children. The partnership is vital to the success of our aim; it's dependent on good relationships, and home-school co-operation at all times.

Each class's homework routine is slightly different. The teachers will write to you as parents at the beginning of the educational year to explain the routine.

LANGUAGE POLICY

Gwynedd Education Authority operates a bilingual policy in all its schools and is also developing a bilingual policy for Further Education institutions. The aim is to enable pupils to speak both languages confidently so that they become full members of the bilingual society of which they are a part. Ysgol Tregarth is categorised as a bilingual school.

The School's Language - Welsh is the day to day language of the school. Welsh is the language used for communicating with the pupils and in the administration of the school. The school communicates with parents in both languages.

The Foundation Phase - Pupils are immersed in Welsh and receive their education entirely through the medium of Welsh. English will be introduced informally by the end of year 2.

Key Stage 2 - All pupils experience cross-curricular areas of learning through the medium of Welsh at both key stages. Welsh is the main medium of teaching. English is formally introduced as a subject at Key Stage 2 and is taught through the medium of English, and English may also be used for some aspects of some subjects.

The results - Normally, it's expected that pupils, regardless of home language, will be able to transfer easily to Welsh-medium secondary provision and will, by the end of Key Stage 2, reach the same standard in English as pupils in predominantly English-medium schools.



THE WELSH LANGUAGE CHARTER



The school is committed to the aims and objectives of the Welsh Language Charter and has been accredited with the **GOLD award**.

The Welsh Language Charter is an integral part of the life of Ysgol Tregarth and the dedication of all involved in the school is invaluable in responding to the requirements of the Charter. The school's vision is to encourage and ensure that all pupils have opportunities to develop into confident bilingual citizens, who take pride in their Welsh culture and nationality.

School Council's Vision "*Siarad Cymraeg, wrth weithio, wrth chwarae, Bob amser! Mae Cymraeg yn Cŵl!*" (*Speak Welsh whilst working, whilst playing, Always! Welsh is cool!*)

COMPLAINTS PROCEDURE

The National Assembly has provided guidance to Governors on dealing with complaints. This procedure is outlined below.

It is emphasised, however, that many complaints can be dealt with quickly and effectively through informal consideration based on discussion with the Headteacher. This is the first reasonable step, and the Governing Body will expect this step to be taken before the formal submission of the complaint in exceptional cases. A time can be arranged to discuss any complaint with the headteacher by contacting the school.

The Governors have established a sub-panel to deal with any complaints. The school should be contacted to make an appointment to discuss any complaints with the Headteacher.

The Local Education Authority, in accordance with the Secretary of State's requirements, under section 23 of the Education Act 1988, has established a procedure for considering complaints about how School Governing Bodies and the Education Authorities operate in relation to the school curriculum and other relevant matters. This procedure is explained in a bilingual document available at the school or on the school website.

The purpose of this procedure is to provide a means of resolving complaints made against the Governing Body or members of the school staff, or complaints about issues of a more general nature such as the management of the school, its curriculum, administration, policies or procedures. The Governors hope that all members of the school community receive an explanation of:-

- The principles of the procedure and who is responsible for carrying out each part of it.
- The procedures to follow.
- Timescales to follow and how complaints are recorded and monitored.

Principles

The aim is for this procedure to be:-

- Fair.
- Used with consistency.
- To lead to complaints being resolved as quickly and effectively as possible.

SCHOOL GOVERNORS

Members of the Governing Body are responsible, by law, for the overall management of the school. They are responsible for ensuring a high quality education in the school by working with the Headteacher and staff to draw up strategies to ensure that pupils reach their full potential. The purpose of the Governing body is to advise, provide information and support the Headteacher and school staff.

SUMMARY OF GUIDELINES ON THE DUTY TO CONDUCT MEETINGS WITH PARENTS

These guidelines are only a summary. Please refer to Welsh Government Guidance. Guidance document no: 104/2013

http://www.governorswales.org.uk/media/files/documents/2013509/Parent_meeting_circular_english.pdf

The School Standards and Organisation (Wales) Act 2013 (section 94 (13)) replaces the previous requirement for a Governing Body to hold an annual meeting with parents.

- The guidelines came into effect on 4th May 2013.
- The Act allows parents to request 3 meetings in a school year with their child's school governing body.

Statutory Requirements

The petition calling for a meeting must include the signatures of the required number of parents of registered pupils:

- parents of 10% of registered pupils or
- 30 registered pupils whichever is less. In Schools of over 300 pupils it would be easier for parents to meet the requirement for 30 signatures.
- e.g. two parents may sign the petition but have only one child in school. In such a case two signatures will count as one "registered pupil".
- e.g. one parent may sign the petition but will have three children in school. This means that the parent's signature will count as three "registered pupils".
- It is expected that parents will be able to obtain information from the school office regarding the number of registered pupils.

The aim of the meeting must be to discuss school issues:

- The aim of the meeting must be to discuss a school issue.
- A meeting must not be seen as another way of making a complaint.
- Personal, individual issues involving a child or member of staff must not be dealt with. Such matters would be confidential and not suitable for open discussion.
- Only one class issue or concern can be discussed - as long as the threshold for submitting the petition has been met - there is no change to the threshold.
- Should a panel of governors reject a request to hold a meeting on the grounds that the meeting is not intended to discuss school issues, parents may disagree and use the complaints procedure to appeal against that decision.

No more than three meetings will be held during the school year following a petition from parents:

- A school year is defined as from the beginning of the autumn term in September in one year to the end of the summer term in July of that academic year.

There must be enough school days left in the school year to allow a meeting to be held within 25 days:

- The law states that a meeting can only be called if there are enough school days left in the school year to hold a meeting within 25 days.
- Weekends, bank / public holidays, school holidays or INSET days do not count towards the 25 day period.

The process of submitting a petition

In order for a Governing Body to be sure that a valid petition has been submitted, the petition is expected to:

- include a statement that parents are exercising their right to request a meeting with the governing body;
- give a brief summary of the issues to be discussed and the reasons for calling the meeting;

- state what number that meeting is in that school year, as only 3 meetings can be held in a school year;
- clearly state at the top of the petition a summary of the issues to be discussed, with the parents' signatures underneath them.

When a petition is received

A governing body must hold a meeting if:

- a petition is received from parents
- the governing body is satisfied that the statutory requirements have been met.
- the petition is expected to be received by the governing clerk or chair of the governing body for consideration by the governing body. It would also be acceptable to submit a petition to the governing body via the headteacher.

How a governing body should go about giving notice of a meeting?

Written notice of date, place and time must be given:

- for the meeting, together with the issues to be discussed, on every school notice board and in conspicuous places, and at each exit of the school grounds. In addition, a letter should be sent to the parents of all registered pupils. It can be sent by pupil or electronically.
- The meeting should be open to the headteacher and other individuals the governing body wishes to invite.
- There is no charge for providing information to anyone in connection with the meeting. A meeting should be held within 25 days of receipt of the petition.
- 10 full school days notice should be given.

Holding a Meeting

It is suggested that a school should set out a procedure that addresses the issues below:

- Who will chair the meeting
- the required quorum for parents and governors (the quorum for parents is expected to be a proportion of the number of parents who have signed the petition)
- who will take the minutes (ideally the Clerk),
- what will be the procedure for parents to speak at the meeting,
- the information that will need to be sent to each governor before the meeting,
- actions to be taken following a meeting.

Inform parents of their right to submit a petition requesting a meeting under Section 94 of the act.

- The governing body is expected to inform parents of their right to submit a petition to request a meeting.
- The school is expected to send a letter to parents by the end of October in each school year. The attached example can be used.
- Governing bodies are expected to continue to communicate and engage with parents throughout the school year
- A school is expected to report the right to submit a petition to request a meeting in the School Handbook and in the Annual Report to parents.

Chair of Governing Body: Mr Bleddyn Jones

Vice Chair: Mr Hywel Parry

This is the address for submitting a petition requesting a meeting with the school governing body:

Chair of Governors,
Ysgol Tregarth,
Tregarth,
Bangor,
Gwynedd.
LL57 4PG

YSGOL TREGARTH

MEMBERSHIP OF THE GOVERNING BODY

2021-2022 ACADEMIC YEAR

Governor	Role	Start Date
Edward Bleddyn Jones	Chair Community	01/10/2018
Hywel Parry	Vice-Chair LEA	31/08/2017
Wendy Lemon	Church	01/11/2019
Rosemary Williams	Church	01/10/2018
	Church	--
Rhian Williams	Parent	01/11/2021
Bethan Lloyd	Parent	01/11/2021
Craig Rockliff	LEA	01/09/2017
Lliwen Morris	Parent	01/11/2021
Cllr Dafydd Owen	LEA	01/09/2018
Michelle Hughes	Parent	01/11/2019
Angharad Williams	Community	01/03/2021
--	Ancillary Staff	--
Caryl Evans	Staff	01/09/2020
Lliwen Jones	Headteacher	April 2017

CLERK OF GOVERNORS DETAILS

NAME	ADDRESS	TEL NO	EMAIL
Wendy Roberts	1 Cae Glas, Ffordd Hermon , Mynydd Llandygai	01248602016	caeglas@gmail.com

Thank you for reading our handbook and we look forward to welcoming your child/children to school.

