

## Introduction

May I take this opportunity to welcome you as new parents to Ysgol Croes Atti. I hope that your association with the school through your children will be a happy and rewarding experience. The Handbook you are about to read provides information about Croes Atti, Flint and Shotton, its aims and objectives, its curriculum, its policies and various activities. I hope that you will find it a useful introduction to the School.

Ysgol Croes Atti is a Welsh Medium Primary School within the Local Education Authority, at present accommodating approximately 200 pupils in the 3 - 11 age range at our Flint site, and a further 42 3-8 year old pupils at our Shotton site.

We are proud of our links with our local Welsh medium Secondary school, Ysgol Maes Garmon, in Mold. We see this continuation of Welsh medium education as being an integral part of the standard in service that we as a school offer, and we are proud of the productive relationship that exists between our schools. We believe being fluently bilingual is an enormous advantage in life and we're extremely proud that we're able to play our part in the provision of Welsh medium education from 3 years to 18 years in Flintshire through our partnership with Ysgol Maes Garmon.

*"Ysgol Maes Garmon is a Welsh educational home of about 500 pupils of all abilities between 11 and 18 years old. In a homely atmosphere, our pupils follow a broad, balanced, stimulating curriculum, which is relevant to their academic, vocational and social development. As well as a wide-ranging array of extra-curricular activities, Maes Garmon has a tradition of caring for its pupils. Our expectations are high and the pupils respond positively to them in terms of academic performance, behaviour, self-discipline and self-confidence."*

*Our aim at Ysgol Maes Garmon is to offer the best to all our pupils by*

- providing education of the finest possible quality*
- ensuring the highest standards for all pupils*
- providing a wide range of experiences*
- ensuring a truly Welsh environment*
- preparing each individual to realise his/her potential*
- preparing each individual to be a full member of a bilingual society*

*Bronwen Hughes  
Headteacher Ysgol Maes Garmon*

A close working relationship also exists between ourselves and the local pre school providers such as the Cylch Meithrin on the school site in Flint, the one in the school in Shotton, and the one at Garden City

As parents of children at the school, or for those who may be considering sending your children to Croes Atti, you are welcome to visit us any time, though a prior request for an appointment is always appreciated. Please contact our school office to make arrangements.

Finally, please note that the information contained in this Handbook is correct at the time of publication. However it cannot be assumed that there will be no changes in the arrangements indicated during the course of the year or in subsequent years.

Mr Gwyn Jones  
Headteacher  
June 2018

YSGOL CROES ATTI FLINT  
CHESTER ROAD  
FLINT, CH6 5DU  
01352 733335

YSGOL CROES ATTI GLANNAU DYFRDWY  
PLYMOUTH STREET  
SHOTTON, CH5 1JD  
01352 733335

### **The School's Leadership Team**

**Headteacher**

Mr Gwyn Jones

**Deputy Headteacher**

Mrs Llinos Mével

**Secretary**

Mrs Christine Sargeant

**Chief Learning &  
Achievement Officer**

Mr Claire Homard  
County Hall  
Mold

**Chair of Governors**

Mrs Sarah Bailey  
c/o Ysgol Croes Atti

## STAFF

### **Classes**

For September 2018 the classes will be organised as follows:

### **Shotton**

Mrs Gwyneth Roberts

Mrs Mari Salisbury

Mrs Rachel Frances Smith

Nursery/Reception Teacher

Yr1/2/3 Teacher/FPh leader/Teacher in Charge

Yr3 Teacher/Yr6 Teacher 1 day in Flint

### **Classroom Assistants**

Miss Emma Thomas

Mrs Catrin Jones

Mrs Beth Williams

Miss Emily Beech

### **Flint**

Miss Ellen Jones

Mrs Rhian Harrison

Miss Zoe Eagles

Miss Ffion Bailey

Mrs Lliwen Ashford

Mrs Llinos Mevel

Mr Ben Elias

Mrs Delyth Rogers

Nursery Teacher/ALNCo

Reception Teacher

Yr1 Teacher

Yr2 Teacher

Yr3/Yr4 Teacher

Yr3/Yr4 Teacher/Deputy Headteacher

Yr5 Teacher/Ks2 leader

Yr6 Teacher 4 days

### **Classroom Assistants**

Miss Shelley Beckett

Miss Ceri Owen

Mrs Gail Roberts

Miss Carrie Davies

Mrs Beth Inskip

Mrs Beth Williams

Mrs Sian Williams

Mrs Beth Ballantyne

Mrs Efrys Crowther

Mrs Ann Reay

### **Support Staff**

Mrs Christine Sargeant

Mrs Efrys Crowther

Mrs Paula Hughes

Mrs Carol Pickin

Mrs Gwenda Parry

Mrs Alison Dixon

Mrs Lisa Morris

Secretary for both sites

Clerk

Cook

Kitchen Assistant

Lunchtime Supervisor

Lunchtime Supervisor

Lunchtime Supervisor

Mrs Emma Hawsworth	Lunchtime Supervisor
Mrs Tina Millington	School Crossing Officer
Mr Carl Rimmer	Caretaker at Flint
Mrs Colette Duffield	Cleaner at Flint
Mr Allan Cole	Cleaner at Flint
Mrs Pauline Oldfield	Lunchtime Supervisor at Shotton
Mr Eifion Perkins	Caretaker at Shotton
Mrs Nicola Weir	Cleaner at Shotton

## **School Times**

### **Nursery**

8:55-11:30am

### **Foundation Phase**

8.55 - 10.30

10.45 - 11:55

1:05 - 3.10

### **Key Stage 2**

8:55 - 10.30

10.45 - 12:05

1.05 - 3:15

The Nursery class have their own entrance.

All other pupils should go to the school yard where the teaching staff will take responsibility for them from 8.40 a.m. The school does not take responsibility for children who arrive before this time. Any child who arrives late should report to the main entrance.

## **Admissions**

All parents who wish to apply for places for their children should first contact the school to ask for the Headteacher. He will then make arrangements to meet the parents, answer any questions, further explain the arrangements and show parents around the school.

## **Starting School**

An Open Evening is held during the Summer term for parents of new pupils who are being admitted to the nursery the following September. Children can start at the school (part time only) in the September following their third birthday i.e. this September's Nursery pupils will have been born between September 1<sup>st</sup> 2014 and August 31<sup>st</sup> 2015.

## **Information Forms**

Information forms are given to the parents of all children who enter the school. It is vitally important that these are completed so that the school has a record

of personal details and contact numbers if the school needs to contact parents in an emergency. If there is a change of address or contact details, please notify the school as soon as possible.

### **Aims of the school**

Our main aim is to educate your child through the medium of Welsh. This is done in a sensitive, caring and happy environment where they will be appreciated and be able to use their talents on a level which will be appropriate to their ability.

To achieve this aim the school's objectives can be summarised as follows:

- Setting the highest possible standards for effective education delivered in a broad curriculum designed to meet the needs of children of all abilities, and to help every child achieve their personal goals.
- To foster a sense of belonging and all that this entails - respect for others and themselves, self-confidence, the ability to express themselves and self-discipline.
- To foster a sense of community within which all are nurtured; learning and playing together, developing mutual understanding, empathy, fostering consensus and agreement.
- Caring for every child, demonstrated through commitment to their personal, physical, social, educational and moral development.
- Encourage every child to make the most of their strengths and talents and to develop their weaknesses.
- To develop pupils' confidence in using Welsh and English to communicate, understand, make sense and read, within all aspects of the school curriculum and the world about us.
- Foster a community within which all have equal opportunity.
- Foster a sense of pride in belonging to their school.

## The Curriculum, teaching methods and organisation of education

The school's programmes of work aim to fulfil the requirements of the National Curriculum. These programmes are mainly cross-curricular or topic based. The programmes of work are planned by the class teacher through discussion with other teachers to ensure balance, continuity and progression. Generally we aim to integrate wide curriculum subjects especially in the Foundation Phase. Work is planned by the whole staff to ensure balance, continuity and progression. Teaching methods include class teaching, group work, team teaching and individual tuition. Our aim is to provide a wide and balanced curriculum which will include the orders relating to the National Curriculum and the Foundation Phase.

Essentially this means that the children will receive an education which gives priority to:-

**Language**  
**Science**  
**Mathematics**  
**Information Technology**

But also includes:-

<b>History</b>	<b>Geography</b>
<b>Design &amp; Technology</b>	<b>Religious Education</b>
<b>Physical Education</b>	<b>Art</b>
<b>Music</b>	
<b>Personal &amp; Social Education</b>	

And of course elements which cannot be classified as subjects:-

### **The Welsh Dimension**

#### **Religious Education**

Religious Education forms part of the curriculum for all pupils. Parents are required to inform the school if they wish their child to be excluded from R.E. or school assemblies.

### **The Welsh language**

As we are a Welsh medium school, Welsh is the school's official language. It is used during all aspect of the curriculum. Welsh is the main medium of communication during work and all other activities from the Nursery class to the end of the Foundation Phase in Year 2, so that your child has a solid foundation for developing their knowledge and use of Welsh. Welsh is also the main medium of communication during Key Stage 2(juniors), with English being introduced so that each child develops to become fully bi-lingual by the time they leave us at 11 years of age.

### **Assessment**

The progress of children is assessed on a regular basis. Teacher assessment helps us to plan appropriate programmes of work and is a means of reporting to parents on their child's development.

Each May all children from Year 2 will sit Welsh Government National Tests in Numeracy, Mathematical reasoning and Reading. Welsh reading only in Years 2 and 3 and both English and Welsh reading from Year 4.

### **Arrangements concerning complaints / consultations**

The Headteacher or Deputy will always be prepared to discuss with parents complaints or points concerning any curriculum related policy. We firmly believe that we need to listen to the voice of our 'customers' so that we can react swiftly and appropriately if and when complaints arise, so please get in touch sooner rather than later if you have an issue you wish to get off your chest.

Section 23 of the 1988 Education Reform Act states that parents may present a formal complaint regarding curricular or other school related matters by writing to the school and also by contacting the school's Chair of Governors (c/o the school) and/or the Local Education Authority.

### **School uniform**

The school uniform consists of: black/grey trousers, red polo shirt, a green school jumper cardigan, black/grey skirt and black shoes.

School uniform can be ordered or purchased from Forresters Sports Mold and also from Tesco online. Please ensure that each item of clothing is marked with your child's name.

### **Physical Education**

All children are expected to take part in Physical Education unless on medical grounds. Children are expected to bring suitable clothing - black shorts, white t shirt and pumps. They are welcome to keep their kit on their peg in school if they are prone to forgetting their kit!

### **Sex Education**

Aspects of sex education are discussed as part of Science and Personal & Social education lessons.

Sex Education is taught in more detail towards the end of Year 6, with a trained Sex Education teacher.

### **Additional Educational Needs**

One of the School's objectives is to establish the highest possible standards of effective education with a balanced curriculum for pupils of all abilities. This objective applies to pupils who are especially gifted and to those whose learning abilities are impaired and who are therefore the subject of Statements of individual Special Needs. Children with special needs have something positive to offer the school and community and they are encouraged to do so. If and when necessary, pupils who are deemed to require additional assistance with their learning are given help either within a supported situation within the class or in small groups for periods of time away from the normal classroom.

### **Equal Opportunities Policy**

The School's equal opportunities policy notes Ysgol Croes Atti's commitment to treat each child equally, regardless of ability, background, race or sex.

### **Pastoral Care**

The pastoral care of the child in school is in the hands of the class teacher and there are two members of the school's staff, together with the Headteacher, responsible for child protection.

### **Discipline**

High standards of discipline are expected at Croes Atti. The school has a Discipline policy and a set of guidelines for parents which are distributed regularly. We invite parents who have any concerns regarding discipline to contact us immediately.

### **Homework**

Children are encouraged to complete their homework tasks. Homework is set according to the needs and age of the pupil.

## **Visits**

Parents are asked to complete the relevant form when the child starts school. This gives permission for the child to go on visits in the immediate vicinity of the school to complement classwork, or on regular visits e.g. swimming or competitive games. For visits which go further afield e.g. pantomimes or visits which involve overnight stays e.g. Glan Llyn, Cardiff and Llangrannog, parents will be asked to complete additional consent forms.

## **Charging for School Activities**

From time to time during the school year, parents may be invited to make voluntary contributions to enable the school to organise activities, to fulfil or enrich certain aspects of a child's education e.g. swimming lessons, educational visits or visits by theatre companies to school.

## **Visitors**

We often invite a variety of people into the school to share their experiences and to work with the children.

## **School Dinners**

Our cook, Aunty Paula, prepares a delicious daily meal with plenty of choices for the pupils. All meals are healthy and nutritionally balanced, and we also cater for vegetarians. Meals for our pupils in Shotton is prepared by the cook at Ysgol Tŷ Ffynnon and is transported to our school daily.

Free meals provision also exists. Forms are available from the school. Provision is also made for those children who bring packed lunches for their midday meal. No glass containers or bottles please.

## **Breakfast Club / After School Club**

The breakfast club is available for all full time pupils at our Flint site from 8 am until 8:30 am. There is a small charge for the use of this facility.

Both sites offer the Welsh Assembly 'Free Breakfast Scheme' where pupils are admitted between 8:30 a.m. and 8:50a.m.

There is also an After School Club in Flint if required, but there is a cost for this facility. Further information and application forms about the club is available from school.

### **Absences of children from school**

An absence from school can be authorised or unauthorised. All unauthorised absence are recorded and reported on the school's end of year report. In order to minimise the number of unauthorised absences the following points should be noted:

- Every absence should be explained by letter, telephone, text or by telling a staff member in person.
- Not all reasons for absences can be accepted by the school as genuine reasons for absence e.g. going shopping or going on a birthday treat.
- Repeated instances of turning up late for school will be recorded as unauthorised absences. If your child is absent from school as a result of an infectious disease the school should be notified immediately.
- If your child is not well at the start of the school day then consideration should be given as to whether it is wise to send him/her to school.

Attendance for the academic year starting September 1<sup>st</sup> 2017 through to June 18<sup>th</sup> 2018 was 95.1%.

## **Health and Safety**

### **Medical**

If your child has a medical condition that could affect his/her education, it is vitally important that this information is made known to us on the information form issued at the start of the child's school life. Any condition that develops later should be made known to the Headteacher immediately.

### **Arrangements for Staff and Child Health & Safety**

The Governing Body's Health & Safety sub-committee meet regularly with the Headteacher and the Staff Health & Safety Officer. The Staff Health & Safety Officer carries out an inspection at the beginning of each half term.

### **Medicine**

If your child is on medication school but is well enough to attend school please ensure that the medication is administered outside school hours. The administering of medicine falls outside the responsibilities of both teaching and non-teaching staff. If medication must be given during school hours, parents may come in to administer the medicine themselves. The only exception to the above practice will be children who suffer from long term complaints such as asthma or diabetes. Parents of children required to use inhalers must make the fact known by way of a letter.

### **Jewellery**

The wearing of jewellery of any description is discouraged. The school prohibits the wearing of pendant earrings, as they can be a danger during play and Physical Education. The school will not accept responsibility for any items such as these, which are lost or for any physical injury sustained by the child as a result of wearing jewellery.

### **Child Safety**

From a safety viewpoint, when a child has to leave school for any reason during school hours we must insist that a parent or a responsible adult who has been made known to the school collect that child. Children are not allowed to leave the school site unaccompanied by an adult once they have arrived.

### **Bad Weather**

Every effort will be made to keep the school open. If the school is faced with a situation where it will need to send children home early because of bad weather, then the school will contact you first. In emergencies, announcements will be made on Radio Cymru, Heart FM and the Local Education Authority website, if the school is closed.

## **Additional Information**

### **Links with Parents**

The school aims to make sure that information about school activities is given to parents by letters given to the children to take home. We are always ready to discuss with parents matters relating to the education of their children. A formal invitation is extended to parents to come in to discuss their child's progress twice a year. A written report is issued to parents at the end of the school year.

### **Parents and Friends Association**

We have a hard working nucleus of parents who organise a programme of fund raising events. We are very grateful to these people and invite you all to support their work and get involved with the activities.

### **School Privacy Notice**

The School is committed to ensuring the privacy of individuals and the security of your personal information.

During the fulfilment of its regular activities, the school processes personal data. The school is the controller and is responsible for your personal data, and

is committed to ensuring the security and fair processing of any data we receive.

To this end, the school is registered annually with the Information Commissioner's Office (ICO) as a data controller.

This privacy notice explains how and why, we use any personal information we collect.

The School has appointed a 'Data Champion' who is an individual within the organization with responsibility for data protection. Should you wish to exercise any of your rights, in accordance with the General Data Protection Regulation (GDPR) please contact the School 'Data Champion' by using the usual School contact details.

This privacy notice was last updated on the 24th of May 2018, and will be updated from time to time, particularly if there are any legislative changes that we need to comply with.

The most recent version of the policy will be always be displayed on the School's website here <http://www.ysgolcroesatti.co.uk>. Please check back frequently to see any updates or changes.

It is important that the information that the School holds about you, or your child, is correct and up to date. Therefore please ensure that you keep us informed of any changes to your personal data during the time that you are using any of the School's services or otherwise engage with us.

### **Your rights under Data Protection Law**

These are your rights with respect to any personal data that may be collected by the School:

1. to be informed (of their rights and of the fact that their data is being processed).
2. to access the personal data that you collect. (Subject Access Request).
3. to verify the personal data that you hold about them.
4. to delete the personal data that you hold about them.
5. to restrict the processing of the personal data that you hold about them.
6. to the portability of data (e.g. moving data from one organisation to another).
7. to object to your request to collect or process their personal data.
8. in relation to using the personal data for automated decision making and profiling.

At the point we collect your data you will be informed how it will be used. We also include that information in this privacy policy. We make every effort to ensure that your personal information is accurate and up to date. You can ask us to correct or remove information you think is inaccurate.

If you would like to exercise any one of your rights, or would like a copy of some or all of your personal information held by the School, please contact the

School's Data Champion. Without prejudice to any other administrative or judicial remedy you might have, you have the right to lodge a complaint with the UK's Information Commissioner if you consider that we have infringed applicable data privacy laws when processing your personal data.

Further information is available from the Information Commissioner's Office:  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF [www.ico.org.uk](http://www.ico.org.uk)  
01625 545 745 or 0303 123 1113

### **Security of your data**

In accordance with Data Protection Law we maintain appropriate organisational and technical measures to enable us to safeguard your personal data including that which is transferred, stored or otherwise processed, from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access. These measures include computer safeguards and secured files and facilities.

### **School ethos and Home School Agreement**

Ysgol Croes Atti's main aim is to create a sensitive, caring and happy atmosphere where every child is appreciated. The school has a Home School Agreement and all parents are expected to adhere to this document. The aim of this agreement is to ensure that each child receives the best possible education and is fully supported whilst in school.

# Ysgol Croes Atti

## School - Home Agreement

Name of Pupil: .....

### The School's Agreement:

The school will:

- Care for your child's safety and happiness.
- Encourage your child to do his/her best at all times in all aspects of school life.
- Encourage him/her to take care of their surroundings and to be considerate of others.
- Encourage your child to use the Welsh language as often as possible.
- Provide a balanced curriculum so as to meet individual needs.
- Keep you informed about general school matters.
- Give your child a written report once a year and arrange parents' evenings twice a year.
- Offer you the opportunity to become involved in school life.

### The Parents' Agreement:

I / We will try to:

- Ensure that my/our child comes to school regularly, on time and properly equipped and inform the school promptly about any reason for absence.
- Inform the school about any problems which might affect his/her work or behaviour.
- Support him/her with reading and other home learning activities.
- Encourage my/our child to speak Welsh at every opportunity, be that at school or in the community.
- Attend parents' evenings and other discussions about his/her progress.
- Support school policies and guidelines for behaviour.
- Get to know about my child's life at the school.

### The Pupil's Agreement:

I will try to:

- Come to school every day and on time.
- Bring things I need every day and look after them properly.
- Do all my classwork and homework as best I can.
- Use my Welsh language skills every day so that I become fully bilingual as I grow up.
- Be polite and helpful to others.
- Help look after the school.
- Treat all pupils and adults with respect.

Teacher's Signature .....

Parents' Signature .....

Pupil's Signature: .....

### **Starting School**

School will resume after the Summer Holidays on Tuesday September the 4th.

### **Summer 2018 Results**

Foundation Phase- Year 2 Achieving Outcome 5 or above

Welsh	90.2%
Maths	90.2%
Personal and Social Development	97.6%

Key Stage 2- Year 6 Achieving level 4 or above

Welsh	94.1%
Maths	100%
English	88.2%
Science	94.1%