

# Ysgol Cynfran

## School Prospectus

### 2023 - 2024



## **Contact details:**

Ysgol Cynfran  
Dolwen Road  
Llysfaen  
Colwyn Bay  
Conwy LL29 8SS

**Tel: Colwyn Bay (01492) 517326**

**Email: [pennaeth@cynfran.conwy.sch.uk](mailto:pennaeth@cynfran.conwy.sch.uk)**

**School Website: [www.ysgolcynfran.co.uk](http://www.ysgolcynfran.co.uk)**

**Headteacher: Mr. Owen Rogers**

**Chair of Governors: Mr. Gwynfor Davies**

## **The information contained here relates to the school year 2022-2023**

Ysgol Cynfran is a community school in the County of Conwy. Our language of education is through the medium of English.

From the moment that your child is registered at our school, we look forward to establishing a happy relationship with you.

Our aim is to provide a pleasant and secure environment, where our children are encouraged to develop as individuals as well as acquiring sensitivity to the needs of others.

We recognise that the years spent at school will play an important part in influencing your child's present and future development. As teachers and parents we should engage in genuine collaboration based on mutual respect. To enable us to achieve our objectives, we look forward to your support and co-operation.

## Teaching Staff at Ysgol Cynfran

### Teaching:

|                     |  | Years Service at Ysgol Cynfran |
|---------------------|--|--------------------------------|
| Mr Owen Rogers      | Headteacher  | 14                             |
| Mrs Bethan Hughes   | Deputy Headteacher / Year 5  | 19                             |
| Mrs Laura Lewis     | Year 6   | 11                             |
| Mrs Cora Williams   | Year 4   | 20                             |
| Mrs Fiona Davies    | Year 3   | 21                             |
| Mrs Helen Johnson   | Year 2   | 16                             |
| Mr Mark Emberton    | Senior Teacher / Year 1  | 25                             |
| Mrs Evans           | Reception  | 17                             |
| Miss Keira Watkins  | Nursery  | 14                             |
| Mrs Cora Williams   | Additional Learning Needs Co-ordinator /<br>Looked after Children co-ordinator | 20                             |
| Miss Annie Sweetman | PPA teacher  | 4                              |
| Mrs Robyn Marjot    | PPA teacher  | 4                              |

### Non-Teaching:

|                           |                                 | Years Service at Ysgol Cynfran |
|---------------------------|---------------------------------|--------------------------------|
| Mrs Julie Lawless Gregory | School Secretary                | 2                              |
| Mrs Tracey Yates          | Higher Level Teaching Assistant | 16                             |
| Mrs Kerry Buckle          | Teaching Assistant              | 16                             |
| Mrs Louisa Davies         | Teaching Assistant              | 16                             |
| Mrs Tamsin Jones          | Teaching Assistant              | 8                              |
| Mrs Rebecca Stollery      | Teaching Assistant              | 11                             |
| Mrs Debbie Robertshaw     | Caretaker                       | 26                             |
| Mrs Janet Meroney         | Cook                            | 2                              |
| Mrs Lesley Heap           | Kitchen Assistant               | 26                             |
| Mrs Lesley Mancini        | Kitchen Assistant               | 18                             |
| Mrs Sirpa Jones           | Dinner Relief Assistant         | 9                              |
| Ms Nicola Wylie           | Teaching Assistant / Cleaner    | 6                              |

## Holiday Dates:

| Term Dates          | Begin               | Half term |                         | End      |
|---------------------|---------------------|-----------|-------------------------|----------|
|                     |                     | Begin     | End                     |          |
| Autumn              | 05.09.23            | 27.10.23  | 06.11.23                | 22.12.23 |
| Spring              | 08.01.24            | 09.02.24  | 19.02.24                | 22.03.24 |
| Summer              | 9.04.24             | 24.05.24  | 03.06.24                | 17.07.24 |
| Staff Training Days | 01.09.23<br>04.9.23 | 8.01.24   | 08.04.24<br>18/19.07.23 |          |

## **Teaching and Learning:**

**Our Mission Statement : LIVING, LEARNING, GROWING TOGETHER.**

**CYD FYW, CYD DDYSGU, CYD DYFU**

The school sets out to instil a high standard of work and behaviour and to foster respect and a caring, sharing, attitude in the children.

The school aims to:

- Have high expectations in terms of standards of work and encourage children to take a pride in their work.
- Create opportunities for each child to develop Literacy, Numeracy, Thinking and Life Skills, encouraging children to achieve their full potential.
- Encourage children to have high standards of behaviour and to co-operate with each other thus contributing to a happy, healthy and safe environment.
- Cater for the needs of all children at school.
- Emphasise to children the necessity for mutual respect towards their peers and adults.
- Help children to become more aware of their own culture and to become tolerant towards other cultures.

This is our school where all those involved have a valuable contribution to make. We fully recognise that the school is an important partner in educating children for the future, where they will take their place as responsible members of society.

## **School Inspection**

Ysgol Cynfran was assessed by ESTYN (HMI) in the Spring term 2018. This report can be viewed on the ESTYN site on the Internet at [www.estyn.gov.uk](http://www.estyn.gov.uk) where you can access inspection reports i.e. Conwy / primary schools.

The overall judgement for the current performance of the school was adequate. ESTYN felt that the school has a caring and supportive ethos and a strong focus on developing pupils' skills. It also added that the school has a strong and rigorous approach to tracking and monitoring pupils' progress, attendance and wellbeing.

The follow-on report from Estyn following steps taken by the school, revealed no outstanding issues.

## **The School's Website:**

The school's website is to be found at [www.ysgolcynfran.co.uk](http://www.ysgolcynfran.co.uk). Maintaining and updating the site is the responsibility of pupils and teachers. Digital photos of events and pupils' work are regularly updated. The school adheres to a child protection policy that prevents clear close up images of pupil features appearing on the site.

## Admissions:

Children may attend full-time from the beginning of the school year in which they are five years old. Before that date, arrangements are available for part time education.

We have a morning and separate afternoon Nursery Class, which is open 9:00 – 11:30 and 12:30 – 3:00. Pupil numbers are restricted to a maximum of 15 learners per intake. In addition, the school maintains a close link with Cynfran Pre-School. The transition to school is thus made as smooth as possible. The school has a home school contract with parents/guardians. We expect all children and parents / carers to sign this document, prior to joining the school

The school structure is of a single storey construction and has unrestricted access for disabled pupils.

The Head Teacher is available to meet parents during school hours unless teaching in class. It is usually possible to see him without an appointment between 8.00am and 8.30am and between 3.15pm and 5.00pm from Monday to Friday.

Further details, as well as appointments to view the school at work can be made by contacting the School Secretary or Headteacher 01492 517326

## Pastoral Care and Discipline:

Care for the children is the responsibility of all staff, both teaching and non-teaching, but each child is placed in the specific care of a class teacher. The school encourages self-discipline and self-esteem and looks to parents for support in this.

The pupils themselves follow 3 rules – Ready, Respect, Safe. All pupils, parents, staff and visitors are expected to behave in accordance with the school rules in order to ensure that all pupils are safe, happy and courteous.

A Parent Code of Conduct Policy is available on our school website.

## School Organisation:

Within the classes each Teacher will adopt individual, group or whole class teaching strategies as appropriate and will aim to match the work to the ability of the child.

**The focus across all subjects is to develop learner's literacy, numeracy and digital skills. Subjects may be taught specifically or using a topic approach.**

Outdoor education has been provided to children in Years 4, 5 & 6. Swimming lessons are provided to children from Years 1 – 6, inclusive. Forest school activities also take place.

The schools teaching time in relation to the Department for Education and Employment's recommended minimum is detailed as follows:

| Key Stage                       | Minimum    | Actual     |
|---------------------------------|------------|------------|
| Foundation Phase (exc. Nursery) | 21 hours   | 21 hours   |
| Juniors                         | 23.5 hours | 23.5 hours |

## **The Curriculum:**

The Governing Body of the school has recently published the school's Curriculum Rationale and school's Vision and Values as they relate to the new Curriculum for Wales. These documents will be reviewed annually and updated according to changes in legislation and or changes in educational practice; this document and other publications detailing the new curriculum can be found on the school's website.

The development of Literacy and Numeracy skills are crucial and are our main focus in every lesson across the teaching day. Increasingly, focus is paid to digital competency across all age ranges.

We will consider the principles of child development when planning, designing, and implementing the curriculum. We will use authentic learning experiences to ensure that learners develop the skills and knowledge to successfully achieve the four purposes:

- Ambitious, capable learners
- Enterprising, creative contributors
- Ethical, informed citizens
- Healthy, confident individuals

As a school we will use the Statements of What Matter in the six Areas of Learning:

- Humanities
- Health and Wellbeing
- Science and Technology
- Expressive Arts
- Language, Literacy and Communication
- Mathematics and Numeracy

We will ensure coverage of the curriculum's mandatory elements:

- Religion, Values and Ethics
- Relationship and Sexuality Ed<sup>n</sup>
- Welsh
- English

and statutory elements:

- Additional Learning Needs and Educational Tribunal (Wales) Act 2018
- Well-being of Future Generations (Wales) Act 2015
- United Nation Convention on the Rights of the Child
- United Nation Convention on the Rights of persons with Disabilities
- Careers & work-related experiences

## Homework:

At Ysgol Cynfran we place great emphasis on encouraging and developing pupils to become excellent readers. Children use the following literacy prompts:

- Giglets
- Reading Eggs
- Targeted Reading
- Volunteers in School
- Guided Reading
- Private Reading
- Class Competitions – number of books read
- Cross Curricular

As part of our Home/School Reading Programme, children are encouraged to take their reading books home with them each night. We do ask that all pupils bring their reading books back to school each day.

All children read through the week to teachers, teaching assistants and our volunteers. In addition, older Foundation Phase children and Key Stage 2 children receive regular spelling lists to practise at home and other tasks set by their class teacher.

Precise details of your child's homework commitment can be obtained from his/her class teacher.

**We hope you will assist your child's progress by sharing some time with them, by listening to them read – a set pattern of regular reading at home is always best. Please ensure that you have commented on your child's reading efforts by signing the Reading Record Book.**

## The School Day:

*Nursery* 9.00 a.m. – 11.30 / 12.30 p.m. - 3.00p.m

**Morning Sessions:** Foundation Phase: 8.55 a.m. – 11.40 a.m.

Juniors: 8.55 a.m. -12.20 p.m.

**Afternoon Sessions:** *Foundation / Infants:* 12.40 p.m - 3.00 p.m.

*Juniors:* 1.15 p.m - 3.15 p.m.

Children should not arrive on the premises before 8.45am, unless they are registered for the Breakfast Club. Pupils can become cold and distressed, particularly in winter, if they arrive too early. Also the School's insurance does not cover them until this time.

Children can be left and collected from the school gates, at the front and rear of the school. Children arriving at the front of the school should walk/be escorted down the footpath to the right of the main building to the play areas at the rear of the school.

On wet and very cold days, pupils should come straight to class.

## Attendance:

We do not currently display this information

## Break and Lunch Time Activities:

Break and lunch time play activities on the playground are staggered so Foundation and Junior aged children enjoy playtimes at separate times to allow for more space and resources.

We timetable play on the Adventure, and there are areas of hard standing and grass for children to make use of. Some games resources are provided, and we encourage children to bring in a football, skipping rope etc., if they wish.

As an incentive to get children on their bikes and scooters, all children are encouraged to bring them into school, with their helmets, to take part in Wheelie Days, everyday.

## Behaviour and Discipline policy:

This policy was drawn up following consultation with the pupils, teaching staff, support staff, kitchen staff, mid-day supervisors, parents and Governors. The policy encompasses all areas of the school; - a simple set of three whole school rules apply: Ready, Respectful, Safe. The Governors reviewed the policy in 2019.

In order to encourage and reward good behaviour a **Class Dojo** award is available to children in all classes. Each week, a Seren yr Wythnos award is made in each year group. Every year group also awards a Cymro / Cymraes certificate for the child who makes the most progress using Welsh throughout the week.

All members of the school staff will contribute to ensure good behaviour during teaching, play and during mid-day dining periods. Unacceptable behaviour is monitored and dealt with immediately. Records are kept and shared with parents. Parents will be informed should their children transgress and break school rules (having being warned on prior occasions). In accordance with the policy set out by the LEA, an exclusion may result in the event of certain acts. The policy states specific examples.

Positive, good behaviour will be emphasised and praised wherever appropriate. Golden Time is one reward for pupil's good behaviour. Wet play games are also provided. Litter monitors tidy the school grounds and door monitors look after school entrances. Junior pupils assist the school as pupil monitors and receive a variety of rewards. We have some very keen gardeners too.

Whole school assemblies and class 'thought for the day' sessions help to cover many areas associated with wellbeing and personal and social development. Circle time, KiVa, Schools Council, Fair Trade Council & ECO Council all help to give pupils a platform from which they can voice their opinions. This in turn, helps pupils to problem solve and promotes self esteem.



## **Arrangements for Children with ALN:**

The school provides help for children with additional learning needs (ALN). The New Code of Practice (a copy of which can be viewed on application to the Head Teacher) will be used as a guide to the identification and assessment of ALN. The school will deal with children's needs in stages, as laid down by the Code of Practice; including the drawing up of an Individual Educational Plan (IEP) for an ALN child. Parents are always kept informed of individual, pupil progress. The school works closely with all agencies to ensure appropriate information is shared.

MAT (More Able & Talented) pupils are provided with suitably challenging work by their class teachers.

## **Progress, Assessment and Reporting to Parents:**

Three parent meetings, one each term, are organised allowing parents and teachers to discuss progress. The first meeting is held in the early part of the autumn term and allows parents an opportunity to meet their child's new teacher and to discuss their expectations for the year ahead. The second meeting is held at Easter, the purpose of which is to discuss pupil progress. The third meeting is towards the end of the school year and is held to discuss the school report and general progress throughout the year, with suggestions for parents on how best to support their child's future learning. Parents can request additional meetings should any concerns arise.

Parents with children in the Foundation Phase, Early Years Department, have a meeting with staff to discuss entry to the Nursery and Reception classes. A Baseline Assessment takes place within the first half term.

Assessment takes place every day, informally and formally. We monitor all results and provide reports based on this evidence, making use of Taith 360, a highly regarded assessment and monitoring system.

Children's progress is continually assessed in all subjects. Children in Years 2 – 6 (inclusive) Online Tests. The results of these assessments will be reported to parents, during the summer term parent's meeting (if all the data has been received from the Welsh Government)

All parents receive an annual report, written by their child's class teacher at the end of the school year. All children comment on their report prior to this being sent home.

## **Extra Curricular Activities:**

Extra curricular activities vary according to term and season. During Covid restrictions, these have had to be severely curtailed. We currently offer multi-skills and football.

Children in Year 6 have had the opportunity to attend a residential visit to Pentrellyncymer and Years 4 and 5 stay at the outdoor pursuits centre at Nant Bwlch yr Haearn. In 2021, all Junior aged classes attended day long sessions at one of these two settings.

## **School Health Service:**

The School Health Service carries out a routine medical inspection for all Reception aged children.

The school is a pilot school for the Design to Smile Scheme, encouraging young children to brush their teeth thoroughly & regularly. It has been awarded a Gold certificate in recognition.

## **Safety and security - Visiting the School:**

When visiting the school, always use the main entrance, and call in at the Secretary's Office. All visitors will be required to sign the "Visitors Book" and to wear a 'Visitor Badge' for the duration of their stay. Other entrances to the school are locked at 8:45 a.m. and unlocked at 3.00 p.m. For safety purposes, all visitors to the school are screened at the main entrance. We kindly ask for all parents to adhere to these rules for health and safety purposes.

## **Wrap around Care:**

### **Breakfast**

All pupils at Ysgol Cynfran are able to have breakfast, with a charge of £1 per session. The Club is full at present, but we are happy to include children on a waiting list. Parents are required to register their children and registration forms are available from the School Secretary. Breakfast is provided in the school hall each day between 8:00 – 8:30 a.m.

### **Lunch**

We are proud to offer healthy school meals that are cooked on the premises. Dinner money must be paid via ParentPay.

The Local Education Authority offers free meals to children, where special circumstances exist and all full-time children in Foundation Phase. An application form must be completed and sent to the Director of Education. Relevant forms and further information can be obtained from the School Secretary.

Pupils who bring their own sandwiches to school will also be catered for in the school dining room. Glass bottles or metal cans should not be brought to school. We encourage children to drink water at school.

### **After School Club**

The school has an established After School Club. The club is available from 3.00-6.00 p.m. every weekday. A charge is made for this provision. Further details may be obtained from the school secretary. The club successfully passed a Care & Social Services Inspection 2015.

## **Absences:**

If a child is absent through sickness or for any other reason, a written note to the teacher on the child's return to school is necessary, to satisfy the Auditor. We are now bound by strict rules imposed by legislation, which requires us to report to the Local Education Authority any and all unauthorised absences and our figures for attendance, and non-attendance must be published annually. There are only three permissible reasons for absence, - illness or medical appointment; approved educational visit (including sporting activity); and annual family holiday (**of not more than 10 school days**). Parents should endeavour to arrange holidays to coincide with school holidays. Absences due to unavoidable family holiday need to be arranged in advance using a form that is available from the school secretary.

It is within the Headteacher's power to permit further absences under unusual circumstances.

**The school is proactive in ensuring high attendance and we request parents/guardians to telephone the school on the first day of absence; otherwise, we will phone to establish the reason for the absence.**

Requests for children to stay in at playtime are normally refused in the case of minor ailments, as adequate supervision cannot be guaranteed. We feel that if children are well enough to be at school, they need the benefit of a fresh air break.

## **Medicines and First Aid:**

If your child is unwell or hurt and is unable to remain in school you will of course be informed. Please ensure we have both your current telephone numbers and an emergency number of a friend or family members should we need to contact you.

**Important - If you change address or phone number, please come in and tell us.**

The school has six qualified First Aid trained staff. If your child has a minor accident you will be informed during the day or after school. **It is now recommended that no medicines should be administered to children by staff.** Children needing to receive medication during the day should remain at home, except in very exceptional circumstances.

## **Jewellery and Valuables in School:**

Parents are advised not to allow their children to bring any valuables (e.g. jewellery or expensive gifts and toys) to school. The wearing of jewellery is discouraged. Only stud earrings are permitted. Chewing gum is banned for health and safety reasons. Mobile phones and MP3, plus similar electrical/ computing equipment are to be handed in to the class teacher.

## **Parking:**

The car park is reserved for Staff, Parents of Pupils with a disability, Visitors, Emergency and Delivery vehicles. Parents are requested to use the lay-bys at the front of the school and at the rear (on Glyndwr Road), as dropping off and collecting points. On no account should vehicles be parked on the zig zag yellow lines at the front of the school on Dolwen Road. The school car park gate is locked at 8.45 every morning.

For Safety reasons - no child is to be collected from the car park unless prior permission has been granted by the Headteacher and a special permit has been issued.

To promote a healthy lifestyle, we encourage parents to walk their children to school whenever possible. The school hosts daily "Wheellie Days" where (weather permitting) children who arrive at school with a bicycle, scooter or roller skates can also use them at lunch playtime.

## **Parents in School:**

We believe that parents can bring help, support and experience into the school and we are always extremely grateful for any offers of help. If you wish to become involved in any way, please contact your child's class teacher or visit Mr Rogers at school.

Parental attendance at school meetings and parent's evenings – If any parent or carer has additional needs relating to disability and/or language, cultural issues with which they require assistance at a particular school event, please contact Mr Rogers at the school to arrange the assistance requested.

## **Lost Property:**

***Children's clothing should be clearly named.*** Children are not encouraged to bring toys or any valuable items to school. If your child is missing any possessions or articles of clothing please ask the School Secretary to take you to the 'lost property' box.

## **Collective Act of Worship:**

In keeping with the D.F.E.E.'s requirement for a daily act of worship, an amount of time is allocated each day for this purpose. Classes take acts of worship themselves, in their own rooms, every day.

Parents may request their child's exclusion from 'attending Prayer and/or Religious Worship', by making such a request in writing to the Headteacher. The school provides appropriate supervision for those children exempt from The Collective Act of Worship.

## **Religious Education:**

Children are expected to participate in all activities. However, should you wish your child to be excused from Religious Education and attendance at the daily act of worship, please make a request in writing to the Headteacher.

## **Sex Education:**

Relationships & Sexuality Education is now a statutory part of the curriculum in Wales.

It is delivered in an age appropriate context. Information has been sent home to all families to explain this.

## **Policy Statements:**

School Policy documents are available to view in the Secretary's Office.

The Freedom of Information Act requires public funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask at the school office to let you see the publication scheme or provide you with a free copy.

## **Modern Foreign Languages**

Ysgol Cynfran celebrates European Day of Languages every September, when each year group 'hosts' a country. They learn about the culture, geography, foods and languages, and share this across the entire school on a timetable that is rotated.

We are proud of the accreditation that 20% of the curriculum, at Ysgol Cynfran, is taught through the medium of Welsh.

## **Eco Schools Initiative:**

Pupils and staff are involved in a number of initiatives including recycling paper, ink cartridges, plastic and mobile telephones as well as reducing costs within the school - water, electricity and heating. A paper and plastic bank is located close to the school car park.

We were awarded the first Green Flag in September 2006 in recognition of our achievement in working towards a sustainable lifestyle. We have since received all of the Green Flag awards and in 2013 we were presented with the Platinum Award. This was successfully re-awarded in December 2021.

## **Welsh Network of Healthy Schools Scheme:**

In April 2011, Ysgol Cynfran became the first primary school in North Wales to complete Phase 5, (the final phase) of the Healthy Schools National Quality Award. This outstanding achievement was recognised by WAG and Conwy County Council and celebrated during an award ceremony in the Mayors Chambers, Bodlondeb.

At Ysgol Cynfran all pupils are encouraged to drink water. A self-financing fruit shop, run by one of our Governors, is open for the sale of fresh fruit, every morning playtime.

Pupils and staff from Ysgol Cynfran have delivered a short presentation as part of the 'Healthy School's Conference' at Llandudno. Our Fair Trade Cafe has been open for various functions, to all members of our community. Members of the Schools Council, have taken part in a SEFF Conference in Llandudno.

The School Cooking Club uses Fair Trade ingredients wherever possible and offers children the opportunity to learn useful life skills whilst preparing tasty food. This is run by a retired former teacher who taught in Further Education, covering cookery.

## **Investors in People:**

The school's commitment to Training and Development for all its personnel has been acknowledged with the prestigious Investors in People Award.

## **Other Significant Awards:**

In summer 2012, Ysgol Cynfran pupils were awarded a national prize, after taking part in the prestigious "Show Racism the Red Card Competition."

We won £10,000 of solar panels following a competition to demonstrate fuel efficiency. We received a grant for £5,000 from the Rotary Club of Colwyn Bay to upgrade our ICT.

Recently we were granted £70,000 to be used to construct a cycle track.

## **School Library:**

The Governors have allocated additional resources to enable all classes to have access to a well stocked library. We also subscribe to digital books.

## **Parents, Teachers and Friends Association-PTFA**

All parents are automatically members of the association. The PTFA at Ysgol Cynfran plays a vital role in forging links between School and the Community and in raising money for additional resources. All parents and friends are encouraged to involve themselves in the activities.

## **Voluntary Financial Contributions:**

The Education Act 1980 confirms the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours. The Governing Body of Ysgol Cynfran wishes to ensure that current activities (such as swimming and educational visits) can continue, without the exclusion of any child on financial grounds alone, and wherever possible without any additional burden on parents.

## **School Clothes:**

It is important for all pupils to wear correct school uniform.

### **Girls:**

- Grey Pinafore or Skirt
- Red Polo Shirt
- Grey Sweatshirt
- Grey/Red Cardigan
- Plain Black or Charcoal Grey Trousers
- Grey, Red, Black or White tights or White socks
- 'Sensible' Shoes, i.e. low heel and plain Black (not Trainers)
- Red and White Checked/Striped Dress in Summer

### **Boys:**

- Charcoal Grey or Black Trousers
- Red Polo Shirt
- Grey Sweatshirt
- Grey or Black socks
- Black Shoes (not Trainers)

**Nursery and Reception** children can wear Grey Jogging Bottoms instead of Trousers, Skirt or Pinafore.

### **Clothing for Physical Education:**

Gymnastics, Athletics and Dance:  
Black Shorts and plain, White T-shirt.  
Bare feet/Black Plimsolls (Hall)  
Training Shoes (Outdoor Activities)

### **Footwear**

We believe that it is both practical and safer for children to wear flat and sensible shoes/trainers. Platform soles or high heels are not suited to the busy school day. Shoes must be changed for P.E.

**All PE Clothing must be kept in a named, drawstring bag, or other suitable bag.  
Please use a name tag on all clothing.**

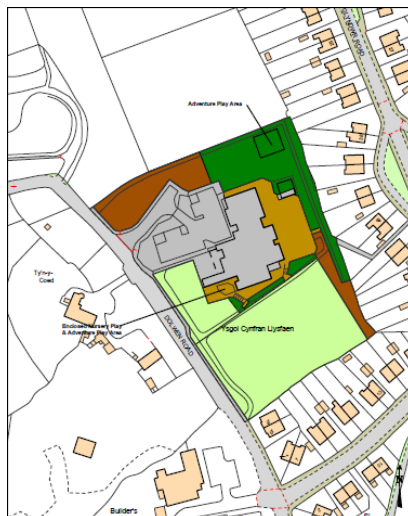
Embroidered school uniform can be purchased from Boppers, Colwyn Bay and online from [www.myclothing.com](http://www.myclothing.com)

## Complaints Procedure:

Our aim and hope is that no issues in school lead to a complaint. We are proud of our visible profile; teaching staff (and the Headteacher) are on duty every morning from 8.45 – 8.55, and where necessary, appointments can be made with teaching staff prior to the start of the school day and also after the final bell. Please contact the school office to request a meeting.

The School follows the All Wales Complaints procedures, as set out in 2012. Within the document, there are explicit procedures and policies if a parent wishes to make a complaint; first via the class teacher. Inevitably this is likely to lead to resolution, as each class teacher will have the best knowledge on the children in their class. If there is an unresolved issue, a Stage B requires the deputy Headteacher or Senior Teacher in Foundation to become involved. If the matter still remains unresolved, Stage C includes the headteacher's involvement. Finally, Stage D requires involvement of the Governing Body via contact with the Chair of Governors. This policy is on display on the school website and in the Secretary's office.

## School Grounds:



Ysgol Cynfran is very fortunate to be based in a modern building which was constructed only 28 years' ago. It has ample space for growth, is accessible to children and adults with any mobility issue (being a one storey building), has broad band internet connection throughout and has won numerous awards for a philosophy towards respecting the environment. The site is very generous by any standards; the school sits on total land of 14.281 M<sup>2</sup> or 3.5 acres. This provides ample indoor space, but crucially, numerous areas outside for learning, learning through play, and playground areas – hardstanding, fields, adventure area, forest school and wildlife areas. There is also a recently built Pump Track for cycling lessons. The entire space is fenced and securely locked through the school day.



**YSGOL CYNFRAN LLYSFAEN –  
BOARD OF GOVERNORS 2022- 2023**

|   | <b>Address</b>                            | <b>Term of Office Ends</b> | <b>Tel. No.</b> |
|---|---|----------------------------|-----------------|
| <b>LA Appointed</b>                                       |   |                            |                 |
| Mr. G. W. Heap  | c/o Ysgol Cynfran Llysfaen                | 10/05/24                   | 01492 517 326   |
| Cllr G W Stewart  | c/o Ysgol Cynfran Llysfaen                | 10/05/26                   | 01492 517 326   |
| Mrs A Thomas  | c/o Ysgol Cynfran Llysfaen                | 10/05/24                   | 01492 517 326   |
| <b>Minor Authority Representative (Community Council)</b> |   |                            |                 |
| Mrs S Davies  | c/o Ysgol Cynfran Llysfaen                | 10/05/26                   | 01492 517 326   |
| <b>Parent Governors</b>                                   |   |                            |                 |
| Mr. N. Edwards  | c/o Ysgol Cynfran Llysfaen                | 03/02/24                   | 01492 517 326   |
| Mrs. J. Hudson  | c/o Ysgol Cynfran Llysfaen                | 03/02/24                   | 01492 517 326   |
| Mr. R. McIntyre   | c/o Ysgol Cynfran Llysfaen                | 24/11/24                   | 01492 517 326   |
| Mrs. K. Guise   | c/o Ysgol Cynfran Llysfaen                | 18/07/23                   | 01492 517 326   |
| <b>Teacher Governor</b>                                   |   |                            |                 |
| Mrs. B. Hughes  | c/o Ysgol Cynfran Llysfaen                | 09/01/26                   | 01492 517 326   |
| <b>Staff Governor</b>                                     |   |                            |                 |
| Mrs. L. Heap  | c/o Ysgol Cynfran Llysfaen                | 17/07/27                   | 01492 517 326   |
| <b>Community Governors</b>                                |   |                            |                 |
| Mrs. N. Hall  | c/o Ysgol Cynfran Llysfaen                | 07/07/24                   | 01492 517 326   |
| Mr. G.Davies  | c/o Ysgol Cynfran Llysfaen                | 07/07/24                   | 01492 517 326   |
| Ms. B. Jones  | c/o Ysgol Cynfran Llysfaen                | 05/04/26                   | 01492 517 326   |
| <b>Headteacher</b>  |   |                            |                 |
| Mr. O. Rogers   | c/o Ysgol Cynfran Llysfaen                |                            | 01492 517 326   |
| <b>Clerk</b>  |   |                            |                 |
| Mrs. C. Peter   | c/o Ysgol Cynfran Llysfaen                |                            | 01492 517 326   |
| <b>Chairman 2022-23</b>                                   | Mr. G. Davies                             |                            |                 |
| <b>Vice Chairman:</b>                                     | Mr. G. Heap                               |                            |                 |
| <b>Committees</b>   |   |                            |                 |
| Finance and Staffing                                      | G. Davies, G. Heap, G. Stewart, O. Rogers |                            |                 |
| Buildings   | G.Davies, N. Edwards, O. Rogers           |                            |                 |
| <b>A L N Governor</b>                                     | Mrs. L Heap                               |                            |                 |
|   |   |                            |                 |