



Ysgol Hamadryad

Angor cadarn cyn hwylio'r don



Prospectus 2023 - 24



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Ysgol Hamadryad
Hamadryad Road
Cardiff
CF10 5UY

Telephone: 029 20471173

E-mail: Ysgol.Hamadryad@cardiff.gov.uk

Twitter: @YsgolHamadryad

Website: ysgolhamadryad.cymru

Headteacher: Mrs Ceri Morgan

Chair of the Governing Body: Dr Huw Williams

Type of school: Welsh Medium Primary

School Organisation

Pupil Numbers:

Maximum of 96 (part time) places for Nursery class

Maximum of 60 places for Reception, Years 1, 2, 3, 4 and 5

Maximum of 30 places for Year 6 (September 2024)

Nursery to Year 2 Department:

Nursery, Reception, Years 1 and 2

Year 3 to Year 6 Department:

Years 3, 4, 5 and 6

Ysgol Hamadryad works closely with the Ysgol Gyfun Gymraeg Glantaf cluster.



A list of the Governors and their duties and staffing arrangements are available from the school office.

Welcome to Ysgol Hamadryad

**Angor cadarn cyn hwylio'r don /
A secure anchor before setting sail**

VISION

Our intention is to give your child a happy start to his or her statutory education. We hope that this prospectus will help you to prepare your child for his or her first year with us.

OUR SCHOOL'S HISTORY

In September 2016, Ysgol Hamadryad opened with one Reception class of seventeen pupils on a temporary site next door to Ninian Park Primary School. The school moved to its brand-new permanent location on the Hamadryad site in Butetown in Spring Term 2019.

In 1949, the first Welsh school in Cardiff opened in Ninian Park Primary School's building, and between 2006 and 2013 Ysgol Gymraeg Tan-yr-Eos occupied the same site. In light of the closure of Tan-yr-Eos and its amalgamation with Ysgol Treganna, a local group of people began a campaign to ensure that the increasing demand for Welsh medium education in Butetown and Grangetown was fulfilled. The campaign was a success and the new building was financed by the Council and Welsh Government (21st Century School Programme). It is with immense pride and great joy that the school has finally been established and that the staff and governors are able to make the dream of a forward thinking and welcoming school for all local children a reality.

MISSION STATEMENT

A warm Welsh welcome to a forward-thinking and sustainable school rooted in the community. The ward of Butetown is home to some of the most important institutions of Wales and the Welsh language, including the Senedd, the Millennium Centre and the Urdd. The language is heard here on a daily basis, but Ysgol Gynradd Gymraeg Hamadryad is the first Welsh-medium school to be located in the area. The wards of Butetown, Grangetown and the surrounding areas are noted for their multi-ethnic and multi-lingual character and one of the objectives of Ysgol Hamadryad is to reflect the diverse nature of our different communities.

The name of the school is deeply rooted in the history of the area. The Hamadryad was a ship that was moored close to the site of the school between 1866 and 1905 which served as a hospital for sailors from around the world. Hamadryad Hospital was opened in 1905 on nearby dry land and today Hamadryad Park is the name of the public park on the banks of the

River Taff that provide the school playing fields. The name Hamadryad comes from Greek mythology—the *hamadryad* was believed to be a nymph that protected trees.

The history of the school's name conveys many of its most fundamental values: the importance of caring for people and the environment alike – Ysgol Hamadryad is Cardiff's first 'sustainable school', and respect for different cultures and heritage. All these aspects are brought together by the Welsh language. The school's continued aim and commitment is to create a happy, ambitious, and inclusive learning community that will be an integral part of the surrounding area.

AIMS AND OBJECTIVES OF THE SCHOOL

- To create a welcoming and secure environment where children, staff and parents are confident and motivated.
- To ensure that all children feel included, valued and respected regardless of their ability, gender, disability, ethnicity, religion, family background, culture or home language.
- To encourage children to do their 'very best', ensuring that the teaching challenges each and every child.
- To enhance children's skills and self-confidence.
- To give children time to talk about their learning to adults and to other children.
- To provide learning experiences which foster children's creativity, enthusiasm and curiosity.
- To provide learning experiences which foster self-esteem and help children to develop positive relationships with others both within the school and in the wider community.
- To help children develop into reliable, independent and positive citizens

Our aim is to ensure that every child leaves us as a confident individual, believing in themselves but showing respect and concern for others and forming and sustaining relationships with other children and adults.

SCHOOL HOURS

Breakfast Club: 8:00am-8:30am

Nursery Class:

Morning session: 8:45am-11:15am

Afternoon session: 12:30pm-3:00pm

Reception to Year 6 Classes: 8:45am-3:00pm

The school gates open at 8.30am and the children go immediately to their classes to ensure that they are ready to begin learning at 8.45am. We ask all parents and guardians to ensure that children have arrived on site by 8.40am. Staff are able to take responsibility for pupils from 8:30am until 3:10pm.

EXAMPLE OF DAILY TIMETABLE

Reception, Year 1 and 2		Year 3, 4 and 5	
08:45 08:55	Registration	08:45 08:55	Registration
08:55 10:15	Teaching Session 1	08:55 10:15	Teaching Session 1
10:15 10:30	Playtime	10:15 10:30	Playtime
10:30 10:45	Snack	10:30 12:00	Teaching Session 2
10:45 12:00	Teaching Session 2	12:00 13:00	Lunch
12:00 13:00	Lunch	13:00 14:30	Teaching Session 3 & 4
13:00 14:15	Teaching Session 3	14:30 15:00	Assembly
14:15 14:30	Playtime		
14:30 15:00	Assembly		

TERM DATES 2024/2025

Term	Begins	Half Term		Ends
Autumn	02/09/2024	28/10/2024	1/11/2024	20/12/2024
Spring	06/01/2025	24/02/2025	28/02/2025	11/04/2025
Summer	28/04/2025	26/05/2025	30/05/2025	21/07/2025

INSET Days (no school for children)

Monday, September 2nd 2024

There will be 5 further INSET days during the year, with dates to be confirmed. Dates will be published on the school website.

Monday, 5th May 2025 – May Day Bank Holiday

PUNCTUALITY AND ATTENDANCE

Regular school attendance and punctuality is vital if pupils are to benefit from the opportunities the school has to offer. We ask you kindly to sign in on the electronic system (outside the office) noting the reason for the lateness.

Absences may be authorised for:

- illness, medical or dental treatment
- religious holidays
- domestic emergencies

If your child is unable to attend school, you should phone the school before 8:45am in the morning, noting a specific reason for the absence. When your child returns to school, we ask for an e-mail to explain the period of absence. We ask for this in addition to a phone call. We must emphasise that we can only give an authorised absence mark for the valid reasons listed above. All other absences are recorded as unauthorised. If a child receives 10 unauthorised absence marks (i.e. 5 school days), parent/ guardian(s) could receive a Fixed Penalty Notice.

HOLIDAYS

Permission is not granted for children to be absent for holidays. Any period of absence, apart from sickness, religious holidays and family emergencies will be marked as an unauthorised absence.

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SCHOOL UNIFORM

In order that every pupil can feel part of the school community it is expected that all pupils wear the school uniform (including Nursery children) every day. YC Sports in Cowbridge Road East are the official stockists of the school uniform: YC Sports, 156 Cowbridge Road East, Cardiff, CF11 9DU 029 2022 0246. Pre-loved uniforms are also available at the school for a small contribution.

Winter uniform

Jumper / cardigan: blue (with school badge*)

Polo shirt: turquoise (with school badge*)

Skirt/pinafore dress/trousers: grey

Shoes: black (black coloured trainers may be worn, no bright colours)

Socks: black / grey

Summer uniform

Jumper / cardigan: blue (with school badge*)

Polo shirt: turquoise (with school badge*)

Blue and white dress: (striped or checked)

Tailored shorts: grey

Shoes or sensible closed sandals: black (black coloured trainers may be worn, no bright colours)

Socks: White / black / grey

* Pupils can wear a jumper, cardigans and polo shorts without school logo if the item of clothing is **plain** (no logos) and in the school's usual colours.

PE Kit

We ask that children attend school wearing their PE kit on their designated PE days. i.e.:

- House (Llys) PE T-Shirt**
- Jumper / cardigan: blue (with school badge*)
- Black shorts, joggers or leggings.
- Shorts du / joggers du / leggings du
- Trainers

** **Plain** T-shirts in the house colour, or plain white T-shirts, are also permitted (no logos)

PE T-shirts are available to purchase from YC Sports. If you do not yet know your child's house, please do not buy a PE T-shirt until you receive a letter with further details.

Representing the School

Where children are asked to represent the school, we will usually ask them to wear the school's official uniform, including jumpers/cardigan and polo shirts with the school's official logo. Expectations around uniform will be clarified in advance.

General

Your child will be encouraged to take an active part in all school activities and will be painting, cooking, working with glue and clay as well as gardening. Aprons will be provided but your child will inevitably get dirty and we ask you kindly to accept this.

Your child will be going outdoors in all weather for a variety of activities. **There is no such thing as unsuitable weather only unsuitable clothing.**

Please remember to label your child's name on all clothing.

We ask all children to wear supportive shoes to school. We kindly ask that you do not send your child to school in slip-ons, flip-flops, clogs, high laced boots, wooden-soled shoes, or high-

heeled shoes. They can be dangerous and therefore unsuitable. We thank you for your co-operation in this matter.

Pupils may wear a wristwatch to school.

If pupils have pierced ears (or other body piercing) please ensure that they only wear studs to school. The studs must be removed for Physical Education lessons. Teachers may not remove or replace studs; it is essential that the pupil can do this independently. **No other jewellery is to be worn.**

In order to maintain standards of safety, neatness and cleanliness (and to avoid catching head lice!) all pupils with long hair are expected to tie their hair back neatly for school.

SNACKS

For children in Nursery to Year 2: Our aim is to make snack time a pleasant and an educational experience for your child. We kindly ask you to send a piece of fruit or vegetable (**no grapes or nuts**) and a bottle of water with your child to school. Please make sure these are clearly marked with your child's name.

Pupils in Years 3 – 6: We kindly ask you to send a piece of fruit or vegetable (**no grapes or nuts**) and a bottle of water with your child to school. Please make sure these are clearly marked with your child's name.

Fruit and vegetables are the only snacks permitted at school. We ask that all water bottles contain **only water** and no juice nor squash.

SCHOOL LUNCH

Lunches are provided daily by the school. The lunch menus have been devised by the County's dieticians. They are tasty, filling and nutritious. Vegetarian options are available daily. **School lunches cost £2.60 per day (£13 per week)**. Meals are currently free to all children in Reception to Year 3. All food choices (and payments if applicable) must be made in advance via the online Parent Pay system.

PACKED LUNCH

If a packed lunch is provided by parent/guardians, we ask for your kind cooperation in supporting our healthy school policy by providing healthy, balanced meal and not including crisps, biscuits, chocolate, sweets etc in the packed lunch box.

THE CURRICULUM

Ysgol Hamadryad's unique curriculum has been designed for our children by our teachers. Through a process of close engagement with our parents and governors, and gathering the

views of each child, our staff have built on their expertise to create a broad and balanced curriculum that provides a **'secure anchor before setting sail'** for each and every one of our children.

A Living Curriculum

Continuous monitoring and evaluation alongside listening to staff, learners, parents, governors and the wider community enables us to regularly review and adapt our curriculum. This ensures that our curriculum is inclusive, relevant, responsive to the needs of our children and communities and that it continues to offer rich and memorable experiences for our children.

How do we achieve this?

The Four Purposes underpin every aspect of our curriculum. We provide rich, memorable experiences and build on our children's skills and knowledge to support them to be ambitious, capable learners, enterprising, creative contributors, ethical, informed citizens and healthy, confident individuals. We learn thematically to invigorate our learning and to create learning experiences that are relevant and meaningful. Our children have opportunities to acquire, develop, practice, apply and refine skills through individual, paired or group activities in various contexts across the curriculum. Our curriculum covers experiences, skills and knowledge equally across the 6 Areas of Learning and Experience, which are:

- Expressive arts
- Health and well-being
- Humanities
- Languages, literacy and communication
- Mathematics and numeracy
- Science and technology

The cross-curricular responsibilities of literacy, numeracy and digital competence are weaved into curricular experiences. In line with our strong values, we fully consider human rights and diversity and ensure that we meet the curricular requirements of Religion, Values and Ethics and Relationships and Sexuality Education.

Assessment and Progression

Assessment is part of every teaching and learning experience at Ysgol Hamadryad; it includes self-assessment, peer assessment and teacher feedback. This allows us to create a holistic picture of each child's progress. Our children will work with their teachers to understand their progress and to identify next steps in their learning. Our assessment methods enable us to support and challenge learners, to reflect on progress over time and to understand the progress of groups of learners. We consider progress in the 6 Areas of Learning and Experience against statements of what matters to ensure the progression of learners of all ages and abilities.

All classes in the Nursery to Year 2 Department have an outside learning area, which serves as an extension to the classroom and where there are a variety of activities that enrich our

children's learning experiences. By Year 1 and 2 the children are encouraged to complete tasks independently.

TEACHING AND LEARNING

All subjects are taught through the medium of Welsh and Welsh is the medium of instruction in the Nursery to Year 2 Department. English will be formally introduced in Year 3 and children will continue to receive English lessons until Year 6.

We use a variety of teaching methods, including whole class direct teaching, group teaching and individual teaching. Pupils have the opportunity to learn through investigating, listening, discussing, questioning and self evaluating.

PUPIL VOICE

It is important to use that our pupils' voices feed into our school activities and curricular planning. At the beginning of each half term we will inform you of our context for learning and activities for that period. We will contact you at the beginning of each term to ask you to discuss the term's context for learning **with your child** and to send your child's ideas back to school. This is important so that we can ensure that our children's voices are taken into consideration when planning the term's activities.

If you go on holidays or have a special celebration in the family, please don't forget to send photographs or artefacts to school. We are interested to know what your child is doing outside school.

HOME LEARNING

We ask for parental co-operation in ensuring that any home learning tasks set for pupils are completed, this is usually through the digital platform of See-Saw or Google Classrooms. Full and clear bilingual instructions will be included with any home learning task set in order that parents may give pupils any help necessary. Homework varies depending on the age of the children. The class teacher will explain clearly at the beginning of the school year the homework requirements for that year group.

RELATIONSHIPS AND SEXUALITY EDUCATION

Relationships and Sexuality Education is one of the statutory requirements of Curriculum for Wales for all learners. In providing the compulsory content of this curriculum, our aim is to ensure that all children receive high quality opportunities to develop their understanding of relationships and sexuality. That will help empower children and young people with the understanding and skills they need to make safe, informed choices, both currently and in the

future. We will always provide learning experiences that are suitable for the age and development of our children, from Nursery to Year 6.

RELIGION, VALUES AND ETHICS

The fundamental values of Ysgol Hamadryad School are central to the school's activities and these include our Religion, Values and Ethics curriculum and Collective Worship. These include:

- Respecting each other and treating all people as we would wish to be treated
- Understanding and respect for our environment
- Being active in our Community
- Caring for those in need
- Treating everyone equally
- Working for a peaceful society.

Many would recognize these values as being shared by followers of the world's great religions, including Christianity, Islam, Buddhism, Judaism and Hinduism.

Religion, Values and Ethics is one of the statutory requirements of Curriculum for Wales for all learners. We will consider the agreed syllabus published by the local authority when planning our syllabus. This will help us to design a curriculum that fulfills the four purposes and prepares learners to be responsible and informed citizens in a diverse and rapidly changing world. Pupils will study and discuss various religions during their time at school.

COLLECTIVE WORSHIP

We will hold a collective worship assembly daily. The assemblies will be based on Christian principles but will be inclusive and open to children of all religions. The requirement to carry out such assemblies is a legislative requirement. Our assemblies aim to give our children a chance to:

- reflect on these spiritual and moral values
- worship and explore their own beliefs
- respond and participation
- develop a sense of community spirit
- promote a common ethos and values and reinforce positive attitudes.

During the year the school organises family assemblies and parents are invited to join the pupils in the act of worship.

Parents have the right to withdraw their child from collective worship assemblies. Please contact the Headteacher if you wish to withdraw your child from these activities. If any pupil does not participate in assemblies or Religious Education lessons the school will ensure that adequate supervision is provided for the pupil.

ADDITIONAL LEARNING NEEDS

The careful planning of a differentiated curriculum ensures that all pupils have access to activities which are suited to their ability and which allow all pupils to reach their full potential. Continuous assessment and observation enable our teachers to plan activities and strategies which are suitable for all children. Our aim at all times is to ensure that we know our children well so that we can plan for the needs of all children, including those recognised as having additional learning needs.

At times, some pupils may need additional or different support. This may take many different forms, including using specific strategies, providing additional support or seeking the advice of specialist agencies. School staff will work closely with children and parents to plan provision for children with additional learning needs and will include parents and children in the decisions which are made. We very much see this as a joint process.

Classroom staff will work closely with Mrs Lois John, the school’s additional learning needs coordinator (ALNCo), when identifying needs, monitoring and planning provision for children with additional learning needs, in line with the requirements of the Additional Learning Needs and Educational Tribunal (Wales) Act.

WORKING IN PARTNERSHIP

We believe that it is only through working in partnership with parents and guardians that each pupil can be at their best. Cooperation between school and home is essential for the wellbeing and progress of all pupils. If parents have any concerns about their child we ask that they contact the class teacher immediately. It is only through discussion and working together that we can attempt to solve problems. In the same light, if the school has concerns over a pupil we will contact parents and guardians.

In order to ensure that enough time may be given to any parent wishing to discuss a problem with the class teacher we ask that you contact the school office in the first instance. We can then arrange a mutually acceptable time and method in order to have a meaningful discussion.

Examples of working in partnership:

School’s role	Role of Parents and Guardians
<ul style="list-style-type: none"> ● Regular communications through letters / newsletters 	<ul style="list-style-type: none"> ● Checking your child’s bag for correspondence every night and regularly checking emails

<ul style="list-style-type: none"> • Ensuring that every pupil feels happy and safe in school 	<ul style="list-style-type: none"> • Contacting school if you have concerns about your child's happiness or safety at school/home
<ul style="list-style-type: none"> • Sending home learning tasks regularly and responding to this work 	<ul style="list-style-type: none"> • Supporting your child to complete home learning tasks
<ul style="list-style-type: none"> • Ensuring that each pupil makes satisfactory progress 	<ul style="list-style-type: none"> • Informing the school if you have any concerns regarding your child's progress
<ul style="list-style-type: none"> • Ensuring that each pupil is encouraged to make friends 	<ul style="list-style-type: none"> • Inviting your child's friends home for tea or to play
<ul style="list-style-type: none"> • Contacting parents and guardians if there are concerns over a pupil's general development 	<ul style="list-style-type: none"> • Contacting the school if you have any concerns over your child's general development
<ul style="list-style-type: none"> • Listening and responding to any concerns a pupil may have 	<ul style="list-style-type: none"> • Listening and responding to any concerns your child may have
<ul style="list-style-type: none"> • Providing regular feedback on well-being and progress 	<ul style="list-style-type: none"> • Attending scheduled meetings to discuss your child

During the academic year, we will hold several engagement events with parents. We extend a warm welcome to everybody and expect representation from each family - the children thoroughly enjoy seeing you in school in their classrooms.

HOME/SCHOOL AGREEMENT

When pupils join the school we ask that parents sign a home/school agreement.

REPORTING ON PUPILS' PROGRESS

Two parents' evenings are held annually. During these meetings parents will have an opportunity to discuss their children's work with the teachers. At the end of the Summer term a written report is provided for each pupil.

POSITIVE BEHAVIOUR

We believe that it is essential for pupils to develop self-discipline. In light of this the whole school community works in a restorative way. From the beginning, pupils will be taught to respect and show empathy to others, peers and adults alike. Through the example set by the staff they will learn to be courteous and considerate of other people's feelings. We celebrate appropriate positively through reward.

Occasionally some pupils will find it difficult to comply with expectations. During these times we use restorative strategies to solve problems and to help fix any relationships that might have broken down. Occasionally steps will need to be taken to help that pupil build positive relationships with others.

If the school has any concerns over a pupil's behaviour we will contact the parents / guardians in order to work together to overcome any difficulties.

COMPLAINTS

If a parent has concerns over any aspect of school life we ask that the Headteacher be contacted in the first instance. More often than not problems can be resolved through discussion. If a parent is not satisfied with the Headteacher's response the next step is to write to the Chair of Governors.

If you continue not to be satisfied you are able to write directly to the Education Authority:
Director of Education, County Hall, Atlantic Wharf, Cardiff CF10 4UW

EQUAL OPPORTUNITIES

We believe that each individual, regardless of ability, race, religion or background deserves equality of opportunity. We are proud to be a school that welcomes pupils, staff and parents from different social backgrounds, race, sexuality, disability, religion, language, sexual orientation and age. We strive to create a community that celebrates diversity and stands against prejudice.

Disability

The school building is designed to provide access to pupils and staff with physical disabilities, as follows:

- main entrance is easily accessed
- doors are easily opened (low handles)
- disabled toilet
- wide corridors
- wide classroom doors
- easy access to school hall
- playground access on one level
- lift access to the first floor

Access to the Curriculum

The school curriculum is balanced and broad, and offers opportunities for all to succeed. Activities are organised carefully with consideration given to the following:

- academic ability of each pupil
- physical ability of each pupil
- interest and talent of each pupil
- religious background of each pupil
- social background of each pupil
- ethnic background of each pupil

SCHOOL ADMISSIONS

The City and County of Cardiff Council decide on the pupils who are admitted to the school. Usually parents contact the school directly in the first instance. A meeting with the

Headteacher will be arranged and a guided tour of the school given. The school then advises the parents to contact the Local Authority's Admissions Team. After receiving and processing the application, the Admissions Team then contacts the parents with either an offer or a refusal of place in the school. See copy of *Admissions to Schools – Cardiff Council* for further details.

FREEDOM OF INFORMATION

The school publishes many documents which are relevant to the curriculum and to the general procedures of the school. A copy of the *Freedom of Information* booklet is available at the school office. This document lists all the school's current policies. You are welcome to see any policy. The school will charge a small fee for photocopying policies.

FINANCIAL CONTRIBUTION

In order to enrich the curriculum and to extend the pupils' experiences the school organises a number of visits and invites visitors to the school. The school will ask the parents for a minimum contribution towards the cost of any visit or visitor. The school does not make a profit when asking for contributions. If any parent has difficulty in making a financial contribution the pupil will not be withdrawn from the activity arranged. Where parents or guardians wish to do so, they are also welcome to pay additional contributions towards the costs of visits and visitors. All additional contributions will support others who may not have the means to contribute.

HEALTH AND SAFETY

The school's health and safety policy and the County guidelines are followed to ensure, within reason, the health and safety of all on the school site. We ensure that:

- all pupils are supervised throughout the day with the exception of independent tasks in Years 1 and 2, children are expected to complete independent tasks in the outside areas where there is no direct supervision
- all external doors and gates are secured throughout the day
- all visitors sign in and wear a badge whilst on the school premises
- all visitors note the time of leaving the site
- a fire drill is held every term
- all staff receive an update to fire drill procedures every term
- all school equipment and building is in good working order

The staff make every effort to ensure that all pupils' personal property is safe.

We ask that parents support the school by:

- not sending toys into school with the pupils
- labelling every item of clothing clearly with the pupil's name
- not allowing their children to bring mobile phones to school, other than older pupils who travel independently of adults

Pupils are not to bring balls or play equipment to school. Various items are provided for break time/lunchtime use.

MEDICINES AND ACCIDENTS

The school staff will administer medicines to the pupils during special circumstances – please contact the school office for further information.

If your child has a medical condition that requires regular medication (e.g. epilepsy, asthma etc) please contact the school in order to make special arrangements.

Members of the staff have received first aid training and hold up-to-date certificates. In a serious emergency the school will call for professional help first and will then make every effort to contact the parents/guardians.

ACTIVE TRAVEL

Our aim is that all children travel actively to and from school each day by walking, cycling or scooting or travelling on public transport. Where families need to use cars to travel to school, it is possible to park in Havannah Street car park for a nominal charge and walk the short distance to school. This is done through the MiPermit system (details on school website). Parking in the streets near the school is not permitted.

SAFEGUARDING

Mrs Helen Sharkey (Headteacher) is the Designated Senior Person (DSP) for safeguarding and child-protection (029 2047 1173). In Mrs Sharkey's absence, Mrs Lois John or Mr Antony Jones are responsible (029 2047 1173). The Designated Governor for Child Protection is Ms Ali Lynch.

All school staff receive annual training in matters of safeguarding and child protection. Where concerns arise, the staff will refer to the Headteacher (as Designated Senior Person) in the first instance, or to the Deputy DSP in her absence. Staff will refer to the county's safeguarding officers where advice or further support is needed.

Where parents have concerns relating to any aspect of their children's well-being, they should contact the school to discuss. Where there are concerns relating to child protection, contact should be made with Mrs Sharkey immediately. Any safeguarding concerns relating to the Headteacher should be raised with the Chair of Governors, Dafydd Trystan, on 07966 705890. The school's Child Protection and Safeguarding Policy is available from the school office.