Ysgol Gorslas Prospectus

Working Together, Learning together, Growing together

Ysgol Gynradd Gymraeg Gorslas

Heol Yr Eglwys,
Gorslas
Llanelli
Sir Gaerfyrddin
SA14 7NF

Phone Number: 01269 842929



Email : Angharad.Vaughan-Owen@gorslas.ysgolccc.cymru
Gwefan : Ysgol Gynradd Gorslas - Adref/Home (ysgolgorslas.co.uk)

Head Teacher: Mrs Angharad Vaughan-Owen

Chairperson of Govenors: Mrs Shân Thomas

A designated Welsh primary school for pupils aged 4 to 11 years

Contents

Head teacher's foreword

An introduction to our school

Structure and School Day

Staff at Gorslas

School Governors

Admissions to School

School Uniform

Daily Routines

Aims and Objectives

The School's Language Policy

The Curriculum

Health and Safety
(Health and Pastoral Care, Safeguarding Children and Protecting Children, Looked After Children, First Aid, Healthy Schools, School Security, Visits and Activities, Sport)

Positive Behaviour

Extra-Curricular Activities
(School Council, Eco Schools, Healthy Schools, After School Activities, Parental Involvement - The Parent and Teachers Association.)

Assessment and Reporting

Complaints Procedures

School and LEA Policies

We hope that the information in this booklet is the basis for a strong partnership between home and school.

Contact the school if you have any questions.

<u>Welcome to our School</u>



It is with pleasure that we welcome your child to Gorslas school. I really hope your child will be happy here. We aim to assist you during your child's journey through our happy school. A positive relationship between the school and home is instrumental in the relationship between teacher and parent, to provide the best learning environment.



Gorslas is a happy and secure environment school where children are enriched with various experiences, develop their skills knowledge and understanding so that they become active and respectful members of our ever-changing community

Please remember that we are available to discuss any of your concerns or queries. Feel free to contact the head teacher via the school office, email or telephone. This is an exciting time for you and your child, and we are there to share it with you.

Gorslas School was inspected by Estyn in the Summer Term 2022 before the school closed.

Ysgol Gynradd Gorslas is a happy and inclusive community that places a high priority on the wellbeing of its pupils. Staff work together effectively to identify the needs of all individuals within the school. As a result, pupils take pride in having robust relationships to discuss any concerns in a safe environment.

Nearly all pupils are happy to attend school and enjoy the company of friends and adults in an inclusive and supportive environment. They feel that they are supported well by staff, know where to turn if they need support and are confident that staff will listen to any concerns and deal with them appropriately.

The school is a caring and inclusive community that values all learners. There is a strong emphasis on knowing the child as a complete individual, in addition to getting to know their families. This has a strong influence as the school's staff work successfully with its community. All staff contribute purposefully to the school's caring ethos.

Angharad Vaughan-Owen

Headteacher

Ysgol Gorslas

Number on roll – 207

School structure and organisation

Ysgol Gorslas is a rural school for pupils (boys and girls) aged from 4 to 11 years old.The pupils are separated by age into year classes. They are taught collaboratively as a whole class, in smaller groups and individually. This of course depends on the activity and the needs of the children.

We were fortunate to move into our brand-new school in September 2022.The school is situated at the centre of a busy and thriving community.

Staff at Ysgol Gorslas

Teaching Staff

Headteacher: Mrs Angharad Vaughan-Owen

Deputy: Mrs Angharad Price – Foundation Learning Leader

Teachers:
Mr Alun Roberts - Years 5-6 Leader
Mrs Diane Thomas
Miss Louise Davies
Mrs Hannah Davies - Hadau Bach and Year 1 Leader
Mrs Sarah Haynes
Miss Angharad Richards
Mr Christian Evans - Years 2 – 4 Leader

Teaching Assistants:
Mrs A Collins HLTA
Mrs C Jones HLTA
Mrs A Davies
Mrs M Jones
Mrs A Griffiths
Miss E Collins
Mrs E Davies
Mrs N Hughes

Non-teaching staff:
Administrative and Family Liason Officer: Ms Wendy Tinnuche
Caretaker: Mrs G Mack
Cleaner: Carmarthenshire County Council
Cook : Mrs Anita MacCallum
Assistant Cook : Donna Evans
Mid day Supervisors : Mrs Carol Jones, Mrs Enid Davies, Mrs Helen Howells
Mrs Maree Jones, Miss Elinor Collins, Mrs Alison Collins

Peripatetic Service: Mrs A Williams - Strings
Mr G Thomas- Brass
Mr Jackson- Woodwind/ recorder

SCHOOL GOVERNORS.

Parent Governors:

Mr D Hughes
Mrs J Rees
Hawys Barrett

Community Representative Mrs S E Thomas Chairperson
Miss M Gronow
Mrs E Goldsmith
Mrs M Walters

L.E.A. Governors: Mr M Jenkins
Mr C Davies
Mrs G Lewis

Staff Governors: Ms W Tinnuche

Teacher Governor: Mrs A Price

Headteacher Governor Mrs A Vaughan-Owen

Clerk to the Governors Mrs Wendy Evans

The Governing Body meets regularly (at least once each term) with subcommittee meetings held between and after each sitting of the Governing Body. An Annual Report is issued by the Governors, copies of which are available from the Office. An Annual Meeting is held at the school which gives all parents the opportunity to respond to the report.

Admissions To School

Children will be accepted at the beginning of the term after their fourth birthday. Visits are arranged for new pupils towards the end of the previous term. Parents are welcomed to an afternoon tea visit so that they can acquaint themselves with the staff and discuss any matters which may arise. A pack of useful information on the school is distributed to all new parents. The school operates an "open door" policy and parents are welcome to contact the school at any time and discuss any problems.

All parents are expected to sign a school-home partnership agreement, which outlines the expectations for the educational development of the child. A copy of this agreement is available in the school office.

Pupils are eligible to be accepted:

- if they live in the school catchment area.
- if they have older brothers or sisters who are on the school register.
- if they are induced for other reasons {LSA}.
- Priority
-
- is given to pupils who live closest to the school, as measured on the public highway.

No priority is given to the date of birth or the acceptance date of application.

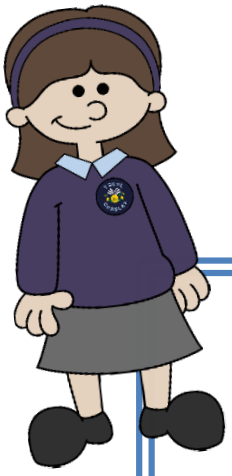
The school will admit approximately 30 children each academic year.

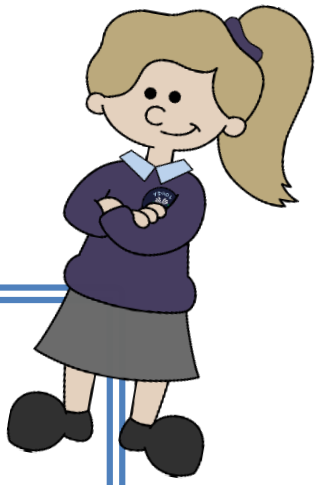
Autumn Term :	1st September	- 31st December
Spring Term :	1st January	- 31st March
Summer Term :	1st April	- 31st August

All children wishing to apply for a place at the school, regardless of age, must do so by registering electronically on the Carmarthenshire website -
www.carmarthenshire.gov.uk/schooladmissions .
The authority will decide who will be selected using specific guidelines. More details are available on the county website.

The Transition to Secondary School

Children leave our school in the July following their 11th birthday to attend the local Secondary School – usually Ysgol Maes y Gwendraeth. The Headteacher and Year 5 and 6 teachers attend meetings in order to enhance the 'contact' between the two schools, where a range of matters are discussed. We also greatly benefit from the resources offered at the school.





Gwisg Ysgol/School Uniform

Neges i'ch atgoffa o'n polisi gwisg ysgol.
A reminder of our school uniform policy.

:

Siwmper glas tywyll

Crys polo glas golau

Sgert, ffroc pinaffor neu trowsus llwyd neu glas tywyll.

Esgidiau du.

Navy blue jumper

Light blue polo shirt

Navy or grey skirt, pinafore dress or trousers.

Black shoes

Gellir prynu'r eitemau hyn yn Dyfed Menswear ac Eirllin (ar-lein). Gellir prynu sgert/trowsus ayyb mewn archfarchnadoedd megis Tesco/Asda am bris rhesymol. Mae gennym stondin o ddillad ysgol am ddim yn y brif fynedfa, gallwch gasglu'r dillad yma heb ofyn.

Cofiwch labelu pob dilledyn gydag enw eich plentyn.

These items can be purchased at Dyfed Menswear and Eirllin (online). Skirts/trousers etc can be purchased at a reasonable price in supermarkets such as Tesco/Asda. We have a rail full of free uniform in the front entrance. You can collect these at your convenience and do not need to ask.



Remember to label all clothing with your child's name.

Diolch yn fawr am eich cydweithrediad/
Thank you for your cooperation!



P.E. Uniform

When pupils are taking part in physical education activities, we require that they remove any item that may pose a risk to themselves or others during that activity, e.g. watches. May we suggest that if a child is receiving new earrings that they are set at the beginning of the summer holidays so that when they return to school the item can be removed.

During informal playtimes i.e. the morning / noon / afternoon break, accidents may happen because children are wearing jewellery. We strongly recommend, for the safety of the individual and others, that each child removes any jewellery before coming to school.

The school accepts no responsibility for the loss or damage of any jewellery or expensive items brought into the school by pupils.

Daily Routines

Morning:	Foundation Learning	9.00 -11.45am
	Years 3 - 6	9:00 - 12.00pm
Afternoon:	Foundation Learning	1.00 – 3.20pm
	Years 3 – 6	1:00 - 3:30pm

The school opens for the pupils at 8.45am and starts at 9:00 a.m. prompt.

It is a requirement that the parents or carers of all late arrivals sign with our singing in system in reception stating the reason for their lateness as the school tracks punctuality.
Late arrival disrupts the class as well as the pupil's individual work. The Local Education Authority will be informed in cases of persistent lateness.

You are reminded that it is not policy to receive children before 8:45 a.m. when staff officially commence their duty to supervise the pupils until 9:00 o'clock. The School or the Education Department will not be responsible for the welfare and safety of children left before this time. If your child attends school before this time please ensure that you deliver them safely into the Breakfast Club.

Breakfast Club

For the parents who need an early start, we provide the children with a safe environment and a nutritious breakfast to start the day. The Club is open from 8.05am with breakfast being served until 8:30 a.m. Pupils who arrive in school before 8:30 a.m. must attend the Breakfast Club.

Transport to the School

It is the parents responsibility to arrange transport to and from the school for children that attend the school from outside the catchment area.

Transfer of pupils at the beginning and at the end of the day.

Reception Class - Parents are expected to entrust their children to a staff member at the beginning of the day and similarly pick them up at the end of the session. Staff members from the Breakfast Club and After School Club will transfer and collect the children in the same way.
Years 1 and 2 Pupils - Parents are expected to transfer their children at the main entrance at the beginning of the day and similarly pick them up at the end of the day. The pupils attending Breakfast Club are taken to class by staff members, and at the end of the day, pupils attending After School Club are expected to walk to the hall where they are registered. It is important that pupils know in the morning if they're supposed to attend the club that evening.

Yrs 3 - 6 - Pupils will arrive through the main entrance at the beginning of the day and will depart from school from there. The children attending After School Club will go to the hall at the end of the day. It is important that the pupils know in the morning if they are to attend the club Heini in the evening and that they have been registered in the book.

Collecting Children

Parents are encouraged to wait inside the school gates when collecting their children.
If a relative or friend is collecting your child from school we would appreciate knowing this to avoid embarrassing confrontations and to ensure the safety of your children. No child will leave the school grounds unless there is confirmation that there is a responsible adult to meet and care for them. If both parents are working, then please ensure that arrangements have been made with a friend or relative to collect and inform the school accordingly.

Heini Care Club

The after school club is an opportunity for your child to take part in various activities. Healthy snacks are also provided before the children leave. This club is run by 'Clwb Heini' company. A charge of £7 is needed for the club that runs from 3.30-5.25 from Monday to Thursday.

Attendance / Punctuality

Attendance 2025-26 = 94%
Targets for 2026-2027 = 95%

It is a requirement that you telephone the school immediately on the first morning your child is absent for any reason.
All parents are required to notify the school of any absence in writing or email when the child returns to school after any absence. Failure to do so will result in your child's absence being entered in the register as an 'unauthorised absence'. The register closes at 9:20 a.m. Any pupil who arrives after this time without a medical reason will be designated as 'late after the register closed' and this will be regarded as a morning's absence in the school's statistics. Parents are expected to sign a book at reception when their child arrives late. Parents are encouraged to try to make medical or dental appointments outside school hours, to avoid disrupting their child's education.

Emergency school closure arrangements

From time to time, we may need to close the school at short notice e.g. when it snows, a burst water pipe. Every effort is made to notify parents as soon as possible either by text, email, Lŵp (School's App), the school or County Council website. It is your responsibility as parents to inform the school if there are any changes to contact phone numbers.

Charging Policy

There is no charge for school activities except for the following:
Educational Tours and visits, for which contributions from parents are sought. Extracurricular activities run by outside organisations. Full details are available in the school's Charging Policy.

The school is always prepared to discuss the relevant charges when a parent / guardian is concerned about the costs involved in participating in these school activities.

Any payments made to school for trips, visits or residential visits must be paid through Parent Pay. When starting in the school you will be provided with an account number and password for your child's Parent Pay account.

Home - School Contract

Parents are expected to sign and comply with a home / school agreement to co-operate with the school for the benefit of pupils.

Lunchtime arrangements

School lunch is prepared in the school kitchen every day. The menu is available to everyone and is displayed at reception or on Parent Pay. Currently, free school meals are provided to every child. Parents are asked to inform the school by letter of any allergies or special dietary needs their children have.

Free school meals support is available for those who are eligible. Applications should be made to the local authority through the link below:" Prydau Ysgol am Ddim a Phrydau Ysgol Am Ddim i bob Plentyn Ysgol Gynradd (llyw.cymru)

Arrangements are made for children who choose to bring their own packed lunch to eat under supervision in the hall. We have a team of supervisors who monitor lunchtime activity. We are a Healthy School and encourage healthy lunch boxes. As mentioned, we are a Healthy School, and we follow the scheme. We ask you as parents/carers to prepare a healthy lunch box for your child/children. We do not allow fizzy drinks or sweets in the lunch boxes, this is highlighted in the food and fitness policy in the school. For more information or ideas for healthy lunch boxes, here is a link for further information from the Welsh Government 2019 document:
https://gov.wales/sites/default/files/publications/2019-02/healthy-lunchboxes-leaflet.pdf
For more information or further guidance, visit the school website or these 2 links:-
https://www.foodafactoflife.org.uk/whole-school/whole-school-approach/healthy-lunchboxes/
https://www.nhs.uk/change4life/recipes/healthier-lunchboxes

Playtime Snacks

We are a Healthy School and during playtimes, we encourage children to eat healthy snacks e.g. yogurts, fruit or vegetables. We do not allow unhealthy snacks or drinks e.g. crisps, sweets, chocolate, doughnuts or fruitshoot as we follow the Healthy Schools scheme and the Welsh Government document on healthy eating (2014). You are welcome to read our policy on food and fitness or arrange to speak to the headteacher, Mrs A Vaughan-Owen or Mrs Shan Thomas, the governor in charge of healthy eating within the school. To keep your child's lunchbox fresh, we ask you kindly to use an ice pack in a thermal lunch box. We are a nut-free school, so we do not allow any nut-based snacks or any lunch boxes containing nuts.

Houses/Teams

When your child starts at school, he/she is placed in one of four houses Owain Lleian, Gwendraeth and Beca. The children remain in the same house throughout their time at school, and we endeavour to ensure that all children from the same family are members of the same house. Use is made of the houses during the year e.g. on sports day, as well as on the St. Davids Day Eisteddfod.

Collective Worship

The whole school meets daily to hold assembly. The pupils are encouraged to participate in these assemblies. Visitors are from time to time invited to contribute to our assemblies or to special services. If parents request that their child should abstain from assembly, then alternate arrangements will be made if required.

Aims and objectives of the school

In Gorslas school we aim to create a community which:

- ensures that every pupil is fluent in Welsh and at ease in a Welsh environment.
- motivates all pupils to develop their potential, both academically and culturally, emotionally, socially and physically.
- encourages all pupils to develop and master the skill of communicating in Welsh and also in English, to be bilingual.
- appreciated the moral values of our nation and the world and creates and awareness of the needs of children and other people.
- ensures that all pupils are able to make a valuable contribution in a sound and vibrant society.
- creates an awareness and a desire for the spiritual dimension of life, a respect for religious values, and a tolerance of other races and religions.
- develops the basic skills in all aspects of the curriculum relevant to the age, aptitude and abilities of the pupils.
- develops mathematical, scientific and technological skills and aptitudes through relevant experiences that reflect the ever-changing patterns of our world.
- develops self-expression through the medium of music, mime, drama, art and physical education.

- creates an awareness of the need for personal hygiene, good manners and courtesy.
- promotes safe practices in the school, in the home and in society.
- creates a close link between home and school so that parents and teachers work in harmony for the benefit of all pupils.
- creates an ethos and ambience that everyone associated with the school will enjoy.
- supports committed and enthusiastic teachers.
- presents opportunities for each pupil to develop to the best of his/her ability in every aspect of the curriculum.
- introduces an education that is relevant to the pupil's experiences in the community.
- encourages respect towards others and their property.
- encourages communication and co-operation with parents.
- develops enquiring and lively minds, with the ability to enquire and discuss reasonably and to respond to tasks.
- fully develop language skills, so that it can be used purposefully and meaningfully to communicate, including listening, speaking, reading, writing and appreciating literature in their first and second language.

Equal Opportunities

The school promotes equal opportunities for all pupils and details are in the policy, which is available from the school office. We welcome any new and relevant information to ensure equal opportunities for all.
An effort is made to promote this policy by including it in the curriculum and at every opportunity during the lessons taught.

The School's Language Policy

Gorslas is a 'Category 3 School', which means it is a Welsh medium school. By the age of eleven most pupils are proficiently bilingual.

Welsh is the main teaching language during the Foundation Phase (3+ to 7 years old). English is introduced throughout Key Stage 2 (7+ to 11+) the children are educated through the medium of English and Welsh.

For children who start school and have no understanding of the Welsh language the following steps are taken:

Reception, Years 1 and 2: The children are made to feel settled and secure in the school by speaking to them in English, that is, commands and instructions are given to the individual child in English. After the initial settling in period, the Welsh language is introduced gradually through practical activities, which include structured oral work. The child is then taught to read, write and to speak in Welsh. The class teacher is aware of the child's use of the English language during this period.

Years 3, 4, 5 and 6 :For the children who start school without any knowledge of the Welsh language at this age there is an initial settling in period. The children are taught through the medium of English and Welsh is introduced as soon as possible, through practical activities. The pupils are offered the opportunity of attending a Welsh course for one day a week. This usually takes place over a term or two where the 'Athrawon Gwella'r Gymraeg' come into the school to help the pupils.

Sometimes, on the advice of the County's Educational Psychologist, a child with Special Educational Needs is deferred from Welsh in the National Curriculum. When this happens the class teacher prepares work through the medium of English for the child.

An opportunity for latecomers to the school from Years 3-6 to attend the Gwên Centre which is the Welsh Language Centre in Ysgol Maes y Gwendraeth.

Urdd

Considerable importance is attached to the activities of the Urdd at Ysgol Gorslas. These activities promote the Welsh culture and makes the children more aware of their background and roots, their heritage. They also have the opportunity throughout this organization to meet new friends from all over Wales. We enthusiastically enter into a variety of competitions organised each year by the Urdd. Urdd membership fees are collected in the autumn term each year. Acquiring membership enables each child to enter the official Urdd competitions.

The Curriculum

Ysgol Gorslas provides a broad and balanced curriculum in a happy, healthy and safe environment. Through a wealth of experiences, we develop informed and ambitious individuals nurturing clear values and creating confident and ethical citizens. Our aim is to ensure that everyone does their best to achieve their goal and create enterprising creative contributors.

It is important to make the children aware of their environment, their community, their country and the world.

There are four purposes at the heart of the Curriculum at Ysgol Gorslas that support the children to be:-

- **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.

By using a teaching and learning method which is based on themes, the structure of our curriculum contains Six Areas of Learning and Experience. Each one of these areas of Learning and Experience make distinct and strong contributions to developing the four purposes of the curriculum. Together, they define the breadth of the curriculum. The wealth of educational experiences forms an integral part of the curriculum, to broaden the children's horizons, stimulate their imagination and promote enjoyment in learning.

The Six Areas of Learning are: -
Expressive Arts.
Health and Well-being
Humanities (including RE which should remain compulsory to age 16);
Languages, literacy and communication (including Welsh, which should remain compulsory to age 16, and modern foreign languages);
Mathematics and Numeracy.
Science and Technology (including computer science).
We provide a curriculum that ensures that every child develops an awareness of Welsh culture and its associated heritage.

At Ysgol Gorslas our objective is to create a school community that:

•ensures that every pupil is fluent in Welsh and happy in a Welsh environment.
•encourages all pupils to develop and master the skill of communicating in Welsh and English
•appreciates the moral values of our nation and the world and creates an awareness of the needs of children and other people.
•ensures that all pupils are able to make a valuable contribution in a sound and vibrant society.
•creates an awareness and a desire for the spiritual dimension of life, a respect for religious values, and a tolerance of other races and religions.
•develops the basic skills in all aspects of the curriculum relevant to the age, aptitude and abilities of the pupils.
•develops mathematical, scientific and technological skills and aptitudes through relevant experiences that reflect the ever-changing patterns of our world.
•creates a close link between home and school so that parents and teachers work in harmony for the benefit of all pupils.
•creates an ethos and ambience that everyone associated with the school will enjoy.

Aims and Objectives of the Curriculum

It is intended that the educational aims of developing a pupil to his/her full ability are reflected in the whole school curriculum.

1. Pupils should be fostered to develop enquiring and lively minds, with the ability to enquire and discuss reasonably and to respond to tasks.
2. To create a consciousness and appreciation of society, language, culture and the pupil's environment and to develop an awareness of other periods and places.
3. To fully develop language skills, so that it can be used purposefully, meaningfully to communicate, including listening, speaking, reading, and writing, appreciating literature in their first and second language.
4. To develop mathematical skills, knowledge and understanding.
5. To develop scientific and technological skills, knowledge and understanding in a changing technological age.
6. To develop self-expression through music, mime, drama, art, design and technology and physical education.
7. To display care when using resources and objects e.g. Mathematics, Science, Music, Physical Education, Art, Design and Technology etc.
8. To develop self-discipline.
9. To develop an awareness of the need for personal hygiene, morality and courteousness.
10. To develop an awareness of safety in the school, the home and society.

Foundation Learning

A firm foundation is laid at this stage, with play featuring significantly during the day. The aim is to learn how to take turns, to share, to work together, to extend vocabulary, to get on with others and to appreciate the wider world around us. The importance of providing the experience of playing on a large range of toys is also appreciated in order to help the children develop physical and motor skills.

During this stage the main foundations of teaching experiences are laid. The main emphasis is on developing the basic skills, communication, numeracy and literacy. By preparing a broad curriculum using an integrated approach, we aim to develop pupils' interest, taking the level of their maturity into consideration. These early years are very important. Pupils learn to observe, listen, respond and develop, not only as individuals but as caring and responsible members of our community.

Key Stages of the National Curriculum

The National Curriculum was divided into 4 Key Stages: in this School we present these two key stages:
Foundation Learning - 4 to 7 years old
Years 3 – 6 - 7 to 11 years old

The National Curriculum is mainly taught through a Theme or Cross-Curricular approach. Themes are chosen for the whole school and are planned for each term. Elements of the subject areas in the National Curriculum that are relevant to the theme are included. Each theme is only a guide; a teacher does not always have to teach features related to the theme.

Wellbeing

Pupils are taught the importance of caring for themselves as part of the school's curriculum. This includes the importance of eating healthy food, the care of teeth, the dangers of smoking, drug and alcohol abuse. There is an opportunity for all pupils to have fruit at break time. Children are encouraged to drink water regularly.

Milk provision

The Local Education authority operates a scheme to provide free milk to children under 7 years of age.

School Documentation

Our school maintains a large amount of documentation e.g policies. All parents are welcome to see any relevant documents. A copy of the prospectus is displayed in the school's Reception area. The information is updated regularly.

No Smoking Policy

Everyone is asked to comply with this policy in order to set a good and healthy example to our children. Smoking and vaping is forbidden in all school buildings, on school grounds and outdoor areas. We support 'The Ash Wales Smoke Free School Gates Campaign' and ask you kindly to not smoke or vape outside the school gates. There is a banner on the school fence reminding parents and the community about this rule.

Additional Learning Needs

Our aim as a school is to provide opportunities for all children to develop to their full potential whatever their ability and needs.

It is ensured that children with Additional Learning Needs (ALN) have all fair play within the school, and it is considered important to identify educational difficulties early on. In order to identify the specific needs of each child the school has a method of detailed assessment and as a result a relevant work program is organized for them. All teachers have a responsibility to create differentiated work and adjust work plans when necessary.

At the beginning of each year class teachers and the ALNCO (The Additional Learning Needs Co-ordinator) work closely together. Each individual is discussed in class, it is considered which learners will be placed on the Learning Needs List and targets are outlined. These will be monitored and reviewed regularly. If a child is identified with ALN then they are given an Individual Development Plan. Parents will be informed of this process. These children will receive additional support from the teaching and non-teaching staff. Local Authority support services are consulted and other agencies to get advice, guidance and support when needed.

Annually we create a One Page Profile as a school and individually. The purpose of a One Page Profile is to know exactly which way is best to support your child and what provision is needed. We hold meetings for children who are on the ALN register and who are on the SAP (School Action and More) register in order to create a successful action plan which helps us

receive relevant support from experts, external agencies involved with the learner's needs.

The school has a designated Additional Learning Needs Coordinator (ALN). The ALN liaises with class teachers and parents and assists in planning appropriate intervention (Individual Development Plans).

The school's ALNCO is Mrs Angharad Price

Pupils with Disabilities

The school has a plan and policy to entry for a disabled child to secure equal opportunity. Every effort is made to welcome pupils with disabilities (mental or physical) to the school. The school building has been adapted for pupils with physical disability (disabled toilet.) Every child is unique, and our aim is to introduce a suitable education to every child. All school members are encouraged to help and support each other whatever their needs.

Relationship and Sexuality Education

Our school curriculum embraces the guidance in the RSE Code. Our RSE provision will have a positive and empowering role in our learners' education and will play a vital role in supporting them to realise the four purposes as part of a whole-school approach. Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy.

Physical Education and Sport

Every pupil is offered a physical education lesson each week. Pupils are expected to change for physical education lessons. Suitable sports kit includes a t-shirt, shorts or tracksuit and trainers.

The pupils of Years 3 to 6 have swimming lessons in Amman Valley Swimming Pool daily for three weeks of the year. A swimming cap must be worn for these lessons.







Religion, Values and Ethics

Religion, values and ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16. There is no parental right to request that a child is withdrawn from RVE in the Curriculum for Wales As RVE is a locally determined subject, the agreed syllabus specifies what should be taught in RVE within the local authority and our curriculum will reflect this guidance.

Instrument Tuition

Three peripatetic Music Teachers visit the school on a weekly basis. Children have the opportunity to learn to play Brass, Strings and Woodwind instruments. The Woodwind teacher also teaches the recorder to all pupils of Years 3,4,5 and 6.

Music, especially learning to play an instrument, is seen as a great advantage to enhance the education and learning of the pupils. A number of opportunities to perform, either individually

or collaboratively, are given to the pupils. The pupils are encouraged to nurture and develop their abilities and talents and to enjoy all aspects of music. We believe that this helps to develop self-respect and confidence, that it widens their experiences and enables them to celebrate success.

Homework

Creating a healthy partnership between home and school is a means to further develop the child's education. One important aspect of this partnership is a regular pattern of homework, a pattern that the home expects, can follow and understand. We believe that the onus is on the home to ensure that homework is returned regularly and on time. It is also expected that all homework books, schoolbooks and property receive due respect and care. We kindly ask parents to inform the school if a problem has arisen regarding the work that pupils are expected to complete at home. Pupils are expected to read regularly in their own time in order to develop their reading skills. Parents are expected to contribute to the teaching of the curriculum by taking their children shopping (hence giving them monetary experience and the opportunity to use numeracy skills in the real world) and on trips of geographical or historical interest (in order to reinforce what has been introduced and taught in the classroom.) Involvement in cooking and other household tasks help young children develop co-ordination and motor control. We also encourage families to enjoy learning together by working on jigsaws and playing games to enhance communication and numeracy skills.

Homework is set at the Foundation Phase (Reception, Years 1 and Years 2) every Friday.
In years 3 and 4 homework is set on Monday to be returned on Wednesday and on Friday to be handed in on Monday.
Years 5 and 6 have homework on Mondays, Wednesdays and Fridays. Pupils are expected to bring their reading books to school daily.

It is hoped that children's interests in certain hobbies, activities or themes will motivate them to further explore the topic. We hope that they receive every support from home.

Health and Safety

The school has a policy that ensures that we provide and maintain safe and healthy working conditions, as well as providing equipment and systems of work for all pupils and staff (teaching and support). We also provide information and training where possible or necessary, and supervision for this purpose. Copies of the Health and Safety Policy can be obtained from the school office.

Risk assessments are regularly made to ensure that the building, the site and the places we visit are safe for children, staff and visitors.

The school nurse visits the school regularly. Hearing and vision examinations will be made during the children's time at school as well as height and weight measurements.

Please notify the school if your child suffers from any allergies, medical conditions or are children who are likely to need extra care.

Health and Pastoral Care

We aim to create a warm, friendly environment within which the pupils feel safe and secure. The staff work with the head teacher to ensure the care of each pupil. When a pupil begins school, parents should always inform the school of a telephone number which can be reached in emergencies. There is no quiet, comfortable room in school in which to rest, therefore if a child becomes ill the parents are informed so that arrangements can be made to collect the child and take him/her home or to a relative's or a neighbour's home. No pupil will be sent home from school unless there is a responsible adult to look after him/her.

Parents/Carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:

Will have a child protection policy and procedures.

- Should make parents or carers aware of its child protection policy, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm.
- Should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being or has been referred.
- Should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to the child's welfare and educational progress; and
- Keep the parents or carers informed of the welfare and educational progress of the child

The school complies with guidelines and rules relating to hygiene issues when dealing with blood, vomit and children who have immersed themselves. A copy of the recent document on the incubation period is available in the school office on the school website or by clicking on this link –
http://www.wales.nhs.uk/sitesplus/documents/888/All%20Wales%20Infection%20Prevention%20and%20Control%20Guidance%20for%20Educational%20Settings_FINALMay%202017x.pdf

Safeguarding Children and Protecting Children

On 1st September 2006, section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police.
The designated child protection person at the school, Mrs B Owen, head teacher should clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They should also seek advice as to whether the child should be informed of the process.
As a parent or carer, you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.
You may find the following helpful:

- Make time to talk and listen to your child.
- Familiarise yourself with your child's friends and routine.
- Be sensitive to changes in behaviour.
- Teach your child to feel confident to refuse to do anything they feel is wrong.
- Be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

There is a formal procedure when dealing with matters relating to Safeguarding Children and Protecting Children.

Mrs Angharad Vaughan-Owen (Headteacher) is responsible for School Safeguarding and Looked after Children, in her absence please speak to Mrs Angharad Price.
The Governor responsible for safeguarding and Child Protection is Mrs Shan Thomas.

Operation Encompass
The school is part of Operation Encompass, working alongside Dyfed Powys Police and social services.
The purpose of Operation Encompass is to safeguard and support those children and young people who have witnessed and/or been present at the time of a domestic abuse incident.

Operation Endeavour
The school is linked to Operation Endeavour, which is an information sharing process designed to address shortcomings in the early sharing of information
with schools to safeguard children and young people who are reported as missing to police by ensuring that appropriate services are made aware of an incident at the earliest opportunity.
The purpose of Operation Endeavour is to safeguard and support those children and young people who have been reported missing from home.





Looked after Children

Each child under the care of the Local Authority has the right to school education and all educational services and to receive every opportunity and help to progress academically and socially. Each child under the care of the Local Authority will benefit from a suitable education according to their ability or talent.
Guidelines:

- Ensure that a member of staff is appointed to take responsibility for children under the care of the Local Authority.
- Ensure that the school monitors the attendance of pupils under the care of the Local Authority, and present a report to the Education Authority.
- Ensure a positive atmosphere and ethos regarding pupils in the care of the Local Authority, by creating a school where negative stereotypes concerning these pupils are challenged.
- Be aware of the sensitivity regarding prohibiting pupils that are in receipt of care under the Local Community, and acknowledge that these children require a seamless education.
- Ensure that any special educational needs are provided in agreement with the Special Needs Co-ordinator at the school.

First Aid

Ysgol Gorslas staff members are trained and qualified to deal with emergencies in the workplace. All members of the staff have a "First Aid Certificate" and it is school policy to renew it every three years. The school contacts other agencies when required or when children are taken ill. Sometimes children attending school have to take a course of medicine, if possible, medicine should be administered before coming to school, however, the staff do realise that this is not always possible and that circumstances do vary. If parents discuss problems with the class teacher, then every effort will be made to be of assistance, but this is an individual arrangement, and it is not a pre-requisite for teachers to administer medicines. We are happy for parents to call in school to administer any medication required. No pressure is put on staff to administer medication to any pupil; parents have to request in writing that they do so.

School Security

Fire drills are held regularly (at least once a term) so that pupils are familiar with vacating the school in an organised and speedy manner. There is a fire alarm system in school with alarms fitted in various parts of the building.

The school has one main entrance which are locked after 9 a.m. There is a doorbell for visitors to use. All visitors must report to Reception and sign in via our Halo system.
Pupils' playing areas are inaccessible to vehicles although access can be gained via locked gates for emergency services etc. should that be necessary. Parents bringing their children in the mornings or collecting their children from school are not to drive into staff car park but to park in the park car park or the overflow car park near the Church Road entrance.

Should you have any concerns regarding safety please tell a member of staff immediately so that the school can address any issues promptly to ensure our pupils safety.

Educational Visits and Activities

Pupils enjoy visiting areas and places of interest and learn from personal experiences. Many school visits are arranged to support areas / subjects that are taught. A great effort is made to ensure children have experiences which may not usually be encountered in their everyday life. An effort is made to keep the cost as low as possible. We have visited a number of interesting places that provide pupils with valuable learning experiences. e.g.

Folly Farm
Museum of Welsh Life, St. Fagan's
Gwili Steam Railway
Castell Henllys
1940's Swansea Bay Museum
National Botanic Garden of Wales
Rhondda Heritage Park
Techniquest Science Centre, Cardiff Bay

Visits from theatre companies are welcomed here in school or in the locality. At such times parents are informed well in advance of details and costs of the visits. Parental consent is required, and a contribution is appreciated to meet the cost of transport, admission fees, etc.

During the year pupils of Years 5 and 6 are given the opportunity to visit the Urdd camp in Llangrannog for four days to experience activities through the medium of Welsh. Also pupils from Years 5 and 6 are invited to visit to the Outdoor Education Centre at Pendine every year for three days. The pupils will be supervised by the school staff on these visits.

The Governors and staff of Gorslas school strongly believe in creating close links with the community it serves and groups of children frequently participate at special events in the village. This helps develop the pupils' self-confidence and the staff appreciate the parents' co-operation at such times.

Sport

The children participate in a number of activities during the year, where the pupils represent the school in such events as the Urdd, Gymnastics and P.E., Rugby, Football and Netball Games, Cross Country Running, School and Inter School Athletics as well as in Swimming Galas. Indeed, we have found that one of the strengths of a school of this size is that everybody gets the opportunity to participate in all activities.

It is an honour to represent the school, and this is regarded as important as any academic and artistic achievement. It also encourages co-operation and development skills. We aim to ensure that children of all abilities participate in a variety of competitions.

We celebrate the children's efforts and achievements in and out of school in assembly. Many children play for local football, rugby, and cricket teams and attend a gymnastics club and we celebrate their success.
We have four Bronze Sport's Ambassadors at the school who organize weekly activities for all pupils.

Positive Behaviour

We celebrate all pupil's achievements is a positive manner. Our aim is to support each pupil to reach his/her full potential. SEAL activities have been introduced to our pupils. (Social and Emotional Aspects of Learning)

The **SEAL** initiative aims to support children to develop the personal and social skills of:

Self - awareness
Managing their feelings
Motivation
Empathy
Social Skills

These interpersonal and intropersonal skills have been shown to improve learning and promote emotional health and wellbeing, alongside a range of other benefits to pupils, families and schools.

Let's Celebrate - Friday Assembly

Each Friday we encourage the children to show certificates, awards and to share their success stories with the school.
A more detailed explanation of our policy on behaviour is available from the school office also the leaflet "Positive Behaviour" available from the school.

Discipline

Good behaviour is essential for effective learning. Pupils should behave courteously at all times, respecting others and their possessions, as this is expected in our community. If any problems arise every effort is made to reason with the pupil and to explain why certain forms of behaviour are unacceptable.

When a pupil behaves in such a way, he/she is disciplined in a reasonable manner, in much the same way as conscientious parents would do. Usually, it amounts to the loss of opportunity and personal privileges. It is always superseded by a warning of what is to follow in order to nurture self-discipline. Pupils are encouraged to be a part of the process of creating school rules at the beginning of each school year.
Examples of school rules

- When the weather is reasonable, all children play on the yards during break times and dinner time unless they have been instructed otherwise
- Children are encouraged to go to the toilet during break times to avoid disruption during class time
- No sweets or gum are to be brought into the school
- Children are to walk quietly in the corridor
- All litter should be placed in the bin
- The school crossing patrol, mid-day supervisors and kitchen staff have to be respected, and children should be courteous

If a child continues to misbehave the parents will be informed and invited to the school to discuss the pupil's behaviour. If a pupil is behaving in such a way as to endanger themselves and/or or others the head teacher has the right in exceptional circumstances to exclude the child from school.
The parents, Chairperson of Governors an the L.E.A. will be informed of such a decision.
The school have also appointed Buddies and a Well Being Council to champion these issues.

Extra-Curricular Activities

School Council

The school has a School's Council which is made up of representatives from each year. They meet regularly and discuss problems that arise, organise fund raising activities to purchase any items they require (games, play time apparatus.) The School Council's activities are displayed on a notice board.

Eco Schools

As proud holders of the Eco School Green Flag, we have a school garden and an Eco greenhouse where pupils plant vegetables, flowers as well as flower/vegetable beds. The produce is then sold to the local community in order to develop pupils 'entrepreneur skills.

Healthy School

The school is proud to be part of the Healthy School Programme. We have already won four leaves for completing and continuing the aims. The programme plays an important part in everyday school life. When children begin school, they are given their own water bottle and are encouraged to drink plenty of water as well as eat a balanced diet. We have a fruit shop in the school where children can buy their morning and afternoon snack. We regularly discuss health issues as part of our schoolwork, as well as teaching values.

After School Activities

Monday	- Heini after school Club
Tuesday	- Heini after school Club & Choir
Wednesday	- Heini after school Club & Netball
Thursday	- Heini after school Club & Clwb Sgiliau
Friday	-

Parental Involvement

The Parents and Teachers' Association

The school has a supportive and hard working P.T.A. Meetings are held regularly to discuss school matters; to arrange social events to that everybody gets to know each other and to raise funds to enhance the quality of the pupils' educational experiences. The P.T.A. warmly welcomes all new parents.
Examples of activities held recently are discos, Christmas Fair, Sports night, Curry nights, Treasure hunts. From time to time, we need to consult with parents, and this is often achieved during P.T.A. meetings. There is a very close liaison between the parents and the school, and we welcome their contribution at all times.

Assessment and Reporting

Monitoring Pupil Progress and Reporting to Parents

Continuous assessment and formal assessments are adhered to as mentioned in the relevant policy. A profile of every pupil's work is kept which includes examples of individual pieces of work and remarks on his/her development. Pupils' books are available for inspection by their parents, if required.

There are special evenings arranged for parents to come and discuss progress with the teachers. Parents will be informed of the relevant dates by letter. A target setting evening is held in the first term followed by progress meetings in the Spring and Summer terms to discuss the children's progress. However, parents are welcome to visit the school at any time to discuss their child's progress. A written report is prepared in the summer term detailing the child's standards and achievements during the school year.

Personal Assessment tests are held during autumn and summer termseach year, it is important that pupils in Years 2,3,4,5 and 6 are present in school. The results of these tests are sent to parents.

Complaints Procedures

We strive to deliver the best possible education to our pupils and to care for their health, safety and welfare at all times. All staff of this school; teaching and non-teaching are dedicated to this aim.

From time to time however, it is possible that you feel we have not lived up to your expectations. If this is the case, please tell us at once. First talk to the teacher concerned and/or the Headteacher. It will be appreciated if possible that appointments are made with

the Headteacher to discuss serious problems, as she has full time teaching responsibilities.

We will do whatever we can to resolve any reasonable problem that is brought to our attention.
If you feel that things are not resolved, then you should raise the matter formally with the Chair of Governors. The procedure for doing this is available from the school or on the school's website. (Complaints Policy) Alternatively you can contact the Local Education Office at St. Davids Park, Carmarthen.

School and LEA Policies

Most of the information in this brochure is based on these policies. Parents can request to see copies of all policies at the school.