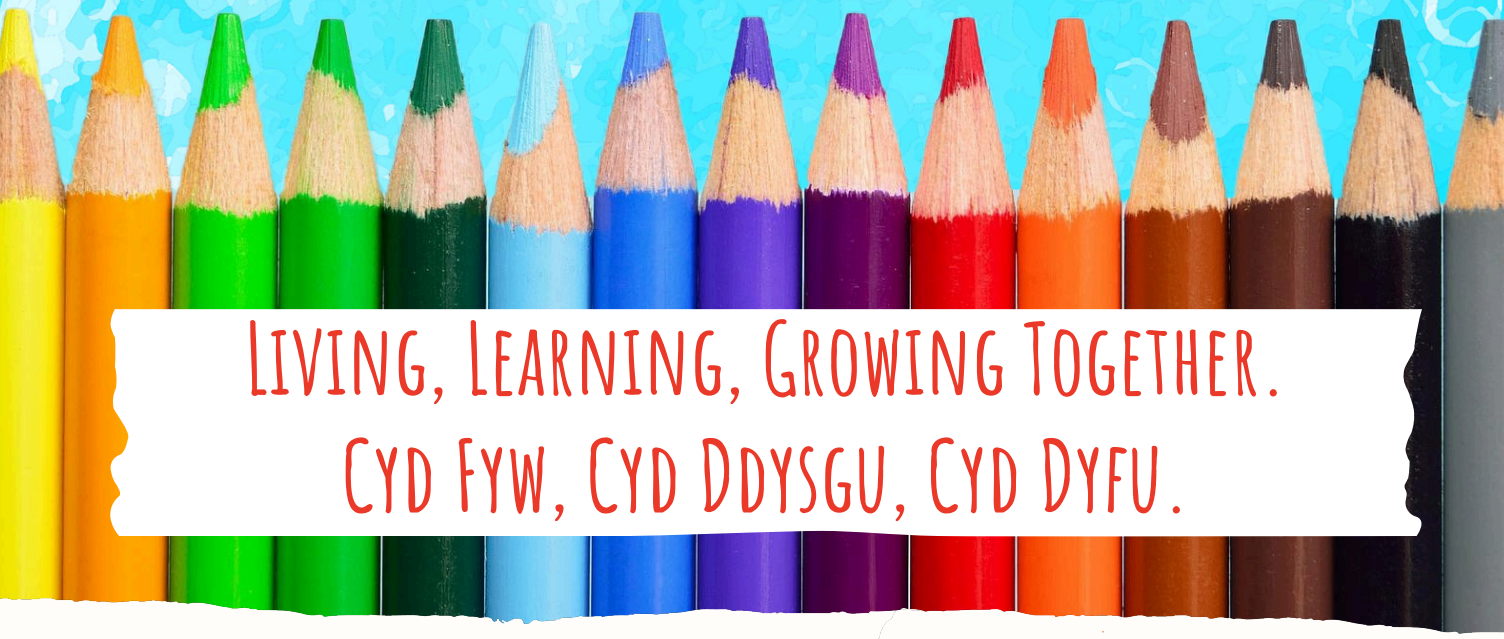


Living, Learning, Growing Together.
Cyd Fyw, Cyd Ddysgu, Cyd Dyfu.

School Prospectus 2026-27



Ysgol Cynfran Llysfaen

Contact details:

Ysgol Cynfran
Dolwen Road
Llysfaen
Colwyn Bay
Conwy
LL29 8SS
Tel: Colwyn Bay (01492) 517326
Email: pennaeth@cynfran.conwy.sch.uk
School Web site: www.ysgolcynfran.co.uk

Information :
Ysgol Cynfran is a community school in the County of Conwy. Our language of education is through the medium of English. We're passionate about creating a nurturing, inclusive and exciting environment where every child can thrive and reach their full potential. Our school is at the heart of the beautiful community of Llysfaen, surrounded by the Marian Mountain and local beaches, which we use to make learning even more inspiring. From the moment your child joins us, we look forward to building a positive and supportive relationship with you. Together, we'll help our children grow into confident, caring and resilient individuals, ready to take on the future.

Headteacher: Mrs. Bethan Hughes

Chair of Governors: Mr. Gwynfor Davies

Staff at Ysgol Cynfran

Mrs Bethan Hughes	Headteacher / PPA teacher
Mrs Cora Williams	Dosbarth Elian/ALNCO
Mr Mark Emberton	Dosbarth Marian/Senior teacher
Mrs Fiona Davies	Dosbarth Dolwen
Mrs Kelly Mullarkey	Dosbarth Betws (AM)
Mrs Helen Johnson	Dosbarth Dulas + Dosbarth Betws (PM)
Mrs Tracy Yates	Higher Level Teaching Assistant
Mrs Kerry Buckle	Teaching Assistant
Mrs Louisa Davies	Teaching Assistant
Mrs Nicola Wylie	Teaching Assistant / Cleaner
Mrs Anne Baker	ALN Intervention
Mrs Julie Lawless-Gregory	School Secretary
Mrs Debbie Robertshaw	Caretaker
Mrs Janet Merrony	School Cook
Mrs Lesley Heap	Kitchen Assistant
Mrs Lesley Mancini	Kitchen Assistant

Ysgol Cynfran School website

The school website can be found at
www.ysgolcynfran.co.uk

Maintaining the site is the responsibility of pupils and teachers. Digital photos of events and pupils work are regularly updated. The school has a digital agreement that we follow.



School Organisation

Within classes, each teacher will adopt individual, group or whole class teaching strategies as appropriate and will aim to support each child to learn at their own pace.

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

Pupils learn outdoors as often as possible and authentic experiences including educational visits are organised regularly.

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

Year groups	Minimum	Actual
Reception, Year 1, Year 2	21 hours	21 hours
Years 3,4,5&6	23.5 hours	23.5 hours

The School Day

Nursery:	9:00am—11:00am	
Morning Sessions:	Reception - Year 2:	8:55—11:55
	Year 3—Year 6:	8:55—11:55
Afternoon Sessions:	Reception - Year 2:	12:55—3:00
	Year 3—Year 6:	12:55—3:15

Children should not arrive on the premises before 8:45am, unless they are registered for Breakfast Club.

Children can be left and collected at the school gates at the front and rear of the school. Children arriving at the front entrance should walk along the footpaths to the play area at the rear of school.

On wet and very cold days children will come straight into school, either via the front or rear entrances.

To safeguard the children, the school gates are locked at 8:55am until 3:00pm and then from 3:00 until 3:15pm. To gain access to the school during the school day, visitors need to telephone the office from the front gate or use the gate to the side of the car park. Visitors must sign in and wear a visitors' badge at all times.

The School Day

The Governing body of the school has 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 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 4 purposes:

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

The School Day (Continued)

As a school we adhere to the Statements of What Matters in the six Areas of Learning:

- Humanities.
- Health & Well-being.
- Science & Technology.
- Expressive Arts.
- Language, Literacy & Communication.
- Mathematics & Numeracy.

We will ensure coverage of the Curriculum's Mandatory Elements:

- Religion, Values & Ethics.
- Relationship & Sexuality Education.
- Welsh.
- English.

and Statutory Elements:

- Additional Learning Needs & Educational Tribunal (Wales) Act 2018.
- Well-being & 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.

Teaching & 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 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 co-operate with each other thus contributing to a happy, healthy and safe environment.
- Cater for the needs of all children in school.
- Emphasise to the 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.

Break & Lunchtime Activities

We strongly believe that children have the right to play, and we actively encourage them to use the vast area that we have available to us all. This includes areas of concrete such as the playground and cycle track, the grass across the field, the pump track and the seating area in the garden. Some games resources are provided, and we encourage children to bring in a football or skipping rope etc, if they wish. They are also welcome to bring their bikes and scooters and can use the flat part of the track at lunchtimes as long as they have a helmet.

There are times of the year when the field is wet and muddy, but we will still allow the children to play in this area. For those times, we encourage children to bring in spare footwear to use at playtimes. These can be kept in the shoe shed at school.



Safety & Security

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.

Jewellery & Valuables

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. Stud earrings are preferable for safety reasons. Mobile phones and Iwatches plus similar electrical or computing equipment are handed in to the class teacher for safekeeping.

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 a weekly "Wheelie Days" where (weather permitting) children who arrive at school with a bicycle or scooter can also use them at lunch playtime.



Religious Education

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. RVE forms part of the Humanities Area. This Area encompasses geography, history, religion values and ethics. These disciplines share many common themes, concepts and transferable skills, whilst having their own discrete body of knowledge and skills. There is no parental right to request that a child is withdrawn from RVE in the Curriculum for Wales.

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.

Modern Foreign Languages

As part of the Curriculum for Wales, pupils working at progression Step 3 learn about French language and culture.

In addition to this 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.

Eco Schools Initiative

Pupils and staff are involved in a number of initiatives including recycling paper, ink cartridges, plastic and food waste 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 April 2024

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.

Well-being, Equality and Inclusion

The school boasts a huge outdoor area for pupils to learn outside the classroom. We are the first school in Conwy to offer regular cycle lessons with our innovative pump track.

Our ALNCo is part of the ALN Cluster working group, ensuring ALN provision is up to date and fit for purpose.

The school offers excellent emotional and nurture support from trained staff. Find out more about the schools pastoral programmes here: Pastoral Support Programmes | ysgolcynfran

School Grounds

Ysgol Cynfran is very fortunate to be based in a modern building which was constructed only 33 years ago. It has ample space for growth, is accessible to children and adults with any mobility issues (being a single-story building), has broadband 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 site sits on total land of 14.281M² 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 areas, forest school and wildlife areas. There is also our recently built Pump Track for cycling lessons. The entire space is fenced and securely locked throughout the school day.







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.

Parents, Teachers & Friends Association

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.

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
- Black Shoes
- 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

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

Clothing for Physical Education:

Black Shorts or jogging bottoms and plain, Red T-shirt.
Trainers

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.
Embroidered school uniform can be purchased at local uniform suppliers.

Medicines - First Aid

If your child is unwell or hurt and is unable to remain at school you will of course be informed. Please ensure we have your current telephone numbers and an emergency number of a family member or friend should we need to contact you.
Important: If you change address or phone number, please notify us immediately.
The school has qualified First Aid trained staff. If your child has a minor accident you will be informed during the day or after school.
Medication can be administered to children who need this during the school day. A Medical Consent form must be completed at the school office. All medication must be in its original labelled container/packaging.

Relationships & Sexuality Education

Relationships & Sexuality Education is now a statutory part of the Curriculum in Wales.
Information about what is taught at each stage is available on the school's website or on request.

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 Mrs. Hughes at school. Parental attendance at school meetings and parent's evenings is welcomed and encouraged. 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 Mrs. Hughes at the school to arrange the assistance requested.

Policy Statements

Some school policy documents are available to view on the school's website. Others are available on request.
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.

Meals in School

Breakfast

All pupils at Ysgol Cynfran are able to have breakfast, with a charge of £1 per session. 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.
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.

Chewing gum is banned on the school premises for health and safety reasons.

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 5 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

Behaviour Policy

A copy of the school's Behaviour Policy can be found on the school website.
This policy was drawn up following consultation with the pupils, staff, parents and Governors. This policy encompasses all areas of the school. A simple set of 3 whole school rules apply: Ready, Respect, Safe.
Pupils are rewarded for their good behaviour consistently and during our celebration assembly held once a week.

Extracurricular Activities

Extracurricular activities vary according to term and season. Please refer to our weekly newsletter for announcements of upcoming activities. PM7 Sports also runs sessions at school.

Throughout the year the children will have the opportunity to attend various educational visits. The visits that are planned usually depend on the topic that is being taught.

Reporting

Parents will be updated on their child's progress termly, either via a face-to-face meeting, with a written report or both.

During the Autumn term we provide an opportunity for parents to meet their child's new teacher and discuss how they've settled. In the Spring term, a second meeting will be held to discuss progress and in the Summer term, there is an opportunity to discuss the end of year school report. Class teachers will contact parents throughout the year where necessary if any concerns arise and parents can also request additional meetings at any time during the year.

When pupils begin 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. In addition to this, children in years 2-6 complete online tests twice a year. The results of these assessments will be reported to parents and can be accessed via children's HwB accounts.

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

Additional Learning Needs

At Ysgol Cynfran, pupils with Additional Learning Needs (ALN) are supported through an Individual Development Plan (IDP). In this plan all of their Additional Learning Provision (ALP) will be recorded and monitored. The processes and expectations of how this is managed are outlined in the 'Additional learning Needs code for Wales'. Pupils without an ALN but who require a boost or some extra support may benefit from accessing programmes and interventions from our universal offer of provision – this is how, as a school, we cater for the differentiated needs of pupils. At times children may require some additional targeted support and may be offered further extra programmes and support, they will have individual targets which are monitored termly. Further details of this can be found in our school's provision map document and ALN Policy. Parents/Carers are welcome to discuss the 'Additional Learning Needs code for Wales' with the Head teacher and ALNCo. The decision to admit children with disabilities is made in consultation with the Head teacher, ALNCo, Governors, parents and Local Education Authority. The final decision would depend upon a number of factors including the level of support that can be offered to the child in order for him or her to access the curriculum and the accessibility to the child of the building and other facilities. A child with disabilities would have their Additional Learning Provision requirements set out within their IDP, this would specify the nature of the support needed for that child to access the school and the curriculum. The Headteacher, ALNCo and Governors would ensure that this support was provided and that any additional aids were purchased.

More Able & Talented

We recognise that some pupils may be identified as more able and talented, which means they require opportunities for enrichment and extension beyond those provided for the general cohort. These learners may excel in areas such as academics, creativity, sports, or leadership, and we ensure they are given opportunities to thrive.

Children Looked After

At Ysgol Cynfran, we are dedicated to including all pupils in school life, regardless of their home situation. We work closely with local authority support officers and social workers to provide tailored support for pupils in foster care. Our aim is to integrate, support, and value children in care in the same way we would any other child. If you wish to discuss any aspect of this, please feel free to contact the school. Cora Williams is the designated CLA officer and is responsible for promoting the educational achievement of looked-after children.

Admissions

Children may attend full time from the beginning of the school year in which they are 5 years old. Before that date, arrangements are available for part time education.
This year, we have a morning Nursery class which is open from 9:00am – 11:30. Pupils numbers for this age group are restricted to a maximum of 15 learners per intake. In addition, the school maintains a close link with the Cynfran Preschool. The transition to school is therefore made as smooth as possible. The school has a home school contract with parents and carers. We expect all families to sign this document prior to joining the school.
The structure is of a single-story 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 call without an appointment between 8:30 and 8:45 and between 3:15 and 5:00pm Monday to Friday. However, an appointment is best to save disappointment.
Further details as well as appointment to view the school at work can be made by contacting the School Secretary or the Headteacher on 01492 517326.

Board of Governors

YSGOL CYNFRAN LLYSFAEN - BOARD OF GOVERNORS 2026- 2027			
	Address	**Term of Office Ends**	**Tel. No.**
LA Appointed			
Vacancy	c/o Ysgol Cynfran Llysfaen		01492 517326
Cllr G W Stewart	c/o Ysgol Cynfran Llysfaen	10/05/26	01492 517326
Vacancy	c/o Ysgol Cynfran Llysfaen		01492 517326
Minor Authority Representative (Community Council)			
Vacancy	c/o Ysgol Cynfran Llysfaen	10/05/26	01492 517326
Parent Governors			
Mrs. S. Stafford	c/o Ysgol Cynfran Llysfaen	02/02/28	01492 517326
Mr. R. McIntyre	c/o Ysgol Cynfran Llysfaen	24/11/28	01492 517326
Mrs S Evans	c/o Ysgol Cynfran Llysfaen	27/10/27	01492 517326
Mrs R Davies	c/o Ysgol Cynfran Llysfaen	27/10/27	01492 517326
Teacher Governor			
Mr. M Emberton	c/o Ysgol Cynfran Llysfaen	06/05/29	01492 517326
Staff Governor			
Mrs. L. Heap	c/o Ysgol Cynfran Llysfaen	17/07/27	01492 517326
Community Governors			
Ms. E. Carpenter	c/o Ysgol Cynfran Llysfaen	22/10/10	01492 517326
Mr. G.Davies	c/o Ysgol Cynfran Llysfaen	07/07/28	01492 517326
Ms. B. Jones	c/o Ysgol Cynfran Llysfaen	05/04/26	01492 517326
Headteacher			
Mrs B Hughes Headteacher	c/o Ysgol Cynfran Llysfaen		01492 517326
Mrs. C. Peter	c/o Ysgol Cynfran Llysfaen		01492 517326
Chairman 2024-25	Mr. G. Davies		
Vice Chairman:	Mr. G. Heap		
Committees			
Finance and Staffing	G. Davies, Cllr Stewart, B. Hughes, M. Emberton		
Buildings	G.Davies, B.Hughes, R McIntyre, M.Emberton		
A L N Governor	Mrs. L Heap		
Safeguarding Governor	Mrs. S Evans		

Cyd Fyw, Cyd Ddysgu, Cyd Dyfu
Ysgol Cynfran Llysfaen
Living, Learning, Growing Together

CYNFRAN
PRE-SCHOOL
Registered Charity - 1174061

Learning Through Play

Early Years Wales Runner Up 2023 - Big and Bold Outdoor Area Award

Places Available NOW!



OUR SERVICE

We offer a safe, welcoming environment for children aged 2-4 years, to participate in a wide range of activities. All activities supervised by our highly qualified, DBS checked and first aid trained staff. Our setting is open Monday - Friday, 9am-3pm, during term times.

REGISTER NOW

CALL 07821120933

Or email us at
cynfranpreschool@hotmail.com

ABOUT CYNFRAN PRE-SCHOOL

- CIW Registered
- ESTYN Inspected
- Flying Start Setting
- Early Years Wales Member
- 30 Hour Offer / Early Education / Tax Free Childcare Available
- Full Wraparound Service for Children attending Ysgol Cynfran's Nursery Class - please ask for details

Our setting participates in the following national schemes :

- Design To Smile
- Tiny Tums
- Healthy & Sustainable Pre-school Scheme

Cyd Fyw, Cyd Ddysgu, Cyd Dyfu
Living, Learning, Growing Together

Ysgol Cynfran Llysfaen







CYNFRAN

PRE-SCHOOL

FULL DAY, MORNING & AFTERNOON PLACES NOW AVAILABLE

SPACES AVAILABLE NOW FOR 2- 4 YEAR OLDS







Find us on

Sefydliad GOFAL PLANT CYMRU The CHILDCARE Charity for WALES

Addysg gynnar a gofal • Early education and care

YSGOL CYNFRAN~DOLWEN ROAD~LLYSFAEN

CYNFRANPRESCHOOL@HOTMAIL.COM

CYNFRANPRESCHOOL.ORG.UK

Dechrau'n Deg Flying Start