



School Prospectus 2021-22

Aim to learn, learn to succeed ~ Anelu at ddysgu, dysgu i lwyddo



CONTENTS

WELCOME TO YSGOL MAES OWEN	3
ESSENTIAL INFORMATION 2021-22	4
OUR SCHOOL	5
ORGANISATION	6
SCHOOL STAFF	7
SCHOOL GOVERNORS	9
PARENTS IN PARTNERSHIP	11
HOME/SCHOOL AGREEMENT	12
JOINING THE SCHOOL	13
SCHOOL INFORMATION	14
SCHOOL MEALS	17
HEALTH AND SAFETY	18
THE CURRICULUM	19
PUPIL AND PASTORAL SUPPORT	24
EXTRA CURRICULUR ACTIVITIES	26
SCHOOL AWARDS	27
REQUIRED STATISTICS	29
SCHOOL TERM & HOLIDAY DATES 2021-22	31

WELCOME TO YSGOL MAES OWEN

Ysgol Maes Owen

Morfa Avenue

Kinmel Bay

Rhyl

LL18 5LE

Tel: 01745 353721

E-mail: pennaeth@maesowen.conwy.sch.uk

Twitter: @MaesOwen

Head Teacher: Mrs. C. Foulkes

Deputy Head Teacher: Mrs. S. Wilkinson

Dear Parents and Carers,

It gives us great pleasure in issuing our school prospectus for 2021-22. This booklet will provide you with relevant information about our school and will give you a clear understanding of what we endeavour to do for your child.

Aim to learn, learn to succeed ~ Anelu at ddysgu, dysgu i lwyddo

Mission Statement

At Ysgol Maes Owen we work together to provide the children in our care with an excellent education, whilst nurturing and caring for their needs as they develop and grow.

Aims

To achieve this, our school aims to develop:

- happy, caring and self-disciplined children;
- an effective use of language in reading, writing, speaking and listening;
- an effective use of mathematical skills, concepts and procedures
- an enquiring approach to studying the world around us and a concern for natural beauty and conservation
- an appreciation and interest in the arts, physical and cultural activities;
- the understanding and use of Welsh and a love of our community, country and culture;
- physical and sporting literacy;
- all members of the school - physically and intellectually by providing appropriate support for professional development and training needs;
- a warm and open relationship with all stakeholders in our school community.

We do this by planning and providing for each child as an individual; ensuring support and challenge in all areas. We believe that this is only possible through working together and creating clear routes of communication. Confidence in a school comes from knowing and understanding what is happening within it. We aim to involve all parents, families, guardians and members of our local community. We sincerely believe that all adults involved in a child's life have a direct impact and by working together we can ensure success.

We hope you will find this prospectus a useful guide to our school's work, activities and way of life and view it as the first step in a process of partnership between home and school.

Kind Regards,

Mrs C Foulkes (*Headteacher*), Mrs S Wilkinson (*Deputy Headteacher*) & Mr A Hill (*Chair of Governing Body*)

ESSENTIAL INFORMATION 2020-21

Contacts

<i>Address:</i>	Ysgol Maes Owen Morfa Avenue Kinnel Bay Rhyl LL18 5LE
<i>Telephone:</i>	01745 353721
<i>E-mail:</i>	pennaeth@maesowen.conwy.sch.uk
<i>Head Teacher:</i>	Mrs. Catrin Foulkes
<i>Deputy Head Teacher:</i>	Mrs. Siân Wilkinson
<i>Chair of Governors:</i>	Mr A Hill
<i>LEA Education Officer:</i>	Kate Evans Conwy Education Services, Coed Pella, Conway Road, Colwyn Bay LL29 7AZ
<i>Statutory Head of Education:</i>	Dr Lowri Brown Conwy Education Services, Coed Pella, Conway Road, Colwyn Bay LL29 7AZ



Other information

<i>Type of School:</i>	Community
<i>Number on the school roll:</i>	246
<i>Price of school meal:</i>	£2.75
<i>After School Club:</i>	Towyn Fun Club, (North Wales Childcare Ltd) 8.00am – 6.00pm (More details available on request, including charges)
<i>Breakfast Club:</i>	From 8.00am, this is FREE and takes place in our school hall

OUR SCHOOL

Ysgol Maes Owen is an English medium Community Junior School catering for children aged 7-11. The school affords ample, well equipped classrooms, a state of the art ICT suite, Nurture & Family Room and a stimulating outdoor environment.

It is important that children and staff enjoy a safe and orderly working environment. This prospectus is designed to provide specific guidelines



Our Mission Statement

*Aim to learn, learn to succeed
Anelu at ddysgu, dysgu i lwyddo*

Our Shared Vision

At Ysgol Maes Owen we work together to provide the children in our care with an excellent education, whilst nurturing and caring for their needs as they develop and grow.



ORGANISATION

Age	Year
7 - 8 years old	Year 3 (Key Stage 2)
8 - 9 years old	Year 4 (Key Stage 2)
9 - 10 years old	Year 5 (Key Stage 2)
10 - 11 years old	Year 6 (Key Stage 2)

At Ysgol Maes Owen we have a two form entry; pupils are taught in mixed age classes.

School Staff 2021-22

Head Teacher - Mrs C Foulkes *BEd NPQH*
Deputy Head Teacher - Mrs S Wilkinson *BA (Hons) NPQH Year 5/6*

Teaching Staff

Mrs D Leyshon <i>GRSM</i>	-	Year 3/4
Miss T Pye <i>BA (Hons)</i>	-	Year 3/4
Mrs G Thomas <i>BSc (Hons)</i>	-	Year 3/4
Miss S Blears <i>BA (Hons)</i>	-	Year 3/4
Mrs M O'Connor <i>BEd</i>	-	Year 5/6
Mr D Morgan <i>BA</i>	-	Year 5/6
Mrs J James <i>BSc (Hons)</i>	-	Year 5/6
Mrs S Crowe <i>BEd (Hons)</i>		Resource Base Teacher
Mrs J Jones <i>BEd</i>	-	Year 5/6

Teaching Assistants

Mrs J McEwan-Williams
Mrs J Remers
Mrs J Adams
Mrs T Davies
Mrs T Mooney
Mrs T Jones
Mrs V Lumsden
Mrs A Stanley
Mrs D Whiteley
Miss T Probert
Miss L Coady

Visiting Teacher Specialists - Music, English as Second Language and Curriculum Support.

Office Manager Ms A Wilson

Caretaker Mr W Jones

Cleaner Miss H Thompson

Canteen Staff

Mrs L Brown
Mrs S Dinn
Mrs J Doyle
Mrs S Brookes
Miss K Williams

School Nurse

Alison Turton
Abergele Clinic
01745 823746

Educational Social Worker

Helen Taylor
Abergele
01745 832287

Chair of Governing Body

Mr Anthony Hill

Clerk to Governing Body

Mrs Vicki Lumsden

LA Education Officer

Kate Evans
Conwy Education Services,
Coed Pella,
Conway Road,
Colwyn Bay.
LL29 7AZ
01492 544261

SCHOOL GOVERNORS

Dear Parents and Guardians,

At Ysgol Maes Owen, the whole school family work together. We aim to provide a welcoming and happy atmosphere for all, where achievement and happiness go hand in hand. To achieve this, the staff and the Governors work hard to celebrate successes whilst at the same time embracing necessary change.

I thank you as parents and guardians for being so supportive and positive – a successful school works in partnership with it's pupils' families. I look forward to meeting and speaking with you throughout the school year.

Diolch o galon,

Mr Anthony Hill,
Chair of the Governing Body

The Governing Body:

Chairperson Anthony Hill

Vice Chair James Curran

Clerk to the Governing Body Vicki Lumsden

Local Authority Representatives

James Curran	(May 2024)
CLlr Geoff Corry	(June 2025)
CLlr Michael Smith	(June 2025)

Minor Authority Representative

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Parent Representatives

Geoffrey Barnett	(Dec 2023)
Kay Redhead	(Feb 2022)
Alex Craig	(May 2025)
Phillippa Culshaw-Roberts	(Sept 2023)

Community Representatives

Mariette Roberts	(Mar 2024)
Anthony Hill	(Nov 2021)
Joanne Matthews	(Dec 2021)

Head Teacher

Catrin Foulkes

Teaching Staff Representative

Sian Wilkinson (Apr 2023)

Non-teaching Staff Representative

Annette Stanley (Dec 2023)

PARENTS IN PARTNERSHIP



At Ysgol Maes Owen we aim to create a genuine and meaningful partnership between school and home.

There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of school life. Parents' time and expertise can be used in many ways in schools and is greatly valued. If you would like to help in the school please contact our *Parent Liaison Coordinator, Jo McEwan-Williams on: (01745) 353721.*

The school communicates with parents and carers in various different ways - newsletters, questionnaires, parent consultation and informal evenings.

Parents are invited to a range of events throughout the school year.

Ysgol Maes Owen Parent and Teacher Association (PTA)

We are very fortunate to have a very committed PTA. Throughout the year many events are organised for adults and children.

Without the tremendous support of the PTA, we would find it very difficult to provide our children with the 'tools' we consider to be essential for their development. You can play a part in many ways:

- Become a committee member.
- Support and attend PTA events at Ysgol Maes Owen.
- Volunteer to help at a single event or on a regular basis.

For more information please contact the *Chairperson, Mrs Jodie James on: (01745) 353721.*

HOME/ SCHOOL AGREEMENT

Name of child: _____

THE SCHOOL AGREEMENT

The school will:

- Provide a caring and supporting ethos to enable your child to grow in self-esteem and confidence.
- Seek to develop each child to his/her full potential encouraging them to do their best at all times.
- Encourage each child to take care of their surroundings and respect their own belongings and those of others.
- Provide a balanced curriculum to meet the individual needs of the child.
- Provide regular homework.
- Offer curriculum sessions and parents' evenings at least twice a year.
- Provide a written report once a year.
- Contact parents regarding absences that have not been notified.
- Keep parents informed about general school matters.
- Encourage you as parents to become involved in the life of the school by assisting with classroom based activities and PTA involvement.
- Promote at all times, an ongoing dialogue between parents/ teachers and children.

THE PARENT'S AGREEMENT

I/ We will attempt to:

- Ensure my child attends school regularly, on time and inform the school as soon as possible of any reasons for absence.
- Foster in my child good behavioural attitudes and support the school's discipline and anti-bullying policy.
- Ensure my child is dressed appropriately in accordance with the school's expectation.
- Actively support my child in achieving his/her potential and ensure that set homework is undertaken and completed on time.
- Inform the school of any problems that might affect my child's performance and/ or behaviour in class or at school.
- Attend whenever possible, parents' and curriculum evenings at the school.

Signed: _____ School.

Signed: _____ Parent/ Guardian.

JOINING THE SCHOOL



Starting school can be a time of mixed emotion for you and your child. At Ysgol Maes Owen we aim to work together to make the transition smooth and rewarding. As part of our “Jumping Into the Juniors” programme, our staff teach Year 2 pupils from Ysgol y Foryd and spend time getting to know the pupils before they transfer.

Children are admitted to our Year 3 classes in September following their transition from infant school. The majority of pupils come here from Ysgol Y Foryd.

In the school year prior to entry, new pupils and parents will be invited into school for a series of visits. During this time, there will be an opportunity to discuss the partnership between school and home and talk about any worries you may have.

Parents, who wish their children to be admitted at any other stage, are welcome to do so by arrangement with the Head Teacher.

The admission of pupils to Ysgol Maes Owen is carried out in conjunction with the LEA as admitting authority, information regarding admissions policy and procedures can be discussed in full with the Head Teacher.



Transfer to secondary school.

A good relationship exists between our school and all high schools within the area, but close links have been established between Ysgol Maes Owen and the team at Ysgol Emrys ap Iwan in Abergele. Transition activities begin in Years 3 and 4 and an extensive programme of transition support begins for pupils and their families in Year 6. The majority of our pupils transfer to Ysgol Emrys ap Iwan.

SCHOOL INFORMATION

It is important that a child is happy at school. You are always welcome to come and discuss any aspect of your child's education with the Head Teacher or a member of staff. However, as staff have a full time teaching commitment, you will appreciate that it is difficult for teachers to see parents during the day. Nevertheless, staff are available most days after school but we would ask that you make every effort to make prior arrangements to see them. The Head Teacher will, whenever possible, attempt to meet parents to discuss any concerns.

School Hours

Morning Session 1	08.55 – 10.30
Break	10.30 – 10.45
Morning Session 2	10.45 – 12.05
Lunch	12.05 – 13.00
Afternoon Session	13.00 – 15.15

Office Hours

Monday to Friday	08.30 – 16.30
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In the interest of children's safety, pupils must not arrive at school before 8.45am, as adequate supervision is not available. Upon hearing the bell, children will line up on the appropriate place on the yard. Pupils arriving late must enter through the main door and their name will be entered into the 'late book' which will be checked on a regular basis for persistent late comers.

End of the School Day

If there are any changes from the normal routine, we ask that the class teacher be informed beforehand to avoid confusion. No child will be released to anyone other than the parent/carer or person appointed by the parent. It is very important that pupils are picked up on time at the end of every school day.

Attendance

It is very important that your child attends school punctually and regularly. In the event of the child being persistently late or absent with no reasonable explanation, our Educational Social Worker (ESW), Helen Taylor will be informed.

Absences of pupils for which no valid explanation has been provided will be treated as unauthorised. Birthdays, holidays within school time, looking after other children, shopping trips within school hours or visiting relatives will not be acceptable reasons for absences. Information about school holidays and in-service training days can be found at the back of this prospectus.

Absences

If your child is absent from school, please inform the school by telephone

in the first instance. *A member of the school office staff may call you on the first day of absence to enquire as to a reason for the absence.*

For permission to leave school premises during the school day, e.g. to attend an appointment, it is essential that a letter is sent to the class teacher or a phone call made to the school.

Returning to the School after Illness

Children returning to the school after illness should clearly be fit to do so and free from infection. If in doubt, we are happy to advise.

Holiday Requests

Holidays taken during term time are not permitted. However, the Head Teacher has discretionary powers to grant leave absence for up to 10 days during the academic year - *this leave is only granted in exceptional circumstances however.* Holiday request forms are available from the school office.

First Aid

Simple first aid is given at school when necessary. If an accident requires hospital attention we will make every effort to contact parents/ carers first. *Please ensure information from you is up to date so that you can be contacted.*

There are three named first-aiders:

Mrs J McKewan-Williams, Mr D Morgan, Mrs S Crowe and Mrs S Wilkinson.

Medical

The primary contact with school is through the School Nurse, Mrs Alison Turton.

Teaching staff need to be aware of any medical condition that may affect his/her progress in the classroom.

Medicines

If your child needs prescribed medication during the day, you must sign an agreement with the school. It can only be administered if this agreement has been signed by you. Children who need prescription medication, such as Epi-pen should contact the school and a medical plan will be drawn up.

Sun Protection

During warm summer months all children should be provided with a sun hat which they will be encouraged to wear when playing outside.

School staff are not permitted to apply sun cream to children. We ask you apply sunscreen before school in sunny weather.

Children may re-apply their own sun cream which must be provided in a clearly named tube or bottle, and kept in their tray.

School Uniform

"Look smart – Act smart"

What a child wears to school reflects his/ her attitude to learning. All children are expected to wear school uniform.

Cardigan/ Sweatshirt:

Maroon with school logo.

Blouse/ Shirt:

White polo shirt.

Skirt/ Trousers:

Grey/ Black.

All pupils must wear black shoes, no black trainers of any description will be accepted, and if pupils do attend school wearing trainers, *you will receive a phone call or letter asking for a change of footwear.*

A full range of school uniform can be seen and purchased from Jean Emporium, Rhyl. We ask all parents to *mark their uniforms with their child's name.*

P.E. and Games Kit

It is important for pupils to wear correct clothing for physical activities.

Children require black shorts or cycling shorts, yellow polo shirt and plimsolls or trainers for outdoor activities.

Currently, we ask pupils to wear their PE kits to school on their class PE days.

Hair and Make-Up

Hair bands, clips etc. should be discreet designs. We recommend long hair is tied back. No make-up, nail varnish, teeth gems or temporary tattoos are acceptable.

Jewellery

Watches are the only item of jewellery considered appropriate for school. For pupils with pierced ears, studs must be worn.

Please note, staff are not allowed to remove or look after jewellery for children. The safest place is at home.

Lost Property

Naming all items of clothing reduces the risk! We keep all lost property for a reasonable period of time, but it is difficult to identify items that are not labelled. For any lost items please contact the school's *Office Manager, Miss Angela Wilson on (01745) 353721.*

SCHOOL MEALS

The school meals service provides a range of nutritious and freshly cooked meals. The cost of school meals are £2.70 per day.

We ask that school meals (as with all payments), should be paid through the Parent Pay system. For further information on the Parent Pay system, please contact the School Office.

The Local Education Authority offer free meals to children whose parents are receiving Income Support/Job Seekers Allowance (income based). If you think your child is eligible for free school meals, please collect a claim form from the main office.



Children who do not have a school meal may bring a packed lunch.

The main school hall is used by children who bring a packed lunch.

Please ensure that packed lunches are brought to school in a secure container labelled with your child's name, and with appropriate food hygiene precautions taken.

Water is available, but you may wish to supply a drink. In the interest of health and safety, we would ask that children do not bring fizzy drinks or sweets.

Snack Time

You may wish your child to have a mid-morning snack. We welcome fruit and vegetables. In line with Welsh Government guidance, we ask you not to send your child with chocolate, sweets, crisps or chewing gum.

The school runs a tuck shop where children can purchase fruit for 40p, refillable water bottles are £1. The tuck shop is open daily at play time.

Please respect our policy on healthy eating.

HEALTH AND SAFETY

Health and safety receives a high priority within our school. Regular risk assessments help support our policy of a safe working environment for all.

Head Lice

Head lice can be a real problem in all school. Cases of head lice should be reported to the class teacher. The Health Authority clearly places responsibility for treatment with the parents/carers.

Security

All doors are kept locked during the school day, although pupils may exit in case of any emergency.

All visitors must report to the main office upon arrival in school.

Dogs

Please **do not** bring dogs onto the school premises (this includes the car park, playgrounds and pedestrian area), or tie them to fences which obstruct the pavement where children walk.

No matter how gentle your animal is, children can be easily scared.

Please do not allow your dog to foul the pavement on the route to and from school. Bag it and bin it!

Smoking

We are a Healthy School and we are a designated 'No Smoking Zone'. *This also includes e-cigarettes/vapes.* Please do not smoke anywhere within the school or school grounds. This includes the car park and the pavement outside school.

Road Safety

We actively encourage parents/carers and children to walk to school. For safety reasons, we ask that:

Bicycles and scooters should not be ridden through the school premises (this includes the car park, playgrounds and pedestrian area).

Motorists should respect the road markings and not park in front of school gates, or on pavements surround the area. **Please do not park or stop on the yellow zig-zag lines.**

Bicycles and scooters may be stored in the cycle and scooter racks provided, please note that this is at your own risk, and you should take appropriate steps to ensure that your bike is adequately secured.

THE CURRICULUM

The curriculum is all planned activities that the school organises in order to promote learning, personal growth and development. It includes the formal requirements, the extra-curricular activities we organise in order to enrich the experience of the children and the key skills that underpin learning throughout the school. In Ysgol Maes Owen we aim to teach children how to grow into responsible children, who can work and cooperate together, so that they can achieve their true potential.

We believe in the holistic development of the child and their skills across the curriculum that build upon previous learning experiences from the Foundation Phase to Key Stage 2.

In developing independent learners we use various teaching methods and styles that promote experimental learning.

At Key Stage 2, our curriculum covers Expressive Arts, Health and Wellbeing, Humanities, Language, Literacy and Communication, Maths and Numeracy and Science and Technology.



Mathematics and Numeracy

All pupils are given the opportunities to develop their own knowledge and understanding of Mathematics through practical activity, exploration and discussion. They are given access to Mathematical vocabulary to enable them to apply Mathematics practical tasks, in real life and across the entire curriculum.

Language, Literacy and Communication

Children are immersed in various language experiences and activities to allow them to build on skills, knowledge and understanding to progress and develop their Speaking and Listening, Reading and Writing throughout the school curriculum.

Children develop their own awareness of Wales as a country with two languages and are given opportunities to experience activities in both English and Welsh. Activities develop their skills in talking, listening, reading and writing

The curriculum is further enriched by celebrations of traditional cultural events.

At this moment in time no pupils are exempt from Welsh as a National

Curriculum subject and as such no such alternative provision is required.

Science and Technology

Ysgol Maes Owen views ICT as an integral component of the curriculum. We enhance learning through using ICT by providing greater access to ICT resources and raising the competence and confidence of our pupils across the curriculum.

All classes have an interactive white board and class computers. The school also has several sets of lap tops, iPads and a newly refurbished Information Centre for use across the entire curriculum and to support our broad range of extra-curricular activities.

Health and Wellbeing

Wellbeing is at the heart of our curriculum and is developed across the whole curriculum. Children learn about themselves, their relationship with other children and adults. They are encouraged to develop their self-esteem, their personal beliefs and moral values, and gain a positive awareness of their own and other cultures.

R&S/Growing Up

Children are naturally inquisitive and always ask questions. It is important

that their questions receive answers suitable for their age and understanding; therefore issues will be handled honestly but sensitively.

Parents will have the opportunity to look at resources before they are used and will have the right to withdraw their child from this scheme of work. During the year, year 5 and year 6 pupils are given the opportunity to view DVDs relating to personal hygiene and development with School Nurse and Class Teacher.



Music

Music is a unique way of communicating that can inspire and motivate children. It is a vehicle for personal expression and it can play an important part in the personal development of people. Besides being a creative and enjoyable activity, music can also be a highly academic and demanding subject. We provide opportunities for all children to create, play, perform and enjoy music, to develop the skills to appreciate a wide variety of musical forms, and to begin

to make judgements about the quality of music.

All children are offered the opportunity to study a musical instrument with the peripatetic teachers. They can choose from, violin, guitar, flute and brass instruments.

Physical Education

Physical Education at Ysgol Maes Owen develops the children's knowledge, skills and understanding, so that they can perform with increasing competence and confidence in a range of physical activities. By including dance, games, gymnastics, swimming and water safety, athletics, health, fitness and well-being activities and adventurous activities in our curriculum, we ensure that all the needs of the National Curriculum are met. Physical Education promotes an understanding in children of their bodies in action. It involves thinking, communication, selecting and applying skills and promotes positive attitudes towards a healthy lifestyle. Thus we enable them to make informed choices about physical activity throughout their lives.

At Ysgol Maes Owen through weekly Physical Education lessons, extra curricular activities and links with sports clubs, our sporting aim is to provide opportunities for pupils within school and in the community to develop a love for sport and the opportunities it brings to our lives.

These include appreciation of a healthy lifestyle, sportsmanship and working as part of a team.

As of Spring term 2019, all classes participate in the Daily Mile, a 15 minute a day run/jog/walk each day. Our aim is to improve focus in the classroom and have a positive impact on the pupils' physical and mental health.

Religious Education

Religious Education enables children to investigate and reflect on some of the most fundamental questions asked by people. We develop the children's understanding of Christianity and other world faiths as required by the Agreed Syllabus for RE in Conwy. We address the fundamental questions in life, for example the meaning of life and the existence of a divine spirit. We enable the children to develop a sound knowledge of Christianity and Islam in compliance with statutory requirements as well as studying elements of different religions.

Parents are able to withdraw their child from religious education classes if they so wish, following consultation with the Head Teacher.

The Education Reform Act requires all maintained schools to ensure that all pupils should take part in an act of collective worship every day. The majority of acts of collective worship will be mainly Christian.

Parents are able to withdraw their child from collective worship if they so wish, following consultation with the Head Teacher.



Homework

"What we learn with pleasure, we never forget."

Homework can add much to a child's development, but we also acknowledge the important role of play and free time in a child's growth and development. Homework is set at the start of each term and encourages creativity and imagination through several mini assignments that children can choose from. Homework can be shared on Google Classroom or brought back to school at the end of each term for a "Show and tell" session. This enables pupils to share their successes with their peers and class teacher.

We set a variety of homework activities:

- Encouraging the child to read by giving them books to take home.
- Asking children to collect things from home.
- Encouraging the child to research a topic further by using the local library or internet
- Creating art work and models

Parents/carers have a vital role to play in their child's education, and homework is an important part in that process. We ask parents to encourage their children to complete the homework tasks that are set. We invite them to help their children as they feel

necessary and provide them with the sort of environment that allows children to do their best. Parents/carers can support their child by providing a good working space at home, by enabling their child to visit the library regularly, and by discussing the work that their child is doing. If parents/carers have any problems or questions about homework, they

should, in the first instance, contact the child's class teacher. If they wish to make a complaint about the school homework policy or the way it is implemented, then they should contact the Head Teacher or Governing Body.

PUPIL AND PASTORAL SUPPORT

Additional Learning Needs

The school has a support structure for children identified as having Additional Learning Needs, including exceptionally able children.

Our school Additional Learning Needs Coordination (ALNCo), Mrs Michelle O'Connor, provides support and guidance to teachers and parents within our school. Progress is monitored through regular review meetings when learning programmes and consideration of the need for additional support takes place.

Parents are kept fully informed at all stages and are encouraged to visit school to discuss the progress of their child.

A full copy of our Additional Learning Needs and Inclusion policy is available upon request from our ALN Coordinator.

Pupils with Disabilities

At Ysgol Maes Owen all pupils are treated as individuals and no pupil will be treated more or less favourably than their peers.

In addressing the requirements of the DDA act 1995 our accessibility plan clearly outlines the progress made in allowing all pupils full access to all areas of the school and curriculum – including new ramps and rails that have been fitted.

The school will admit all pupils whose education needs can be met from resources provided to it and whose admission will not significantly detract from the needs of other pupils. Where children have a statement of ALN maintained on them, their admission must be negotiated via the LEA's Statementing Officer.

Admission arrangements for other pupils with ALN including those who have impairments are set out in the school's ALN policy.

Child Protection

At Ysgol Maes Owen, we take Safeguarding very seriously. We have a duty of care and we want you to feel that your child is safe in our hands.

Occasionally children make disclosures and if this happens, it is important that your child is listened to. We try to resolve things within school, but we sometimes have to refer to outside agencies because the needs of the child are paramount. Written reports are confidential and securely stored.

Mrs Foulkes is the lead person for Child Protection, Mrs Wilkinson and Mrs James support her in this role.

Looked After Children

We ensure that Looked After Children at Maes Owen are offered stability, safety, continuity, positive relationships and individual care. Our Looked After Child Co-ordinator, Mrs Sally Crowe, acts as advocate and co-ordinates support for Looked After Children.

Equal Opportunities

The Governing Body, teachers and school community operates a policy of equal opportunities, anti-sexism, and anti-racism. Our curriculum provides the framework within which pupils experience a variety of relevant and appropriate strategies, which ensure equality of opportunity regardless of sex, race, religion, class or disability. (Section 4 of the School Government term of Return Regulation 2000).



Discipline and Pastoral Care

This school in partnership with parents/carers encourages self-esteem and an acceptance of responsibility for the pupils own actions. Ysgol Maes Owen is a place which cares and foster and ethos of mutual respect for people and property. Great emphasis is placed on consideration, courtesy and good manners. Misbehaviour results in loss of privileges, loss of freedom at playtime or dinner time, or a referral to the Head Teacher. Where there is serious concern over a child's behaviour in school, parents/ carers will be contacted immediately, concerning any appropriate disciplinary action that may have to be taken. The school has an anti-bullying policy, which states that;

'...this school does not tolerate bullying'.

We rely on the pupils, staff and parents/ carers to work together to ensure bullying is stopped in its earliest stages.

EXTRA CURRICULAR ACTIVITIES

Under normal circumstances, the school offers a wide range of extra-curricular activities both during and after school. Activities this year will include a selection of the following; Eco Club, Cookery, Choir, Multi-Sports, Clwb yr Urdd, Art and Craft and Forest School. After school clubs will run from 3.15pm to 4.15pm. Pupils who attend clubs need the appropriate kit and must have the kit in order to attend.

Our extended community facilities also include a Breakfast and After School Care Club available on site. This allows "wrap around care" where your children can be cared for from 8.00am until 5.30pm.

Class Ambassadors

Our School Ambassadors form a representative group of pupils chosen by their peers to discuss matters about their education and raise concerns with the senior managers and the

governors in our school. There are two Ambassadors from each class in Key Stage 2. They meet on a regular basis via Google Meet and work together through Google Classroom.

"I love being given the chance to help improve our school."

~ Class Ambassador. 2021

Playground Buddies

In Ysgol Maes Owen we care about our peers and believe everybody has the right to feel happy and safe during our school day. In normal circumstances we have a "buddy" system.

Our buddies are responsible for a number of tasks from creating or organising playground games, helping to sort out arguments, or just a friendly face when children feel lonely, they are there to help.



SCHOOL AWARDS

Healthy School Award

The school has achieved the National Quality Award for Healthy Schools. We aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

We provide water bottles for every child in the school when they begin Year 3, and the children are encouraged to drink water regularly throughout the day. Children are allowed to fill their bottles from the water coolers at break and lunch times.

Green Flag Award

Eco-schools is an international award programme that guides schools on their sustainable journey, providing a framework to help embed these principles into the heart of school life. In Ysgol Maes Owen the children are the driving force behind Eco-Schools – they lead the eco-committee and help carry out an audit to assess the environmental performance of our school. Through consultation with the rest of the school and the wider community, the pupils decide which environmental themes they want to address and how they are going to do it. Measuring and monitoring the progress provides the school with the evidence they need to celebrate their successes. The school has renewed its Green Flag award.

Cymraeg Campus

The Cymraeg Campus Language Charter was launched to develop the use of Welsh in English medium schools. Ysgol Maes Owen achieved the Bronze/Efydd award and we are currently working towards the Silver/Arian award. This has been done through a focus on and an improvement in the use of Welsh all around the school – on the yard, in lessons, in the canteen. We are very proud of the progress that of the whole school and the achievement of this award.



Progress Reports

Meetings with parents take place once each term. The first parents' evening is to exchange of information, discuss how your child has settled in to their new class and their progress. The second parents' evening focuses on your child's progress and in the Summer Term the parents' evening provides an opportunity to discuss

your child's progress report and to review their years' work.

Should you have any concerns regarding your child's progress and any time during the year, please do not hesitate to contact us.

REQUIRED STATISTICS

Pupil Absence Rates (Sept 2020 – July 2021)

Attendance rate:	82.6%
Authorised absence:	14.3%
Un-authorised absence:	3.1%

Charging and Remission Policy

The School Governors recognise the valuable contribution that a wide range of additional activities, including out of school visits, can make towards pupils education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for pupils of the school, and reserve the right to make a charge in certain circumstances for activities organised by the school. Charging may in certain circumstances be remitted in part or full where the parents are in receipt of Income Support. In such cases, the parents should apply in confidence to the Governing Body via the Head Teacher.

Access to Documents

As we operate an open door policy it is possible that all parents/carers can have access or sight of a range of documents within our school.

These may include:

- Documents on the curriculum.
- Aims and objectives of the school.
- Any published Estyn reports which refer to the school.

- Schemes of work used by teachers in the school.

The Head Teacher will supply parents and others on request with their own copies of the document to which they have access. In some cases, for reasons of copyright, schools will not be able to meet such requests. Parents and others wishing to obtain copies of crown copyright materials should apply to the Welsh Office (free publications or to HMSO if priced publication).

All requests for copies should be submitted in writing two weeks in advance of the date when they are required.

Complaints

If you are unhappy about any aspect of your child's education curricular or pastoral please contact the Head Teacher. Most problems can be sorted out in school. If you are still unhappy, please contact the Chair of Governors. If you still feel unsatisfied, the LA can be contacted via the Link Officer. A formal complaints policy and procedure is available from the main office.

School Holiday Dates (2020-2021)

Autumn Terms

Staff Training Days	01/09/21
Term starts	02/09/21
Half Term Close	21/11/21
Staff Training Day	22/10/21
Half term open	01/11/21
Term Ends	21/12/21
Staff Training Day	22/12/21

Spring Term

Staff Training Day	06-07/01/22
Term starts	10/01/22
Half term close	18/02/22
Half term open	28/02/22
Term ends	08/04/22

Summer Term

Staff training day	25/04/22
Half term opens	26/04/22
May Day (school closed)	02/05/22
Half term close	27/05/22
Half term opens	06/06/22
Term ends	20/07/22