Learning from each other. Succeeding together

School Prospectus

2014-2015

Ysgol y Castell
Hylas Lane
Rhuddlan
Denbighshire
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Chair of Governors: Mr Ian Davidson
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Dear Parents/Carers,

We hope you find this prospectus serves as a useful guide and ‘welcome’ to life at Ysgol y Castell.
Its contents are important as they set out what you can expect for your child from their time with us, and what we expect from parents/carers and pupils.
The overriding aim of the school is to do its best for all pupils in its care. This means providing a safe and supportive environment in which to learn, and making that learning experience as rich and varied as possible. This should help ensure that pupils of all abilities reach their potential and develop the personal and social skills to fulfil themselves and serve their communities well.
For the school to achieve this, it is essential that we work closely with parents/carers and have their trust and support. This prospectus is part of the process of building that relationship. Please try to find the time to read it and if you have any questions about its content, or any aspect of school life, then please do not hesitate to get in touch.
Thank you.

Ian Davidson
Chair of Governors

Ysgol y Castell

The school is situated in the historic town of Rhuddlan. It takes its name from the magnificent 13th century castle built as one of the ‘iron ring’ of fortresses (along with Caernarfon and Conwy) by the English monarch Edward 1.

Rhuddlan County Primary School (as it was originally called) first opened on 7th January 1935 following the closure of Rhuddlan’s National School in Castle Street. On September 27th 1954 the first infant children transferred to the new infant extension. In 1971 the new extension was opened, this included the ‘community room’.

On 23rd February 1972 the school was renamed Ysgol y Castell.

Today, Ysgol y Castell is a Community Primary School catering for 212 pupils from 3 – 11 years of age. The school has 8 classes including nursery.

Ysgol y Castell is a Designated English Medium School. Children are admitted to the Nursery class for 5 mornings each week in the academic year when they reach their fourth birthday.

The Governors’ Curriculum Statement

The Governors of Ysgol y Castell play an active role in the life of the school. The Governing Body is fully involved with drawing up and revising school policies for all areas of the curriculum.
The Governing Body will ensure that:

- Each child registered at the school receives a broad, balanced and thorough education, in line with the requirements of the National Curriculum.
- Each child has equal access to all areas of education and that education will be provided within surroundings complying with current Health and Safety regulations.
- Ysgol y Castell maintains excellent standards in the delivery of a good, sound and meaningful education for all.

### Language of the school

Ysgol y Castell is predominantly an English medium primary school.

All pupils in the Foundation Phase (nursery to class 2) experience the areas of learning mainly through the medium of English. English is also the main teaching medium at Key Stage 2 (classes 3 to 6). Welsh is taught as a second language throughout the school.

English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with pupils with the aim of improving their capacity and confidence to use everyday Welsh. We communicate with parents in English.

The normal expectation is that pupils will transfer to English medium secondary provision and continue to learn Welsh as a second language.

### Admissions Policy

Denbighshire County Council is the recognised Admission Authority and is responsible for the admission arrangements for all Community schools in Denbighshire. The Authority has a duty to meet preferences for admission expressed by parents ahead of those who have not expressed a preference. Therefore, parents must return the 'Admission to School' form expressing their preference by the stated deadline for the Admission Round and not automatically assume that a place will be available for their child at a particular school, even though the school may be their nearest suitable school. Applications received by the deadline will normally be resolved before any late applications are considered. Where the requested school has not reached its Published Admission Number (PAN) places will be allocated to any late applicants in accordance with the oversubscription criteria on a daily basis. When the requested school has reached its PAN, any further applications for places will be considered together on the last day of each remaining calendar month in the normal admission round.

The timetable for processing applications for admissions to nursery, infant, junior, primary and secondary schools is published every year in 'Denbighshire Schools' guide and on the Denbighshire County Council website.
Admission to a nursery class or unit of a particular infant or primary school does not guarantee admission to that school for full time education, ie reception class. Parents must complete a separate application during the appropriate admission round.

Denbighshire County Council policy for admissions can be found on DCC website www.denbighshire.gov.uk/admissions

During the summer term all prospective parents/pupils are sent invitations to an ‘information evening’ where an outline of the Foundation Phase is given and information regarding school routines etc is shared. The pupils will have a taster morning during the summer term to familiarise themselves with the surroundings and to meet the staff.

Pupils with disabilities

All pupils, regardless of disability (see School’s Equality Plan), are admitted to the school via the County Admissions Policy: This sets out the following procedure:

- Parents approach school and look around
- Parents and Headteacher discuss facilities
- If a child has an existing Statement, the County Statementing Office will be contacted immediately and the child’s needs assessed by the panel
- If the parties concerned feel that Ysgol y Castell is the correct place of education for the particular child an application to the LA must be made
- If successful the Headteacher will arrange a mutually convenient date for admission

The school has an Accessibility Plan.

If the school is oversubscribed places are awarded in accordance with Denbighshire LA’s Admission Policy.

A copy of the County Admission Policy is available on request or on the DCC Website.

Any parents/carers wishing to visit the school please contact the school to make an appointment.

Parents/carers wishing to speak to the Head teacher regarding any aspect of their child’s education are welcome to do so. Please contact the school to make an appointment.

OUR VISION & MISSION STATEMENTS

At Ysgol y Castell we believe that each pupil enhances our school with their individual talents and personality. We believe that everyone is a learner and every opportunity a learning experience.
At Ysgol y Castell, we lay the foundations for life by offering a positive rich experience for all of our pupils. We aspire for our children to become confident secure caring individuals who achieve personal success and develop a love of learning. This is carried out in a happy safe and supportive atmosphere.

We have high expectations of everyone in our school and our vision is

To achieve many kinds of excellence

MISSION STATEMENT

Learning from each other. Succeeding together

This vision reflects our joint values, our mission statement sets out how we hope to achieve excellence in its many different forms

- To provide a broad, balanced curriculum which ensures the healthy, spiritual, moral, cultural, mental and physical development of each child.
- To create a happy, safe, secure, positive and friendly environment in which this can be implemented.
- To ensure that our pupils strive to achieve their potential and are provided with the necessary skills to accept opportunities and responsibilities which will be presented to them in their future lives.
- To help children contribute fully and effectively and foster close relationships with the community in which they live: local, regional, national and global.
- To recognise and celebrate success in everyone
- To ensure that learning is neither restricted by age, location, gender, ethnicity nor ability
- We hope that all members of the school community will work towards the same goal.
• The education provided by the school will be concerned with developing personal and social values in addition to the development of skills and competence and the acquisition of knowledge.

• Experiences during the 'Early Years' of education have a great influence on the development of the child. Due and appropriate care and attention will be paid to ensure that the needs of children are met during this important stage in their development.

• The knowledge, skill and understanding which are embodied in the formal description of the National Curriculum will be developed in such a way that all pupils are encouraged to achieve the highest standards of which they are capable.

• The education provided within the school should be meaningful and relevant to experiences within the community and should assist in the preparation of pupils for secondary school and adult life.

• It is recognised that, at Ysgol y Castell, the Welsh language and Welsh culture are of significance and that this significance is reflected in all aspects of school life.

• It is of vital importance that the needs and aspirations of all members of the school community, pupils, parents/carers, staff and Governors are taken into consideration and that all members of that community work together in order to develop a caring, supportive and understanding ethos which reflects the aims outlined in this document.

**School curricular structure**

We believe that teaching should take place in a happy and pleasant environment and we endeavour to create an environment of this nature in the school.

Children in the Nursery, Reception and classes 1 and 2 adhere to the Foundation Phase and work through various themes to introduce the Foundation Phase principals. The emphasis is on developing the necessary skills, communication, literacy, numeracy and personal and social education (PSE).

In Key Stage 2, the Curriculum is delivered through a mixture of subject specific lessons and integrated themes whenever it is meaningful and relevant to do so. Children are encouraged to develop self-confidence and independence whilst learning broader skills in a variety of situations.

The classroom (indoors and out) is the main unit of teaching and the class teacher is responsible for the greatest part of this arrangement although we use the expertise of other staff in the teaching of some subjects.

Each subject of the National Curriculum is included in the school's work programme. We aim to prepare work for children of varying abilities within the class environment and children of similar ability are at times grouped together. Social/friends grouping also occur in class.

This year we have begun to prepare for the implementation of the Numeracy and Literacy Framework which places an emphasis on the application of numeracy and literacy skills (learned in dedicated lessons) across the entire
Governors support the Local Authority in the process of advising parents regarding the changes that may occur in the Curriculum from year to year.

Special Educational Needs

Mrs Victoria Cotgreave is the person responsible for co-ordinating the Special Educational Needs (SEN) provision within the school.

A summary
At Ysgol y Castell we are committed to developing the abilities and marking the achievements of all our pupils and will provide for each pupil the best possible environment for learning. Through our SEN Policy we aim to:

- Ensure all pupils have access to a broad and balanced curriculum
- Provide a differentiated curriculum appropriate to the individual’s needs and ability
- Ensure the rapid identification of all pupils requiring SEN provision as early as possible in their school career
  - Be sympathetic to each child’s needs by providing a strong partnership between children, parents, Governors, LA and outside agencies
  - Ensure all pupils take as full a part as possible in all school activities
  - Ensure that parents are kept fully informed of their child’s targets and achievements

Parents/Carers should express any concerns which they may have about difficulties which their child may be experiencing at school to either the class teacher or Headteacher.

Mrs Laine Morphew Twist is the Governor with responsibility for Special Educational Needs.

A copy of our SEN policy is available on request or on our website.

Looked After Children

Mrs Victoria Cotgreave is the person with responsibility for Looked After Children (LAC)

At Ysgol y Castell we are committed to developing the abilities and marking the achievements of all our pupils and will provide for each pupil the best possible environment for learning. Through our LAC Policy we aim to:

- Ensure that an inclusive ethos is established and maintained.
- Ensure that looked after pupils are encouraged to reach their full potential.
- Protect the rights of and promote the responsibilities of Looked After Children.
- Ensure that the school is a place where everyone, irrespective of their family circumstances, race, colour, ethnic or national origin, gender sexual orientation or disability feels welcomed and valued.
- Prepare Looked After Children for the challenges, choices and responsibilities of their living in a diverse society.
- Empower Looked After Children to participate in their communities as active citizens who take responsibility for themselves and others.
Foster and encourage positive attitudes and behaviour towards members of the community whose circumstances, race, sexuality or ability is different from their own.

A copy of our LAC policy is available on request or on the website. Mrs Morphew Twist is the Governor with responsibility for LAC.

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**Sex and Relationships Education and Health**

The school has adopted the Personal and Social Education Framework which is approved by the Welsh Government for use in schools, and prepares a curriculum that satisfies the results of teaching Sex and Relationships Education in the four Key Stages.

Sex and relationships education is part of a developing programme of ‘personal and social education’ (PSE). Our aims are as follows:
- To combat ignorance and increase understanding and knowledge.
- To increase awareness of relationships and emotions.
- To explore and develop attitudes, values and skills.

- Such education:
  - Encourages responsibility and respect for self and for others.
  - Is appropriate to the age and stage of development of pupils.
  - Is planned and coordinated, not just in response to children’s questions or one-off talks.
  - Is available to all pupils including those with Special Educational Needs.
  - Should include areas prescribed by the Foundation Phase and National Curriculum orders framework
  - Should support and complement education on such matters provided within the home.
  - The Young Persons’ Health Adviser (formerly school nurse) is invited to support the delivery of the programme of study at Years 5 and 6. Parents/Carers are informed and consulted in advance of the visit.

Parents/Carers have the right to withdraw their children from all or part of the sex education curriculum other than that prescribed by the National Curriculum.

A copy of the school’s Sex and Relationship Education policy is available on request and on our website.

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**Religious Education and Collective Worship**

Children receive religious education based on Denbighshire’s agreed syllabus.

Acts of worship are held daily. All children meet as a school ‘family’ twice weekly (usually on Monday and Friday). Foundation Phase and Key Stage 2 meet as groups on one morning a week. On the remaining two mornings, classes hold their own acts of worship where they can reflect on the ‘theme’ for the week.

Classes are responsible in turn for conducting acts of worship in the form of a ‘Class Service’. You will be notified of your child’s class services, and are invited to join us on those occasions.

In addition to our regular acts of worship we hold five special services during the course of each school year - Harvest
Thanksgiving, Christmas, St. David’s Day, Easter, and End of the School Year (‘Leavers’ Service’). We aim to provide each child with an opportunity to participate in each of these services at some stage during his/her life at Ysgol y Castell.

On occasions members of our community come into school to take the whole school service.

Lessons and services give a mainly Christian view but children are also taught about other religions.

Parents/Carers who wish to withdraw their children from Religious Education or morning acts of worship should inform the Headteacher in writing.

### Charging Policy

This is based on the Denbighshire Council Policy. Payments are required for children receiving tuition in the playing of musical instruments from the peripatetic tutors from the County’s Music Department. We also ask for contributions from families towards educational visits relating to class projects.

We ask that full payment be made when the opportunity arises to visit Outdoor Pursuit Centres e.g. Pentrellynycym and Glan Llyn.

When the class is occasionally engaged in handicraft or cooking activities, we invite contributions to cover the cost. We also request payment towards the cost of transport for swimming lessons.

Families who receive Family Credit or Income Support receive support from the Local Authority when children attend Outdoor Pursuit Centres and do not therefore have to shoulder the expense of the visit. They are, however, still required to cover the cost of transport to and from such centres. The School Charging Policy is available on request.

### Equal Opportunities

Ysgol y Castell gives equal opportunities to all pupils. Every pupil is given the opportunity to participate in school activities regardless of gender, race, disability or social background. Children work in mixed groups and every child is given the opportunity to participate in all school activities. We try to ensure that no theme, books etc. within the school favours one particular kind or gender.

The principals of equality, explained in our equality plan, apply to staff, parents/carers, governors as well as to all pupils.

The Equality Plan is available to view on request.
Sports, Games and Extra Curricular Activities

At Ysgol y Castell we strongly believe that giving children the opportunity to take part in a variety of extra-curricular activities enriches their education thus playing a vital role in their development and well being.

The school gives every pupil the opportunity to take part in sports. We have a range of clubs available, some of which run during Friday afternoon ‘Golden Time’ and others after school.

We encourage links with local clubs, e.g. football, tennis, cycling, dance and golf. These clubs come into school throughout the year to give ‘taster sessions’ to encourage pupils to take part in sports outside school hours.

Where possible and practical the school takes part in inter school sporting competitions. We also take part in the creative dance element of the Prestatyn Arts Festival and the Folk dance element of the Urdd.

Other clubs include drama, choir, URDD, gardening and football. Some clubs run all year and others vary from term to term.

Pupils in class 6 take part in the cycling proficiency programme.

In 2012 – 13 only one pupil left year 6 unable to swim 25 metres.

Parents are invited to Sports Day and the annual swimming gala.

Health and Safety

We adhere to the County Health and Safety policy and we aim to ensure high health and safety standards for staff, pupils and visitors, with a safe and healthy environment throughout the school.

Health and Safety is discussed at every meeting of the Governing Body. We are part of the Denbighshire Insurance policy regarding accidents both on and off the premises. There are members of staff on duty every playtime, lunchtime.

A fire drill is conducted every half term.

Three members of staff are Fully First Aid trained.

First Aid boxes are located in the hall and various other locations around the school. There is a defibrillator in the foyer. Details of accidents are recorded and if there is any doubt regarding a child’s condition following an accident, we will contact parents. We will always contact parents in the case of any head injury.

There is no compulsion on any teacher to handle or administer medicine/medication to children if they are unwilling to do so. There is an appropriate form available asking a teacher to administer prescribed medicine to a child. No medicine will be administered without written information and consent. The school’s policy on managing medicines is available on request and on the website.
Once children have arrived in school the school gates are closed. After this time anyone arriving at school is asked to come to the main reception area. All visitors are required to sign in and out.

Hylas Lane is a busy residential road. We ask that parent/carers apply a voluntary ‘one way’ system when driving to and from school. For this purpose and to avoid congestion, we ask parents/carers to approach the school from the ‘castle end’ of Hylas Lane only. We also ask parents/carers not to park on the yellow zig-zags outside school. We also ask parents not to bring their cars into the school car park to either drop off or collect children.

School Toilets: The school has three main sets of toilets, one set for the Foundation Phase, one for the lower juniors and one for the upper juniors. There is a separate toilet suitable for wheelchair use. All toilets are checked and cleaned daily.

A copy of the school policy on Health and Safety is available on request and on the website.

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**Child Protection**

The school plays a vital role in ensuring that children are not the victims of abuse. This is confirmed by the Denbighshire policy that sets guidelines for members of staff to follow. We, as a school, are duty bound to direct any concerns about the welfare of children to the Social Services Department. The All Wales Child Protection guidelines are followed to the letter. All staff and volunteers at the school are subject to a DBS (Disclosure and Barring Service) check. All visitors are required to sign the visitors book and wear a visitors badge.

The member of staff with responsibility for child protection is Mrs V Cotgreave. In her absence Mrs J Evans and Mrs J Bickerstaff have responsibility. All staff have received the relevant level of training.

The named governor for child protection is Mr Ian Davidson.

A copy of the school policy on Child protection is available on request and on the website.

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**Cooperation and Communication between Home and School**

Good education relies on a partnership between parents, pupils and the school.

At Ysgol y Castell...

*We believe that parents/carers are the most important adults in a child’s life and are keen to encourage partnership and close contact between parents/carers and the staff at the school.*
Day to day matters requiring only a few words may be discussed at the beginning or end of the school day. However, if there is a matter of particular concern which requires more detailed discussion, please do not hesitate to make an appointment with a member of staff.

It is very important for us to be aware of any circumstances which may be affecting your child’s happiness, behaviour or progress, just as it is for you to be informed of your child’s activities at school.

'Open Evenings' are arranged at regular intervals during the course of the school year. These are usually held in September, February and July and provide an opportunity to discuss your child’s progress with the teacher.

**Written reports** on the progress of your child and their 'next steps' are provided twice during the course of the school year, currently in February and July (preceding our Open Evenings).

You will be informed of developments at Ysgol y Castell by means of a weekly newsletter which will be emailed home on a Friday, or sent home as a hard copy. The newsletter will also be made available on the website. This often contains essential information, dates of events etc. in addition to keeping parents/carers informed of things that have taken place in school during the week. In addition please check your child’s bag for any letter which he/she may have brought home. We encourage parents/carers to provide school with an email address so that we can be sure the newsletter reaches its destination each week.

At the ages of 7 (end of Foundation Phase) and 11 (end of Key Stage 2) your child’s level of attainment will be assessed in common with all children in Wales. The results are reported to you as part of your child’s annual report and a comparative report can be found at the end of this prospectus. Children from year 2 – year 6 will take the National Literacy and Numeracy tests in May. A report will be sent home as part of their annual report and a comparative report can be found at the end of the prospectus.

Our educational programme is planned for the entire school year and we feel that it is important for all children who are in good health to attend school at all times. You will have seen from national publicity that parents are asked, for the benefit of your child’s education, where possible to plan holidays to coincide with school holidays, a list of which can be found at the end of the prospectus.

**Home School Agreement**

Please note this is a legal requirement.

A 'Home School Agreement' is a statement which explains and sets out:
- the school’s aims and values;
- the school’s responsibility to pupils;
- the responsibility of parents;
- what the school expects of its pupils.

The Headteacher signs this agreement on behalf of the school. You and your child are invited to sign.

**Parent / grandparent Helpers**

We have been fortunate in the parental support we receive and are grateful for this. We welcome the help of parents/carers / grandparents etc. in the classroom under the guidance and supervision of the
class teacher. If you are able to offer assistance please discuss the matter with any member of staff, we will be pleased to meet you. Staff and helpers are all subject to DBS checks.

Parent Teacher Association

At Ysgol y Castell we have a very enthusiastic PTA who work extremely hard to raise funds that we can use to directly benefit your children. Regular meetings are held throughout the year to arrange activities that will benefit the school and you are welcome to attend any or all of these. There is a very close partnership between parents and the school. We extend a welcome to any parent who wishes to take part in activities taking place during the year. The PTA have their own facebook page if you want to find out more.

School Uniform

The Governing Body of Ysgol y Castell expects children to wear school uniform. In the interests of health and safety we request that children wear 'sensible' shoes. Any form of high heel or platform sole can lead to accidents. We request that jewellery is not worn as rings, chains and dangling or hoop ear rings can lead to injury to your child or to others. Stud earrings and a watch only please.

You will be advised of the days on which your child's class has physical education.

Boys
- Black shoes (not trainers)
- Grey/black trousers or shorts
- Red/white polo shirt
- Red sweatshirt

Girls
- Black shoes (not trainers!) or sandals in the Summer
- Grey/black trousers skirt or shorts
- Red polo shirt
- Red sweatshirt/cardigan
- or Red and white gingham dress in the Summer

PE
- Plain T-shirt in the colour of the child's 'house' (red, blue or green) for junior children, white T Shirt for Foundation Phase children and black shorts. Until children can tie their own laces they should wear black Velcro fastening pumps.

It is essential that all items of clothing are clearly marked with your child's name. We regularly find many items of 'lost property' and cannot identify the owners because they are not labelled. Uniform with the school badge is available to order on line at Tesco .com/ues or from other local uniform suppliers.

School Meals
A hot/cold lunch is prepared for pupils. The meal costs £1.90. We request that all money is sent into school on a Monday in a clearly labelled envelope (child’s name/class/amount enclosed) and posted in the box by the office.

There is an arrangement in place to offer lunch to Playgroup children who stay at school for the entire day. Please see Playgroup staff to arrange this.

### Free School Meals

If you think you might be eligible for free school meals please call in at the school office. Free dinner application forms are available from school. Children who have been allocated free meals will receive dinner equivalent to the value of a school meal.

### Healthy Schools

Ysgol y Castell has achieved Level two of the Healthy Schools Scheme and is about to complete Level 3. One of our aims as a Healthy School is to promote healthy eating. We encourage the children to eat fruit as a snack during morning break. All nursery and infant children receive free school milk.

Children may, of course, bring in their own packed lunches which we encourage parents to make as healthy as possible without fizzy drinks or too many ‘treats’!

Cooled, filtered water is available in school throughout the day. Please avoid letting your child bring fizzy or other sugary drinks into school.

### SCHOOL COUNCIL AND ECO COUNCIL

At Ysgol y Castell we have a very active School and Eco Council. Both councils are democratically appointed and children from class 2 – 6 are invited at the start of each Autumn term to put their names forward if they are interested in taking part. The School Council meets each half term and represents the views of the children in school. They are also very active in fundraising, often taking responsibility for organising our Children in Need and other charity events.

Ysgol y Castell has the Eco Schools Green Flag award recognising excellence in the areas of sustainable development.

### School Discipline

Our school rules are:

- Be safe
- Be responsible
- Respect others

Ysgol y Castell has a framework of rules and discipline which we expect each child to respect.
The school has an "Assertive Discipline" approach whereby each class discusses and agrees upon a code of conduct which is then displayed within the classroom in a form which is suitable for the ages of the children concerned. Classroom discipline follows an agreed procedure with which the children are familiar. Positive reinforcement is an important aspect of our discipline system.

All children are encouraged to bear personal responsibility for their behaviour and have a clear understanding of what is acceptable and what is not. We believe in fostering close links between home and school and if necessary a "Home/School Diary" may be used for a fixed period of time to ensure a dialogue between class teacher and parents.

Good behaviour and work is rewarded by a variety of positive behaviour incentives, ranging from verbal praise by the teacher, stickers and stars in books or on jumpers and visits to the Headteacher. The school also operates a very successful "house points" system, whereby pupils can gain a point for their house by working or behaving well. A Celebration Assembly is held every week during which pupils receive certificates for their efforts.

When children join the school they, their parents/guardians and their teachers are asked to sign our Home School Agreement which sets out the expectations that the school will have of them.

Bullying of any sort will not be tolerated. A child who is bullied will be offered support from all staff. Children who carry out bullying will be disciplined and offered advice and counselling if fit is deemed necessary and their parents/guardians informed. If the problem persists support will be requested from agencies outside school. A copy of the school's Behaviour and Anti-bullying Policy is available on request and on the website.

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**The School Day**

Members of staff will be on hand to meet your child from 8.50am - the time at which the school doors will be open.

We kindly ask that children do not arrive at school before 8.50am as there will not be a member of staff on duty to care for them. If children need to be in school before 8.50am we have a Breakfast Club that is open from 8.00am. Please try not to have your child waiting on the playground, especially in cold or wet weather.

It would be appreciated if you would please avoid working areas such as classrooms and activity areas during the course of the working day (8:55am to 3:15pm). During this period all doors are closed for reasons of security. If you have any reason to visit us during the school day please use the main entrance, calling at the school office.

**Class session times:**
School opens 8.45am

<table>
<thead>
<tr>
<th>Nursery</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>8.55am</td>
<td>10.15am</td>
</tr>
<tr>
<td>Play</td>
<td>10.15am</td>
<td>10.30am</td>
</tr>
<tr>
<td>Session 2</td>
<td>10.30am</td>
<td>11.30am - Home time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reception - Class 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>8.55am</td>
</tr>
<tr>
<td>Play</td>
<td>10.15am</td>
</tr>
<tr>
<td>Session 2</td>
<td>10.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12 noon</td>
</tr>
<tr>
<td>Session 3</td>
<td>1pm</td>
</tr>
<tr>
<td>Play</td>
<td>2.05pm</td>
</tr>
<tr>
<td>Session 4</td>
<td>2.15pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classes 3 - 6</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>8.55am</td>
</tr>
<tr>
<td>Play</td>
<td>10.45am</td>
</tr>
<tr>
<td>Session 2</td>
<td>10.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12 noon</td>
</tr>
<tr>
<td>Session 3/4</td>
<td>1pm</td>
</tr>
</tbody>
</table>

**Attendance**

Good attendance and punctuality are important at Ysgol y Castell. Every School is required to report its annual attendance figures to the Welsh Government, and at Ysgol y Castell attendance for 2012 - 13 was 94.2% with 5.6% authorised absences and 0.2% unauthorised absences.

If your child has been or is going to be absent for any reason it is important that school is informed and notified of the reason by letter, phone call, e-mail or verbal message. If school has not heard from a parent regarding their child’s absence by 9.30 am then a phone call will be made to the home to enquire about the absence. Please keep us up to date with any on-going problems with attendance. All late arrivals and absences will be marked on your child’s annual report.

Following Government legislation the school is obliged to differentiate between Authorised and Unauthorised absences. An unauthorized absence has to be recorded if no letter, verbal message etc. of explanation following an absence is received.

Absence request forms are available from the school office. We do, however, recommend that holidays are taken, if at all possible, during the school holidays as any absences from school during term time will obviously cause problems for individual pupils who have to catch up on missed work when they return to school.

Registration takes place at 8.55am. If your child arrives in school after 9.15am they will be registered as arriving late. A letter will be sent home to notify parents if a child is regularly late.
All pupils arriving late must report to the office.

If you are having difficulty getting your child to attend school for any reason please contact us so that we can work together to solve the problem. Parents/carers of children with high levels of unauthorised absences may be contacted by our Educational Social Worker.

**Matters of concern – The Complaints Procedure**

It is important to us that the children, parents and staff in our school are happy and that we are able to talk and listen to each other. If you have any issues or concerns which you would like to discuss please do not hesitate to contact your child's class teacher in the first instance.

For further information about how to make a complaint a copy of the Local Authority (and school's) Complaints procedure is available in the foyer and on the website.

**Links with the Community**

The school prides itself as having very close links to the community it serves.

The school is well used by members of the community including the Local History Group, the retired group, Town Council, Brownies, Rainbows and Youth Club.

A parent and toddler group meet twice a week.

Ruddlan Playgroup are based at the school. Nursery pupils may attend playgroup following the end of their nursery class at 11.30am.

Members of the local community are invited into school to work with the children on specific projects. Pupils use the local environment and facilities to enhance school work such as visits to Rhuddlan Castle, the Local Wildlife Area and Rhuddlan Library. We also have close links with local churches.

Local sporting clubs come into school to give ‘taster sessions’ and we encourage pupils to join clubs outside of school time.

We have developed good links with local primary and secondary schools, with children sometimes working on joint projects.

Our pupils transfer to various local secondary schools and we have close links with each school to ensure effective transition.

We have a Family Link Worker who is available to support parents and younger children in a variety of ways. Please contact school for more information.

**Charity Work**
At Ysgol y Castell we are proud of our fundraising for charity.
In 2012-13 our nominated home charity was Macmillan cancer care. But we also raised money for Children in Need and Red Nose Day.

In 2013-14 we are supporting Kanzi Kibera as our international charity which provides education for the children in the slums of Nairobi. We will also be supporting Children in Need and Sports Relief.

Our school Council play a major role in organising fundraising events.

### Before and After School Care

Jesters Fun Club run our Breakfast Club and After School Club, providing wrap around care from 8am - 6pm if required.
Jesters also run a Holiday Club during school holidays.
For more information contact 07981071323 or call in at the school.

### Current classes and teachers

<table>
<thead>
<tr>
<th>CLASS</th>
<th>CLASS TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>Mrs H Duke and Mrs S Davidson</td>
</tr>
<tr>
<td>1</td>
<td>Mrs J Smith</td>
</tr>
<tr>
<td>2</td>
<td>Mrs J Bickerstaff</td>
</tr>
<tr>
<td>3</td>
<td>Mrs S Ward - Evans</td>
</tr>
<tr>
<td>4</td>
<td>Miss R Cross</td>
</tr>
<tr>
<td>5</td>
<td>Ms G Mountcastle</td>
</tr>
<tr>
<td>6</td>
<td>Mrs J Evans</td>
</tr>
<tr>
<td>Nursery</td>
<td>Mrs N Hughes/ Mrs J Bickerstaff</td>
</tr>
<tr>
<td>SEPTEMBER 2014</td>
<td>OCTOBER 2014</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Mo Tu We Th Fr Sa Su</td>
<td>Mo Tu We Th Fr Sa Su</td>
</tr>
<tr>
<td>1st 2nd 3rd</td>
<td>4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>22 23 24 25 26 27 28</td>
</tr>
</tbody>
</table>

* = Staff training day

<table>
<thead>
<tr>
<th>DECEMBER 2014</th>
<th>JANUARY 2015</th>
<th>FEBRUARY 2015</th>
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<tbody>
<tr>
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<td>Mo Tu We Th Fr Sa Su</td>
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<tr>
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<td>8 9 10 11 12 13 14 15</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>29 30 31</td>
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* = Staff training day

<table>
<thead>
<tr>
<th>MARCH 2015</th>
<th>APRIL 2015</th>
<th>MAY 2015</th>
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<tr>
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<td>Mo Tu We Th Fr Sa Su</td>
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<tr>
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<td>9 10 11 12 13 14 15 16</td>
<td>17 18 19 20 21 22 23 24</td>
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<td>25 26 27 28 29 30 31</td>
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* = Staff training day

<table>
<thead>
<tr>
<th>JUNE 2015</th>
<th>JULY 2015</th>
<th>AUGUST 2015</th>
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<td>Mo Tu We Th Fr Sa Su</td>
<td>Mo Tu We Th Fr Sa Su</td>
<td>Mo Tu We Th Fr Sa Su</td>
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<tr>
<td>1 2 3 4 5 6 7</td>
<td>8 9 10 11 12 13 14</td>
<td>15 16 17 18 19 20 21 22</td>
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<tr>
<td>23 24 25 26 27 28</td>
<td>29 30</td>
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</tbody>
</table>

* = Staff training day

Dates in red are weekends or bank holidays.

Days marked * are staff training days. Schools are closed to pupils on training days, but the school office may still be open for general enquiries.

School holidays are highlighted in grey.
School comparative information: National Curriculum Assessments 2014

Key Stage 2

Percentage of boys, girls, and pupils achieving at least the expected level (Level 4+):

<table>
<thead>
<tr>
<th></th>
<th>Boys</th>
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<tbody>
<tr>
<td></td>
<td>School 2014</td>
<td>LA 2013</td>
<td>Wales 2013</td>
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<tr>
<td>English</td>
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<td>65</td>
<td>84</td>
<td></td>
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</tr>
<tr>
<td>Science</td>
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<tr>
<td>CSI</td>
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<table>
<thead>
<tr>
<th></th>
<th>Girls</th>
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<tr>
<td>LA 2013</td>
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<td>91</td>
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<tr>
<td>Wales 2013</td>
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<table>
<thead>
<tr>
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<th>Pupils</th>
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<tbody>
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<td>0</td>
<td>89</td>
<td>88</td>
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</tbody>
</table>

School Performance over time (2010 - 2014)

Notes:
1. Figures for Welsh refer to attainment in Welsh first language only.
2. CSI = Core Subject Indicator: To achieve the CSI a pupil must achieve at least the expected level 4 in both Mathematics and Science and either English or Welsh first language.
3. If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.
School comparative information: Foundation Phase Outcomes 2014

Percentage of boys, girls, and pupils achieving at least the expected outcome (Outcome 5+):

<table>
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<td>PSD</td>
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<td>95</td>
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<td>94</td>
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<td>87</td>
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<td>LCE</td>
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<td>100</td>
<td>81</td>
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<td>81</td>
<td>85</td>
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<tr>
<td>MDT</td>
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<td>88</td>
<td>85</td>
<td>100</td>
<td>91</td>
<td>89</td>
<td>90</td>
<td>80</td>
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<td>FPI</td>
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<td>100</td>
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<td>87</td>
<td>75</td>
<td>85</td>
<td>83</td>
</tr>
</tbody>
</table>

School Performance over time (2010 - 2014)

Notes:
1. - = No historical data available
2. Areas of learning: PSD = Personal and social development, well-being and cultural diversity; LCW = Language, literacy and communication skills (in Welsh); LCE = Language, literacy and communication skills (in English); MDT = Mathematical development; FPI = Foundation Phase Indicator. To achieve the FPI, a pupil must achieve at least the expected outcome (Outcome 5+) in both PSD and MDT and either LCW or LCE.
3. If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.