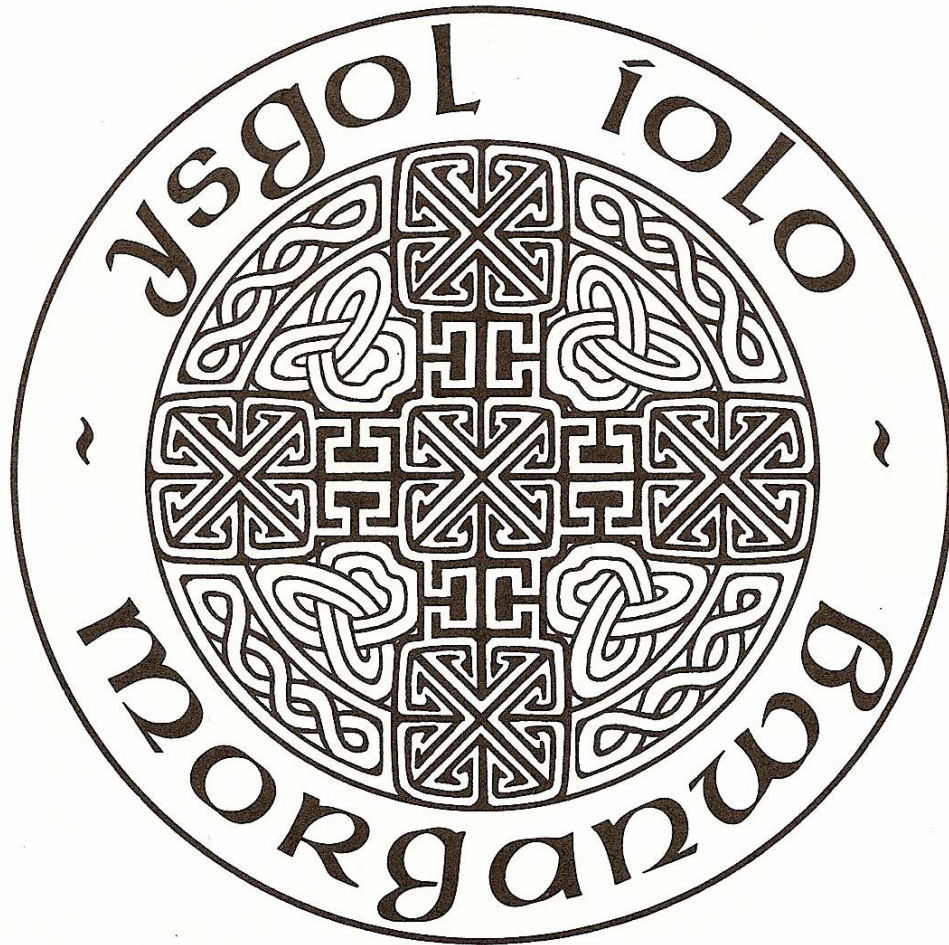
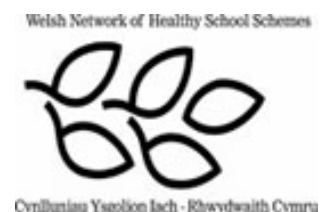
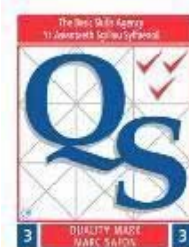


# Ysgol Iolo Morganwg

Hwyl iddynt oll wrth lwyddo



## Handbook 2011-2012





A warm welcome. We, the staff, governors, pupils and parents of Ysgol Iolo congratulate you on choosing our school, and promise to do all we can to ensure that your child, and your family, will benefit from our time together.

## What Ysgol Iolo has to offer

Ysgol Iolo is a small, caring community school in the state sector. We have over 150 children, with an average year group of 24 children. We concentrate our funding on providing as many teaching posts as is feasible so that our children are taught in those small year groups for the maximum time possible. All staff very quickly come to know each child by name and character, and vice versa, which encourages a strong sense of community and belonging within the school.

Our children are educated through the medium of Welsh, with English introduced in Year 3, enabling them to become fully bilingual in Welsh and English, and ready to transfer to Welsh medium secondary school. The majority of our pupils speak English as their first language. However there are many ways in which non-Welsh speaking parents can encourage and support their children's education, and through them have access to the rich and varied Welsh language culture. Recent research has shown that the advantages of bilingualism are many and extend far beyond the development of a child's language skills.

Our aim is to provide stimulating, balanced experiences so that each child may develop and fulfill their individual potential, in line with our policy of equal opportunities for all pupils. We encourage our children to become confident, responsible, considerate members of the school and wider community. We value and aim to develop their different skills and characteristics, to produce well-rounded individuals, as well as achieving academic standards consistently above the national average. We expect our teachers, parents and pupils to sign up to an annual Home-School Agreement, as statutorily required. We make every effort to ensure that this handbook is correct, however some details may change during the school year.

## Staff

### TEACHERS

Mr. Dylan Evans	Headteacher
Mrs W Farleigh	Deputy Headteacher
Mrs. M.Jones	Foundation Phase Leader
Mrs. N. Saunders	Teacher
Mr. A. Roberts	Teacher
Mrs. C. Brain	Teacher
Mrs. N. Tough	Teacher
Mrs. C. Thomas	Teacher
Mrs. S. Tudur	Teacher
Mr. O Jones	Teacher

### OTHER STAFF

Mr D Lewis	Caretaker
Mrs C Beames	Assistant
Mrs N Davies	Secretary
Mrs W Thorne	Cleaner
Mrs. D Painter	Cleaner
Mrs A. Kaye	Assistant
Miss. R. Blackmore	Assistant
Mrs. R. James	Assistant
Miss L. Ringwood	Assistant
Miss B. Williams	Assistant

### CANTEEN STAFF

Mrs D Painter & Mrs W Thorne





## About the school

The school opened in 1979, after a period as a Unit with 70 children on roll at the time. Over the years the school has grown quietly and is now over 150 pupils, housed in the attractive stone buildings that were the 19th century Cowbridge primary school.

We are situated on the outskirts of the town of Cowbridge, but serve the whole of the Vale of Glamorgan. Our pupils are drawn from the area between Bridgend in the west, and Cardiff and Barry in the east. This includes the towns of Cowbridge and Llantwit Major, the larger villages such as St Athan and the numerous smaller villages and hamlets scattered throughout the rural Vale.

We are the only Welsh medium primary school in our area. We are part of an educational continuum - many children attend the local Cylch Meithrin (Welsh medium playgroup) before joining us, and most proceed, at the age of 11, to a Welsh Comprehensive School. We are proud of the good reports we receive about our past pupils from the secondary schools. We are told that they play an active and successful part in all areas of school life, reflecting the broadly based education we offer at Ysgol Iolo.

We encourage our pupils to belong to the Urdd (a Welsh Youth Movement) and take part in activities and visits associated with the movement. We compete in Eisteddfodau at all levels from school to national. We have teams for games and sports - netball, football, rugby, hockey, swimming, athletics, and for folk-dancing. Our pupils regularly take part in charity and community events, television programmes, and activities sponsored or supported by external agencies.

We pride ourselves on being active members of both communities - Welsh and English speaking . This is the key as we strive to provide the best start we can to our pupils in their educational and social life.

## SCHOOL HOLIDAYS 2010/2011

Term	Begin	Half - term		End	No. of School Days
		Begin	End		
Autumn 2011	Monday 5 September 2011	Monday 24 October 2011	Friday 28 October 2011	Friday 17 December 2011	70
Spring 2012	Tuesday 3 January 2012	Monday 13 February 2012	Friday 17 February 2012	Friday 5 April 2012	63
Summer 2012	Tuesday 23 April 2012	Monday 4 June 2012	Friday 8 June 2012	*Tuesday 24 July 2012	61
<b>TOTAL</b>					<b>194</b>

Monday 5.9.10, 23.7.11, 24.7.11- INSET Days- staff only to attend

Term starts: 6.9.10

## The School Day



The day starts at 8.55 am. Before then all children must stay on the yard until ushered in by a teacher when the bell rings.

There will be an Assembly during the morning and a break of 15 minutes. The Juniors' will play on the Front Yard and the Infants' on the Rear Yard, for safety's sake. Lunchtime starts at 12.00 for the Infants and at 12.15 for the Juniors. Lunchtime Supervisors will look after them, and take them to the Dining Room when lunch is ready. No child may leave there without the express instruction of a Supervisor.

Following the play period, the afternoon sessions start at 1.15. There will be a further break during the afternoon. All children will be expected to be on the yard during break. Only during inclement weather will children remain indoors.

The School Day ends at 3.25, when the pupils will go to their mustering points on the front yard ready for dispersal to the buses on the instruction of a member of staff. Those who are met from school will be released from the garden gate when the teacher is satisfied that there is an adult awaiting that child. Adults should wait in the designated area, please, and ensure that they are not causing an obstruction either on the pavement or when parking on the road.

In wet weather, children will gather in certain classrooms or in the vestibule prior to dispersal to the bus. The other children will gather at the Infants' door from where a teacher will release them to waiting adults. We must insist on these arrangements so as to ensure the safety of all.

## School Houses

When pupils start at Ysgol Iolo they are put into one of the four houses, Bran, Pwyll, Math and Llŷr, names taken from the ancient Welsh stories of the Mabinogi. The houses compete against each other in the Eisteddfod and in the summer Sports. Each house has its own colour: Bran - green; Pwyll - red; Math - blue; Llŷr - yellow. T-shirts to be worn for PE are sold by the school in the appropriate house colours.

## School Uniform

We have a school uniform, and we kindly request you to support our standards :-

- Sweat shirt/cardigan - dark blue
- Polo shirt- pale blue
- Skirt/ pinafore dress/ trousers – navy  
Shoes (trainers to be kept in PE bag)
- Summer dress - blue check (if desired)

Sweatshirts cardigans, PE T-shirts and polo shirts bearing the school logo are available for sale at school.

PLEASE MARK ALL GARMENTS CLEARLY WITH THE PUPIL'S NAME.



## School Meals

Meals are cooked on the premises and are enjoyed by the children; we have one of the highest proportions of children choosing school lunches in the Vale. The food is good, hot, varied and nutritious, and provides for vegetarian and other special diets. Dinner money is collected by the School Secretary on Monday mornings only. The correct money, in an envelope, would be appreciated. Free meals can be claimed in certain circumstances.

## Visits to School for Parents and Prospective Parents

You are most welcome to visit us or meet members of staff. PLEASE MAKE AN APPOINTMENT IN ADVANCE as there may be no-one in the office at certain times.

When you arrive, please report to the Head or Deputy - and again as you leave. This is so that we may account for all persons during an emergency. Interviews with staff members should always be arranged before hand.

Parents' Evenings will be arranged each term to give you a chance to discuss your child's work and well-being with the class teacher. You are also most welcome to attend your child's Class Assembly during the year.

## CRAFF /Parent Teacher Association

The education of children is best achieved by a healthy partnership between the school and parents, so please do get involved. Ysgol Iolo Morganwg owes its being to a small group of dedicated parents who campaigned tirelessly for a Welsh-medium Primary School in Cowbridge.

The school has always relied heavily on the support of parents other family and friends, for help with teaching support, resources and fund-raising. PTA events are for families or adults, and have included the Christmas party, annual Duck Race, Summer Fair, sponsored abseil, Summer Ball, Chinese Banquet... We sell Christmas items, run a Tesco vouchers scheme, and a covenant/gift aid scheme - we would welcome your time, support, expertise or new ideas.

PTA funds have paid for a new school piano, library furniture and books, computers and server, re-pointing of the yard walls, and our on-going project is the refurbishing of the school house and modifying of the school building to provide better teaching space. Ultimately it is the pupils of the school - including YOUR child - who benefit from a strong and active PTA, so please make a contribution.

### Attendance

WHOLE SCHOOL 2009-2010

Autumn Term	Spring Term	Summer Term
93.8%	95.6%	95.5%

## Absence from School

To comply with the Law, we are obliged to keep a record of attendance. A pupil is marked present by arriving at school before 9.30 am. After that time, the pupil is officially absent, and loses a mark for that session.

Accumulated absences will now be investigated by the Schools Welfare Service. However, the mark can be regained if the absence is explained. It is therefore most important that you tell us officially as soon as possible of any illness or other reason why your child has missed school.

Any child arriving after 9.30 a.m. should be presented to the Head for permission to remain for the duration of that session. You are required to seek the permission of the Governors if you wish to take your child on holiday during term time

## Admission

Pupils will normally be admitted in the September of the school year in which they become 4 in the case of the Nursery, and 5 to the Reception Class. We encourage attendance at a Cylch Meithrin prior to that. Late entry depends on numbers and certain other criteria, namely:

- During Reception Year, or if transferring from another Welsh medium school, at the Head's discretion
- Any other late entrant will be referred to the Governors and the LEA
- 

## Additional Learning Needs

The needs of most children will be met within the small classes, with extra language help in small groups for those who need it. Pupils with greater needs are assessed to determine a level of Learning Support, commensurate with those needs, in keeping with the Code of Practice.

## Disabled pupils

Although rather restricted, access is possible to all ground floor teaching areas, only 2 classrooms are reached by stairs. Our children are always encouraged to treat differently abled people with respect, as equals. The small size of our classes, and good use of circle time and assembly stories engender a strong sense of inclusiveness and community.



## Scope of the curriculum

Naturally the National Curriculum (with RE) is central to our work. But we aim to offer a variety of experiences both within and outside that framework. Mathematics, Welsh and Science are the core subjects - and English is added in the Juniors. History and Geography, Art and Technology, Music and Physical Education are the foundation subjects. Copies of the official documents on these subjects are available for inspection in school.

## The Foundation Phase



In the Nursery and Reception Class the emphasis is on oral development, together with basic learning skills gathered from a variety of situations and experiences. The plethora of activities in the other years of the Foundation Phase builds on and extends this base. The whole is woven from a series of topics and themes that mesh one with another.

These ideas are apparent in the Juniors as well, but at the same time certain parts that are more specific have to stand alone. Schemes may play a more important role in some subjects, but only in relation to and in conjunction with the other parts of the subject and of the whole curriculum. We do not standardise learning to any one specific method or medium - diversity is the key to understanding.

Homework will be set, and from time to time your child may be asked to

do something out of school time - read a book, learn something by heart, search for information, create something. At these times we ask for your co-operation, as we expect all pupils to respond to these tasks. Each child has a Llyfr Cyswllt/ Contact Book which he/she must take home and to school every day, in which these tasks should be noted. There is a place in the book for the teacher, child and parents to make notes as necessary, so please check regularly.

During the final 2 years, parts of our curriculum are based on courses that are not school-based. Again, we do expect pupils to attend these - financial hardship may be alleviated in some cases from outside funds.

We have developed a 'Better Reading' scheme in school for the lower juniors, when reading partners work with pupils. This now functions in both Welsh and English.

## Information Technology

There are computers in every class, and we are building our network to give better facilities. These machines are used in various situations in all aspects of work across the curriculum. We also have other audio-visual aids, including video and tape cassettes for use both in school and at home.



## Physical Education

Physical Education at Ysgol Iolo Morganwg encompasses a variety of activities that will make the children more

aware of their physical abilities. During the winter months the programme includes basic gymnastic movement, dance, coordination and basic games skills. In summer more activities take place out of doors, focussed on understanding athletic activities.

From year 3, Junior pupils take part in a variety of seasonal team games, complemented by indoor activities. Year 5 undertake a course of swimming and cycling lessons. The school regularly takes advantage of opportunities for inter-school activities - such as the swimming gala, athletics meetings, and a number of Urdd competitions.

Throughout the school, staff emphasise safe yet effective exercise, and personal hygiene. We expect pupils to have the appropriate kit and footwear, based on the appropriate school colours. Multi-coloured or brightly-coloured clothing, over-sized garments and jewellery should not be worn. We promote the health related benefits of regular physical activity.



## Music

The Infants will have a variety of musical experiences - through singing and learning rhymes, the percussion band in dance lessons, and from the various radio programmes. Every child in the Junior Department will be given the opportunity to learn how to read music during recorder lessons.

In addition, individual children may pay via the Music Service for tuition in another instrument of their choice. At present the instruments available are brass, violin, harp, keyboard, wind and 'cello.

Music is an important part of school life. Children are given the chance to compete in the Eisteddfod, to take part in concerts as members of the choir or school band, or even as accompanists to folk dancing.

## Sex Education

During the summer term Sex Education is taught as a subject, but aspects form part of the Health Education programme. These arise naturally within other subjects, notably Science, Religious Education and Personal and Social Education, - in contexts such as caring for our bodies, healthy eating, growth and change, reproduction, personal safety and relationships with others. A meeting is held with parents prior to the lessons beginning and consent is needed before the subject is taught formally.

## Religious Education

The School follows a broadly Christian programme of Religious Education, whilst being non-denominational. We will study aspects of other religions and creeds as well as Christianity. Parents who have good reason may choose to withdraw their child from such lessons, but in such cases no alternative arrangements will be made.

## Discipline

Ultimate responsibility for discipline in the School rests with the Head and Governing Body. Problems should be discussed with the Head in the first instance. Should agreement be impossible, the matter may then be referred to the Governing Body. This Body has the right of the ultimate sanction in serious cases - temporary, or



even permanent, suspension.

Every pupil is expected to behave in school, or on School business elsewhere, in a manner that is reasonable, sensible and safe at all times. Although our legal responsibility and authority does not extend under normal circumstances, beyond the School gates or hours, we do, nonetheless, expect that certain standards of behaviour pertain, for instance, on school transport. We do reserve the moral right to react where circumstances and conditions would seem to call for it.

On arrival in the morning, pupils must proceed immediately to the School Yard - and should not loiter outside the School gates. Once on School grounds, no pupil may leave without the express permission of a Member of Staff. Children should walk at all times when inside the building, - keeping to the left, in single file, without pushing or rushing - so as to avoid accidents. All children are expected to show respect to adults - and are to react positively to instructions from any teaching or non-teaching Staff.



## Visits and Events

Over the course of the year there will be netball, football, rugby, swimming and cross-country competitions. Members also compete in the Area Eisteddfod and those who succeed go on to the County and even the National Eisteddfod. Some will attend the "Jambori", and similar events.

During the Autumn term, we organise a residential course for children in Years 5&6, centered at Llangrannog. The course encompasses various aspects of Welsh culture and geography. This course is an essential part of the wider curriculum, and enjoys the wholehearted support of the Governors. Where affordability is an issue, we do try to find financial support from various sources.

We believe it important that children experience live theatre. We try to attract visits from Theatre-in-education groups, and take the pupils to see live productions as well.

A Christmas celebration event is held each year, and we often have a concert at some other time as well. Father Christmas pays us a visit during the Christmas parties to distribute small gifts to the children.

Summer is the time for the Sports - every child takes part in the School's, with a team of older children participating in the Vale Sports.

The photographer visits us twice - once during the autumn for individual and family portraits, and again during the summer for the classes and teams.

Visitors come regularly throughout the year for many reasons. Some are in connection with specific class work, or for the whole school - such as at Harvest time when we make a collection towards a worthwhile cause. We will also take the children on visits as part of their school work.

Book Fairs are held regularly - one with Welsh books shortly before Christmas, another with English books during early summer. Books can also be obtained through the 'Sbondonics' Book Club. We usually compete in the annual Welsh Books Quiz, and the Road Safety Quiz as well.

Juniors can attend Games, Language, Maths and a Folk Dance Club at certain times. A Science Club caters for all from year 1 to year 6 - with different age groups meeting at different times of the year.

## Secondary Links

Over the years, Ysgol Iolo has been a feeder school for the Welsh Comprehensive Schools in Cardiff - Glantaf and Plasmawr. Ysgol Gyfun Bro Morgannwg is now open, and so our pupils transfer there. The close and varied links we shared with the Cardiff schools continue with Ysgol Bro Morgannwg, and we will always be on the lookout for suitable ways of extending and building on this relationship. The Head and other members of Staff visit us often - to talk to pupils and to parents. Our children have opportunities to visit there and to take part in Games Competitions. During their last year with us, pupils will have a chance to taste Secondary life with visits to Ysgol Bro Morgannwg.

## In-service Training (INSET)

During the year INSET courses are held for members of Staff. On 7 days there will be no school for pupils - teachers, may for example, join with the staff of other schools in the County. In addition individual members of staff will receive training pertaining to their responsibilities within the school.

## Medicine/ Inhalers

In the interest of the children's safety, the school has a policy with regard to medication (including creams). Any medication should normally be administered outside school hours. However, where this is unavoidable, parents or guardians should complete the official form available from school, giving full details, and comply with the other instructions given. Staff may then decide whether or not they can help you, but under no circumstances are they allowed to take responsibility for children's medical needs.

However, inhalers are permitted, provided that the teachers have been made aware in writing of the child's needs and the appropriate dosage.

During very sunny weather, please provide a hat and sun cream to protect your child.

## Collectables

From time to time the school is asked to collect various things for deserving causes - e.g. aluminium for re-cycling, old postage stamps, etc. We are always keen to help in this way and parents' contributions are greatly appreciated. These days firms seem keen to offer schools books and equipment on collection of certain vouchers. We are happy to take part in those schemes which are of benefit.

## No Smoking Policy

The school is a smoke-free zone. No-one is allowed to smoke on the premises at any time.

## Parking

For safety reasons, the Governors and Police request that those dropping off and collecting children park away from school bus zones at all times, and on one side of the street only. The car park has been designated for staff use.

## Arrangements for Unforeseen School Closures

In the case of severe weather conditions, the school may close without much warning. We will:

- post a message on the front page of our website
- contact early morning radio programmes
- phone parents directly or phone the emergency contact you have nominated . As this is time-consuming, we may have to
- ask another parent to contact you
- ask another parent to care for your child, where you have such an arrangement

You are therefore obliged as parents to:

- ensure that we have current emergency contact numbers
- be ready to help by phoning others
- have reciprocal care arrangements with other parents
- be aware that emergency situations can arise as when extreme weather is forecast.

## Arrangements for Complaints

All complaints should be directed to the Head in the first instance. If you are not satisfied, or if the complaint is against the Head, it should be sent in writing to the Chair of Governors. It will then be discussed by the Complaints Committee. Should that result be unsatisfactory, or if the complaint is against the Governors, the matter should be referred in writing to the Director of Education, Civic Offices, Barry.