

# Ysgol Gymraeg Croes Atti

Welsh Medium Primary Education in Flintshire

## School Prospectus



Rhagori Gyda'n Gilydd



Llwyddiant i Bawb



**Headteacher**

Gwyn Jones

Chester Road

Flint

Flintshire

CH6 5DU

01352 733335

[postcroesatti@hwmail.net](mailto:postcroesatti@hwmail.net)

Plymouth Street

Shotton

Flintshire

CH5 1JD

01244 812806

[postcroesatti@hwmail.net](mailto:postcroesatti@hwmail.net)



## 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, our aims and objectives, our curriculum, our policies and various activities. I hope that you will find it a useful introduction to our fabulous School.

Ysgol Croes Atti is a Welsh Medium Primary School within Flintshire Local Education Authority, at present accommodating approximately 200 pupils in the 3 - 11 age range at our Flint site, and approximately 80 3-11 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 and the one in the school in Shotton.

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  
September 2023

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

YSGOL CROES ATTI GLANNAU DYFRDWY  
PLYMOUTH STREET  
SHOTTON, CH5 1JD  
01244 812826

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

<b>Headteacher</b>	Mr Gwyn Jones
<b>Deputy Headteacher</b>	Mrs Mari Salisbury
<b>Additional Learning Needs Co ordinator</b>	Mrs Elen Peters
<b>Senior Teacher</b>	Mr Ben Elias
<b>6-11 curriculum lead</b>	Mrs Delyth Rogers
<b>3-7 curriculum lead</b>	Mrs Lisa Lines
<b>Chief Learning and Achievement Officer</b>	Mrs Claire Homard, County Hall, Mold

**Chair of Governors**

Mr Joe Stoneley  
c/o Ysgol Croes Atti

## STAFF

### **Classes**

For September 2023 the classes will be organised as follows:

#### **Shotton**

Miss Lois Hughes	Nursery/Reception Teacher
Mrs Mari Salisbury	Yr1/2 Teacher & Deputy Head
Mrs Ffion Booth	Yr3/4 Teacher
Mrs Delyth Rogers	Yr5/6 Teacher/SMT
Mrs Elen Peters	ALNCo

#### **Classroom Assistants**

Miss Bethany Jones  
Miss Joleigh Davies  
Mrs Nicola Weir  
Ms Kayleigh Jones  
Mrs Beth Williams

#### **Flint**

Miss Faye Guest	Nursery Teacher
Mrs Lisa Lines	Reception Teacher/SMT
Miss Martha Cordiner	Yr1/2 Teacher
Miss Michaela Cooper	Yr1/2 Teacher
Mr Ben Elias	Yr3/4 Teacher /SMT
Miss Moli Jones	Yr3/4 Teacher
Miss Beca Williams	Yr5/6 Teacher
Mrs Lliwen Ashford	Yr5/6 Teacher

#### **Classroom Assistants**

Miss Shelley Beckett  
Miss Ceri Owen  
Mrs Beth Inskip  
Mrs Sian Williams  
Mrs Beth Ballantyne  
Mrs Ann Reay  
Mrs Carly Butler  
Miss Bethan Lane  
Mrs Emma Hawksworth  
Mrs Simone Owen  
Miss Louise Messham

## **Support Staff**

Mrs Christine Sargeant	Secretary
Mrs Paula Hughes	Cook
Mrs Carol Pickin	Kitchen Assistant/Cleaner
Miss Louise Messham	Dinner Supervisor
Mrs Alison Dixon	Dinner Supervisor
Mrs Lisa Morris	Dinner Supervisor
Mrs Emma Hawksworth	Dinner Supervisor
Mr Geraint Owen	Caretaker (covering illness)
Mrs Emma Lewis	Secretary Shotton
Mr Steve Winrow	Caretaker Shotton
Mrs Nicola Weir	Cleaner Shotton
Ms Kayleigh Jones	Cleaner/Dinner Supervisor Shotton

## **School Times**

### **Nursery**

8:55-11:30am

### **Reception, Yr1 & Yr2**

8:55 - 10:30

10:45 - 11:55

1:05 - 3:10

### **Yr3, Yr4, Yr5 & Yr6**

8:55 - 10:30

10:45 - 12:05

1:05 - 3:15

## **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. The entire application process is conducted online at [www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx](http://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx)

## **Starting School**

An Open Evening is normally 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. September 2023's Nursery pupils will have been born between September 1<sup>st</sup> 2019 and August 31<sup>st</sup> 2020.

## **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, creative 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.

## **What's important to us?**

### Two languages

- Our ability to switch from one language to another confidently
- We want to use the Welsh language socially in the community
- Lifelong and purposeful application of the Welsh language

### Pride

- I am Welsh
- We take great pride in our culture
- We celebrate our rich heritage

### Family ethos

- We take care of one another
- There is a close relationship between pupils and staff
- Respect flows through all aspects of school life

### Independent learners

- Do I know what to do when I don't know what to do?
- We are all confident learners
- Purposeful and knowledgeable inquiry

## **The Curriculum, teaching methods and organisation of education**

The school's programmes of work aim to fulfil the requirements of the very latest National Curriculum for Wales document. 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, and build on ideas and suggestions made by the pupils themselves. 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 provide our pupils with the skills they require for 21<sup>st</sup> Century employment.

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

**Language, literacy and communication**  
**Science and Technology**



**Mathematics and Numeracy**

**Expressive arts**

**Health and Wellbeing**

**Humanities**

### **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 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 from Yr3 onwards 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 Assessments in Numeracy, Mathematical reasoning and Reading. Welsh reading only in Years 2 and both English and Welsh reading from Year 3.

### **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. Please contact the school if you would like a copy of our Complaints Procedure policy.

### **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 online at [www.myclothing.com](http://www.myclothing.com). 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!

### **Relationships and Sexual Education**

Relationship and Sexuality Education (RSE) is an important part of the Curriculum for Wales.

Our whole school work program is inclusive and based on the requirements of the Welsh Government's RSE Code 2021.

Our curriculum is age appropriate and is aimed at the needs of the children. Inclusivity is a fundamental priority and we aim to ensure that each child feels safe, valued and supported.

Whilst teaching relationships and sexuality, we aim to:

- develop empathy and kindness through positive relationships with friends and peers.
- promote awareness of being considerate and respectful to others.
- recognize the importance of self-care and hygiene.
- Use the correct words for the parts of the body
- Understand the importance of asking for help
- Support and gain confidence and self-worth

### **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 additional needs have something positive

to offer the school and its community and they are encouraged to do so. If, and when necessary, pupils who are deemed to require additional assistance with their learning, they will be 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 your child whilst in school lies in the hands of the class teacher. The school's Designated Safeguarding Officer is Mr Gwyn Jones, with both Mrs Mari Salisbury and Miss Shelley Beckett undertaking the Deputy Safeguarding Officer's role.

### **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 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.

All pupils from Reception to Yr3 are offered a free dinner as part of the Welsh Government's latest initiative; this provision will be rolled out to all our pupils during this academic year.

Pupils can bring their own packed lunch to school if they wish, but we kindly ask that you consider a nutritionally balanced meal and no glass containers or bottles please.

Free school meals for Ks2 pupils can be claimed by applying online.

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

The breakfast club is available for all full time pupils at both sites 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'; 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, going on a birthday treat, going on holiday.
- 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.

## 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**

Mr Gwyn Jones is the Designated Health and Safety Officer across both sites.

### **Medicine**

If your child is on medication 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 parents first. In emergencies, announcements will be made on 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.

### **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 1st of June 2023, 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 Headteacher. 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.

### **Start/End of school day procedures**

If your child is attending the Breakfast Club please ensure that they have entered the school building before your leave as we do not supervise the yard before 8:45.

There is no need for parents to come onto the yard at the start of the school day; pupils can walk from the gate and across the yard then into school through the relevant entrances.

When collecting your child at the end of the school day we ask that you wait on the yard so that staff can see you before releasing your child to you. Once your child has been released to your care you should leave the yard; parents are responsible for the behaviour of their children once they have been released to you at the end of the school day. Please do not allow them to play on the equipment located on the yard.

### **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 5th.

### **School Term dates for the academic year 23-24**

Autumn Term: 5 September 2023 - 21 December 2023

- Half Term: 30 October 2023 - 3 November 2023

Spring Term: 9 January 2024 - 22 March 2024

- Half Term: 12 February 2024 - 16 February 2024

Summer Term: 8 April 2024 - 18 July 2024

- Half Term: 27 May 2024 - 31 May 2024

### **Staff Training dates are as follows;**

Sept 1st

Sept 4th

Dec 22nd

Jan 8th

Jun 14th

Jul 19th