Ysgol Casmael

Caredigrwydd,
Cyfrifoldeb,
Cymreictod,
Celsio Gorau Glas.



Gwybodaeth i Rieni/
Information for Parents

GWYBODAETH I RIENI/ INFORMATON FOR PARENTS

ENW A CHYFEIRIAD YR YSGOL/SCHOOL NAME AND ADDRESS
Ysgol Gynradd Casmael/Puncheston C.P.School
Casmael
Hwlffordd
Sir Benfro
SA62 5RL

RHIF FFON/RHIF FFACS/ PHONE NUMBER/FAX
(01348) 881321

CYFEIRIAD E-BOST/E-MAIL ADDRESS
lawrencea9@hwbcymru.net
head.puncheston@pembrokeshire.gov.uk

PENNAETH/HEADTEACHER
Mrs. A. Lawrence

Awdurdod Addysg Lleol: Cyngor Sir Penfro
Cyfarwyddwr Addysg: Mr. Steven Richard Downes. Adran Addysg, Neuadd y Sir, Hwlffordd, Sir Benfro. SA61 1TP

Local Education Authority: Pembrokeshire County Council
Director of Education: Mr. Steven Richard Downes, Education Department, County Hall, Haverfordwest, Pembrokeshire. SA61 1TP

CADEIRYDD Y LLYWODRAETHWYR/ CHAIR OF GOVERNORS
Mr. M. Williams

CYNRYCHIOLYDDION RHIENI/PARENT REPRESENTATIVES
Mr. M. Williams
Mr. D. Winton

STAFF DYSGU/TEACHING STAFF
Mrs. E. Phillips Cyfnod Sylfaen/ Foundation Phase 1 a 2
Mrs. S. George/Mrs.S. Berridge – Blwyddyn 3 & 4 /Years 3 & 4
Miss. E. Maycock/Mrs. A. Lawrence – Blwyddyn 5&6/Years 5&6
Mrs. S. George -ALNCO

STAFF ATEGOL/AUXILLIARY STAFF

Mrs. J.James – Swyddog ymgysylltiad teuluol/Family Engagement Officer

Mrs. C. James – Cynorthwy-ydd Dysgu/Learning Support

Mrs E Beynon – Gweinyddwr/Administrator

Mr. T. Miles – Gofalwr/ Caretaker

Miss. S. Miles – Glanhawr/Cleaner

STAFF Y GEGIN/KITCHEN STAFF

Mrs.B. Williams – Cogydd/Cook

Mrs. J.James – Goruchwylydd Brecwast /Breakfast Supervisor

Miss. V. Burt - Goruchwylydd Awr Ginio a Brecwast /Lunchtime and Breakfast Supervisor

Mrs. A. Griffiths – Goruchwylydd Awr Ginio/Lunchetime Supervisor

STAFF PERIPATETIG/PERIPATITIC STAFF

Athrawon offerynnol/Instrumental teachers

Miss. Emily Sweeney Davies

Mrs. Katherine Bott



Croeso i Ysgol Casmael

Annwyl Rieni,

Mae'n bleser gennym gyflwyno ein Prosbectws Ysgol i chi.
Mae ysgol Casmael yn rhan o ffederasiwn. Mae Ffederasiwn Ysgolion Casmael a Llanychllwydog yn cynnwys dwy ysgol gynradd wledig yng ngogledd Sir Benfro, sef Ysgol Casmael ac Ysgol Llanychllwydog. Mae'r ysgolion yn rhannu un pennaeth ac un corff llywodraethol. Mae'r ffederasiwn yn ymdrechu i sicrhau bod y ddwy ysgol yn parhau i fodoli yn unigol er mwyn cadw eu hunaniaeth unigryw, ond yn perthyn i rywbeth sydd yn fwy. Mae'r trefniant yma yn adeiladu ar gryfderau'r ddwy ysgol heb iddynt golli eu hunaniaeth.
Ein nod fel ffederasiwn yw i ddarparu amgylchedd dysgu diogel, ysgogol a maethlon, lle mae unigolion yn cyrraedd eu potensial llawn; lle mae'r iaith Cymraeg a'r dreftadaeth Gymreig yn rhan annatod o fywyd bob dydd; lle mae'r ysgolion a'r cymunedau y maent yn eu gwasanaethu wedi'u hintegreiddio'n llawn, a'r holl gyfleoedd sydd ar gael ein hardal leol yn cael eu gwireddu'n llawn.
Ein gobaith yw darparu profiadau perthnasol a chofiadwy i'r plant er mwyn iddynt fwynhau'r presennol ac, ar yr un pryd, iddynt ddatblygu i fod yn unigolion annibynnol a chytbwys, ac yn ddinasyddion caredig gofalgar.
Yn naturiol, gall y manylion sydd yn y llawlyfr hwn newid, ac fe all newid effeithio ar drefniadau'r ysgol yn ystod y flwyddyn ysgol.

Welcome to Puncheston School.

Dear Parents,
It gives us pleasure to present you with our School Prospectus.
Puncheston school is part of a federation. The Federation of Ysgolion Casmael a Llanychllwydog is made up of two separate rural primary schools in the North of Pembrokeshire, Ysgol Casmael and Ysgol Llanychllwydog. The schools share one head teacher and one governing body. The federation strives to ensure that both schools remain separate, retaining their own unique identity, yet belonging to something bigger. The arrangement builds on the strengths of both schools without each of them losing their individual identities.
Our aim as a federation is to provide a safe, stimulating, nurturing learning environment, where individuals reach their full potential; where the Welsh language and culture is celebrated and forms an integral part of daily life; where schools and the communities they serve are fully integrated, and all the opportunities afforded by learning in our local area are fully realised.
Our hope is to provide relevant and memorable experiences for the children so that they will enjoy the present and, at the same time, that they will develop to be independent and balanced individuals, and to be kind caring citizens.
Naturally, the details in this booklet are subject to change, and change may influence arrangements during the school year.

Amanda Lawrence,
Pennaeth/Head Teacher

Math o Ysgol.

Mae Ysgol Casmael yn ysgol wledig naturiol ddwyieithog. Codwyd yr adeilad presennol yn 1953 mewn safle hyfryd gyda golygfeydd panoramig o fynyddoedd y Preseli. Mae'r ysgol yn enwog am hyrwyddo "Cymreictod" yn ei disgyblion, yn ddiwylliannol a ieithyddol, boed y rhieni'n siarad yr iaith ai peidio. Mae ysgol Casmael ynghanol y gymuned, "ysgol bentref" yng ngwir ystyr y gair. Mae'r pentrefwyr yn gefnogol iawn i weithgareddau'r ysgol. Mae gan yr ysgol Gymdeithas Rhieni a Chyfeillion weithgar iawn sy'n codi swm sylweddol o arian i gynnal a chefnogi'r ysgol.
Mae'r ysgol yn Ysgol Gynradd Sirol gyd-addysgol gyda dalgylch cymharol eang. Yn ogystal â phentref Casmael mae plant yn teithio o Gasfuwch, Casnewydd Bach, Treamlod, Wallis, Wystog, Trecwn, Walton East a Twffton. Mae'r ysgol yn darparu addysg ar gyfer plant o bedair i un ar ddeg mlwydd oed.

Derbyniad

Mae derbyn plant i ysgol yn cael ei reoli gan 'Awdurdod Derbyn'. Yn achos ysgolion Cyngor Sir Penfro, yr Awdurdod Derbyn hwn yw Cyngor Sir Penfro (yr Awdurdod Addysg Lleol neu'r AALl). Ceir ffurflen gais am le i'ch plentyn yn Ysgol Casmael oddi ar wefan https://www.pembrokeshire.gov.uk/school-admissions-online. Wrth lenwi'r ffurflen gais eich plentyn, gofynnir am wybodaeth berthnasol a defnyddiol am eich plentyn. Am ragor o wybodaeth ynglyn â threfn derbyniad cysyllter â'r Pennaeth neu Cyngor Sir Penfro.
Gwahoddir rhieni i gysylltu â'r ysgol i drefnu ymweliad yn ystod oriau gwaith i gyfarfod y Prifathro a'r staff, ac i brofi awyrgylch y gweithle.

Polisi Derbyn Disgyblion

Derbynnir plant i'r ysgol ar ddechrau'r tymor yn dilyn eu pedwerydd penblwydd, ac fel arfer gadawant i fynd i Ysgol Bro Gwaun neu Ysgol Caer Elen, Hwlffordd yn y mis Medi yn dilyn eu penblwydd yn unarddeg oed. Gwahoddir plant newydd sy'n dechrau yn yr ysgol i ddod i o leiaf un sesiwn ysgol, i'w cytuno ymlaen llaw, yn ystod y tymor cyn i'r plentyn ddod i'r ysgol yn llawn amser.
Mae cludiant ysgol rhad ac am ddim ar gael o ardal Trecwn ac ardal Treamlod.

Nôd yr Ysgol

Nod yr ysgol yw darparu amgylchedd gofalgar, ysgogol ac academaidd sy'n pwysleisio parch a chonsyrn am les eraill, yn seiliedig ar hunanddisgyblaeth a goddefgarwch.
Mae'r ysgol yn gofalu am les personol ei disgyblion yn ogystal â'u cynnydd academaidd.
Cred Ysgol Casmael yn gryf mewn gwerth addysg ddwyieithog ac yn hyn o beth y maent yn gweithredu polisi iaith Cyngor Sir Penfro. Bwriad y polisi dwyieithog hwn yw addysgu disgyblion fel eu bod yn hyddysg yn eu defnydd o'r Gymraeg a'r Saesneg ar ôl gadael yr ysgol gynradd fel eu bod yn gallu cymryd rhan llawn yn y gymuned y maent yn byw ynddi. Mae'r ddarpariaeth yn Ysgol Casmael hefyd yn sicrhau bod pob disgybl yn gwerthfawrogi treftadaeth Cymru.

Yn syml, ein nod yw:

Caredigrwydd,
Cyfrifoldeb,
Cymreictod,
Ceisio Gorau Glas.

Amcanion yr Ysgol

- Cynnig i bob unigolyn gwricwlwm sgiliau sydd yn eang, cytbwys, yn berthnasol i'w hangenion er mwyn iddynt gyflawni eu gwir botensial.
- Creu awyrgylch hapus, ddiogel er mwyn symbylu dysgu effeithiol lle mae'r dysgwyr yn cymryd cyfrifoldeb am eu dysgu eu hunain.
- Annog unigolion i fod yn aelodau cyflawn a gwerthfawr o'r gymdeithas.
- Creu perthynas gref rhwng rhieni, llywodraethwyr a'r gymuned er lles y dysgwyr.
- Paratoi y plant at y cam nesaf yn eu haddysg ac mewn bywyd.
- Creu ymwybyddiaeth gref o Gymreictod a meithrin balchder yn yr iaith.
- Datblygu disgyblion sy'n arddangos hunan-barch a pharch at bopeth o fewn yr ysgol a'r gymuned ehangach.

Sesiynau'r Ysgol

Sesiwn y bore: 9.00 y.b - 12.00 p.m
Sesiwn y prynhawn: 1.00 y.h - 3.15 p.m

Mae'r ysgol yn dechrau am 9.00 a.m gyda chofestru. Rhaid i blant fod yn yr ysgol rhwng 8.45 a 9.00 y.b (dim hwyrach). Gofynnir i rieni ofalu fod y plant yn cyrraedd yn brydlon ar bob achlysur.
Sylwer y gall staff fod yn yr ysgol yn gynt nac amserau dechrau'r disgyblion, ond nad ydynt yn gallu bod yn gyfrifol am ddiogelwch y plant.
Mae'r amser cyswllt yn yr ysgol yn lleiafswm o 21 awr ar gyfer y Babanod a 23.5 awr ar gyfer Plant Iau. Nid yw hyn yn cynnwys addoli, cinio, cofrestru, ac egwylion eraill. Mae'r plant yn gorffen gweithio am 3.15 p.m ac fe gânt fynd allan cyn gynted ag y bo modd wedi hynny. Mae disgwyl i rieni ddod o fewn pellter trosglwyddo'r plentyn i gatiau'r ysgol.

Clwb Brecwast

Rhoddir cynnig i holl ddisgyblion yr ysgol i gofrestri fel aelodau o glwb brecwast yr ysgol. Darperir goruchwyliaeth o 8.15 y bore tan 8.45. Mae'r gwasanaeth yn rhad ac am ddim.

Presenoldeb

Lefel gyfartalog presenoldeb yr Ysgol cyn Covid-19 oedd rhwng 96% a 97%. Rydym yn gweithio'n galed i godi presenoldeb nol i'r lefelau uchel yma. Gweler y polisi Presenoldeb yn yr atodiad.

Gofal Bugeiliol

Y pennaeth sy'n gyfrifol yn gyffredinnol am yr ysgol, ond mae gofal pob plentyn yn dibynnu ar gydweithrediad agos holl aelodau'r staff wrth ofalu am y disgyblion. Mae'r ysgol yn cadw cofnod o rifau ffôn, yn gartref a gwaith, rhieni, ac os y digwydd damwain sy'n golygu fod angen sylw meddygol ar y plentyn, gwneir pob ymdrech i gysylltu â'r rhieni. Pe na bai hynny'n bosib, eir â'r plentyn i'r Adran Ddamweiniau yn Ysbyty Llwynhelyg. Mae felly'n bwysig iawn fod yr ysgol yn cael gwybod am unrhyw newid mewn cyfeiriad neu rif ffôn. Bydd staff yn delio ag unrhyw fân ddamweiniau.

Ar bob diwrnod ysgol mae aelod o'r staff ar ddyletswydd bymtheg munud cyn cychwyn diwrnod yr ysgol, a'r un cyfnod o amser ar ddiwedd diwrnod yr ysgol. Mae aelod o'r staff wastad ar ddyletswydd adeg pob egwyl. Yn ystod yr awr ginio gwneir y gwaith goruchwylio gan y goruchwylwyr awr ginio. Ar ddiwedd diwrnod yr ysgol caiff disgyblion eu tywys at y drysau gan aelod o'r staff a fydd yn trosglwyddo'r plant yn ddiogel i'w rhieni. Rhaid i'r ysgol gael gwybod pan y gwnaed trefniadau i gynrychiolydd, ar ran rhiant, i gasglu plentyn. Os yw'r ysgol yn gorfod cau'n gynnar oherwydd tywydd garw, cymerir camau i wahodd rhieni i gasglu disgyblion, neu i drefnu eu bod yn cael eu cludo gartref yn ddiogel neu yng ngofal person a enwyd gan y rhieni yn gyswllt brys.
Os yw plentyn yn absennol o'r ysgol mae galwad ffôn neu nodyn o esboniad yn hanfodol pan y daw'r plentyn yn ôl i'r ysgol. Rhaid i'r athro/thrawes dosbarth gael gwybod os oes angen cymryd plentyn allan cyn diwedd diwrnod y ysgol oherwydd apwyntiadau deintyddol, meddygol ac ati.

Materion personol a chymdeithasol

Bydd y staff yn rhoi gwybod i chi os ydynt yn teimlo fod eich plentyn yn cael problemau yn yr Ysgol neu os ydynt yn credu fod eich plentyn yn creu problem yn yr Ysgol. Mae'n bwysig eich bod yn rhoi gwybod i'r staff dysgu am unrhyw broblem gymdeithasol neu feddygol sy'n effeithio eich plentyn. Cofiwch fod pob croeso i chi gysylltu â'r staff gan fod modd datrys y rhan fwyaf o broblemau trwy eu trafod, gan ein galluogi i gymryd y camau priodol.

Salwch a Meddyginiaethau

Dylai unrhyw blentyn sy'n amlwg yn afiach gael ei g/chadw gartref. Rhaid cysylltu â'r Pennaeth os ydych am i'ch plentyn gael unrhyw feddyginiaethau yn ystod oriau ysgol, a dylai pob meddgyiniaeth gael eu trosglwyddo trwy law oedolyn, gyda chyfarwyddiadau clir, ysgrifenedig. Ni roddir unrhyw feddyginiaethau i unrhyw blentyn nad ydynt wedi cael eu cyflwyno gan feddyg. Ni fydd yr ysgol yn gyfrifol am weinyddu unrhyw feddyginiaethau. Dylai plant sy'n defnyddio anadlwyr 'asthma' ddarparu set sbâr i'r ysgol. Rhoddir ffurflen i bob rhiant adeg derbyn eu plentyn yn holi am iechyd eu plentyn, ac os yw cyflwr meddygol y plentyn yn newid ar unrhyw adeg dylid rhoi gwybod i aelod o'r staff.
Os oes gan eich plentyn glefyd heintus bydd yr Ysgol yn cadw at restr canllawiau'r Awdurdod Iechyd lleol ar reoli heintiau. Mae honno weithiau'n gwrthdaro â chyngor y meddyg. Mae'n hollbwysig eich bod yn rhoi gwybod i'r Pennaeth am unrhyw alergeddau sydd gan eich plentyn.

Disgyblaeth

Y Pennaeth sy'n gyfrifol am ddisgyblaeth yn yr Ysgol. Fodd bynnag, mae'n fater sy'n ymwneud â phawb sy'n gysylltiedig â'r ysgol, gan gynnwys rhieni. Gobeithiwn y byddai rhieni yn cefnogi athrawon mewn unrhyw fater disgyblu. Caiff y plant eu hannog i ddatblygu ymdeimlad o hunan-ddisgyblaeth, ac i ddangos parch tuag at bobl eraill a'u heiddo. Bydd pob cosb a weinyddir oherwydd camymddwyn yn rhesymol a chymhedrol, o'r math y byddai rhiant yn ei ddisgwyl i blentyn ei gael os yw'n camymddwyn. Fodd bynnag, yn gyffredinol mae ymddygiad ein disgyblion yn rhagorol.
Caiff rheolau'r ysgol eu trafod gyda'r plant a chaiff yr angen amdanynt eu hesbonio.
Rheolau penodol:
1. Ni ddylai unrhyw ddisgybl adael tir yr ysgol heb ganiatâd aelod o'r staff.
2. Ni chaniateir seiclo na sglefrfyrddio yn y maes chwarae. Nid yw seiclo ond yn cael ei ganiatau adeg gwersi seiclo.
3. Rhaid i bob darn o ddillad gael eu marcio'n glir gydag enw'r plentyn.
4. Ni chaniateir gwisgo gemwaith gormodol.
5. Ni ddylid dod ag eiddo gwerthfawr i'r ysgol.
6. Dylid cyflwyno arian i'r athro/athrawes dosbarth i'w gadw'n ddiogel.
7. Yn ystod tywydd garw caiff y disgyblion eu cadw dan do.
8. Rhaid dangos parch ac ystyriaeth tuag at eraill.
9. Ni dderbynnir iaith anweddus.

10. Dylai ymddangosiad a gwisg fod yn lân a thaclus.
11. Nid yw teganau yn cael eu hannog oherwydd y perygl y gallent gael eu torri neu eu colli.
12. Rhaid gofalu am eiddo'r ysgol.
13. Ni chaniateir i unrhyw bersonau anawdurdodedig ddod i mewn i adeiladau a thir yr ysgol y tu allan i oriau ysgol.

Yn ogystal a'r 4C, mae plant hefyd yn cael eu hannog i gadw at y Gwerthoedd yr ysgol:

- **Gofalgarwch**
- **Cydweithrediad**
- **Dewrder**
- **Rhyddid**
- **Cyfeillgarwch**
- **Hapusrwydd**
- **Gonestrwydd**
- **Gobaith**
- **Gwyleidd-dra**
- **Cariad**
- **Gwerthfawrogiad**
- **Amynedd**
- **Heddwch**
- **Ansawdd**
- **Parch**
- **Cyfrifoldeb**
- **Diniweidrwydd**
- **Meddylgarwch**
- **Goddefgarwch**
- **Ymddiriedaeth**
- **Dealltwriaeth**
- **Undod**

Rhoddir canmoliaeth i'r plant hynny sy'n mynd allan o'u ffordd i gadw at y rheolau hyn; mae plant hefyd yn cael eu gwobrwyo mewn ffyrdd eraill fel tocynnau canmoliaeth neu gasglu pwyntiau grwp am waith da, defnyddio menter i ddysgu mwy am fater arbennig ac ati.

Atal Bwlio

Mae'r ysgol yn ystyried Atal Bwlio fel achos o gonsyrn. Mae'r ysgol yn ymwybodol o ddigwyddiadau yn yr ysgol ac nid yw'n goddef unrhyw achos o fwlio. Bydd yr ysgol yn trafod bwlio fel rhan o Addysg Bersonol a Chymdeithasol gyda'r disgyblion. Fel gydag unrhyw fater mae'r Pennaeth a'r staff yn barod bob amser i drafod unrhyw gonsyrn am fwlio.

Gwisg Ysgol

Mae gwisg swyddogol yr ysgol yn rhoi cyfle i'n disgyblion fod yn falch o'u hysgol, teimlo eu bod yn perthyn iddi a bod yn barod i gynnal safonau uchel o ymddygiad. Gellir prynu'r wisg oddi wrth staff yr ysgol. Mae'r gwisg yn cynnwys:
Blows/crys gwyn, crys polo coch/gwyn; sgert neu pinaffor lwyd/du neu trowser du/llwyd; crys chwys coch, siwmpyr neu gardigan coch
Bydd hefyd angen dillad addas ar gyfer Gemau, Addysg Gorfforol a Nofio. Nid yw newid esgidiau yn ddigon ar gyfer Addysg Gorfforol ac mae hetiau yn orfodol ar gyfer nofio.
Dylai pob darn o ddillad gael eu labelu'n glir.

Cwricwlwm

Mae Cwricwlwm i Gymru 2022 yn ceisio caniatáu ar gyfer ehangu'r dysgu, gan gefnogi lleoliadau ac ysgolion i fod yn fwy hyblyg o ran eu dulliau gweithredu, ac yn darparu mwy o asiantaeth i arweinwyr addysg ac ymarferwyr, ac felly eu galluogi i fod yn arloesol a chreadigol.

Mae Cwricwlwm i Gymru 2022 yn trefnu dysgu o gwmpas chwe maes dysgu a phrofiad sef:

Celfyddydau Mynegiannol
Dyniaethau
Gwyddoniaeth a Thechnoleg
Iechyd a Lles
Ieithoedd, Llythrennedd a Chyfathrebu
Mathemateg a Rhifedd.

Mae pedwar diben y cwricwlwm, fel yr amlinellir yn **Dyfodol Llwyddiannus**, wedi bod yn sail i'r holl waith o gynllunio a datblygu Cwricwlwm i Gymru 2022. Dyma'r man cychwyn ar gyfer pob penderfyniad am Gwricwlwm i Gymru 2022 a dylid dylunio a llywio cwricwla ar lefel ysgol yn unol â'r pedwar diben hwn. Mae 'cwricwlwm' yn cynnwys yr holl brofiadau dysgu a gweithgareddau asesu a gynlluniwyd er mwyn cyflawni pedwar diben y cwricwlwm, sef datblygu plant a phobl ifanc i fod yn:

- ddysgwyr uchelgeisiol, galluog sy'n barod i ddysgu drwy gydol eu hoes
- cyfranwyr mentrus, creadigol sy'n barod i chwarae eu rhan yn llawn yn eu bywyd a'u gwaith
- dinasyddion egwyddorol, gwybodus Cymru a'r byd
- unigolion iach, hyderus sy'n barod i fyw bywyd gan wireddu eu dyheadau fel aelodau gwerthfawr o gymdeithas.

Mae Cwricwlwm i Gymru 2022 wedi'i gynllunio i helpu pob dysgwr i wireddu'r pedwar diben hwn. Mae pob diben yn fwy na phennawd; fe'u disgrifir hefyd yn nhermau nodweddion allweddol. Dylent, yn eu cyfanrwydd, fod yn sail i'r holl addysgu a dysgu yng Nghymru

Mae pob plentyn yn cael eu monitro'n rheolaidd yng nghyd-destun eu datblygiad addysgiadol, gan gynnwys eu sgiliau Rhifedd a Llythrennedd, cofnodir y wybodaeth yma ar system electronig o'r enw Building Blocks. Ar hyn o bryd mae'r plant yn cael Asesiad Gwaelodlin adeg eu derbyn i'r ysgol. Cynhelir Profion Cenedlaethol Darllen Cymraeg a Saesneg, Rhifedd a Rhesymu yn flynyddol o flwyddyn 2 i flwyddyn 6. Cynhelir asesiadau rheolaidd eraill ar sillafu, darllen a mathemateg. Mae'r athrawon yn gyson yn monitro cynnydd y plant ac fe fyddant yn gwybod os yw, neu os nad yw, eich plentyn yn cyflawni.

Addysg Gorfforol

Nôd
Datblygu cryfder, rheolaeth a chreadigedd y plant drwy eu hannog i fod yn gorfforol weithgar.
Amcanion
Cynhelir dwy wers addysg gorfforol yr wythnos.
Bydd y plant yn dilyn unedau gwaith sy'n cynnwys gymnasteg, dawns, nofio a gemau.
Canllawiau

- Disgwylir i bob plentyn newid i wisg addas ar gyfer addysg gorfforol, yn drowsus bach, crys T a trenyrs neu bympiau.
- Er mwyn diogelwch ni chaniateir gwisgo modrwyau, clustdlysau nac oriawr mewn unrhyw wers addysg gorfforol,
- Gofynnir yn garedig i'r rhieni hysbysu'r ysgol os oes unrhyw rheswm meddygol pan na all plentyn gymryd rhan mewn gwersi addysg gorfforol,
- Ystyrir Chwaraeon yn rhan annatod o weithgareddau Cwricwlaidd ac allgyrsiol yr ysgol.

- Caiff Chwaraeon eu cynnwys fel rhan benodol o'r Cynllun a'r Gweithgareddau Addysg Gorfforol (Cwricwlwm Ffurfiol).
- Yn allgyrsiol, cynnigir amrywiaeth o glybiau ar gyfer disgyblion CA2 yn ystod ac ar ol oriau ysgol – mae'r rhain yn cynnwys, rygbi, peldroed, tennis, pelrwyd, dawns a ffitrwydd

Nofio

Bydd pob disgybl Blwyddyn 1-6 yn cael gwersi nofio ym mhwll nofio Ysgol Bro Gwaun. Mae angen capiau nofio.

Cyfleoedd Cyfartal

Ymhob agwedd ar fywyd a gwaith yr ysgol cynigiwn gyfleoedd cyfartal a mynediad llawn i'r cwricwlwm i bob plentyn. Adolygwn ein harferion yn rheolaidd.

Trefniadaeth a dulliau dysgu

Trefnir yr ysgol mewn pedwar dosbarth, yn seiliedig ar oedrannau gallu cymysg. Caiff pob plentyn y cyfle i weithio gyda phlant o'r un oed â nhw'u hunain, plant sy'n hyn, a chyda grwpiau oed cymysg. Rhoddir sylw gofalus i grwpio plant yn y dosbarth ac mae gwahaniaethu gwaith yn flaenoriaeth.
Dysgir y Cwricwlwm yn bennaf trwy ddulliau ysgol gyfan, traws gwricwlaidd, thematig. Er hynny, mae'n rhaid dysgu rhai meysydd yn bynciol a thu allan i'r thema.
Bydd plant sy'n cael anhawster arbennig gyda'u haddysg, neu sy'n dangos gallu anghyffredin mewn maes arbennig o'r cwricwlwm yn cael y sylw angnrheidiol, wedi ymgynghori â'r rhieni.
Dysgir Addysg Grefyddol a Gwerthoedd ar sail Cristogaeth fel rhan o'r gwaith thematig. Y nod yw helpu disgyblion i ddeall natur ein crefydd a chrefyddau cymunedau eraill yn y byd, ac i ddatblygu gwerthoedd cymdeithasol a moesol.
Nid oes hawl gan rieni i ofyn am dynnu eu plant allan o wersi a Addysg Grefyddol a Gwerthoedd. Cynhelir gwasanaethau crefyddol bob dydd, pan yr anogir y plant i gymryd rhan, ynghyd ag aelodau o'r staff, ymwelwyr a llywodraethwyr.
Mae'r gweinidogion lleol a ficer y plwyf yn arwain gwaanaethau'n rheolaidd.

Anghenion Addysgol Ychwanegol

Mae'r staff yn adolygu cynnydd y plant yn rheolaidd, a phan yn briodol, fe drefnir cymorth gan fudiadau allanol ac fe ddarperir cymorth athro anghenion addysgol ychwanegol. Mae'r ysgol yn cadw at argymhellion y Côd Ymarfer newydd ar gyfer Anghenion Addysgol Ychwanegol (Medi 2021).
Mae'n gyfrifoldeb ar bob ysgol dan Ddeddf Addysg 1993 i ganfod disgyblion sydd ag anghenion addysg a sicrhau cyfle cyfartal cwricwlaidd a chymdeithasol ar eu cyfer.

Amcanion

· adnabod yn gynnar y plentyn sydd ag anawsterau
· sicrhau y bydd darpariaeth angenrheidiol ar gyfer y plentyn
· ceisio sicrhau cefnogaeth a phartneriaeth weithio â rhieni
· ceisio sicrhau cydweithrediad a chefnogaeth asiantaethau allanol
· mewn eithriadau, rhoi sylw ac arweniad i blentyn sydd yn arbennig o alluog

Canllawiau

Mae gan yr ysgol hon athrawes wedi ei chymhwyso i ddysgu plant ag anghenion addysgu ychwanegol.
Mae cydweithio agos rhwng yr athro AAY ac athrawon dosbarth.

Mae'r athrawes AAY yn dilyn y drefn statudol wrth gyfeirio plentyn.
Mae cysylltiad agos rhwng yr ysgol a'r Gwasanaeth AAY yn yr Awdurdod

Ymateb i Ofynion Deddf Anabledd

Mae awdurdodau addysg lleol wedi darparu hyfforddiant i ysgolion i'w helpu i baratoi cynlluniau a deall goblygiadau dyletswyddau'r Ddeddf Gwahaniaethu ar Sail Anabledd. Mae rhan fwyaf yr ysgolion wedi defnyddio'r wybodaeth gynhwysfawr o archwiliad hygyrchedd eu hawdurdod lleol fel sail i'w cynlluniau.
Cyfrifoldeb yr ysgol:
· lunio cynllun gweithredu o'r hyn sy'n ofynnol er mwyn gwneud gwelliannau a chynyddu hygyrchedd yr ysgol;
· gwneud darpariaeth addas i gynorthwyo dysgwyr anabl a'u rhieni i gyfranogi mewn cyfarfodydd cynllunio unigol;
· rhoi ystyriaeth dda i anghenion unigol disgyblion anabl wrth gynllunio'r cwricwlwm;
· sicrhau bod pob aelod o staff, gan gynnwys staff cymorth, yn cael cymorth a hyfforddiant priodol i wella'u haddysgu a'u cymorth i ddisgyblion anabl;
· gweithio gydag ysgolion arbennig i ddatblygu'r cwricwlwm a'r addysgu;
· dewis mannau cyfarfod ar gyfer ymweliadau ag ysgolion sy'n hygyrch i bob disgybl er mwyn gwneud yn siwr nad oes gwahaniaethu'n digwydd yn erbyn unrhyw ddisgybl; a
· rhannu gwybodaeth asesu risg gydag ysgolion eraill am fannau cyfarfod hygyrch ar gyfer ymweliadau.
Mae modd derbyn copi o Gynllun Gweithredu'r ysgol trwy gysylltu â'r Pennaeth.

IECHYD A DIOGELWCH

Pennaeth
Y Pennaeth s'yn gyfrifol am reolaeth Iechyd a Diogelwch.
Mae'r cyfrifoldebau allweddol yn cynnwys ….

- Annog agwedd bositif at Iechyd a Diogelwch o fewn yr ysgol.
- Diogelwch yr adeilad ac adnoddau.
- Cynnig gwybodaeth i'r gweithlu ar iechyd a diogelwch yn ogystal â llês.
- Goruchwylio'r gweithlu i sicrhau fod ganddynt amgylchfyd ddiogel i weithio ynddi.
- Goruchwylio ymwelwyr.
- Trafod gyda'r gweithlu cyn cyflwyno unrhyw newidiadau all effeithio ar Iechyd a Diogelwch.
- Sicrhau fod goruchwyliaeth ddigonol ar gael ar gyfer gweithgareddau allanol.
- Sicrhau fod damweiniau a pheryglon yn cael eu recordio.
- Trefnu hyfforddiant i'r gweithlu.

Athrawon dosbarth
Mae'r cyfrifoldebau Iechyd a Diogelwch yr athrawon dosbarth yn cynnwys ….

- Goruchwylio'r plant a chymryd camau rhesymol am eu Iechyd a'u Gofal.
- Rhoi cyfarwyddiadau clir pan fo angen.
- Dangos esiampl dda wrth ymgymryd â Iechyd a Diogelwch.
- Cynnig cymorth i'r Pennaeth ynglŷn â gwelliannau ar faterion o ddiogelwch.
- Gwneir Asesiadau Risg cyn unrhyw ymweliad addysgol gan ddefnyddio system y Sir

Bwrdd Llywodraethol
Bwrdd Llywodraethol yr ysgol sy'n gyfrifol am iechyd, diogelwch a materion llês o fewn yr ysgol.

Diogleu Plant.
Y Pennaeth, Mrs. George a Mrs. Phillips sydd yn gyfrifol am faterion diogelu plant. Bydd gweddill y gweithlu yn nodi pryderon gyda hwy.

Defnydd o'r Iaith Gymraeg

Fel rhan o bolisi iaith yr Awdurdod mae'r ysgol wedi cael ei dynodi'n ysgol Addysg Cymraeg sy'n perthyn i ardal draddodiadol Gymraeg. Ein nod yw y daw disgyblion yn ddwyieithog erbyn iddynt gyrraedd 11 oed. Y Gymraeg yw prif gyfrwng bywyd a gwaith plant y Gyfnod Sylfaen, tra y dysgir y Plant Iau trwy gyfrwng y Gymraeg a'r Saesneg. Cyflwynir Saesneg yn bwnc i blant blwyddyn dau yn y tymor cyn iddynt symud i fyny i flwyddyn tri.
Mae staff yn sensitif i blant sy'n symud i mewn i'r ardal heb iddynt allu siarad unrhyw Gymraeg.

Polisi Gwaith Cartref

Canllawiau
Y mae trefn yn yr ysgol ar gyfer gosod gwaith cartref. Nid yw'n fwriad i lethu plant â gormod o waith a bydd digon o amser ganddynt i gwblhau'r tasgau. Anogir y plant i beidio a gadael gwaith cartref tan y funud olaf ac i barchu safon eu gwaith.
Rydym yn gweld gwerth gwaith cartref. Yr ydym yn sensitif i amgylchiadau pan nad yw'r plentyn wedi gallu gwneud ei waith mewn pryd.
Er mwyn sicrhau gwell safonau mewn llythrennedd a rhifedd, credir bod gosod gwaith cartref yn codi disgwyliadau'r plant a rhieni ac yn sicrhau bod y ddolen rhwng yr ysgol a'r cartref yn cael ei hatgyfnerthu
Mae gwaith cartref, a roddir yn ôl doethineb yr athro/athrawes dosbarth, yn cael ei ystyried yn bwysig iawn gan ei fod yn atgyfnerthu'r hyn a ddysgir yn yr ystafell ddosbarth. Mae cefnogaeth rhieni yn hanfodol er mwyn sicrhau fod gwaith catref yn cael ei orffen mewn pryd a'i gyflwyno'n daclus. Efallai y bydd disgyblion Blwyddyn 2 yn cael gwaith cartref dros y Sul, gall disgyblion Blwyddyn 3 a 4 ddisgwyl gwaith cartref unwaith yr wythnos, tra y gall disgyblion Blwyddyn 5 a 6 ddisgwyl gwaith cartref o leiaf ddwywaith yr wythnos. Mae disgwyl i bob plentyn ddarllen gartref yn rheolaidd. Rhoddir llyfryn Cofnod Darllen i bob darllenydd a gofynnir i rieni helpu i wneud yn siwr ei fod yn cael ei lenwi'n iawn.

Cytundeb Cartref ac Ysgol.

Y mae gennym ofal am bob agwedd ar ddatblygiad eich plant. Ein nod ydi sicrhau yr addysg orau un ar eu cyfer fel y bydd pob plentyn yn cyrraedd ei benllanw personol ei hun. Rydym am i'r plant fod yn hapus, yn garedig ac yn ffyddlon i'w gilydd. Gobeithiwn y byddant yn mwynhau nifer mawr o brofiadau cyfoethog a gwerthfawr yn Ysgol Casmael.
Y mae gan y rhieni ran bwysig iawn yn addysg eu plant, ac mae Ysgol Casmael yn croesawu pob cydweithrediad rhwng y cartref a'r ysgol.
Mae Ysgol Casmael wedi ffurfio cytundeb rhwng y cartref a'r ysgol. Mae'r cytundeb yn golygu bod y disgybl a'i gartref a'r ysgol yn cytuno i gydweithredu er mwyn sicrhau y cyfleoedd gorau un ar gyfer datblygiad ac addysg y plentyn. Bydd y cytundeb yn cael ei gyflwyno i chi pan fydd eich plentyn yn dechrau yn yr ysgol.

Addysg Cydberthynas a Rhywioldeb

Yn unol â'r Cwricwlwm newydd i Gymru, mae'r cod Addysg Cydberthynas a Rhywioldeb newydd bellach yn orfodol ac yn cael ei addysgu'n benodol ac ar draws y cwricwlwm. Mae'r Cod Addysg Cydberthynas a Rhywioldeb gorfodol hwn yn

cefnogi ysgolion i ddylunio eu ACRh. Mae'r cynnwys wedi'i osod o fewn cyd-destun llinynnau dysgu eang a chydgysylltiedig, sef:
· perthnasoedd a hunaniaeth
· iechyd a lles rhywiol
· grymuso, diogelwch a pharch.
Mae'r llinynnau hyn yn galluogi ymarferwyr i ddylunio a datblygu cwricwlwm wedi'i deilwra i'w dysgwyr, gan wneud cysylltiadau a datblygu cyd-destunau dilys ar gyfer dysgu ar draws y cwricwlwm

Gweithgareddau Allgyrsiol

Cynhelir digwyddiadau ysgol fel cyngherddau, ymweliadau, digwyddiadau codi arian ar wahanol adegau ac fe roddir sylw ymlaen llaw amdanynt i'r rhieni. Mae'r ysgol yn cymryd rhan mewn gweithgareddau gydag ysgolion eraill yn y cylch ar gyfer digwyddiadau fel athletau, pêl droed, criced, rownderi a nofio, yn ogystal â Cherddorfa'r Ysgolion Iau. Mae'r ysgol hefyd yn cymryd rhan mewn llawer o weithgareddau'r Urdd fel pêl rwyd, pêl droed, rygbi, Eisteddfod, ac ymweliadau â'r Ganolfan Weithgareddau yn Llangrannog a Chanolfan y Mileniwm yng Nghaerdydd.
Mae disgyblion sy'n cyrraedd safon ddigon uchel yn cael eu hannog i gymryd rhan mewn digwyddiadau fel traws gwlad, pêl droed a rygbi. Cynhelir profion medrusrwydd seiclo yn yr ysgol ar gyfer y disgyblion hyn. Mae'r ysgol wastad yn ceisio cymryd rhan mewn llu o gystadlaethau llenyddol a chelfyddydol. Cynhelir amrywiaeth o glybiau ar ol ysgol yn ystod y flwyddyn.

Teithiau Ysgol

Mae slipiau caniatâd yn cael eu dosbarthu ar ddechrau pob blwyddyn academaidd er mwyn ein galluogi i fynd â'r plant allan o'r ysgol ar wahanol deithiau. Mae rhieni wastad yn cael gwybod pan y cynhelir taith o'r fath e.e ymweliad addysgol, gêm bêl droed a pha fath o gludiant fydd yn cael ei ddefnyddio. Mae ceir yr holl athrawon a'r Cynorthwywyr Dysgu a ddefnyddir i gludo plant wedi cael eu hyswirio ar gyfer gwneud hynny.
Mae'r holl blant yn cael eu hyswirio ar gyfer teithiau ac ymweliadau trwy bolisi a drefnir gan yr awdurdod. Mae'r Awdurdod Addysg hefyd yn cael gwybod am y teithiau ac yn cadw manylion amdanynt yn Neuadd y Sir.

Polisi Codi Tâl

Ni chodir unrhyw dâl am wersi offerynnol. Codir tâl am lety a phrydau bwyd ar gyrsiau preswyl. Efallai y gofynnir i rieni am gyfraniad gwirfoddol i dalu am rai gweithgareddau awyr agored, cyrsiau ac ymweliadau.

Prydau Bwyd Ysgol a Llaeth

Gellir dod o hyd i wybodaeth am brydau Ysgol ar wefan Sir Benfro
https://www.pembrokeshire.gov.uk/school-meals/school-menus. Mae prydau Ysgol nawr am ddim i bob disgybl.
Mae pob disgybl yn cael eu goruchwylio tra'u bod yn bwyta'u cinio. Gall disgyblion ddod â diodydd gyda nhw, ond nid mewn cynhwysydd gwydr.
Rydym yn "Ysgol Hybu Iechyd", ac mae llaeth ar gael yn rhad ac am ddim i holl ddisgyblion y Cyfnod Sylfaen bob bore. Mae byrbrydau iachus yn unig yn cael eu caniatau adeg yr egwyl chwarae.
Rydym hefyd yn ceisio annog y plant i feddwl yn iachus amser cinio ac maent yn aml yn trafod pa mor bwysig yw cael deiet cytbwys, yn enwedig os ydych yn dod â'ch cinio gyda chi i'r ysgol.

Gwasanaethau Ategol

Mae'r ysgol yn cael ymweliad rheolaidd gan Nyrs yr Ysgol. Mae rhieni'n cael gwybod am yr ymweliadau hynny a gallant ddod i'r ysgol os y mynnant. Mae gennym hefyd gysylltiadau agos â'r Gwasanaethau Brys, sy'n ymweld â'r ysgol bob hyn a

hyn.

Cysylltiadau a Rhieni

Gwahoddir rhieni i'r ysgol i drafod gyda'r Pennaeth a'r staff dysgu unrhyw ymholiadau sydd ganddynt ynghylch cynnydd eu plentyn. Mae sesiynau ymgynghori â rhieni yn cael eu trefnu pob tymor. Mae adroddiadau ysgrifenedig yn cael eu dosbarthu yn ystod Tymor yr Haf. Mae rhieni'n cael gwybodaeth reolaidd am holl weithgareddau'r ysgol trwy gylchlythyron sy'n cael eu danfon gartref gyda'r plant, ac mae felly'n bwysig fod rhieni'n edrych drwy fag eu plentyn yn rheolaidd.
Gofynnir i rieni plant sy'n symud i'r ardal ac sy'n ystyried danfon eu plant i'r ysgol gysylltu â'r Pennaeth i drefnu ymweliad. Mae rhieni'n aml yn cael eu gwahodd i ddigwyddiadau a gynhelir yn yr ysgol ar adegau arbennig a gwneir pob ymdrech i wahodd plant cyn oed ysgol pryd bynnag y mae hynny'n bosib.

Rhieni a Ffrindiau Ysgol Casmael

Sefydlwyd y gymdeithas hon yn bennaf i gefnogi'r ysgol trwy godi arian i brynu adnoddau ychwanegol a nodwyd gan y Pennaeth, ac i ddarparu arian ar gyfer ymweliadau ysgol ac adegau arbennig. Mae Rhieni a Chyfeillion yn cynorthwyo'r ysgol mewn sawl ffordd arall ee garddio, cludo plant a hyfforddiant chwaraeon..

Cwynion

Ein nod yw delio â phob cwyn yn foddhaol trwy eu trafod gyda rhieni. Fodd bynnag, os nad yw hynny'n bosib, bydd y Pennaeth yn awgrymu y dylai'r achwynwr ysgrifennu at y Rhiant Lywodraethwr, Cadeirydd y Llywodraethwyr, neu'r Swyddfa Addysg yn Hwlffordd.

Helpwch ni trwy…….

- Ffonio'r Ysgol cyn 9.15y.b os yw eich plentyn yn absennol – mae hwyr-ddyfodiaid yn cael eu cofnodi'n absennol.
- Os yw eich plentyn yn mynd gartref gyda pherson gwahanol i'r un arferol rhowch wybod inni.
- Nid yw gwyliau adeg tymhorau'r Ysgol yn cael eu cymeradwyo gan yr Awsurdod Addysg na'r Llywodraeth. Gweler yr atodiad am gyngor pellach am absenoldeb eich plentyn.
- Gwnewch yn siwr fod gennym yr holl rifau ffôn diweddaraf rhag ofn y bydd argyfwng, mae ein data'n cael ei ddiweddaru bob blwyddyn, ond os, er enghraifft, eich bod yn newid eich ffôn symudol, cofiwch roi gwybod inni.

Polisi Cynnal Ymddygiad

"Mae Ysgol Casmael yn mynnu ymddygiad o safon uchel gan bob disgybl."

Cyflwyniad

Mae sicrhau ymddygiad ac agwedd briodol yn gyfrifoldeb ar bawb.
Yn unol â datganiad y Corff Llywodraethol o egwyddorion cyffredinol ynglyn a chynnal ymddygiad, ac i gyd fynd ag amcanion cyffredinol yr ysgol byddwn yn:-

· Ceisio creu ethos fydd yn sicrhau amgylchfyd ac awyrgylch hapus a threfnus lle gall pob unigolyn ddatblygu i'w botensial llawn.
· Sefydlu trefn bendant i gynnal ymddygiad yn seiliedig ar gyd berthynas o barch rhwng pawb o fewn y sefydliad.
· Llunio systemau a fydd yn ymgyrraedd tuag at ddatblygu hunan ddisgyblaeth ac yn ymateb i ymddygiad amhriodol

Nod

· Meithrin a chreu ymdeimlad o hunan-barch a hunan ddisgyblaeth yn y plant.
· Gweithredu ac ymateb i achosion camymddwyn, yn gyson a theg drwy'r ysgol.
· Meithrin ac atgyfnerthu cydweithrediad a chysondeb rhwng y cartref, rhieni ac athrawon ysgol.

Amcanion

· Mynnu ymddygiad priodol bob amser.
· Gwahaniaethu rhwng ymddygiad drwg ac ymddygiad direidus.
· Meithrin ac atgyfnerthu parch tuag at gyfoedion, oedolion ac eiddo.
· Mynnu bod unigolion yn derbyn cyfrifoldeb am eu hymddygiad a chanlyniad eu gweithredoedd.

Canllawiau Cyffredinol

· Creu awyrgylch hapus a chartrefol o fewn yr ysgol a'r dosbarthiadau.
· Sicrhau gosod rheolau teg a chyson drwy'r ysgol.
· Sicrhau trefn a disgyblaeth wrth i ddisgyblion adael a mynd i ddosbarthiadau a mannau eraill o gwmpas yr ysgol.
· Dylid rhoi pwyslais ar y cadarnhaol drwy annog a chanmol, yn hytrach na cheryddu.
· Dylid beirniadu ymddygiad y plentyn ac nid y plentyn ei hun.
· Dylid ceisio ymresymu yn hytrach nag arthio, gan amlygu'r broblem a thrafod yr oblygiadau/canlyniadau.
· Dylid ceisio cael y plentyn i ymddiheuro pan fo'n briodol.
· Dylid cofnodi achosion o ymddygiad drwg fel tystiolaeth ar gyfer camau eraill.
· Sicrhau bod pob disgybl yn ymwybodol o reolau'r ysgol a'r rheswm dros eu bodolaeth.

Type of School.

Puncheston School is a naturally bilingual, rural primary (Infant and Junior) school. The present building was erected in 1953 in a delightful location with panoramic views of the Preseli mountains. The school is renowned for fostering that "Welshness" in its pupils, both culturally and linguistically, whether parents are able to speak the language or not. Puncheston school is at the heart of the community, a true "village school", Villagers are very supportive towards the school, the school has a very active Parents and Friends Association which raises a substantial amount of money to support the school each year.

The school is a co-educational County Primary School, providing education for pupils aged 4 to 11 years old. The catchment area is comparatively wide. As well as Puncheston itself pupils come from Little Newcastle, Ambleston, Wallis, Woodstock, Walton East, Trecwn and Tufton.

Admissions

The admission of children to school is controlled by an 'Admissions Authority'. In the case of Pembrokeshire County Council schools this Admissions Authority is Pembrokeshire County Council (the Local Education Authority or LEA).

All requests for admission to school are via the Admissions Officer, Pembrokeshire County Council at https://www.pembrokeshire.gov.uk/school-admissions-online

When completing their child's admission forms, parents are asked to include any relevant and helpful information regarding their child. For further information regarding Admissions procedures please contact the headteacher or Pembrokeshire County Council.

Parents of prospective pupils are invited to contact the school to arrange a visit during school hours, not only to meet with the Headteacher and staff, but also to sample the working atmosphere of the school.

Admissions Policy

Children are admitted to school at the commencement of the term following their fourth birthday, and normally leave to attend Ysgol Bro Gwaun or Ysgol Caer Elen in September following their eleventh birthday. Children must have attained the age in question by 1st September, 1st January or 1st April in the relevant year. New children starting school are invited to attend at least one school session, mutually arranged beforehand, during the term prior to the child's admittance.

Free school transport is available from the areas of Trecwn and Ambleston.

School Aims

The school aims to provide a caring, stimulating and academically productive environment which emphasises respect and concern for the welfare of others, based upon self-discipline and tolerance.

The school is concerned with the personal well-being of its pupils as well as their academic progress.

Puncheston School asserts its belief in the educational value of acquiring two languages and implements the Pembrokeshire County Council Language policy. The aim of this bilingual policy is to educate pupils so that they are proficient in the use of both Welsh and English on leaving the primary school in order that they may participate fully in the community of which they are a part. The provision made in Puncheston School also ensures that every pupil has an appreciation of the cultural heritage of Wales.

The Schools main aims are:
a) To develop each individual child emotionally and socially so that they will realise their full potential.
b) To create an awareness of and desire for the spiritual dimensions of life.
c) To encourage each child to become a responsible member of a bilingual community so that they may contribute to it and also gain from it.
d)To instil a sense of moral values and to foster an awareness of the needs of others.
e) To develop sensitivity, aesthetic appreciation, and leisure skills in each child.
f) To foster skills and knowledge by encouraging each child to develop a lively and enquiring mind.

MISSION STATEMENT

The 4 Cs of Puncheston School are .

Caredigrwydd,
Cyfrifoldeb,
Cymreictod,
Ceisio Gorau Glas.

(Try to be Kind, be Responsible, Be proud of being Welsh and Try your very best)

SCHOOL SESSIONS

Morning session:	9.00 a.m - 12.00 p.m
Afternoon session	1.00 p.m - 3.15 p.m

School commences at 9.00 a.m with registration. Children are to be in school between 8.45 and 9.00 a.m (no later). Parents are asked to ensure that the children are punctual at all times.
Please note that staff may be on the premises earlier than the pupils' start times, but they are unable to accept responsibility for the children's safety. Teaching contact time at school is a minimum of 21hrs for foundation Phase and 23.5hrs for Key Stage 2. This excludes collective worship, lunch, registration, and other breaks.
The children put down their pens at 3.15 p.m and are released as soon as possible after that time. Parents are expected to come within handing-over distance of the school gates.

Breakfast Club

All pupils are able to register as members of the breakfast club. Supervision is provided from 8.15a.m until 8.45a.m. This is a free service.

Attendance

Prior to the Covid 19 pandemic, the average attendance was between 96% and 97%. Strategies are currently in place

to return to this level of attendance. Please refer to the Attendance policy in the Appendix

Pastoral Care

The head teacher has overall responsibility for the school, but depends on the close co-operation of all members of staff in caring for the pupils.

The school keeps a Data Protection compliant record of telephone numbers, both home and work, of parents, and in the case of an accident where a child requires medical attention, every effort will be made to contact parents. Should it be impossible to do so, then the child will be transferred to the Casualty Department at Withybush Hospital. It is therefore very important that the school is informed of any change in address or telephone number. Minor accidents will be dealt with by the staff.

On each school day a member of staff is on duty fifteen minutes before the commencement of school, and the same period at the end of the school day. A member of staff is always on duty at every break time. During the lunch period supervision is carried out by the lunchtime supervisors. At the end of the school day pupils will be escorted to the gates by a member of staff who will transfer the children safely to their parents. The school must be informed when arrangements have been made for a representative, on behalf of a parent, to collect a child.

Should inclement weather necessitate the early closure of the school, steps will be taken to invite parents to collect pupils, or to arrange their safe departure to their home or to the care of a person named by the parents as an emergency contact.

In the event of a child's absence from school a phone call, an email or a note of explanation is essential on the child's return to school. The class teacher must be informed should a child need to be withdrawn before the end of the school day due to dental, medical appointments etc.

Personal and Social Issues

The staff will inform you if they feel your child is having problems at School or if they believe your child is causing a problem in the School. It is important to make the teaching staff aware of any medical or social problem that is affecting your child. Please do not hesitate to approach the staff as most issues can be sorted out simply by discussing the problem, thus enabling us to take appropriate action.

Illness and Medicines.

Any child who is obviously unwell should be kept home.

The Head teacher must be contacted if you wish your child to be given any medicine during school hours, all medicines should be handed over via an adult, with clear, written instructions. No child will be given medicines that have not been issued by a doctor. The school holds no responsibility for the administration of any medication.

Children who use 'asthma inhalers' should provide the school with a spare set. A form will be given to all parents on entry asking about their child's health, if at any time a child's medical condition changes then a member of staff should be informed.

If your child has a contagious disease then the School will adhere to the local Health Authority's guidance list on infection control. This sometimes conflicts with the doctor's advice. It is vital that any allergies are reported to the Headteacher.

Discipline

Overall responsibility for the school discipline rests with the Headteacher. It is, however, a matter that concerns everyone connected with the school, including parents. We would hope that parents would support teachers in any disciplinary matter. The children are encouraged to develop a sense of self-discipline, to show respect for other people and their property.

Punishment administered for misdemeanours will, at all times, be reasonable and moderate, such as a parent might expect a child to receive if he/she does wrong. However, in general the behaviour of our pupils is very good. School rules are discussed with the children and the need for them explained.

Specific rules:
1. No pupil must leave the school premises without the permission of a member of staff.
2. Cycling and skateboarding are not permitted in the playground. Cycling is only allowed during cycling proficiency lessons.
3. Clothing must be clearly marked with the child's name.
4. Excessive jewellery is not permitted .
5. Valuables should not be brought to school.
6. Money should be handed in to the class teacher for safe keeping.
7 During inclement weather pupils will be kept indoors.
8. Consideration and respect must be shown to others.
9. Bad language is not tolerated.
10. Appearance and dress should be clean and tidy.
11. Toys are not encouraged due to possible breakage and loss.
12. School property must be looked after.
13. No unauthorized persons are permitted to enter the school premises out of school hours.

In addition to the school's 4 Cs, children are also encouraged to abide by the School's Values

- ***Appreciation***
- ***Caring***
- ***Co-operation***
- ***Courage***
- ***Freedom***
- ***Friendship***
- ***Happiness***
- ***Honesty***
- ***Hope***
- ***Humility***
- ***Love***
- ***Patience***
- ***Peace***
- ***Quality***
- ***Respect***
- ***Responsibility***
- ***Simplicity***
- ***Thoughtfulness***
- ***Tolerance***
- ***Trust***
- ***Understanding***
- ***Unity***

Praise is given to those children going out of their way to keep these rules, children are also rewarded in other ways such as weekly class rewards or the collection of group points for good work, using initiative to find out about a topic etc.
Children may be disciplined if they discredit the School, even though they may do so out of School hours and beyond the School's premises.

Preventing Bullying

The school considers the prevention of bullying as a matter of great concern .The school staff are always made aware of any difficult situations which occur in school and will not tolerate any bullying. As with any matter the Head Teacher and staff are willing to discuss any concerns about bullying.

School Uniform

The school has an official uniform. The wearing of school uniform ensures an acceptable standard of dress, helps preserve the good name of the school, it helps to establish and maintain the identity of the school and pride in that identity.
The uniform may be purchased from a member of staff, and is as follows:
White blouse/shirt, red/white polo shirt; grey/black skirt or pinafore; grey/black trousers/shorts red sweatshirt, jumper or cardigan
Suitable clothing for Games, Physical Education and Swimming will also be required. A change of footwear alone is not sufficient for P.E. Hats are compulsory for swimming.
All items of clothing should be labeled clearly.

Curriculum

Curriculum for Wales 2022 seeks to allow for a broadening of learning, supporting settings and schools to be more flexible in their approaches, and provides education leaders and practitioners with greater agency, enabling them to be innovative and creative.

Curriculum for Wales 2022 organises learning around six areas of learning and experience which are

- **Expressive Arts**
- **Health and Well-being**
- **Humanities**
- **Languages, Literacy and Communication**
- **Mathematics and Numeracy**
- **Science and Technology**.

The four purposes of the curriculum, as set out in **Successful Futures**, have guided the whole design and development of Curriculum for Wales 2022. They are the starting point for all decisions in respect of Curriculum for Wales 2022 and school-level curricula is now designed and guided by these same four purposes. All of the learning experiences and assessment activities planned for the pupils are in pursuit of the four purposes of the curriculum, which are to develop children and young people as:

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

Curriculum for Wales 2022 is designed to help all learners realise these four purposes. Each purpose is more than a headline; it is also described in terms of key characteristics. In their entirety they should underpin all teaching and learning in Wales.
All the children are regularly monitored in relation to their educational development, including the development of Literacy and Numeracy skills, these are recorded via an electronic system called Building Blocks. On entry to school, staff still make use of a Baseline Assessment Test, National tests in Welsh and English Reading, Numeracy and Reasoning are administered in years 2 to 6. There are regular other assessments in spelling, reading and mathematics. The teachers are continuously monitoring the children's progress in a formative way and will know if your child is, or is not, achieving.

PHYSICAL EDUCATION

Our aim is to develop strength, control and an aesthetic appreciation in the children by encouraging them to become physically active. Two lessons of physical education are given each week.
The children follow units of work consisting of gymnastics, dance, swimming and games.
Guidelines.

- Each child is expected to change to suitable clothing for physical education, shorts, T shirt, trainers or pumps.
- For everyone's safety no jewelry is to be worn, e.g. rings, earrings and watches.
- Parents are kindly asked to inform the school if a child cannot take part in a lesson for any medical reason.
- Sport is considered to be an integral part of Curricular and Extra-Curricular activities.
- Games are included as a statutory section within the Physical Education Curriculum.
- As extra-curricular activities we offer various clubs for KS2 pupils during and after school hours – these include, rugby, tennis, football, netball, dance and fitness.

The school involves itself fully in every opportunity to take part in competitive matches against neighbouring schools.

Swimming

All pupils from years 1-6 will receive swimming instruction at Ysgol Bro Gwaun Swimming pool. Swimming caps are required.

Equal Opportunities

In every aspect of school life and work we offer equal opportunities and full access to the curriculum to all children. We regularly review our practice.

Organisation and Teaching Methods

The school is currently organised into four classes, based on ages and of mixed ability. All children will have the opportunity to work with children of the same age, children who are older, and with mixed age groups. Careful consideration is given to the grouping of children in the class and differentiation of work is a priority.
The Curriculum is taught mainly through a whole school, cross curricular, thematic approach. However some areas need to be taught as separate subjects outside the theme.
Children who experience difficulty with their education, or who show exceptional ability in a particular area of the curriculum will be provided for, after consultation with parents.
Religion Values and Ethics is taught based on Christianity as part of the thematic approach. The aim is to help pupils understand the nature of our religion but also the religions of other communities in the world, and to instil social and moral values.
Parents may no longer request that their children be withdrawn from RVE lessons. Religious assemblies are held daily, the children are encouraged to participate, along with members of staff and visitors. The parish vicar and other members of the clergy lead assembly on a regular basis.

Additional Learning Needs

The staff review children's progress on a regular basis, and when appropriate, assistance is sought from outside agencies and the support of an additional learning needs teacher is provided. The school abides by the recommendations of the new 2021 Code for Additional Learning Needs. This Code provides the statutory system for meeting the additional learning needs (ALN) of children and young people. It places the learners' views, wishes and feelings at the heart of the process of planning the support required to enable them to learn effectively and achieve their full potential.

The Education Act of 1993 placed a responsibility on all schools to provide a whole school policy for pupils with special needs so that the pupils have an equal curricular and social opportunity within the school

Aims

- recognize early the child with additional needs
- ensure that special provision is made available
- ensure a good and close working relationship with parents
- ensure the co-operation and support of outside agencies.
- in special circumstances, support exceptionally talented children

Guidelines

This school has a qualified Additional Learning Needs teacher. She regularly holds a drop-in session to give parents the opportunity to discuss concerns.
There is a governor with responsibility for overseeing Special Educational Needs.
Class teachers and the additional learning needs teacher work closely together.
The additional learning needs teacher follows the statutory procedure when a child is referred to her
The school keeps in close contact with the Additional Learning Needs unit in the Education Authority.

Disability Discrimination Act

Local education authorities have provided training for schools to help them prepare plans and understand the implications of the duties of the Disability Discrimination Act. Schools have used the comprehensive information from their local authority's accessibility audit as the basis for their plans.
The school's responsibilities:

- draw up an action plan of what is required in order to make improvements and increase the accessibility of the school;
- make suitable provision to support disabled learners and their parents to participate in individual planning meetings;
- take good account of the individual needs of disabled pupils when planning the curriculum;
- ensure that all staff, including support staff, receive appropriate support and training to improve their teaching and support for disabled pupils;
- work with special schools to develop the curriculum and teaching;
- choose venues for school visits that are accessible to all pupils to make sure that no pupil is discriminated against; and
- share risk assessment information with other schools

A copy of the school's action plan may be obtained from the school.

HEALTH AND SAFETY

Head Teacher
The Head Teacher will take day to day management of Health and Safety to ensure the policy is being carried out.
Key areas of responsibility will include ……

- Encouraging and promoting a positive health and safety culture in the school.
- Safe condition of premises and equipment.
- Provision of information to employees on Health and Safety and Welfare issues.
- Supervision of employees to ensure safe working procedures are followed.
- Supervision of visitors.
- Ensuring adequate consultation with staff before introducing any change which may affect health and safety at work.
- Ensuring adequate levels of supervision for outdoor activities.
- Ensuring that accidents and hazards are recorded.
- Identifying training needs of staff.

Class Teachers
The Health and Safety responsibilities of class teachers include …..

- Supervising pupils and taking reasonable steps to ensure their Health and Safety.
- Giving clear instructions and warnings when this is necessary.
- Setting a good example by adopting good Health and Safety procedures.
- Recommending to the Head Teacher any improvements on safety issues.
- Risk Assessments will be undertaken before any educational visits by means of the County System

Child Protection
The Headteacher, Mrs. George and Mrs. Phillips are responsible for matters of child protection at the school. All other members of staff note concerns with them for further investigation.

Governing Body
The Governing Body of the school has overall responsibility for health, safety and welfare issues within the establishment.
The Governing Body will ensure that the policy is monitored on a regular basis to ensure that …..

- Inspections are carried out.
- Any common problems or weaknesses are identified.
- Physical controls are in place and working.
- Approved school journeys are arranged and supervised in accordance with then LEA's guidelines.
- Ensuring that decisions take into account health and safety matters.
- Review procedures and working.

Auditing and reviewing performance will take place annually.

Use of the Welsh Language

As part of the Authority's language policy the school has been designated as a Welsh Medium school belonging to a traditional Welsh area. It is our aim that pupils will become bilingual by the age of 11. Welsh is the main medium of the life and work in the Foundation Phase, while at Key Stage 2 children are taught through the medium of both Welsh and English. English is introduced as a subject to the year 2 pupils in the term prior to their transition to the Junior class. Staff are sensitive to children moving into the area with no knowledge of Welsh.

WHY WELSH EDUCATION?

- By considering a Welsh-medium education for your child you have clearly recognized that there are distinct advantages in being fluent in two or more languages.
- Research shows that in countries where two languages are in use, bilingual education helps develop mental agility and ease with which a third or fourth language can be acquired.
- A high percentage of the world's population live their lives through the medium of at least two languages.
- Over half a million people in Wales use the Welsh language in everyday situations.
- An increasing number of employers see the ability to speak both Welsh and English as desirable, and in some jobs it is even essential.
- Do not underestimate your child! Children can acquire effortlessly up to five languages before they are 5 years of age. Other countries have populations who speak three or more languages.
- "But I don't speak Welsh!" – Neither do the parents of most of the children in the majority of Welsh-medium schools in Wales and you will find that most of the children come from English-speaking homes ... and they are doing fine!
- "But their English will suffer!" – Not true! Only positive effects are observed – their English does not suffer ... in fact it improves!
- Many of you may have missed the opportunity to learn Welsh yourselves. Why not give your child this chance?
- Speaking two languages is a success story all over the world. Why don't you join in this success story!
- For more information or an informal chat, come and visit the school.

Homework Policy

Guidelines

The school has a structured arrangement for homework. It is not intended to burden the children with work. They will have sufficient time for their tasks.

We believe in the value of homework. We are sensitive to circumstances when a child has not been able to finish his/her work in time.

In order to raise the standards of literacy and numeracy the school believes that homework will raise the expectations of children and their parents and will strengthen the links between school Homework, issued at the discretion of the class teacher, is regarded as being very important as it reinforces learning in the classroom. Parental support is essential in ensuring that homework is completed on time and presented neatly. Year 2 pupils may receive homework at the weekend, Year 3 and 4 pupils can expect homework to be issued once a week, whereas Year 5 and 6 pupils can expect homework to be issued up to twice a week. Reading at home on a regular basis is expected of all children. A Reading Record booklet is issued to all readers and parents are asked to assist in completing it properly.

Home and School Agreement

We care about all aspects of your child's development. Our aim is to ensure the very best education for the children in order that each child reaches full individual potential. We want the

children to be happy, to be kind and to be loyal to each other. We hope that they will enjoy an array of valuable and rich experiences at Puncheston School

Parents do have a very important role in their children's education, and Puncheston School welcomes every co-operation between the home and the school.

Puncheston School has formulated a contract between the school and the home. This contract means that the pupil and his home and the school are agreed to co-operate in order to ensure the very best opportunities for the child's development and education.

The contract will be presented to you when your child starts school.

Relationships and Sexuality Education

In accordance with the new Curriculum for Wales, the new RSE code is now mandatory and taught both expressly and across the curriculum. This mandatory RSE Code supports schools to design their RSE. The content is set within the context of broad and interlinked learning strands, namely:

- relationships and identity
- sexual health and well-being
- empowerment, safety and respect.

These strands allow practitioners to design and develop a curriculum tailored to their learners, making connections and developing authentic contexts for learning across the curriculum.

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Extra-Curricular Activities

School events such as concerts, visits, fundraising functions, are held at various times and advance notice is given to parents.

The school participates in activities with other schools in the area for such activities as athletics, football, cricket, rounders, and swimming, along with musical activities. The school also participates in many Urdd activities such as football, netball, rugby, Eisteddfod, and visits to the Activity centre at Llangrannog or the Millennium Centre in Cardiff.

Pupils of a high enough standard are encouraged to participate in county events such as cross country, football and rugby. Cycling proficiency tests are carried out at the school for the older pupils.

The school always endeavours to take part in many literary and artistic competitions.

A variety of after school clubs are provided throughout the year.

School Outings

Permission slips are issued at the beginning of each academic year to enable us to take your children out of school on a variety of excursions. Parents are always informed when such an excursion takes place e.g educational visit, football match and what the mode of transport will be. All of the teachers and LSAs cars used for transport have been insured for carrying the children.

All of the children are insured for trips and outings via an authority based policy.

The L.E.A are also informed of whole school outings and hold details of the excursion at County Hall.

Charging Policy

No charge is made for instrumental tuition. A charge may be made for accommodation and meals on residential courses. A voluntary contribution may be requested from parents for certain outdoor activities, courses and visits.

School Meals and Milk

Information on school meals can be found at https://www.pembrokeshire.gov.uk/school-meals/school-menus.

School meals are now provided free of charge to all pupils. All pupils are supervised whilst eating their lunch.

We are a "Health Promoting School", milk is available free to all Foundation Phase pupils each morning. Snacks are allowed at playtimes only and should consist of fruit.
We also try to encourage children to think healthily at lunchtimes and often discuss how important it is to have a balanced diet, especially if you are bringing your lunch with you.

Ancillary Services

The school is visited regularly by the school Nurse. Parents are informed of these visits and may attend if they so wish.
Close links exist with the Emergency Services also, who visit the school periodically.

Links with Parents

Parents are invited to discuss with the Headteacher and teaching staff any queries which they might have concerning the progress of their child. Parental consultation sessions are arranged termly. Written reports are issued during the Summer term. Parents are regularly informed of all school activities through circulars sent out vie email, therefore it is important that parents check their emails regularly.
Parents of children moving into the area or considering sending their children to the school are asked to contact the Headteacher to arrange a visit. Parents are often invited to attend school activities on special occasions and efforts are made to invite pre- school children whenever possible.

Parents and Friends of Puncheston School

This association was established principally to support the school by raising funds to purchase extra resources as identified by the headteacher, and to provide funds for school visits and special occasions.
Parents and Friends also assist the school in many other ways such as gardening, transport and sports coaching.

Complaints

It is our aim to deal with all complaints satisfactorily by discussing them with parents. However, should this not prove possible, the complainant will be advised by the Headteacher to write to the Parent Governor, the Chairman of the Governors, or to the Education Office at Haverfordwest.

PLEASE HELP US BY…….

- Telephoning the School before 9.15 a.m if your child is absent - late arrivals are declared absent.
- If your child is to go home with a different person than normal please let us know.
- Holidays in School time are frowned upon by the Welsh Assembly Government, please refer to the Attendance appendix for further advice on absences.
- Please make sure that we have up to date contact numbers in the case of an emergency, our data is renewed annually, but if, for example, you change your mobile phone, please let us know.

Behaviour Policy

"Puncheston School insists that all pupils be at their best behaviour."

Introduction

It is everybody's responsibility to ensure appropriate behaviour and attitude.
In accordance with the Governing Body's statement of general principles governing good behaviour, and to adhere to the school's general aims we:-

- Seek to generate an ethos that ensures a happy and well-organized environment and atmosphere that enables every individual to develop to his/her maximum potential.
- Establish firm arrangements to secure good behaviour based on mutual respect within the establishment.
- Establish systems that will aim to develop self-discipline and respond to inappropriate behaviour.

Objective

- Foster and generate in the children a sense of self-esteem and self-discipline.
- Consistently and equitably implement and respond to instances of misbehaviour, throughout the school.
- Foster and reinforce co-operation and consistency between the home, parents and school teachers.

Aims

- Insist upon appropriate behaviour at all times.
- Discriminate between misbehaviour and mischievous behaviour.
- Foster and strengthen respect towards peer-groups, adults and property.
- Insist that individuals accept responsibility for their behaviour and the consequences of their actions.

General Guidelines

- Generate a happy and homely school and classroom environment.
- Establish fair and consistent regulations throughout the school.
- Establish order and discipline as pupils enter and leave classrooms and other places around the school.
- An emphasis should be placed on the positive aspects through encouraging and commending, rather than chastising.
- The child's behaviour, rather than the child himself, should be criticized.
- The child should be reasoned with, rather than shouted at, and attention drawn to the problem and the implications/consequences discussed.
- An effort should be made to get the child to apologize when appropriate.
- Instances of misbehaviour should be recorded as evidence for other measures.
- Ensure that every pupil is aware of the school's rules and why they exist.

Policy on Attendance and Punctuality
Current Target 95%
(Pre Covid – 96.7%)

RATIONALE

- The school bases its attendance policy on the guidelines as set out by the Partneriaeth Consortium.
- Whilst the legal responsibility for regular school attendance rests with parents, the school shares with them, and the local authority (LA), responsibility for encouraging good attendance and improving poor attendance.
- The school is required by law to maintain specific records and to produce specified information on the attendance of pupils.
- Statutory obligation apart, the school is committed to improvements in attendance standards as a direct stimulus to raising pupil achievement.
- Poor attendance is destructive of educational achievement, undermines the well-being of each pupil and demoralises staff.
- The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and, if a registered pupil at school, this means attending school regularly and on time.

OBJECTIVES

- To promote good attendance as this is vital to educational achievement.
- To convey clearly to parents and pupils that:
  - regular attendance is essential;
  - unauthorised absence and persistent lateness is not acceptable;
  - only the headteacher in the context of the law can approve absence;
  - parental condoned, unjustifiable absence will be investigated and will be recorded as unauthorised absence.
- To keep records of attendance which:
  - clearly distinguish between authorised and unauthorised absence by pupils;
  - provide accurate information on actual attendance to enable monitoring and evaluation of school attendance rates through centrally held statistics.
- To build on existing good practice that fosters a positive attitude to good attendance by:
  - responding rapidly to pupil absence;
  - recognising pupils who maintain 'excellent', 'good' and 'improving' attendance records.
- To be sensitive to situations where regular attendance patterns are disrupted by external factors such as family bereavement.

STATUTORY RESPONSIBILITIES

The legal framework governing attendance is set by the Education Acts and their associated regulations (which relate to schools and Pupil Referral Units).
Section 7 of the Education Act 1996 states that "…the parent of every child of compulsory school age shall cause him/ her to receive full time education suitable to his/ her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise…"
Section 444 further states " ..the parent of a child of compulsory school age registered at school and failing to attend

regularly is guilty of an offence punishable by law…".

Regular attendance and punctuality are important if children are to take part fully in the life of the school and to take advantage of the learning opportunities offered by the school. We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.
Most Parents and Carers want their children to get on well in life. Nowadays, it is more important than ever to receive a good education if you want opportunities in adult life.
Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly. If children do not attend school regularly, they may not be able to keep up with school work. In a busy school day it is difficult for teachers to find the extra time to help a child catch up; and it's not only the academic work. Missing out on the social side of school life, especially at primary school, can affect children's ability to make and keep friendships, a vital part of growing up. Setting good attendance patterns from an early age will also help your child later on.
Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class. A child does not enjoy the experience of having to walk into class due to being late

Guidelines for Parents
The bell will ring at 9am. All pupils are expected to be on the school premises by this time.
Absence due to illness
1. It is imperative that parents provide an explanation on the first day your child is absent. You are requested to notify the school before 9.15am. Unless we receive a telephone call or a visit from the parent, then your child's absence will be registered as unauthorised.
2. You are requested to send a note of explanation on the day your child returns to school. This will provide us with appropriate records.
3. Regular absences due to illness will be referred to the School Nurse.
Authorised Absence
(medical/dental appointments)
1. An application should be made to provide authorisation for your child to be absent from school for whatever reason.
2. Parents are requested to try and arrange medical appointments etc. outside school hours.
3. You are requested to notify the school as soon as possible prior to the absence.
4. Only schools may authorise pupils' absence – it is not at parents' discretion.
Punctuality
1. The registration period starts at 9.00am
2. A record is kept of those instances where a child arrives late at school. (After registration has commenced). If this pattern persists, the school will take further action.
3. Any child arriving after 9.15am without acceptable explanation will be marked as being absent without authorisation.
4. In order to ensure your child's safety at all times, it is important that all pupils that arrive at school before 8.45am are registered as members of the breakfast club. There is no obligation for them to have breakfast but registering your child will ensure adult supervision before 8.45am. Any child wishing to attend the club must complete a registration form available from the school.
5. The school closes at 3.15pm. All parents are expected to collect their child on time.

Unauthorised Absences

A Child who is persistently late
The following action will be taken in the event of concerns being raised about attendance or punctuality.
1. A letter will be sent home in all instances of unacceptable attendance or punctuality.
2. If no improvement is recorded over a half term period a second letter requesting parents to attend a meeting at the school will be sent home.
3. If no improvement is recorded over a further period the Education Authority's Inclusion Team who will then work with the school and the family to improve attendance.
4. The LEA may continue with legal proceedings.

School Strategies
The school will monitor attendance figures every half term. In accordance with Authority recommendations we will inform parents where their child's attendance has fallen below 90% (This includes authorised absence figures), Attendance will continue to be monitored and the school will liaise further with parents and the LEA where there are specific concerns regarding attendance.

PENALTY NOTICES
Regular and punctual attendance of pupils at school and alternative provisions is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. In law, an offence occurs if a parent / carer fails to secure their child's regular attendance at school / alternative provision and that absence is not authorised by the school.
The LAs within ERW are committed to the continual raising of achievement of all their pupils. There is an expectation that all its pupils, regardless of their individual circumstances or needs, are able to secure their entitlement to high quality teaching and learning. Regular attendance is therefore critical if all our pupils are to be successful and benefit from the opportunities presented to them. Regular attendance and punctuality are essential to allow children to achieve their full potential during term time at school. Regular attendance also ensures that children are safe and lessens the opportunities to become involved in truanting and associated anti-social activities.
We are in a position to fully enforce Penalty Notices.
The key criteria are as follows:

- when a pupil has a minimum of 10 sessions (five school days) that have been lost due to unauthorised absences during the current term and this brings the overall pupil's attendance to below 90% in the school year to date (these absences do not have to be consecutive);

  This means that if you do not inform the school as to why your child is absent you may be liable to a fine.

- unauthorised absences of at least 10 sessions (5 school days) due to holidays in term-time if the absences take the overall pupil's attendance to below 90% in the school year to date (these absences do not have to be consecutive);

  Attendance of below 90% could constitute a fine.

- persistent late arrival at school i.e. after the register has closed ('U' code as in the Codes Guidance Document 2010). Persistent for the purpose of this document means at least 10 sessions of late arrival within a term; these do not need to be consecutive but should bring the overall pupil's attendance to under 90% in the school year to date.

  Arriving at school late at least 10 tine in a year could constitute a fine.

An offence is not committed if it can be demonstrated that:
 the pupil was absent with leave (authorised absence);

 the pupil was ill or prevented from attending by an unavoidable cause;

 the absence occurred on a day set aside for religious observance by the religious body to which the pupil/ parent belongs;

 the school is not within the prescribed walking distance of the child's home and suitable transport arrangements have not been made by the LA;. The law relating to walking distance effectively is defined as two miles for pupils under eight and three miles for all other pupils. Distance will be measured by nearest available walking route;

Absence will be authorised if it is for the following reasons:
 sickness;
 unavoidable medical or dental appointments;
 days of religious observance;
 exceptional family circumstances,

Absence from school will not be authorised for:
 shopping;
 haircuts;
 missed bus;
 overslept;
 no uniform;
 looking after brothers, sisters or unwell parents;
 minding the house;
 birthdays;
 holidays / day trips taken in term time.

Parents are asked to make all medical and dental appointments outside of school hours wherever possible.
Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The accuracy of the register is important to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.
The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.
Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absence can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent / carer as a result of a child's regular non attendance at school / education provision.

A full copy of the Attendance policy is available at the school.