



Ysgol Yr Hafod Johnstown

Prospectus
2025-26



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Welcome



On behalf of staff, governors and pupils, it is my great pleasure to welcome you to our lovely school.

In September 2023, we moved into our newly extended and refurbished building, and we are absolutely delighted with our new school! At Ysgol yr Hafod, Johnstown, children are placed at the centre of everything we do. Pupil voice is central to our curriculum. We have a talented, dedicated and enthusiastic team of staff and together, we strive to ensure our school is a safe and happy environment where every child is valued and given every opportunity to be the best that they can be. We believe that the environment in which they learn should be an inspirational one. We are extremely proud of the learning environment we have created in our new building. It is a place where children can thrive, use and apply their skills, follow their interests and have high aspirations.

We hope that our website will keep you up to date with the work and activities happening in and around our very busy and thriving school.

Choosing the right school for your child is a very important decision and we would encourage you to come and visit our school and see the facilities we have on offer. We look forward to working with you as your child continues their learning journey.

Mrs Alison Heale
Head Teacher



About Our School

Ysgol yr Hafod Johnstown is a county primary school in the village of Johnstown close to the town centre of Wrexham. We provide education for 350 learners from 3 – 11 year olds, including a Nursery.

We have a wrap around child care provision, 'Little Miners', for our Nursery children, and an After School club for all pupils.

In 2015 Johnstown infant and Johnstown Junior school amalgamated to become Ysgol yr Hafod Johnstown, the name reflecting our connections with the historic mining community and Hafod banks.

The school sits at the base of Bonc yr Hafod, on the site of the old Hafod Colliery. The mine once employed over 1,900 local people, mainly from the villages of Rhos, Ponciau and Johnstown. The pit was closed in 1968.

In September 2023 we moved in to our newly extended and refurbished site on Bangor Road, bringing the whole school on to one site. This has been a very exciting time for our school and an important landmark in our school's history. We are delighted with our beautiful new building which includes 13 classes, a specialist practical area, learning resource area, library, small group spaces, a drama studio and a Multi Use Games Area (MUGA) and The School House building. We have some beautiful grounds and we are hoping to develop these further in the coming year.

We have a Resourced Provision for 7-11 years olds for learners from across the LA with a range of learning needs.

Around 25% of pupils are eligible for free school meals. 5% of our learners have English as an additional language. We have identified about of pupils as having additional learning needs.

Children who attend YYHJ come from a mixture of social housing and privately owned homes. Over 50% come from Johnstown, the rest from surrounding areas such as Rhos, Penycae, Ponciau and Ruabon.



Ysgol yr Hafod Johnstown



Chief Officer Education and Early Intervention

Ms Karen Evans

Wrexham County Borough Council

Guildhall

Wrexham

LL11 1AY

Te: 01978 298991

Chair of Governors

Councillor David A Bithell

YYHJ is a community Primary school maintained by Wrexham CBC



Admission Policy and Procedures

In accordance with Wrexham Policy, children are admitted to the school (part-time) in the September following their third birthday. They begin statutory full-time education in the September following their fourth birthday.

If your child is transferring from another school we ask that you make contact with the Admissions Department of the Local Authority by email to admissions@wrexham.gov.uk or by telephoning 01978 298991 and asking for school admissions, as they have responsibility for admitting children into our school. Parents who wish to enroll or transfer their child/children to Ysgol yr Hafod Johnstown, are welcome to make an appointment to visit the school and to meet with the Headteacher to discuss the matter.

Parents have the right to appeal against a decision by the LA not to allocate a place for their child at Ysgol yr Hafod. Guidance on admissions is contained in Wrexham's Parents' Guide to Education Services available on www.wrexham.gov.uk/sites/default/files/2021-09/parents-guide-2022-23.pdf

Children will be accepted into one of the following classes:

Nursery/Early Entitlement:	Dosbarth Caerffili
Nursery/Reception:	Dosbarth Caernarfon & Dosbarth Harlech
Year 1/2:	Dosbarth Conwy
Year 1/2:	Dosbarth Cricieth
Year 1/2:	Dosbarth Flint
Year 3/4:	Dosbarth Dinas Bran
Year 3/4:	Dosbarth Penfro
Year 3/4:	Dosbarth Ruthin
Year 5/6:	Dosbarth Caerdydd
Year 5/6:	Dosbarth Deganwy
Year 5/6:	Dosbarth Powis
Resourced Provision	Dosbarth Dinefwr

The School Day and Term Dates

Children are expected to be punctual. A member of staff is on duty on the yard or on classroom doors from 8.45am when doors are opened. Unless attending Breakfast Club, children should not be on the premises before 8.40am.

Doors and gates are closed at 8.55am. Children who arrive after this time will need to come in through the Main entrance and sign in on INVENTORY. We encourage families to walk to school where possible. All younger pupils should be accompanied by an adult both to and from school.

Year 3 -6 pupils may walk home from school unaccompanied with written parental permission.

For children aged 4-7 we deliver 21 hours of teaching time and 23.5 hours per week for children aged 7-11, including R.V.E but excluding Collective Worship, registration and breaks.

School Times		
Year Group	Start	Finish
Early Entitlement (Jan- July) (Monday – Thursday)	8.55am	11.30am
Nursery	8.55am	11.30am
Reception, Year 1 and 2	8.55am	3.00pm
Years 3- 6	8.55am	3.05pm

Breakfast Club

Breakfast club is available every day. Welsh Government provides a free Breakfast club to all pupils from 8.20am each morning.

Children can come to breakfast club from 7.50am. There is a charge to stay before 8.20am.

- 7.50am-8.20am costs £3.00 (Free School meals £1)
- 8.20am-8.40am- free

You must register and book a place for your child on ParentPay.



The School House Wraparound Childcare

We offer Wrap Around child Care at the School House. Little Miners provides Wraparound for our Nursery and EE children until 3.00pm. After School club provides wrap around for all our children until 6pm every day.

- The School House is registered with Care Inspectorate Wales (CIW) and run by fully qualified staff.
- Mrs Sarah Wynne is the Childcare Manager.
- Mrs Sara Anderson is the Person in Charge of Little Miners
- Ms Louise Jones is the Person in Charge of After School club.
- EE children can still attend Little Miners on Fridays - starting at 11.30am.

Please 'like' 'The School House Wraparound Childcare' Facebook page for up to date news and information and to register your child if you need to use this provision.



Term Dates

School Opens	School Closes	Staff Training Days (School closed to pupils)
Autumn Term 3rd September 2025	23rd October 2025	1st September, 2 nd September 2025 24 th October 2025
Half term Monday 27th October - Friday 31st October		
3rd November 2025	19th December 2025	-----
Spring Term 6th January 2026	13th February 2026	5th January 2026
Half term Monday 16th February - Friday 20th February		
23rd February 2026	27th March 2026	-----
Summer Term 14th April 2026	22nd May 2026	13 th April 2026
Half term Monday 26th May - Friday 30th May		
1st June 2026	17th July 2026	20th July 2025

Forced Closure

In the event school has to close, for example due to heavy snowfall, please use the school website or Wrexham County Borough website for all up to date information – www.wrexham.gov.uk . We also email parents to keep you up to date and post on our School Facebook Page. Please like our Facebook page to receive updates and information. Information about events is sent home regularly in the form of emails. We also send updates on information already given in the prospectus. Please keep these for reference and share information with all those who care for your child. We also use a text messaging service for urgent / important information and reminders. Information is regularly posted for parents on our home-school communication system 'Seesaw'. Website Information is regularly updated on our website.

Healthy Schools Programme

We are committed to on-going improvement and development, helping pupils to do their best and build on their achievements, recognised by achieving 'healthy school' awards. Our school ethos is based on a learning climate which promotes children's physical and emotional health and well-being in a safe environment to ensure all children reach their full potential. This relates to all aspects of health – healthy mind, body and lifestyle.



Water

We encourage children to drink a regular supply of water throughout the school day. Please encourage your child to bring their water bottle to school every day. (No juice or flavoured water please) If you wish to purchase a replacement school water bottle they can be purchased at a cost of £1, please contact the school office.

Healthy Snacks

Nursery and Reception pupils are provided with a healthy snack of fruit or vegetables every morning. We ask for a contribution of £1.50 per week for this, payable via ParentPay. This can be paid weekly or for the term.

Year 1-6 pupils bring a healthy snack for snack/break times. We ask for your support in strongly discouraging your child from bringing biscuits /crisps/other snacks for morning snack.

Our Criw Cymraeg have launched a Siop Frwythau to encourage the use of Cymraeg and to support our Healthy Schools Programme.

Milk

Early Years and Y1&2 children are provided with free school milk each day.

Lunchtimes

School Meals Healthy meals are served in school and menus are available on the WCBC website. School meals for all primary age pupils are free under the **Universal Free School Meals offer** (Reception to Year 6). Meals should be booked in advance on the WCBC system **ParentPay**. When you child joins the school, you will be provided with details to register. Nursery children who stay for Little Miners can have a school meal. This has to paid for via ParentPay. Parents can also still apply for financial support under the Eligibility for Free School Meals (EFSM). This includes a school uniform grant and remission towards school residential trips and other visits. All applications are assessed on a national scale and in complete confidence.

If you think you may qualify for Free School Meals (EFSM), you can apply online.

- Either search for 'Free School Meals' on the Wrexham website or
- Follow the link below:

www.wrexham.gov.uk/english/education/school_meals/free_school_meals.htm

If your child prefers a packed lunch, 'Wrexham Healthy Schools' encourage a Healthy lunch box. A healthy balanced diet in childhood helps children to grow well and protect against chronic diseases. The Food Standards Agency recommends everyday packed lunches contain at least:

- 1 portion of fruit or veg
- 1 portion of dairy eg. cheese or yoghurt
- 1 portion of protein eg. meat, fish or other source
- 1 portion of starchy food eg. bread, pasta, rice

By limiting the crisps/biscuit snacks and sugary drinks your child has for lunch during the week you will be helping to reduce their salt and sugar intake. Advice we have been given recommends that savoury snacks e.g. crisps and meat products e.g. sausage rolls/pies are only included in lunchboxes occasionally. We ask that parents don't include fizzy drinks in bottles or cans within a packed lunch.

Don't worry if you forget sandwiches one morning! We will make every effort to contact home. If we are unsuccessful in contacting a parent, the child will be given a school meal.

Drop off and Pick Up

The roads around school can be very busy at drop off and pick up times. We kindly ask parents to avoid blocking residents' driveways and parking on pavements during these times.

Jo Williams is the crossing patrol who is on duty on Bangor Road every morning before school and at the end of the day. We encourage families to cross the road with the school crossing patrol.

To try and minimise any congestion and to keep everyone safe:

- Where possible we encourage you to walk to school.
- We have 3 entrances onto site to encourage as many walkers as possible. Bangor Road, Heol Offa and Wrexham Road.
- There is no access for parents on the school car park.
- At drop off times, Bangor Road will be extremely busy – if you have to drive, please park a few streets away and walk to the school site.



Uniform

We encourage all pupils to wear and respect their uniform as proud members of YYHJ. We have an expectation of good standards of dress and personal presentation. The Governor's policy is that costs to parents are kept to a minimum.



Here is a list of items that your child will need when they start at Ysgol Yr Hafod Johnstown.

Boys:

- Blue polo shirt
- Navy jumper
- Grey/black trousers/shorts
- Black shoes

Girls:

- Blue polo shirt
- Navy cardigan/jumper
- Grey skirt/pinafore dress/
blue summer checked dress
- Black shoes



P.E. Kit:

- White t-shirt
- Black shorts/joggers
- Pumps/trainers

Children in Key Stage 2,
also require a swimming kit.

Please note that Nursery children do not need a P.E. kit.

We ask that children come into school in their P.E. kit on the days they have P.E.

Please ensure that all items of clothing especially coats and sweatshirts/jumpers are clearly labelled with your child's name.

All items are generally available through clothing retail outlets.

To order school uniform, you have the following options:

Online at **www.ourschoolwear.co.uk**

Visit the shop at **Unit 31 Whitegate Ind Estate, Wrexham**



Financial support for families on lower incomes and who qualify for certain benefits is available towards the cost of school uniform, sports kit, equipment and laptops / digital devices. More information is available on <https://www.wrexham.gov.uk/service/pupil-developmentgrant-pdg>

Jewellery & Hair

For obvious reasons children should not bring valuables to school. For safety reasons necklaces, bracelets and rings should not be worn. Children with pierced ears may wear small studs only. **NO JEWELLERY IS PERMITTED FOR P.E.** Long hair should be tied back neatly, no large bows please.



“ I love school. School is cool! I like to learn (Year 5 child) ”



“ First class! All staff are committed and caring (Year 2 grandparent) ”



Communication

As a school, we endeavour to communicate regularly with parents. In the interests of sustainability, we will email out any letters rather than send a hard copy. There are many ways that you can keep up to date with events at school and receive information regarding your child's progress and activity during the school day:-

- Like our Facebook Page. We post all our letters and updates on our Facebook page
- Download our Website app
- Download the SeeSaw app and scan the QR code to access your child's account. We will send you photographs and updates about class work, trips and other information from class via SeeSaw
- Google Classroom- we will upload photos and information via Google classroom

If you have any worries or concerns, or any questions about any aspect of school life, you can communicate in the following ways:-

- Phone the school
- Send us a Facebook Message,
- Email us
- Come to the main office
- Speak to the teacher on drop off or pick up
- Please make sure we have an up-to-date email address and emergency contact details

Wider Community Partnerships

We endeavour to keep the local community involved in the life of the school through community events provided by our active parent group 'Friends of Ysgol Yr Hafod', the school choir and environmental projects.

We issue press releases in local papers informing the community of recent and forthcoming events and achievements.

Local businesses support the school in numerous ways, including sponsorship, school grounds development, funding etc.

We were successful in an 'Awards for All' Lottery Grant in 2015, which allowed us to build links with the community, through asking for their help in developing our Early Years Garden. We have also received a grant from Tesco 'Bags of Help' to further develop our outdoor spaces.

Health and Safety

Telephone Numbers / Addresses / Emergencies

At the beginning of each school year, we send out a number of online forms requesting information. This includes up to date details for emergency contact numbers, medical information, notification of any allergies, photo consent, permission for routine visits. It is important that all these details are kept up to date. As a school we are responsible for your child's safety and security during the school day. Please let us know if there are any changes to contact details. We need to be able to contact you in the event of an emergency.

Toilets

There are enough toilets at school which meet the requirements set by Welsh Government. The toilets are cleaned at the end of each day. A member of staff will also check them during the day to ensure there are no problems with the toilets, and if there has been a problem it needs to be dealt with instantly.

Staff

Staff at YYHJ
Teaching Staff


Amanda Jones
Deputy Head Teacher
Year 5/6 Teacher


Alison Heale
Head Teacher


Rachel Roberts
Deputy Head Teacher
Early Years Teacher

Early Years Teachers


Carrie Beale


Bethan Rowlands


Natalie Bourne


Sue Riley

Year 1 & 2 Teachers


Emma Roberts


Anne-Marie Jones


Claire Davies


Amy Taylor

Year 3 & 4 Teachers


Sarah Jones


Jessica Hopley


Donna Dodd

Resourced Provision Teacher


Annabel Lansom

Year 5 & 6 Teachers


Sarah Kirby
ALNCo


Joe Evans


Jenny White

Staff at YYHJ Support Staff

Admin Officer



Rhian
Evans Trott

PPA Cover



Katie
Johnston



Sharon
Evans

Caretaker



Amanda
Hanmer

Early Years Teaching Assistants



Jemma
Jones



Beth
Jenkins



Julie
Owen



Sharon
Lloyd

Year 1 & 2 Teaching Assistants



Nina
Hardman



Louise
Jones
MDSA



Rachel
Parry



Lisa
Edwards

Resourced Provision Teaching Assistants



Andrea
Griffiths
HLTA



Michelle
Mackie

Midday Supervisor MDSA



Barbara
Hampson

Key Stage 2 Teaching Assistants



Laura
Bostock



Zara
Price
MDSA



Sharon
Davies



Julie
Marubbi

Staff at YYHJ Catering and Cleaning Staff

Breakfast Club



Katie
Johnston
Supervisor



Sharon
Lloyd



Julie
Owen



Zara
Price



Rachel
Parry



Amanda
Hanmer



Chris Jones
Cleaner

Kitchen Staff



Carla
Williams
Cook



Sharon
Brimfield



Elaine
Williams



Sue
Hughes



Lisa
Jarvis



Our Governing Body

Governors are similar to a Board of Directors, providing support for the Headteacher and Staff. They meet at least once a term and have legal duties, powers and responsibilities.

The governing body is outlined in the table below:

Name	Type of Governor	Term expiry date
Councillor David A Bithell	Chair of Governors Local Authority	November 2027
Victoria Williams	Vice Chair Local Authority	March 2027
Carol Gardner	Local Authority	May 2029
Alison Heale	Head Teacher	N/A
Vacancy	Additional Community	
Vacancy	Community	
Claire Parry	Community	December 2028
Claire Pearce	Community	November 2028
Gareth Rhodri Jones	Parent	November 2028
Sonia Edwards	Parent	November 2028
Paula Barlow	Parent	July 2028
Natalie Andrews	Parent	March 2027
Anne Marie Jones	Teacher Governor	October 2026
Andrea Griffiths	Staff Governor	July 2028
Maxine Jones	Clerk to Governing Body	N/A

Please address all correspondence to the Clerk to the Governors of Ysgol yr Hafod
Johnstown Bangor Road, Johnstown, Wrexham LL14 2SW

Home-School Partnership

At YYHJ, we value the support of families and strive to develop excellent homeschool partnerships which will support, extend and enhance each child's learning.

On entry into school, all children are assessed. These assessments provide us with a benchmark or starting point and form the basis for planning your child's learning journey through our school. The progress of each child is continually assessed by the teacher, recorded and this in turn informs the next stage in the learning journey. Children from Year 2 to Year 9 in Wales also undertake national personalised assessments for reading and numeracy each year. Information from these are provided for parents and used alongside all our teacher assessments to inform each child's next steps in learning.

Parents' evenings are timetabled throughout the year. These give an opportunity for you to discuss your child's progress with the class teacher. Reports on your child's progress will be prepared and sent to you at the end of each school year. If you have any questions/concerns about your child's progress please discuss these at the earliest opportunity with the class teacher, preferably at the end of the school day or before 8.40am. We have an open and friendly atmosphere in school and all endeavour to support your child. Likewise, we will seek your support if an issue/concern arises with your child's learning.

Homework/Shared Learning Support from home is greatly appreciated and much valued. Shared learning varies in form across the school but usually takes the form of a range of activities for children to choose from in addition to regular reading. Teachers are always ready to discuss with you how to best help your child.



Our School Vision - Stakeholder Reflections

In developing our vision for the New curriculum, our curriculum squad sought the views of all stakeholders. These are the key points from the feedback:

- The new curriculum isn't just about achievement- it's a learning journey, developing the whole child and preparing them to become educated and active members of their community.
- Something like 'Rise to the Challenge' would be more appropriate.
- We want children to be happy and confident, can follow their interests, content in themselves to step forward into any challenge.
- We need to give them the best possible stepping stone in their time here using those 4 purposes as the spine and drive.
- Happy, healthy, confident children who are keen to learn and to care for one another and the environment.
- Inspire children to have a passion for learning.
- Vision should reflect the four purposes e.g. Learning for life- To equip our learners with the skills they need to take their place in the modern world.
- Empathise and show respect.
- Persevere when things get challenging.
- Believe in themselves as much as we believe in them.
- Equipped to thrive in 21st Century.
- Not afraid to take risks and make mistakes.



YYHJ Core Values

Our Core Values are linked to the Four Purposes and are at the heart of the Curriculum for Wales.

We create a nurturing, safe and inclusive environment, to promote well-being and mutual respect for all members of our school community.



We have high expectations and aspirations for all, to be the best that we can be in all that we do.



We make the right choices, persist and take risks to be an independent learner and an effective citizen.



We have agreed expectations, recognising and valuing our own unique abilities and those of others. We treat each other and the environment with care and thoughtfulness.



Working together, we can support each other to achieve our shared vision in creating **Learners for Life**.

Our Core values support our pupils to become:

- **Ambitious capable learners who are ready to learn throughout their lives.**
- **Enterprising, creative contributors who are ready to play a full part in life and work.**
- **Ethical, informed citizens who are ready to be citizens of Wales and the world.**
- **Health, confident individuals who are ready to lead fulfilling lives as valued members of society.**

Curriculum for Wales

Our new exciting curriculum for children in Wales became statutory for primary schools from September 2022.

At the heart is universal access to, and acquisition of, the *experiences, knowledge and skills* that young people will need for employment, lifelong learning and active citizenship.

A Young Person's Guide to the new curriculum can be found [here](#).

An easy read version for young people can be found [here](#).

A Parent / Carer's Guide to the new curriculum can be found [here](#).

Our curriculum is central to our school. It is how we realise our vision to ensure our pupils become ambitious, enterprising, ethical and healthy citizens. It is broad, balanced and inclusive providing appropriate progression through a range of provision for all. It is the why, what and how the children learn.

At YYHJ, the curriculum introduces the children to skills, knowledge and experiences through the six Areas of Learning and Experience (AoLEs) encompassing the Statements of What Matters and reflects the Principles of Progression.

The six Areas of Learning and Experience are:

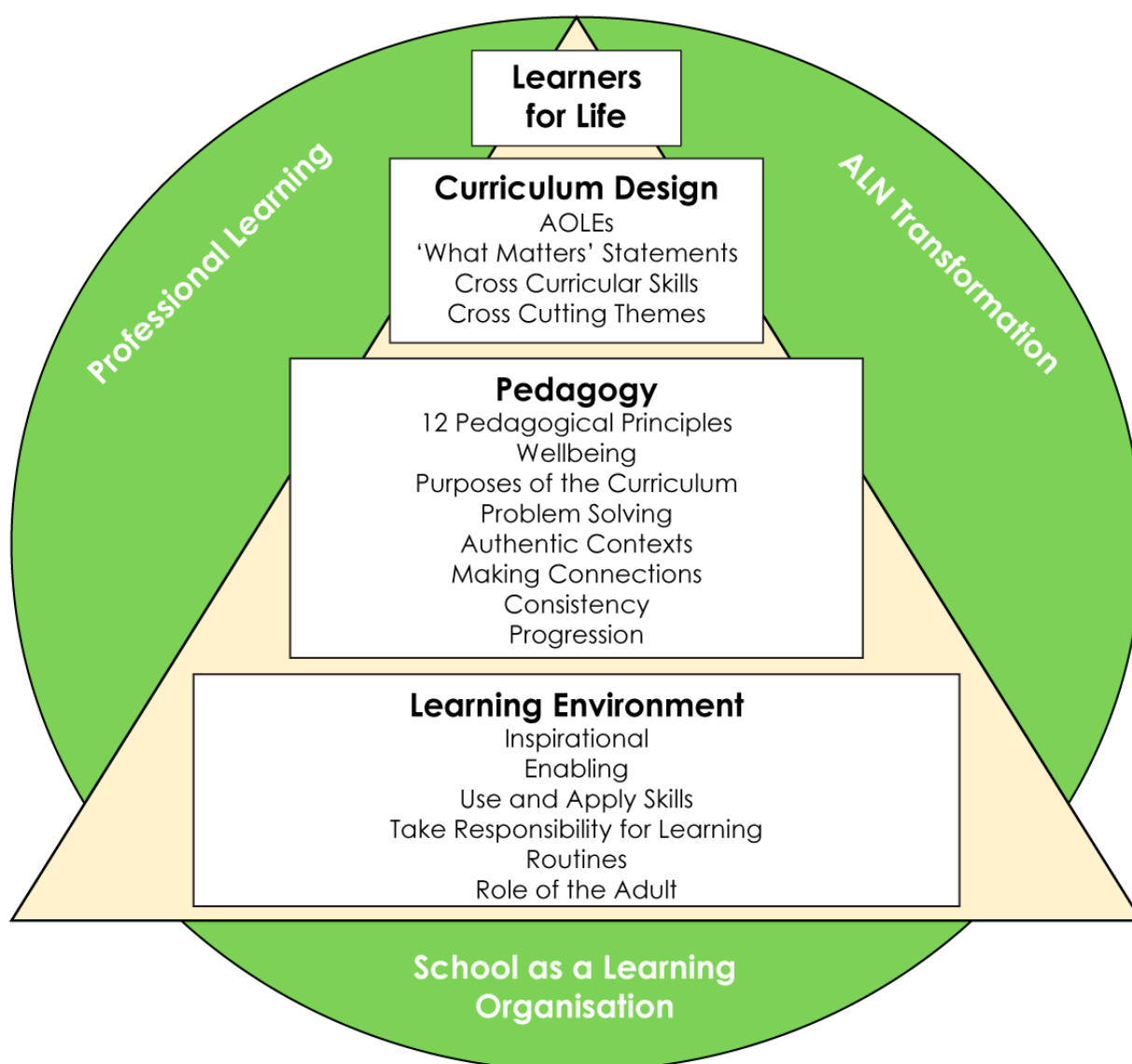
- **Expressive Arts**
- **Mathematics and Numeracy**
- **Languages, Literacy and Communication**
- **Science and Technology**
- **Health and Wellbeing**
- **Humanities**

Mandatory cross-curricular skills of **literacy, numeracy and digital competency** are embedded along with integral skills – creativity and innovation; planning and organising; personal effectiveness; critical thinking and problem solving.

There are mandatory elements of the curriculum. **Religion, Values and Ethics (RVE)** which we usually teach through themes. **English and Welsh** which are taught discretely.



This is our curriculum model.
A full break down of our curriculum rationale is published on our website.



Cross-Cutting Themes

The curriculum incorporates five cross cutting themes which are mostly taught as part of themes, a focus for assembly and for whole school theme weeks:

- Careers and work-related experience
- Human rights
- Diversity and respecting differences
- Local, national and international Contexts
- Relationships and Sexuality Education

The vast majority of our curriculum is taught with an interdisciplinary approach, enabling connections to be made to support and deepen learning, giving pupils the opportunity to use and apply skill they have learned in a variety of different contexts. The learning environment is very important to us and is the foundation of our curriculum model. We believe that in order for our pupils to experience a broad and balanced curriculum, the learning environment must be an enabling one. This means that they can make choices, use and apply skills in a range of contexts, try out, make mistakes, practise and repeat, work together, talk about what they are doing, work on their own, in a group, and as a class.

The environment should be high quality, well organised and inspire and engage our children. It should reflect their interests and provide real life authentic contexts for them to learn.





Religion, Values and Ethics (RVE)

Religion, Values and Ethics (RVE) is the names the Welsh Government has given to Religious Education in the Curriculum for Wales. RVE is mandatory for all learners aged 3 to 16 and is part of the Humanities area of learning.

RVE at YYHJ reflects the religious traditions in Wales are in the main Christian, while taking account of the teaching and practices of other principal religions represented in Wales. It also takes account of the fact that a range of non-religious philosophical convictions are held in Wales.

Younger children are introduced to religious stories and artefacts. They learn about themselves, familiar people, places and objects through their play and daily routines. They role play and talk about special feelings, buildings, festivals and celebrations. They begin to respond to open questions, offer ideas and make connections. They handle and explore artefacts from different religions through play and on visits. They are introduced to places of worship and have opportunities to visit the local church

As children progress their interest and wonder in the world and human experience is fostered. Through practical stimulating activities and exploration of religion in their locality in Wales, in Britain and the wider world learners will develop skills and gather information that will help them think creatively about fundamental religious and moral questions and share ideas through discussion. The children have opportunities to express their own feelings and opinions, identify how their actions may affect others, recognise that other people's viewpoints differ from their own and reflect on this.

Collective Worship

All maintained schools provide daily collective worship. At YYHJ, this is within a daily assembly, broadly Christian in nature and takes the form of prayer/reflection. Collective Worship at YYHJ is sometimes whole school and sometimes held in classes. The children take an active role in planning and leading Collective Worship.

Rights of Withdrawal

Under the Education Acts, parents have rights of withdrawal. Parents of a pupil at any maintained school may personally request that their child be wholly or partly excused from receiving Religious Education and / or participating in Collective Worship.

Religious education in the twenty-first century consists of an open, objective, exploratory approach but parents continue to have the legal right to withdraw their children. Parents who wish to withdraw their child from R.E and/or Collective Worship are requested to write to the headteacher who will discuss the implications of this.



Wellbeing and Pastoral Support

Wellbeing and Pastoral Support Pupil wellbeing and involvement of all children lies at the heart of everything we do at Ysgol yr Hafod, Johnstown. We believe that how children are feeling about themselves has a direct impact on their learning. We encourage the children to develop and use their skills, explore personal attitudes and values and develop their knowledge and understanding.

Every child in our school has a person centred one page profile built up with the child and with information from parents/carers.

Our school values and aims have wellbeing at their heart.

Our learning environment supports the health and wellbeing of every child, promotes self-esteem and a positive mindset. It encourages high aspirations, perseverance and resilience.

This is to ensure that every child understands and is equipped with skills to support their mental health.

In addition to our universal provision for wellbeing like circle time which can be planned or incidental, My Happy mind, curriculum plans, check ins, outdoor learning and growth mindset, we have intervention support for smaller groups or individuals. These include SAP, Fun Friends, Friends for Life and ELSA which take place in our dedicated nurture spaces. All of our staff have been trained in Trauma Informed practices.

Relationships and Sexuality Education (RSE)

Relationships and Sexuality Education (RSE) is mandatory within the Curriculum for Wales 2022. We have developed a revised comprehensive whole school programme based on the requirements of the RSE Code 2021, using a model scheme from Wrexham Healthy Schools.

Parents and carers will be provided with a leaflet outlining areas that the children will learn about in a sensitive, age and stage appropriate way.

Evidence emphasises that children and young people who have received effective early RSE are more likely to keep themselves safe and make informed choices in respect of their health and wellbeing.

Outdoor Learning

At YYHJ we place great importance on children using the outdoors to experiment, explore and take risks.

Over the coming months, we plan to further develop our outdoor provision on our new site. From visiting the school, you will immediately see we have the potential to have a fantastic provision for outdoor learning to meet these aspirations. We already have a Multi-Use Games Area (MUGA) playground spaces and a large field. We aim to develop a forest school, areas for large loose parts play and building, have a sensory garden, garden/vegetable plots, and digging and mud kitchens. These will all be used to enrich and extend our curriculum and increase children's health, fitness and wellbeing.

Research has shown that all children persevere with activities for longer periods outdoors and will attempt new things more readily. They learn to cooperate and apply their thinking skills to real problems.

Generally, levels of enjoyment are high, and children take pleasure in what they do.



Pupil Voice Groups

To further develop life-long learning skills, the children have the opportunity to take part in a range of additional responsibilities.

School Council

The purpose of the School Council is to provide pupils with a voice. Pupils are voted onto the School Council by their classmates. We also have 'Super Ambassadors', which is an extra part of the School Council. Their role is to raise awareness of children's rights, support anti bullying, canvas opinions from their peers on a wide-range of issues, and support Healthy Schools.

Eco Council

We have an Eco Team within our school, which enables us to not only develop a sustainable school, but also teach our children about the importance of looking after the environment.

Sports Leaders

Our Sports Leaders promote healthy lifestyles through the enjoyment of physical activity and promote active, enjoyable playtime for all.

Money Masters

We have an enthusiastic team of Young Entrepreneurs, who work together to set up and develop fundraising opportunities within the school. This introduces them to the world of work, and their future working life and career.

Curriculum Squad

Our curriculum squad help to support teaching and learning in school. They take part in learning walks, find out about topics children want to learn and seek opinions from their peers about learning and teaching in school.

Criw Cymraeg

Criw Cymraeg promote and monitor the use of Welsh throughout the school. They support their peers and encourage us all to improve our Cymraeg bob dydd!

CyberBunch

These children are selected to assist with ICT within their class and around the school. Their role also includes, educating peers about eSafety.





Sports

At Ysgol Yr Hafod, we are passionate about promoting physical activity and sports to all our students. We believe that being active is key to developing a healthy body and mind, and we offer a wide variety of opportunities for children to participate in sports throughout the school year.

In our P.E. lessons, students are encouraged to try a broad range of activities that help them develop their skills, teamwork, and fitness. From football and cricket to rugby, hockey, kin ball and tennis, every child gets the chance to learn new sports, improve their abilities, and have fun in the process. Our experienced teachers make sure that each lesson is engaging and supportive, catering to all levels of ability and ensuring that every student feels included.

For those who wish to take their passion for sport further, we offer a variety of after-school sports clubs. These clubs provide students with extra practice and a chance to compete, like in representing the school in football and cross-country races. Our students have the chance to showcase their talents and experience the thrill of competition. Through these events, we aim to foster a spirit of healthy competition, teamwork, and personal achievement. After-school clubs are a fantastic opportunity for children to build friendships, stay active, and improve their sporting abilities in a fun and relaxed environment.

We also work closely with 'Active Wrexham', who organize sports events for us throughout the year. Through these partnerships, we offer students exciting opportunities to participate in community-wide sporting activities.

We have been fortunate in being able to hold our sports day at Queensway Stadium in Wrexham for the past four years, which has given pupils the experience of competing in a stadium. As a school, we are passionate in encouraging children to take part in sports activities. We know that sport helps build character, confidence, and resilience – qualities that benefit them both inside and outside the classroom.

Behaviour

We aim to be a school where wellbeing is at the centre of our learning and teaching and where children can feel safe, be confident and happy. We understand some children need help to manage, understand and articulate their emotions. Children who find it most difficult to demonstrate 'good behaviour' still need to be treated with respect and made to feel valued.

The school expects each child to be well behaved, have respect for themselves, others and property. All involved with the school actively promote developing positive relationships and a safe, secure happy environment. We encourage the children to take on responsibilities within the class and the whole school.

As a school, we use the 'Pivotal' approach to behaviour management, which all teaching staff have received training on.

The Five Pillars of Pivotal Practice underpin everything we do:

- 1) Consistent, calm adult behaviour
- 2) First attention for best conduct
- 3) Relentless routines
- 4) Scripting difficult interventions
- 5) Restorative follow up

A copy of our Positive Behaviour policy is available on our website.

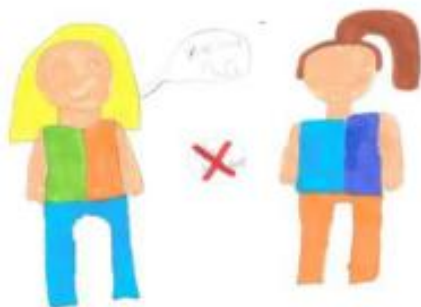


Bullying

Ysgol Yr Hafod is a place where everyone has the right to be themselves. It is a place where everyone should feel safe, happy and understood. Everyone in our school should be included, treated respectfully and with kindness. We are friendly, helpful and supportive to each other. We hope to create responsible, confident learners who are aspirational and thrive on challenge.

Bullying of any form is not tolerated and the children are fully involved in ensuring that we support each other as a family and as a team.

Our School Council have developed our anti bullying policy and shared it with their peers, staff and governing body. A copy of our Anti bullying policy is available on our website.





Equality and Equity

At Ysgol yr Hafod, Johnstown, we recognise that equality of opportunities is about individuals regardless of ability, age, appearance, culture, gender, disability, religion, race, gender reassignment, pregnancy, maternity or sexual orientation. We believe education has a crucial role to play in bringing about a fair and just society, where people have a mutual respect and understanding of themselves and each other as citizens.

Together with the Local Authority we work against all forms of discrimination. By ensuring an awareness of diversity and its value we aim to prepare for a life in which all can contribute to society and feel a belonging within it.

ALN

The Additional Learning Needs Co-ordinator (ALNCo) is Ms Sarah Kirby. As a school we ensure that the needs of all pupils are met through high quality teaching and learning provision.

Universal Provision is maximising the classroom environment and refining teaching strategies and resources that are available to all. These include strategies to help concentration and attention, communication and interaction, literacy and numeracy, memory and organisational skills.

Examples of our **Universal Provision** include:

- Whole class teaching
- Collaborative group work
- Small group and individual interventions
- Pre-teaching strategies
- Visual timetables
- Specific resources e.g. Numicon, number lines, sounds mats
- Boost Reading
- Working walls

Appropriate and reasonable adjustments are made to enable access for all to the learning and school environment. Most pupils will make expected progress from their starting point during their time with us at YYHJ.

Careful observations and assessments enable us to identify quickly any pupils who are not making as much progress as expected and a graduated response is employed. Initially short-term intervention is put in place and progress is closely monitored with a view to the pupil making progress and fully accessing learning through **universal provision**.

When reasonable adjustments in universal provision are not working well for a pupil, a **Targeted Universal Provision Plan (TUPP)** would be discussed by the teacher and ALNCo with parents/carers. Small steps targets are identified and strategies to support the pupil to meet these are planned and implemented. The pupil is central to this plan and is involved in an age/stage appropriate way in decisions affecting their ALN provision. These plans are usually reviewed termly with pupils and parents/carers, however teachers review these targets as part of their on-going assessment to refine any targets or provision as and when needed.

An **Individual Development Plan (IDP)** may be drawn up with parents/carers, school staff, the ALNCo and usually other professionals together with the pupil when the TUPP is not sufficient to address the pupils needs and improve their progress. Evidence is gathered and a person centred meeting takes place to determine the **additional learning provision (ALP)** that is needed.

A school draws up and maintains the **IDP** with a long-term outcome and small steps targets towards this. These plans are usually reviewed termly with pupils and parents/carers, however teachers review these targets as part of their ongoing assessment to refine any targets or provision as and when needed. Occasionally it may be necessary for the Local Authority to maintain the IDP.

At all stages, person centred practice is employed and encouraged where the child, parents/carers, school staff and sometimes outside agencies are involved. Specialist support is sought from a variety of agencies e.g. Educational Psychologist, Speech & Language Therapists, Occupational Therapy, CAMHs etc at various times.

Disabilities

Our school has full access for children and visitors with physical disabilities, including toilet facilities. There is a lift in the main reception so that pupils and visitors can access all areas of the school building. We do not discriminate against children with disabilities in our admission or educational arrangements. We have taken steps to ensure pupils with a disability are not disadvantaged and ensure equality of access to the curriculum and facilities. Pupils can be fully integrated into mainstream classes with support and specialist equipment.



Learning Provision Map



Pupil,
family &
school
staff



LA-maintained IDP

The LA will support a pupil's identified ALN by writing an individual plan that will offer the level of help that the pupil needs to be able to learn in school.

or

School-based IDP

School will provide individualised interventions, strategies or resources in order to best support the identified ALN of the pupil.

← Everyone
else who
supports

If a child is making progress in line with their ability, they will not need an IDP.

ALN Determination

If a pupil does not make expected progress, despite receiving sustained support through the options below, and has been identified as having 'a significantly greater difficulty in learning than the majority of their peers', then ALN Consideration process to start with notification to parent (35 days).

Not all disabilities or medical needs will require an IDP, only if they severely impact upon learning.

Specific 1:1 interventions

Targeted Universal Provision

Settings to provide interventions and/or strategies in order to respond to the individual needs of the child.

Monitor and Review

In-school wide variety of provision using a wide variety of options

Universal Provision

School provides a range of interventions, strategies and highly sophisticated differentiation available to all, as and when required.

Interventions or general approaches used with the whole class or smaller groups

Quality-first Teaching



More Able and Talented

We plan our teaching and learning in such a way as to provide a differentiated, engaging, creative and challenging curriculum which enables each child to reach for the highest level of personal achievement. We use a range of strategies to identify more able and talented children. The identification process is ongoing and begins when the child joins our school. Our pupil tracking systems ensure that progress and wellbeing are carefully monitored.





Looked After Children

The designated member of staff with responsibility for looked after children is Mrs Alison Heale, Headteacher.

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. WCBC follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools by the Local Authority, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

The school policy for looked after children is available on the school website www.yyhj.cymru

A copy of any of our school policies are available for your perusal on request and many are available on the school website.

School Security and Safeguarding

The Governors and staff have due regard to Health & Safety requirements as outlined in school documents available from the school office. Our Health and Safety policy is available on our website.

We comply fully with the Data Protection Act and GDPR and are registered for use of the CCTV.

Entrances to school and the playground are monitored. Classroom doors, doors from the playgrounds are locked during the school day. The gates around the perimeter of the school grounds are locked throughout the day. Gates are locked at 8.55am. Any pupil arriving after 8.55am should come via the main entrance and sign in using INVENTORY.

Visitors to school should always enter through the main pedestrian gates and report to reception. Please sign in using our INVENTORY electronic system.

Mrs Alison Heale, Headteacher is the Designated Safeguarding Lead in school. In her absence Miss Rachel Roberts and Mrs Amanda Jones are the Deputy Designated Safeguarding leads.

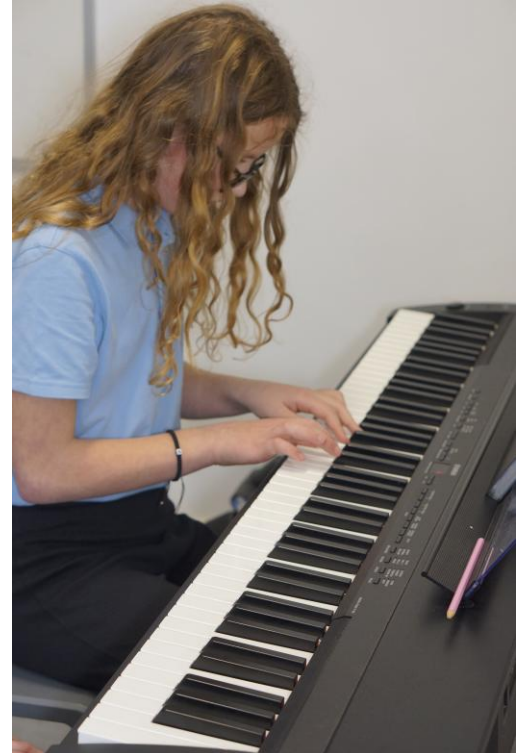
Welsh government guidance makes it clear that schools have an important role to play in the protection of children against abuse. This is confirmed by the Policy of WCBC, which sets out the necessary procedures to be followed by all staff. Ysgol yr Hafod Johnstown, therefore, has a duty to refer any concerns about the wellbeing of pupils to the Children & Young People Safeguarding team for further advice.

As a parent you can contact the Single Point of Access for Children (SPOA) on 01978 292039 or out of hours 0845 0533 116 if you are concerned about the welfare of a child.

Online Safety and Internet Acceptable User Agreement

Our Online Safety policy is based on a national model endorsed by Welsh Government. The policy covers a wide range of aspects - internet use in school and support for pupils outside of school and is displayed on the school website. Each child and parents are expected to sign Acceptable User Agreements for each child and yourselves, covering your child's use of the internet in school, the use of photographs/video and guidelines for photographing/ videoing school concerts and events.





Medicines

If your child has prescription medicine that needs to be taken during the school day, you must complete an Administration of medication form and send the medicine in its original packaging with the dose clearly labelled on the box.

You as a parent may come into school to administer medication providing you let the appropriate staff know in advance.

If your child has a specific medical condition requiring medication, please complete the online medical form. If the medical condition requires specific care, we will work with the relevant agencies to train staff to manage the condition daily and your child will have a care plan.

Please do not send medicines of any kind to school with your child. All medicines should be brought to the office and a medical administration form completed.

Asthma sufferers using inhalers may do so providing you inform the class teacher that it is necessary, and an asthma card is completed. We keep a register of children with asthma and other medical needs and regularly inform all the teachers of their needs.



“ My child is very happy coming to Ysgol Yr Hafod and makes great progress. (Year 1 parent) ”



“ I think our school is amazing and I am happy. My teachers always challenge me (Year 5 child) ”

Attendance

Attendance/Absence Punctuality and regular attendance to ensure that the children maximise their learning is actively encouraged. Persistent absence/lateness is referred to the Education Social Worker. Doctor and Dental appointments should be made outside school hours wherever possible.

Section 7 of the Education Act 1996 places a legal obligation on parents, the school itself and the Local Authority in respect of school attendance. The absence of a child from school should be explained by email or by leaving a message on the telephone absence service school or leave a message on the telephone absence service on 01978 840643 (Option 1) before 8.30am on the first day of absence.

Where your child is ill, leave has been agreed or has a medical appointment, for example, these absences are authorised.

In some other circumstances, absence is unauthorised. Examples of this would be:

- Truancy
- Late after the close of registration
- Staying at home for no reason – condoned absence
- Going shopping / Birthdays
- Holiday not agreed by the Headteacher

Unauthorised absence and in some cases, high levels of authorised absence will trigger intervention from other services such as the Educational Social Worker. Any request for term time leave should be kept to a minimum and in exceptional circumstances wherever possible. Any request should be in writing on the form on emailed to you after considering your child's current attendance (this information is available from the school office if you are unaware of how many days absence your child has had).

A full reason for why the request is being made in term time should be given. 'Holiday' is not sufficient and would lead to the request being declined.

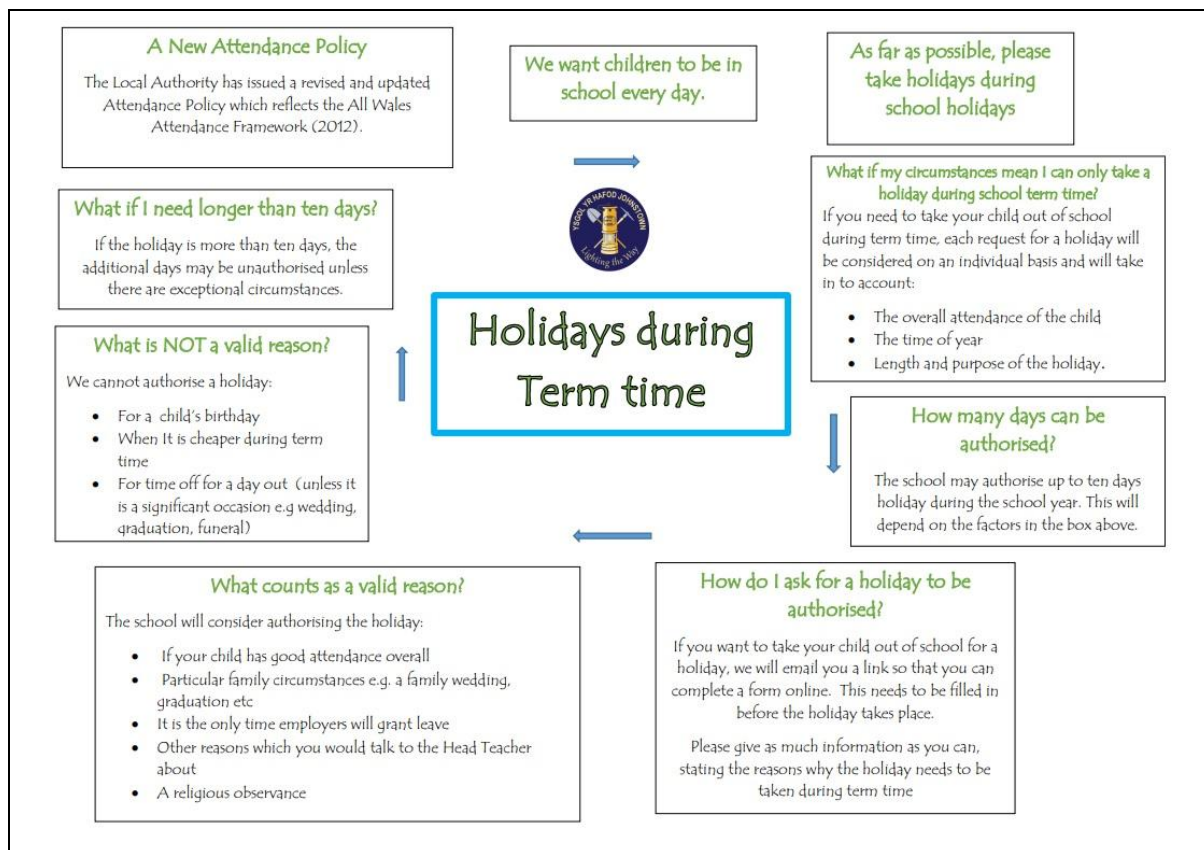
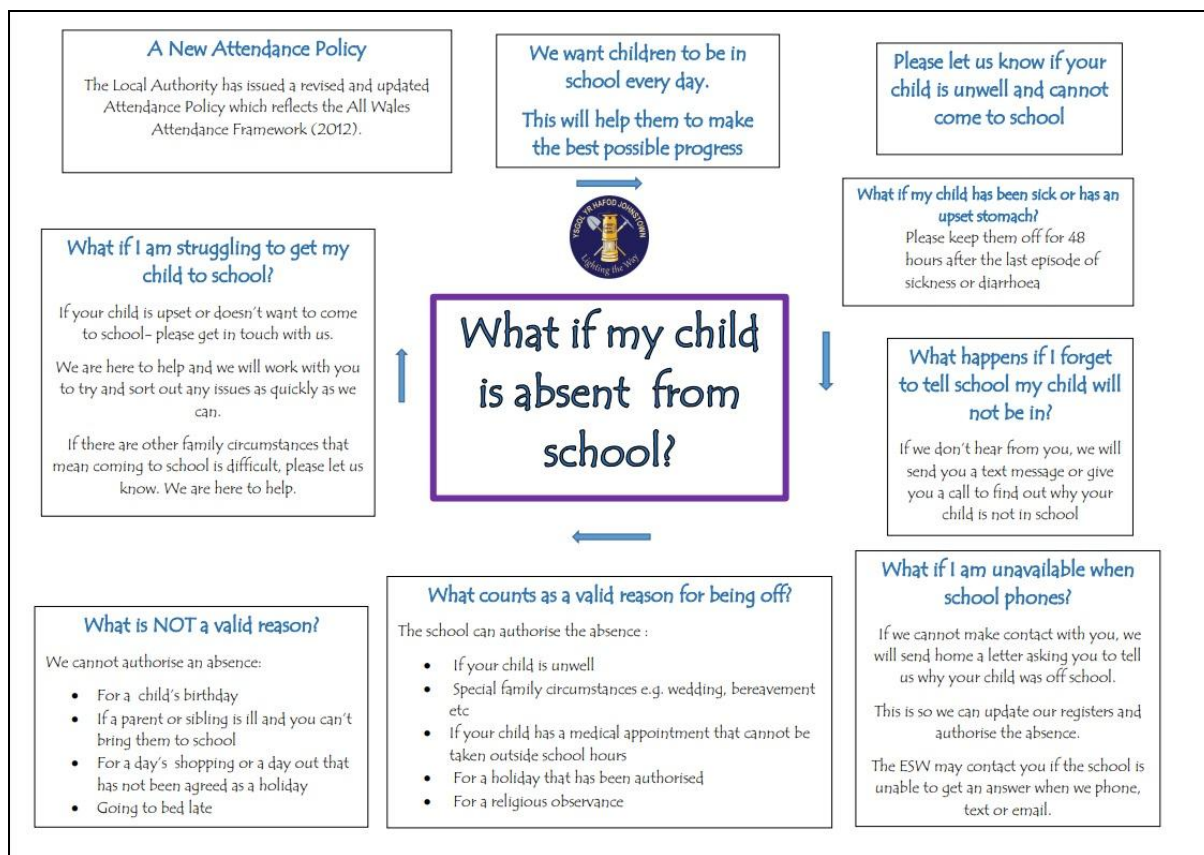
The following will be considered when assessing any request:

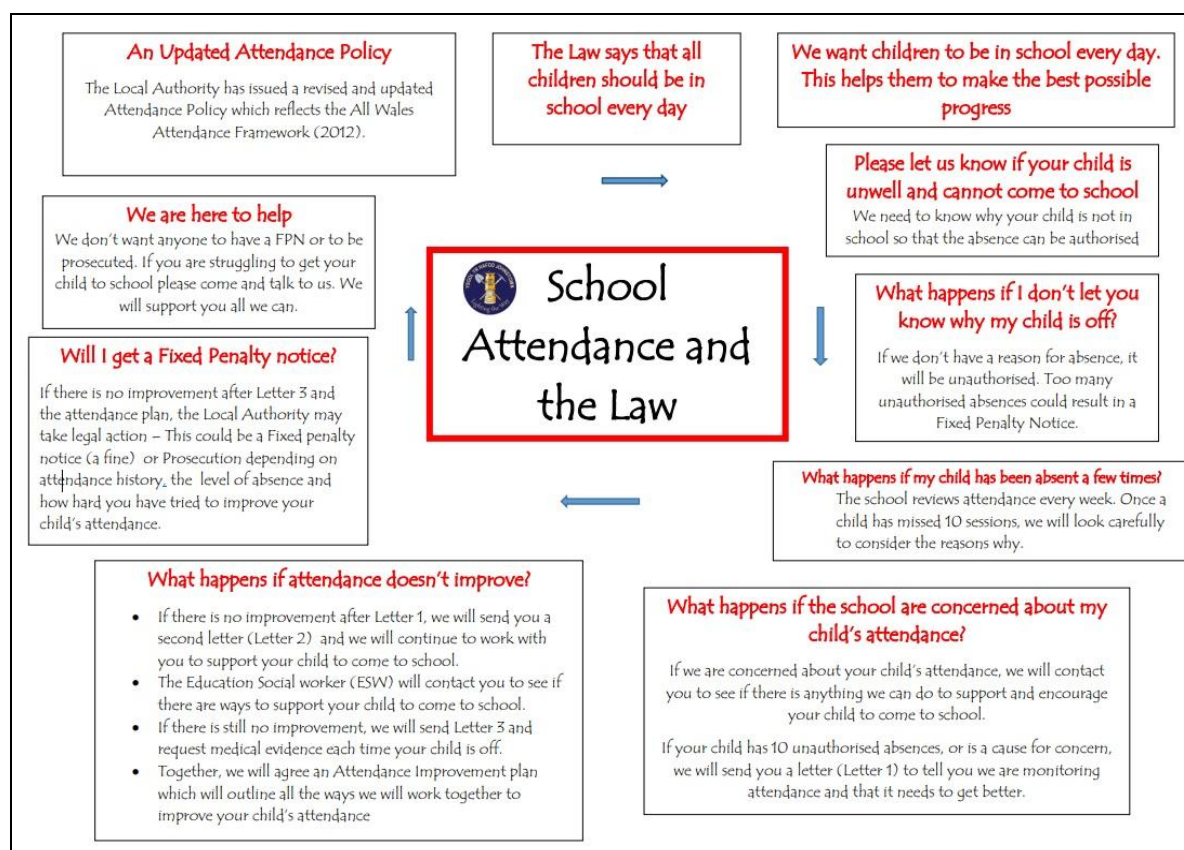
- Amount of absence your child has had
- The time of the school year (e.g. requests in the first two weeks of September should always be avoided)
- The regularity of requests

Although the headteacher has the discretion to authorise up to ten days leave in term time, this is subject to meeting criteria within Local Authority and governor policy.

Regular attendance is most important. If it is absolutely necessary for a family to take a holiday in term time, parents are asked to give school early notice of their intentions to enable this to be considered.

The flow charts on the following pages should help you to understand the attendance process.





School Health Service

From time to time the School Doctor/Nurse and the School Dental Officer visit school. You will be notified of such visits and your child will not be examined without your permission, except in a medical emergency. The school nursing team visit Reception pupils to do routine tests and to monitor health and growth. They also visit school each year as part of the flu immunisation programme.

Minor Accidents

All staff are trained in emergency paediatric first aid. We also have 7 qualified first aiders in school.

Minor Accidents Cuts and grazes resulting from accidents/boisterous play are dealt with by a member of staff.

An accident form will be completed which will be sent home. Staff will call home and let parents know if your child has had a bump to the head or face.

School Procedures for illness or serious injury:

Step 1: Telephone call to parent or another named person

Step 2: Telephone Doctor

Step 3: Telephone Ambulance.

Steps 2 and 3 will be implemented only if we are unable to contact a parent or person named for emergency contact and depending on the nature of illness/injury.

Headlice

If you notice a living louse/lice on your child's head (not the empty white 'nit' case) please treat hair with appropriate solution. The whole family needs to be checked/treated if necessary, including grandparents.

The School Nurse will advise you on the most appropriate shampoos and will come to your home to show you how to check hair properly should you request it.

Lice can be resistant to certain types of shampoo. It is therefore important to find out from the Nurse the most appropriate course of treatment at that time.

We request that long hair is tied up to ensure infestation is kept to a minimum. Should a member of staff notice head lice in your child's hair you will be asked to take your child home to treat the condition. Once treatment has been applied your child will be able to return to school.

Head Lice is a problem that arises in schools from time to time. If you discover your child has head lice, please obtain treatment from the Chemist and treat accordingly. Treatment is available on prescription.

Recommended Time to Keep Individuals Away from Settings because of Common Infections (July 2020)

The table below is a guide on whether or not an individual with an infection should attend a setting e.g. a school or workplace. This is based on the level/period of infectiousness and not on whether the individual is well enough to attend. If uncertain, individuals should stay at home and seek advice from NHS Direct Wales 0845 46 47 (NHS 111 where available), their pharmacy or General Practitioner (GP). If a setting requires advice on infections and length of time an individual should be kept away from the setting (previously referred to as 'exclusion' period) then they are asked to:

1. Refer to the information table below
2. Contact their GP surgery or other relevant professionals e.g. Health Visitor or School Nurse
3. In the case of staff illness/exposure contact their own Occupational Health Team
4. Contact the **Health Protection (All Wales Acute Response) Team on 0300 003 0032**

When there are local/national outbreaks of illness, settings will usually be informed and advised of any actions they are required to take by the Health Protection/All Wales Acute Response Team. Settings are asked to keep a register of unwell individuals and also have a register of individuals who may be considered vulnerable to infection. If there are more than two cases of an infection; or more than the usual number of a common infection, then the setting should seek advice from the Health Protection (AWARE) Team.

Rashes and skin infections	Length of Time an individual is to be kept away from Setting	Comments
Unexplained rashes should be considered infectious until health advice is obtained.		
Athlete's foot	None	Athletes' foot is not a serious condition. Treatment is recommended
Chickenpox	5 days from onset of rash AND until all vesicles (blisters) have crusted over	Infectious for 2 days before onset of rash. <i>SEE: Vulnerable Individuals and Pregnancy (below)</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Pregnancy (below)</i>
Hand, foot and mouth	None	Not to be confused with Foot and Mouth disease in animals
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	None	Keep covered. Treatment is recommended
Scabies	Affected individual can return after first treatment	Household and close contacts require concurrent treatment
Scarlet fever*	Individual can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected individual.
Slapped cheek/Fifth disease/Parvovirus B19	None	<i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Shingles	Individual only to be kept away from setting if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. <i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Diarrhoea and vomiting illness		
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	If there are more than two cases in a setting please inform the Health Protection Team/Environmental Health Officer
<i>E. coli</i> O157 VTEC*	Should be kept away from the setting for 48 hours from the last episode of Diarrhoea. Some individuals may need to be kept away from the setting until they are no longer excreting the bacteria in their faeces. Always consult with the Health Protection Team/Environmental Health Officer	Individuals aged 5 years or younger those who have difficulty in maintaining good personal hygiene, food handlers and care staff need to be kept away from the setting until there is proof that they are not carrying the bacteria (microbiological clearance).
Typhoid [and paratyphoid] (enteric fever)*		Microbiological clearance may also be required for those in close contact with a case of disease. The Health Protection Team/Environmental Health Officer can provide advice is required.
Shigella* (dysentery)		
Cryptosporidiosis	Keep away from setting for 48 hours from the last episode of diarrhoea.	Individuals should not be permitted to swim for two weeks after the last bout of diarrhoea has ended.
Respiratory illnesses		
COVID-19 (coronavirus-19)*	10 days from onset of symptoms (high temperature $\geq 37.8^{\circ}\text{C}$; new continuous cough; or loss of/change in sense of	Infectious for 2 days before onset of symptoms/test date to 10 days afterwards. Can return after 10 days if no temperature for 48 hours without medication.

	smell or taste). OR 10 days from date of test, if asymptomatic.	SEE: <i>Vulnerable individuals and Pregnancy (below)</i> and Welsh Government advice on vulnerable people. INFORM the Health Protection Team of a single case. Necessary control measures will then be advised.
Flu (influenza)	Until recovered	SEE: <i>Vulnerable individuals (below)</i>
Tuberculosis*	Always consult the Health Protection Team	Requires prolonged close contact for spread
Whooping cough (pertussis)*	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination and covered by the UK routine immunisation schedule. After treatment, non-infectious coughing may continue for many weeks.
Other infections		
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Health Protection Team
Diphtheria*	Must not attend setting. Always consult the Health Protection Team	Preventable by vaccination and covered by the UK routine immunisation schedule. Family contacts must be kept away from setting until cleared to return by the Health Protection Team. The Health Protection Team will consider the risk of any contact the individual has had with others if necessary.
Eye and ear infections	None. The Health Protection Team can advise if an affected individual needs to be kept away from the setting.	As both viruses and bacteria can cause eye and ear infections, not all will require antibiotic treatment.
Glandular fever	None	Infectious for up to 7 weeks before symptoms start. Glandular fever can cause spleen swelling so avoid sports or activities that might increase risk of falling and damaging spleen.
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Individual should be kept away from the setting until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Health Protection Team will advise on necessary control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
Meningococcal Meningitis* / septicaemia*	Until they have received the appropriate antibiotic. Always consult the Health Protection Team	Several types of meningococcal disease are preventable by vaccination. There is no reason to keep siblings or other close contacts of the individual from attending settings. In the case of an outbreak, the Health Protection Team will advise on any action needed.
Meningitis due to other bacteria*	None	Haemophilus influenzae type B (Hib) and pneumococcal meningitis are preventable by vaccination. There is no need for the Health Protection Team to identify people the individual has been in contact with. There is no reason to exclude siblings or other close contacts of the individual from settings. The Health Protection Team can advise on actions needed
Meningitis viral*	None	Milder illness. There is no need for the Health Protection Team to identify people the individual has been in contact with. There is no reason to exclude siblings and other close contacts of the individual from settings.
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise spread.
Mumps*	Five days after onset of jaw/neck swelling	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses).
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

*denotes a notifiable disease/organism. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control/Health Protection).

Vulnerable Individuals

Some medical conditions make people vulnerable to infections that would rarely be serious in most people. These include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Pregnancy

If a woman develops a rash during pregnancy or is in direct contact with someone with a rash or an infection, they should ask their GP/Midwife if they need any relevant investigations e.g. blood test. The greatest risk during pregnancy from infections comes from their own child/children, rather than the workplace.

Immunisation

All individuals are encouraged to ensure they have received all the vaccines that are offered in the UK schedule. If anyone is uncertain which vaccines they have received they should contact their GP surgery. For further information about the immunisation schedule, please visit: <http://www.wales.nhs.uk/sitesplus/888/page/43510>



“ I enjoy school. My teachers are fun. They help us (Year 1 child) ”



“ I like the things I do after school, such as football. I am a monitor and I help my school (Year 5 child) ”



“ I think school is great. My brother in Reception does too. He likes to see his friends and teachers (Year 2 child) ”

Extra-Curricular Activities

Staff at the school give willingly of their time to run a large number of extra-curricular activities. Some of the clubs on offer at various times are:

- Choir
- Football
- Cricket
- Athletics
- Netball
- Cheer Leading
- British sign Language
- Outdoor Adventurers
- Craft Club
- Drama llamas
- Five ways to wellbeing
- Coding club

Different clubs are offered to different year groups and at different times of the year. We may also invite outside providers to take extra-curricular clubs for a small charge.





Charging and Remissions Policy

The Governing Body reserves the right to make a charge in certain circumstances for activities organised by school. Charges are made for tuition in the playing of musical instruments, for example. Remissions for board and lodgings are available for residential visits in certain circumstances.

For full information the Charging & Remissions policy is available on request or on our website.

Educational Visits

Most visits are planned to extend and enhance the curriculum and will often be based on a theme or topic that the children have been learning about.

We also offer 2 residential visits: in Year 4 and Year 6.

Details of all activities are always forwarded to you in writing prior to any visit out of school. We also encourage regular visits from outside organisations.

Based on the Education Reform Act, the governors' policy of this school is that: *'for any visit or activity that takes place during or out of normal school hours, a request for a voluntary contribution to cover the cost of that particular activity will be made. No pupil will be excluded on the grounds that a contribution has not been made. If there are insufficient voluntary contributions, the activity may be cancelled.'*

Transition

Early Entitlement and Nursery Parents are invited to visit our nursery before children start. Our staff will aim to visit every child in their playgroup or private day nursery prior to starting with us and the children have opportunity to 'Stay and Play' the term before they begin.

All children have opportunity to visit their new classes on a Common Transfer Day and parents are provided with an opportunity to meet their child's new class teacher when they move to another class.

Our Year 6 children have opportunities to familiarise themselves with their new high school prior to actual admission in the September following their eleventh birthday. We participate in many transitional activities with our local secondary school, Ysgol y Grango and our close links provide an effective transition. There is an enhanced transition programme for pupils who will benefit from additional visits before starting. A few children move on to other local high schools. In all cases, we liaise closely with the secondary school of the parents' choice to ensure a smooth transition.

Secondary Education

Under the 1980 Education Act, parents are free to state which Secondary School they wish their child to attend.

The majority of pupils from this school transfer to Ysgol-y-Grango, Rhos at the age of eleven, however, parents have the choice of other local schools. A number of initiatives are established between the schools, including academic, sporting and pastoral visits. Visits to the schools of choice are arranged during the summer term prior to transfer, together with arranged parents' meetings where information is disseminated. A designated Common Transfer Day or transition week is held in the July before pupils transfer.



Our Key Priorities

A summary of our school development plan and progress towards our priorities is published on our website.

Complaints Procedure

From time to time as a parent you may not be happy with something at school. The best way to resolve concerns is to talk to someone.

We value a strong home-school partnership and are happy to discuss matters on appointment.

Parents who wish to make a complaint regarding any aspect of the school are advised of the following three-stage procedure:

1. Informally with class teacher
2. If unresolved, informally with Headteacher
3. If you continue to be unhappy, formally with the Headteacher / Governing Body

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



Privacy Notice

How and why we use your information

The Education Act 1996 places a duty on this school to provide an education service to our pupils.

YYHJ will only process personal data where we have a lawful basis to do so under data protection law - the grounds we rely on are:

- the need to comply with a legal obligation;
- the requirement to fulfil a contractual obligation;
- the need to process data to perform a public task;
- the requirement to protect the vital interests of an individual; or
- if there is a legitimate interest to process the data.

For further activities (such as fundraising), processing data will be carried out with your consent, which you have the right to remove at any time.

Information Collected:

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- photographs of pupils and examples of their work on display;
- assessment information (such as attainment outcomes, forecast targets, test data);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school (e.g. allergies, medication);
- information on attendance (sessions attended, absences and reasons for absence) and any disciplinary action taken;
- behavioural information, such as exclusions and any relevant provision put in place;
- information about the involvement of other agencies with individual pupils where this is needed for the care of the pupil;
 - CCTV

Why we collect and use this information

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to keep children safe and provide appropriate pastoral care;
- to organise educational visits and events;
- to assess the quality of our services and support the planning / management of the school;
- to comply with the law regarding data sharing;

The categories of Parent/Guardian information that we collect, hold and share include:

- personal information (such as name, address);
- relationship to pupil.

We use the Parent/Guardian data:

- to contact you;
- to share information with you.

We routinely share pupil information with:

- Schools that the pupils attend after leaving us;
- Our Local Authority;

- School Effectiveness and Improvement Service for North Wales Welsh Government (WG);
- The NHS (only the data required so that it can organise immunisation programmes- this data includes the pupil's name, address and date of birth; and also details about their parent(s));
- Social services;

We will ensure that all third parties provide sufficient guarantees that they will protect personal data in line with the requirements of data protection legislation.

School Website

The school website is managed by the school and by a company called SchoolSays on our behalf. What identifiable personal information might be obtained and stored on the SchoolSays server?

- Text Content - content (Pages and Posts) on your website may personally identify individuals (such as names of children or staff) with consent
- Images - images may personally identify individuals or include location data (EXIF) about where the image was taken with consent
- Names and email addresses of those subscribed to email alerts, those who have booked appointments or completed forms
- Names and email addresses attached to specific user accounts (only applies to staff or other individuals with website login access)
- Email addresses used for email-to-news authorisation (only applies to staff emails for those websites with email-to-news software installed)
- Website Cookies - the only persistent cookies that the website uses provide user account functionality (only applies to individuals login access, such as staff or governors)

Who has access to the information?

The only people who have access to the databases are Ysgol yr Hafod, SchoolSays and the server provider Certa Hosting.

Where is the information stored?

The data is stored on a secure server located in London. A regular secure backup is also taken and stored on an Amazon S3 storage located in Ireland.

Why we share pupil information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about how the Welsh Government uses pupil data go to:

<https://gov.wales/data-management-information-privacy-notice>

We are required to share information about our pupils with our Local Authority (LA) and the Welsh Government.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Welsh Government (for example; via the school census) go to:

<https://gov.wales/data-collection-and-information-management-for-schools>

For more information about services for young people, please visit our local authority website: www.wrexham.gov.uk

The National Pupil Database (NPD)

The NPD for Wales is owned and managed by the Welsh Government and contains information about pupils in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. It is held in electronic format for statistical

purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the Welsh Government as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD for Wales. To find out more about education statistics for Wales, go to <https://gov.wales/statistics-and-research/> and choose Education and Skills section.

We only use what we need!

Where we can, we'll only collect and use your personal information so that we can deliver education services or meet a requirement. If we don't need your personal information, we'll either keep it anonymous if we already have it for something else or we won't ask for it. For example, in a survey we may not need your contact details, we'll only collect your survey responses. If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research. We don't sell your personal information to anyone else.

What you can do with your information

The law gives you a number of rights to control what personal information is used by us, and also how it is used by us.

You can ask for access to the information we hold on you

We would normally expect to share what we record about you with you. In line with current Data Protection legislation, you also have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you, we must give you access to everything we've recorded about you. However, we can't let you see any parts of your record which contain:

- confidential information about other people; or
- information a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- if we think that giving you the information may stop us from preventing or detecting a crime.

This applies to personal information that is in both paper and electronic records. If you ask us, we'll also let others see your record (except if one of the points above applies). If you can't ask for your records in writing, we'll make sure there are other ways that you can. If you have any queries about access to your information please contact the headteacher.

Parents also have the rights to access their child's education records, including any Special Educational Needs information, under the latest Education law legislation.

You can ask to change information you think is inaccurate

You should let us know if you disagree with something written on your record. We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

You can ask to delete information (right to be forgotten)

In some circumstances you can ask for your personal information to be deleted, for example where:

- your personal information is no longer needed for the reason why it was collected in the first place;
- you have removed your consent for us to use your information (where there is no other legal reason for us to use it);
- there is no legal reason for the use of your information;
- deleting the information is a legal requirement.

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure. Please note that we can't delete your information where:

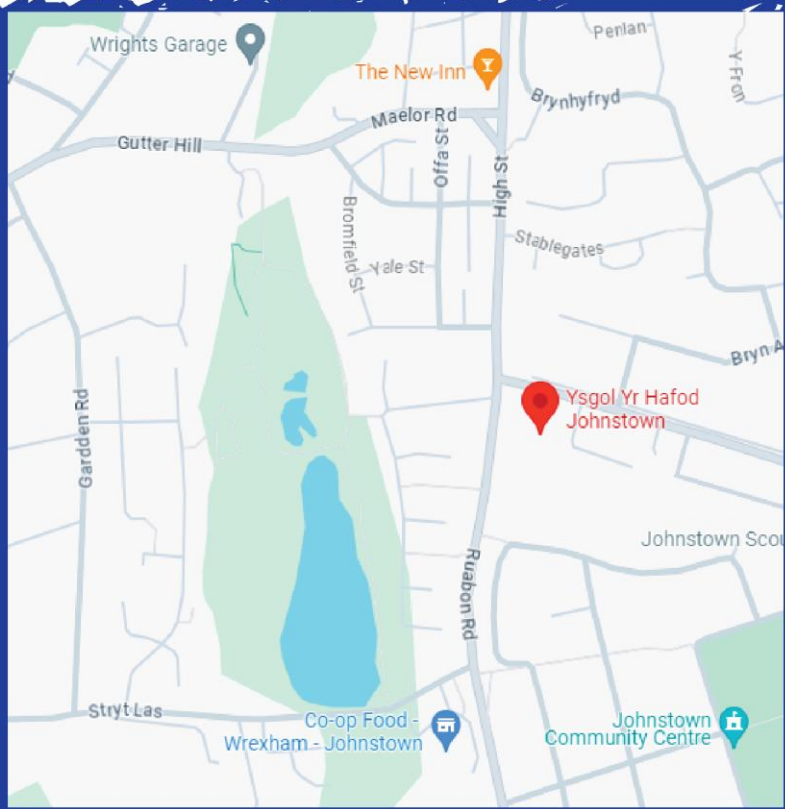
- we're required to have it by law;
- it is used for freedom of expression;
- it is used for public health purposes;
- it is for, scientific or historical research, or statistical purposes where it would make information unusable;
- it is necessary for legal claims

You can ask to limit what we use your personal data for

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information, and have told us of it;
- where we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether.

When information is restricted it can't be used other than to securely store the data and with your consent to handle legal claims and protect others, or where it's for important public interests of the UK. Where restriction of use has been granted, we'll inform you before we carry on using your personal information. Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.



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