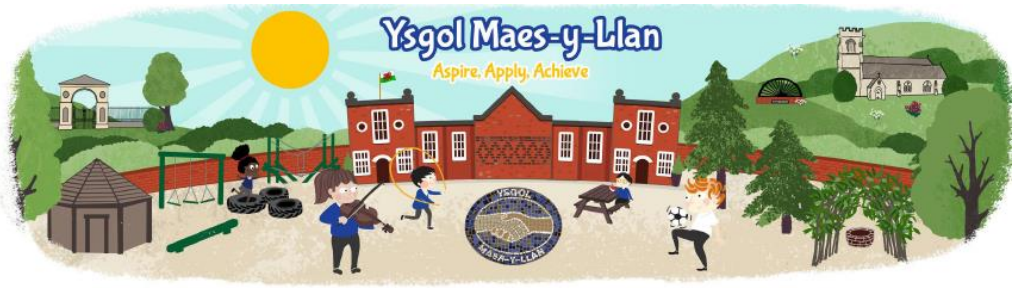


PROSPECTUS
2024 - 2025

Ysgol Maes-y-Llan
Ruabon
Wrexham
LL14 6AE

Telephone: 01978 820991

E-mail: mailbox@maesyllan-pri.wrexham.sch.uk

Website: www.maesyllan-pri.wrexham.sch.uk

Headteacher: Mrs Beth Rolls
Chair of Governors: Mr Kevin Hughes

'Aspire, Apply, Achieve'

Dear Parents and Carers

If this is your first introduction to Ysgol Maes-y-Llan, may I wish you and your child a very warm welcome. This prospectus has been prepared to give you a brief insight into school life at Maes-y-Llan.

Ysgol Maes-y-Llan is a happy and successful school where every child matters. Our aim is to provide a warm, happy and secure environment where our children are encouraged to develop and thrive as individual learners, whilst being sensitive to the needs of others.

Our dedicated teaching and support staff ensure that bespoke learning experiences are engaging, interactive and meet the needs of all our children. This is an exciting time for education in Wales. We have very much welcomed the implementation of the new curriculum, and I am confident we have the creativity and imaginative flair within our school, which will continue to ignite a thirst for learning within our children.

We are only a part of your child's learning, so we welcome and appreciate your support in ensuring your child meets their full potential academically, socially and emotionally. When we all work together, your children achieve more.

I hope you will find that this prospectus provides useful information to assist your understanding of our school. My door is always open should you wish to discuss anything about school life here at Maes-y-Llan.

Cofion Cynnes

Mrs Beth Rolls
Headteacher

'Aspire, Apply, Achieve'

Welcome from the Chair of Governors

Dear Parents/Carers

I am delighted and proud to be able to welcome you all to Ysgol Maes-y-Llan, where staff, parents, children and Governors work together in a happy, caring and safe environment. Our core values of 'Aspire, Apply, Achieve' lead our work and ensure that everyone in the school community can be the very best they can be.

I also encourage you to visit the school to meet and talk to our brilliant staff, wonderful pupils and discover for yourself that this is a happy, vibrant and successful school where children can thrive as learners through engaging learning experiences.

Our main function is to monitor, challenge and support the school to achieve its vision and aims to strive for excellence in all areas.

We are constantly reviewing our monitoring processes and are ready to meet the new developments; the New Curriculum for Wales and Additional Learning Needs reforms. There are very exciting times ahead!

We also recognise the extremely valuable and essential role our wonderful parents, friends and family members play in providing support and encouragement to the whole school community.

Should you wish to contact me, please do so via the school.

Thank you all again for your support – it is appreciated.

Kind regards
Cofion cynnes

Mr Kevin Hughes
Chair of Governors

Our School

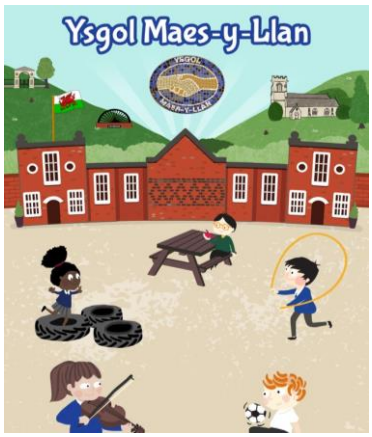
Ysgol Maes y Llan is situated in the village of Ruabon, near Wrexham. We are very proud of our school, which has had a prominent position within Ruabon since 1911. Although Maes-y-Llan has grown considerably over the years, we have retained a close-knit family feel. Currently, there are 141 pupils on roll, aged from 3 to 11, including 8 nursery children who attend part-time. We also offer Early Education for children the term after they are 3 years old. There are currently five classes at the school.

Ysgol Maes-y-Llan is a place where children become independent learners through a world of discovery. Our school is a friendly, welcoming community where everybody works together to promote enjoyment in learning in an uplifting and motivated atmosphere where equality, opportunity and freedom of expression is welcomed.

At Ysgol Maes-y-Llan, our wonderful staff aim to ignite a thirst and love of learning. We aim to inspire independent, creative, sociable and inquisitive life-long learners who are engaged in achieving their full potential. We pride ourselves on excellent relationships, high expectations, mutual trust and understanding.

Ysgol Maes y Llan is an English Medium school where Welsh is taught as a second language. Children have the opportunity to be part of a Welsh pupil group called Criw Cymreig. They help drive the use of Welsh throughout school. They have many responsibilities, such as:

- Hosting assemblies in Welsh,
- Planning Welsh games for the school yard and showing children how to play these games,
- Taking part in 'Learning Walks' around school to check classes and other areas have Welsh signs, displays and are carrying out Helpwr Heddiw activities,
- Helping to plan Welsh week and the Eisteddfod,
- Giving out prizes and certificates when they hear Welsh being spoken



Welsh as a Second Language

Welsh is taught as a timetabled session and where possible during other lessons. In addition we endeavor to foster in children a love of Wales, it's culture and it's language. Incidental Welsh is used throughout the day to encourage this.

Welsh Phrases often used in school

Bore da ~ Good morning
P'nawn da ~ Good afternoon
Hwyl ~ Goodbye
Sut wyt ti? How are you?
Os gwelwch yn dda ~ please
Diolch ~ Thanks
Dim Diolch ~ No thanks
Esgusodwch fi ~ Excuse me
Iawn ~ O.K. /fine
Dyma ~ Here is
Dyma fi ~ Here I am
Ga i.....os gwelwch yn dda? ~ May I have.....please?
Cei/ Na chei ~ Yes / No
Ga i help? ~ May I have help?
Dw i eisiau ~ I want
Oes gen ti? ~ Have you got?
Oes / Nag oes ~ Yes / No
Mae gen i ..... ~ I've got.....
Wyt ti eisiau..... ~ Do you want....?
Wyt ti'n hoffi....? ~ Do you like ...?

House System

All children are split into 3 Houses; Ceiriog, Mabon and Dyfed, which they stay in throughout their journey at Ysgol Maes-y-Llan.

There are times throughout the year where children compete in their houses for our annual Eisteddfod and Sports Days.

Behaviour and School Rules

Behaviour Expectations

Our School is an orderly community within which we foster three basic rights:

- The right of everyone to feel safe
- The right of everyone to learn and teach
- The right to be treated with respect and show respect

Three School Rules:

- Be Ready
- Be Respectful
- Be Safe

We endorse a positive behaviour management approach through praise, encouragement, rewards, targets and incentives. We continuously promote and celebrate the achievements and successes of all who learn and teach at our school. We teach pupils to be responsible for their own behaviour and expect them to make the 'right choices' and follow the school rules.

Our behaviour policy is available online: https://maesyllan-pri.wrexham.sch.uk/key-information/policies/

School Council

Giving pupils a voice is of utmost importance. Ysgol Maes-y-Llan has a very active School Council with elected representatives from each class who meet regularly to draw up action plans, plan fundraising and charity events and make suggestions of how to move school forward.

YSGOL MAES Y LLAN

Curriculum Rationale

Ambitious Alys | Enterprising Efa | Ethical Elis | Healthy Hywel

At Ysgol Maes y Llan, all our children and young people will be supported to develop into:

Ambitious, capable learners, who are ready to learn throughout their lives. We strive to create a safe, secure and stimulating environment that promotes and nurtures the development of growing minds; where pupils feel happy, empowered and inspired to learn.

Enterprising, creative contributors, who are willing to play a full part in life and work. Our learners will be encouraged to try their best, attend regularly and achieve their full potential academically, creatively, personally, socially and emotionally. High quality and engaging learning experiences will be provided for all children, and we will celebrate effort, successes, innovation and aspiration.

Ethical, informed citizens, who are ready to be citizens of Wales and the world. We aim to foster a strong sense of self, of family, of community and belonging, where children develop kindness and a mutual respect for themselves, each other and the local and wider environment.

Healthy, confident individuals, who are willing to lead fulfilling lives as valued members of society. We aim to ensure the best possible education for the children in our care, celebrating success and nurturing efforts so that each member of our Maes-y-Llan family has a voice, can develop as an individual and flourish as a 21st learner.

Active Learning

Community Links

Problem Solving

Forest School

Growth Mindset

Cymraeg

Digital Learning

Pupil voice

ELSA support

Eco-Schools

Welsh Network of Healthy School Schemes

Our Vision and Values

Maes-y-Llan is a caring, nurturing school. Well-being, our culture and community are imperative in all we do. We endeavour to nurture positive relationships based on respect and kindness for others, the local and wider environment and ourselves.

We have high expectations for all and are committed to ensuring that every child meets their full potential through an inspiring, relevant and creative curriculum.

We empower children to lead their own learning and become independent thinkers by being ambitious, confident and reflective.

Together we create a happy, safe, inclusive school where everyone aspires to be their best.

Safe

Respectful

Ready

Curriculum for Wales

The Curriculum for Wales is centred around six Areas of Learning and Experience. These include:

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

Extensive work has taken place at a school, local, regional and national level to collaborate in implementing the Curriculum for Wales. There are three cross-curricular responsibilities of Literacy, Numeracy and Digital Competence which are embedded across all Areas of Learning and Experience and across daily life in school.

Further information on the curriculum and teaching methods can be found on our website.

Outdoor Learning.

Our curriculum will provide lots of opportunities for outdoor learning activities which will take place in either our outdoor provision or in our amazing forest school area. These experiences will broaden the children's knowledge and skills, embedding the four purposes, develop a wide range of physical skills, including balance, coordination, and dexterity, in a natural environment. Additionally, outdoor play provides an opportunity for children to take reasonable risks and challenge themselves, which is essential for healthy child development.

Religion, Values and Ethics (RVE)

We follow the Agreed Syllabus for Religious Education, which meets the religion, values and ethics requirements of the Curriculum for Wales. Pupils will have the opportunity to learn about the other major religions, their practices and customs, and non-religious, philosophical convictions.

Relationships and Sexuality Education (RSE)

Relationships and Sexuality Education is a mandatory element of the Curriculum for Wales and is approached with sensitivity and care. Our policy has been developed by teachers and members of the Governing Body and aims to implement an age appropriate approach. Parents/Carers who have any concerns are welcome to arrange a meeting –in confidence– with the class teacher to discuss these concerns and see the teaching and learning materials that are used in the sessions.

Who's Who?

Senior Leadership Team

Mrs Beth Rolls – Headteacher, Lead Safeguarding Officer
Mrs Jo Gruffydd – Deputy Headteacher, Secondary Safeguarding Officer
Mrs Belinda Jackson – ALNCo (maternity leave)
Mrs Debbie Carson – Business Manager

Teaching staff

Mrs J Gruffydd – Year 5/6
Mrs R Steele – Year 4/5
Miss H Postle – Year 2/3
Mrs B Jackson – Year 1/2
Miss S Griffiths – Nursery Reception
Mrs A Guiel – (Maternity Leave)

Learning Support

Miss S Edwards
Mrs L Callaghan
Miss R Zafar
Mrs J Strange
Mrs G Tilston
Mrs R Jones

Kitchen Staff

Mrs K Jones – Cook
Mrs K Jarvis – Catering Assistant

Breakfast Club

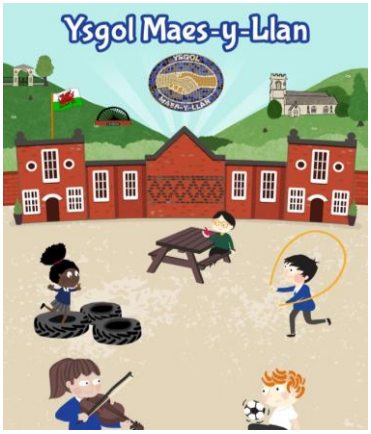
Miss R Zafar – Senior Supervisor

Lunch Time Staff

Mrs J Strange – Mid day Assistant
Mrs E Agyemang – Mid Day Assistant

Site and Maintenance Staff

Mr J Shaw – Caretaker/Cleaner
Mrs E Agyemang – Cleaner



SCHOOL GOVERNORS

Every school has a **Governing Body**. They have legal duties, powers and responsibilities and work together to:

- monitor the **curriculum** and what is taught;
- be a **'critical friend'** and ask questions;
- interview and **select staff** and monitor **professional development**;
- decide how the school **budget** is spent;
- monitor **pupils' welfare**;
- monitor the **repairs and maintenance** of the school buildings and grounds.

MAES-Y-LLAN GOVERNORS

Chair of Governors:	Mr Kevin Hughes c/o Ysgol Maes-y-Llan, Maes-y-Llan Lane, Ruabon, Wrexham LL14 6AE. Tel: 01978 820991
Vice Chair of Governors:	Mrs Melissa Evans
Headteacher Governor:	Mrs Beth Rolls
Teacher Governor:	Mrs Belinda Jackson
Staff Governor:	Mrs Gemma Tilston
Parent Governors:	Mrs Melissa Tilston Mr Wayne Callaghan Mrs Lyndsey George
Community Governors:	Mr Kevin Hughes Ms Pam Hallam Mrs Samantha Jesson
Local Community Governor:	Mrs Sharon Mazzerella
LA Governor:	Vacancy
Clerk to the Governors:	Mrs Debbie Carson (contact at the school)

Term Dates

Autumn Term 2023:

Monday 2nd September to Friday 25th October 2024

Monday 4th November to Friday 20th December 2024

Training days: 2nd & 3rdSeptember;

Spring Term 2024:

Monday 6th January to Friday 21st February 2025

Monday 3rd March to Friday 11th April 2025

Training days: 6th January

Summer Term 2024:

Monday 28th April to Friday 23rd May 2025

Monday 2nd June to Monday 21st July 2025

Training days: 27th June, 18th & 21st July 2025

The School Day

In order to make a prompt start to the day the pupils are allowed to come into school from 8.40 a.m. This helps to ease traffic congestion and helps parents and carers going to work. Pupils should not be left unsupervised on the school yard before the school doors open at 08:40.

School doors will close at 08:50 for the start of the school day. Anyone arriving after this time should report to the school office in order to be signed in and accounted for. If you know in advance that your child is going to be late, please inform the school.

Session Times

Breakfast Club ~ please see Mrs Carson to register and book a place.

Starts:	07:50 £2 per child before 08:20 (FSM children 50p)
	Free for all children after 08:20
Last entry:	08:30 (no breakfast served after 08:30)

8:40am ~ School doors open for children to come into class. Members of staff will be on the various doors and this is an opportunity to pass on small messages. However, if you would like to speak to a class teacher you should make an appointment with them via Dojo or by speaking to the main office.

8:50am ~ School doors close for the start of the school day and all late arrivals must report to the main office and be signed in by a parent or member of staff using our electronic sign in system.

Nursery	Morning sessions only	8:50 - 11:30 a.m.
Foundation Phase	Morning session	8:50 - 11:45 a.m.
KS2	Morning session	8:50 - 12 noon
Foundation Phase	Afternoon session	12:45 - 3:00 p.m.
KS2	Afternoon Session	12:45 – 3:00 p.m.

All children are dismissed by a member of staff at the end of the day.

Attendance

Maes-y-Llan's attendance policy is based on Welsh Assembly Government, Local Authority and the Ruabon Cluster school guidance. The policy is available on our school website https://maesyllan-pri.wrexham.sch.uk/key-information/policies/ .

If you know in advance that your child will be absent on a particular day, please let us know as soon as possible by e-mail, letter/note or telephone. If your child is absent, please contact the school office **on the first day of absence** either by telephone on 01978 820991, email at mailbox@maesyllan-pri.wrexham.sch.uk -or face to face, to let us know the reason. If it is very difficult for you to contact us on the first day of absence, then we ask that you do so **as soon as possible**. If this information is not forthcoming then the absence is deemed to be 'unauthorised' and, by law, has to be reported as such to the appropriate authorities.

Attendance Information 2022 to 2023:
Whole School Attendance: 92.5% Authorised Absences: 6.5% Unauthorised Absences: 1.29%

Punctuality

Please make every effort to bring your child to school on time.

Good habits last a lifetime.

Minutes lost per day during the school year	Equals days of teaching lost in the school year
5 Minutes	3.4 days
10 Minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
25 minutes	20.7 days

Taking Holidays in Term Time

Please be aware that leave of absence for the purposes of holidays is not a parents', carers' right but must be authorised by Mrs Beth Rolls the Headteacher or Mrs Jo Gruffydd the Deputy Headteacher. Holidays will not be authorised if a child's attendance is already below 95%. Periods longer than ten days must be deemed to be unauthorised absences.

Admissions

The LA manages admissions and transfers to the school on our behalf. Our admission number is 25 per year group.

Children are eligible for Nursery in the September after they have their third birthday. In accordance with LA Policy, they are offered Nursery Education for **five, two and a half hour sessions per week** throughout the school year. Prospective parents, carers and children are invited and warmly encouraged to come to our Nursery 'Stay and Play' Open Afternoon, usually held during the Summer Term. There they can meet the Teacher and Learning Support Staff and familiarise themselves with the Nursery environment.

Children are admitted into Reception in the September after they have their fourth birthday. Prospective parents, carers and children are invited and warmly encouraged to come to our Reception Open Afternoon, usually held during the Summer Term. There they can meet the Teacher and Learning Support Staff and familiarise themselves with the Reception environment. Those children who are already attending our Nursery provision within Maes-y-Llan, will have already taken place in several transition sessions in order to smooth the transition between classes.

All prospective parents and carers are very welcome to come and visit our School. Please make an appointment by contacting us first, as this ensures that a member of staff is available to show you around and answer any questions you may have.

Applications for **Admissions and Transfers** should be made through the **Children and Young People Service, Lambpit Street, Wrexham LL11 1AR. Tel No: 01978 298991.** The online admissions service should be used whenever possible: http://www.wrexham.gov.uk/english/education/admissions

Transfer to Secondary Education

Under the Education Act 1980, parents are free to state which Secondary School they wish their child to attend. **Ysgol Maes-y-Llan children usually transfer to Ysgol Rhiwabon after Year 6**.

Applications for secondary schools take place during the Autumn term, after you have had the opportunity to visit the different settings' Open Evenings.
Throughout years 5 and 6, pupils have opportunities to attend different transition sessions at Ysgol Rhiwabon during the school day.
During the Summer Term your child will attend transfer days at the secondary school of their choice.
Towards the end of the Summer Term, prior to transfer, the children and you will be given opportunities to visit the Secondary School of your choice.

Early Education

We are now able to offer places for Funded Early Education. You can apply online for a place for your child using the online admissions service at www.wrexham.gov.uk. For more information please see the flyer or contact Funded Early Education Admissions Department.

Contact Information

Parents must ensure that we always have correct, up-to-date information such as changes of address, telephone numbers, emergency contact numbers and medical information.
It can be very distressing for a child if they are unwell and need to go home and we are unable to get in touch with a parent or other family member.
Information can be updated on the Sims Parent App
www.sims-parent.co.uk

Personal Items

Please do not allow your child to bring personal items (including mobile telephones, tablets and smart watches) or toys to school. The school insurance does not cover property lost or damaged in school.

School safety

To ensure staff and children are safe at all times:

- All doors and gates are locked at 8:50am and entry can only be gained by the main Reception.
- Visitors have to report to Reception and wear a red or green lanyard
- Staff supervise the yards during playtimes and lunchtimes
- There are CCTV cameras around the buildings and grounds.
- The school premises are strictly non-smoking areas, this includes vaping.
- Dogs are not allowed on the premises (with the exception of guide dogs)

First Aid and Medication

Teachers and non-teaching staff attend First Aid Courses to update their First Aid skills. Staff are vigilant to child injuries and record them systematically.

Parents/carers are notified should their child receive First Aid whilst under the care of the school. The school also records incidents of a serious nature on the Local Authority reporting system.

At times of concern, parents/carers are contacted immediately. It is therefore imperative that parents provide up-to-date telephone contact numbers for home or place of work, plus an additional emergency contact number of a close relative. Parents/carers are asked to confirm or update their contact numbers at the start of every academic year.
Should your child require medication during the school day, a consent form must be completed, which you can request from the school office.

Safeguarding and Security

If, on any occasion, you need to collect your child during normal school hours (doctor, dentist, optician appointment etc.) please inform the school by e-mail, letter, telephone call or personal visit in advance. If you have a copy of the appointment card or letter, could you please bring it with you when you collect your child and share it with the office staff, thank you.

Help us to keep your child safe by:

- ALWAYS **parking your car safely outside the school grounds,** whilst also being considerate of our neighbours. Please do not block driveways or park on the raised crossing area. Only staff and authorised vehicles are allowed through the vehicular access gates.
- ALWAYS using the **pedestrian access when walking** onto the school grounds. No one should walk down the vehicular access to the staff car park.
- ALWAYS telling the school beforehand if you need to take your child out for an appointment during school hours.
- ALWAYS letting the school know if you are going to be late collecting your child or if they are to be collected by another adult. **We only release children to parents or carers authorised by parents.**
- ENSURING the school has an **up to date** emergency contact number for use during school hours.
- ALWAYS informing us of any change to your normal routine.

Child Protection

We adhere to the 'All Wales Child Protection Procedures, revised 2008' and the local protocol for Education and Leisure staff, as approved by the local Safeguarding Children's Board and therefore **all staff have a legal duty to refer any concerns about the well-being of any pupil to the Social Services Department and/or School Medical Officer**.

All members of staff have been trained in Child Protection / Safeguarding and new members of staff are trained as soon as possible after appointment.

Our Designated Safeguarding Person is **Mrs Beth Rolls** (Headteacher).

The Deputy Designated Safeguarding Person is **Mrs Jo Gruffydd**.

Our Safeguarding Governor is **Mr Kevin Hughes**

School Uniform

At Maes-y- Llan, **we actively encourage children to wear school uniform and we ask for your support in this matter**. A high standard of dress is important and uniform also gives the child a sense of belonging and pride in being a part of our school.

Our uniform supplier is **Ram Leisure**, Trinity House, 31 Whitegate Industrial Complex, Wrexham LL13 8UG Tel: 01978 360360 or you can purchase online at: - www.ourschoolwear.co.uk/primary-schools/ysgol-maes-y-llan.html

Our uniform is as follows:

Foundation Phase & KS2	Royal blue sweatshirt with logo
Foundation Phase	White polo shirt with logo
KS2	White shirt & school tie
Foundation Phase & KS2	Grey trousers/skirt/pinafore
Foundation Phase & KS2	Royal blue fleece with logo (optional)
Foundation Phase & KS2	Royal blue waterproof anorak with logo (optional)
Foundation Phase & KS2	**All black shoes**

P.E. Kit

Royal blue shorts
Royal blue T-shirt
Dark coloured jogging bottoms for the winter
Trainers/pumps for outdoor use
Trunks/Costume for swimming lessons

Many items of clothing are lost or mislaid during the year. **Please ensure each item of your child's clothing is marked with their name and checked regularly in case it has faded.**

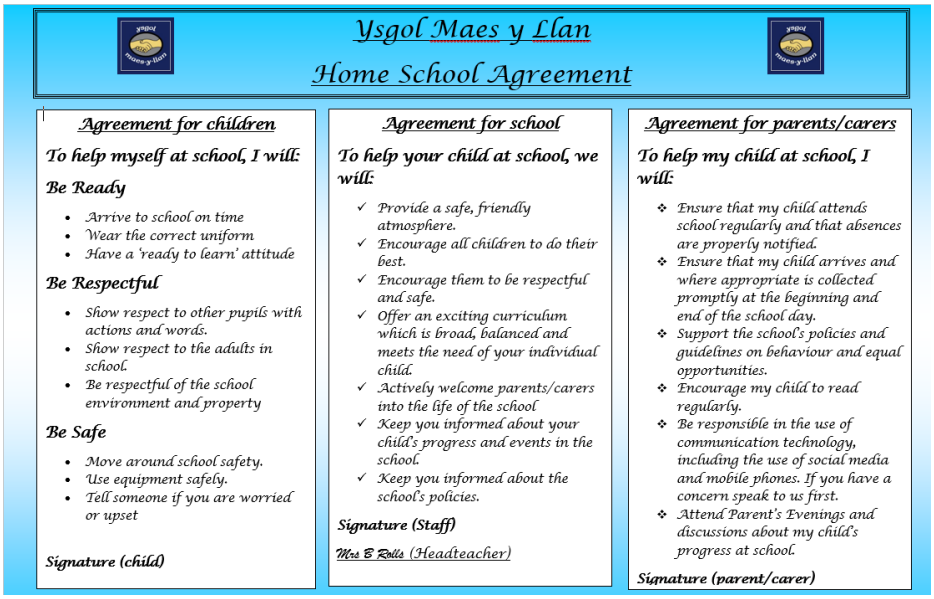
Jewellery is not a part of the school dress code and contravenes **Health and Safety Regulations.** However, if children have pierced ears, they may only wear a pair of small metal coloured studs. In addition, a wristwatch may be worn. **The wearing of any other jewellery is strictly prohibited**. Please also tie long hair up.

Parents and Carers as Partners

The education of your child is very much a shared responsibility between home and school. A close and productive association is paramount if your child is to achieve their academic, social and emotional potential. You can play an important part in the education of your child and in helping them become happy, confident and engaged lifelong learners with high aspirations.

If you have any worries or anxieties concerning your child, please do not hesitate to contact the Class Teacher, Deputy Headteacher or Headteacher.

A copy of Maes-y-Llan's 'Home School Agreement' is sent out every year.



Ysgol Maes y Llan

Home School Agreement

Agreement for children

To help myself at school, I will:

Be Ready

- Arrive to school on time
- Wear the correct uniform
- Have a 'ready to learn' attitude

Be Respectful

- Show respect to other pupils with actions and words.
- Show respect to the adults in school.
- Be respectful of the school environment and property

Be Safe

- Move around school safety.
- Use equipment safely.
- Tell someone if you are worried or upset

Signature (child)

Agreement for school

To help your child at school, we will:

- ✓ Provide a safe, friendly atmosphere.
- ✓ Encourage all children to do their best.
- ✓ Encourage them to be respectful and safe.
- ✓ Offer an exciting curriculum which is broad, balanced and meets the need of your individual child.
- ✓ Actively welcome parents/carers into the life of the school
- ✓ Keep you informed about your child's progress and events in the school.
- ✓ Keep you informed about the school's policies.

Signature (Staff)

Mrs B Rolls (Headteacher)

Agreement for parents/carers

To help my child at school, I will:

- ❖ Ensure that my child attends school regularly and that absences are properly notified.
- ❖ Ensure that my child arrives and where appropriate is collected promptly at the beginning and end of the school day.
- ❖ Support the school's policies and guidelines on behaviour and equal opportunities.
- ❖ Encourage my child to read regularly.
- ❖ Be responsible in the use of communication technology, including the use of social media and mobile phones. If you have a concern speak to us first.
- ❖ Attend Parent's Evenings and discussions about my child's progress at school.

Signature (parent/carer)

Parent-Teacher Association ~ Friends of Maes-y-Llan

We have an active 'Friends of Maes-y-Llan' group at our school, which provides a valuable link between home and school Any offers of help, either in an official capacity on the committee or purely on a voluntary basis at individual functions, are most welcome. Meetings, social functions and fund-raising activities are arranged on a regular basis and are publicised through the school Website, App and newsletters. The funds raised by our group provide our children and the school with many additional resources we would otherwise have to do without.

Reporting to parents.

You will have the opportunity to meet your child's teacher formally, 3 times a year. Early in the Autumn term each class usually has a 'Meet the Teacher' session, when the class teachers will introduce themselves and explain what your child will be learning during the school year. In the Spring, there will be an opportunity for you to have a consultation with the class teacher and see the children's work and discuss their progress. In the Summer term, you will be invited to discuss your child's end of year report is you wish to do so.

Taking of Photographs

There will be many precious moments during your child's journey at Ysgol Maes-y-Llan, and we appreciate that you may want to capture many of these moments by taking photographs. The taking of personal photographs during concerts, performances, sports days, assemblies etc. is welcomed, **however, we ask you to respect the views of all our parents and carers in that you only take pictures of your own child(ren)** and **not put photographs with other children on Social Networking Sites such as Facebook, Twitter, Instagram etc. Thank you. Failure to comply with these requests could jeopardise the safeguarding and/or safety of some our children.**

Prior to releasing any of our children's names and photographs we will gain parental/guardian permission. A form will be distributed at the start of the year.

Press and Publicity

In line with advice from the LA, it is the practice of the school to release pupils' names to the press to accompany photographs, such as those to celebrate individual or team successes. If any parents, carers object to photographs or names of their children appearing in the press, then they should complete the photo consent forms, sent out at the start of every academic year, to that effect.

A copy of the school's Privacy Notice can be found on our school website along with many other policies https://maesyllan-pri.wrexham.sch.uk/key-information/policies/

Homework

As parents and educators, we all want the best for your children. To that end, based on national and Maes-y-Llan's own data, reading at home will continue to be the main homework request from all classes, as reading at home is shown time and time again to have a massive impact on children's academic progress.

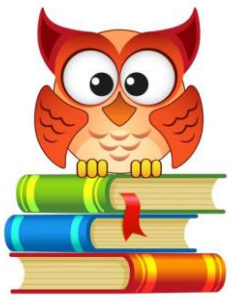
Your child is never too young to start enjoying books.

- Read aloud to your child, talk about the words and pictures, and share ideas, likes and opinions about the book.
- Read yourself: a book, newspaper (even if is just the sport pages), instructions, timetables etc.. Children who see adults reading are much more likely to want to read themselves.
- Make sure your child is surrounded by books. You don't need hundreds of books at home, but make regular trips to the library, charity shops or bookshop, not just to borrow books but to spend time together browsing and learning to make choices. In this way, reading becomes a habit. There are also a wealth of free eBooks online at www.oxfordowl.co.uk. Most importantly, talk to them about books: your favourite childhood stories or fairy tales, or about what you are reading now.

Impact of Reading at Home

Children are taught the skills of reading in Maes-y-Llan through learning sounds, graphemes, phonemes, blending and comprehension skills. As with any other the skill, the more you practice, the more confident and competent you become. By reading at home, your children are having more opportunities to practice the skills taught in school, and they will make quicker progress both in reading and in their overall confidence.

Please help us help your children by supporting their reading at home and ensuring their reading diaries are signed and brought into school.



Lunch Time Arrangements

Wrexham School Meals Service provide us with a menu and themed meal days which are advertised on our school website, app and newsletters.

School Meals

School dinners are now provided free of charge. Meal choices have to be ordered on ParentPay and can be done so up to 2 weeks in advance. You also need to remember:

- orders need to be placed by 8am
- the list of children who have ordered a school meal cannot be updated after 8am so if you haven't ordered a meal, your child will need to bring a packed lunch

We kindly ask that if you have ordered a meal for your child and change your mind, please cancel the order before 8am on the day. The number of meals that are prepared each day is based on the number of orders received, so if you order a meal, but give your child a packed lunch, food will go to waste.

Healthy Packed Lunches

We encourage children to eat healthy packed lunches. Supervision and accommodation are provided for children bringing packed lunches to school. All lunches should be packed in a suitable container and should **not contain fizzy cans of pop, energy drinks or glass bottles.** To help develop your child's independence, it is useful for the packaging to be easily opened by them. Children could practice this at home.

Healthy Snacks

We encourage pupils to eat healthily in line with the LA and Welsh Government Guidelines and have adopted the Healthy Schools Policy. We provide the children the option of a fresh fruit snack for their morning break. This is charged at £1.00 per week payable half termly in advance. We also provide Foundation Phase children with a complimentary carton of semi- skimmed milk.

The KS2 pupils may bring their own **'healthy snacks' i.e. a piece of fruit or vegetables for break times.**

All children are encouraged to bring in water bottles, which they can refill in school when they need to during playtimes and lunchtimes.

Educational Visits & Visitors to the School

In order to support the broad, exciting curriculum we offer pupils at Ysgol Maes-y-Llan, we also value the importance of being able to take the pupils out of the school environment, or have outside providers bring the experiences to the school. Educational Visits/Visitors are used to support and enhance topics being taught.

Residential visits to Glan Llyn during Years 5 and 6, encourage pupils to use their Welsh Language skills and learn about the Welsh Culture. Children are also given opportunities to experience activities they may not otherwise have had.

Charging and Remissions Policy

In accordance with the Education Act 1988, the Governing Body has a duty to develop and publish a Charging and Remission Policy for the school. This document is available from the school office.

Parents/carers are asked to make a voluntary contribution towards the cost of transport to various trips and swimming lessons.

Parents/carers in receipt of certain state benefits may be entitled to some remission on certain activities.

Physical Education and Sport

Our aims for physical education are that:

- every child will experience a range of physical education activities,
- every child will physically challenge themselves,
- every child will understand how beneficial exercise is to our health and
- every child will build life-long habits which will benefit their health and wellbeing.

Physical Education has a substantial contribution to make to the total education of each and every child. Physical Education is a compulsory part of the School's curriculum and should therefore be undertaken by all pupils. **Pupils can only be excused from P.E. on medical grounds and a note is required to that effect, from parents or a doctor.**

Pupils should be **dressed appropriately for P.E. activities for health and safety** reasons.

Swimming

Key stage 2 children will take part in swimming lessons. These lessons are held at Chirk swimming baths.

The aim is that all pupils should be able to swim 25 metres by the end of Key Stage 2. However, as we believe swimming is also a life skill, when able, pupils will have the opportunity to work towards Personal Survival Awards.

Pupils require a towel and appropriate costume for swimming. Long hair must be tied back or a swimming cap worn and if your child has a verruca they would need to wear a swimming sock. A contribution of £2 per week is asked from parents towards the cost of transport.

Extra Curricular activities

Throughout the year we aim to offer a variety of After School Clubs from 3:15pm until 4pm.

Children with Additional Learning Needs

Our school works within the '**Code of Practice for Wales**' for children with Additional Needs. The School seeks to ensure that **all children with Additional Learning Needs (ALN)**, whether physical, cognitive, medical, social or emotional, **receive appropriate educational provision**, which will enable them to access the whole curriculum and fulfil their potential. We work closely with outside agencies, such as the Educational Psychologist, the Education Social Worker, the Attendance Officer, the School Nurse, Doctors, Physiotherapists, Occupational Therapists, Speech Therapists and the LA, to support every individual child and their particular needs.

Initial concerns regarding a child may come from teachers within the school, parents, carers or another agency. Following an initial period of detailed observation and assessment either in school or at the Assessment Centre, the individual needs of each child is considered, an action plan drawn up and appropriate provision made.

Parents and carers are kept informed of the progress regularly and liaison between the Class Teacher and our Additional Needs Co-ordinator, **Mrs Belinda Jackson.**

For more information please go to our website:
https://maesyllan-pri.wrexham.sch.uk/key-information/additional-needs/

Looked After Children

We have adopted Wrexham's Policy for Looked After Children (LAC). It has been agreed by the Governors and is subject to review. Each Looked After Child has a Care Plan which must include a Personal Education Plan (PEP).

Equal Opportunities

At Ysgol Maes y Llan, we believe that every pupil is entitled to develop their skills and talents and that no pupil should be disadvantaged. The school is fully compliant with the Equalities Act (2010). All children regardless of race or gender will be treated with the same degree of care and attention. Any incidents involving racial statements will be dealt with immediately.
Pupils will have the same rights of access to age appropriate activities in all aspects of school life. We have a commitment that, wherever possible, children with physical disabilities will be educated in their local primary school. If required, adaptations to the building will be considered by the school and the Local Authority to enable a child to attend our school.

Complaints Procedure

It is hoped that you never have cause to complain. However, we do have a Complaints Procedure document available from the school office or school website.

Verbal abuse or aggression towards staff, other parents or pupils will not be tolerated. If you have any concerns, please follow the appropriate guidelines and let school know as soon as possible. We can only address concerns if we know about them.

Social Networking Sites such as Facebook should not be used to name or make comments about school negatively. Social Media will not solve a complaint or concern, school will.

E safety

We have a policy for Internet safety: please contact school to request one.

All children are advised to use the internet correctly and safely. Our Digital Champion **Mrs Amy Guiel** supports staff with the implementation of the Digital Competency Framework.

School Information for Parents/Carers

We endeavour to keep you up to date with the daily life of our school through a range of methods:

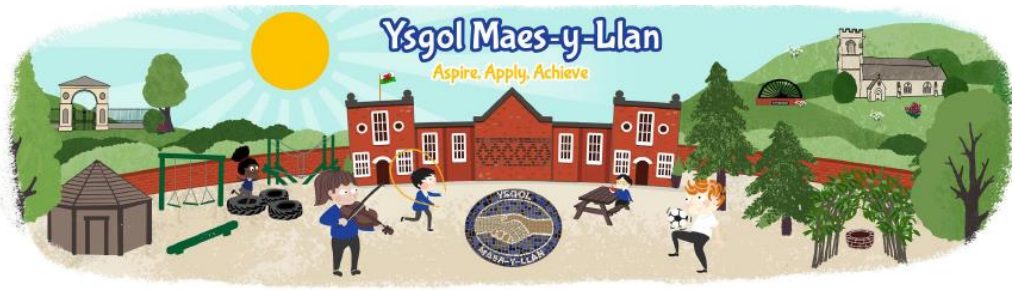
School Website

School's website is https://maesyllan-pri.wrexham.sch.uk/

The website offers information for parents and a diary of events.

Dojo

Dojo is an app that each class uses which enables you to keep informed about your child's everyday learning and achievements.

Newsletters

We regularly send out newsletters with a range of information and for sharing the children's successes.