



2025-26



# HANDBOOK YSGOL CYMERAU

---

“Lle daw dwy afon yn un lli.”



# A WORD OF WELCOME

---

**Alan Jones**  
Headteacher



Dear Parents,

Welcome to our school. The atmosphere, ethos and quality of learning and teaching are important to us. We aim for the children to be happy, kind, true to each other and have many rich experiences so that they grow educationally, mentally and socially.

If you are a parent of a child at the school for the first time, we would like to welcome you as parents, and we look forward to a happy and beneficial association in the years to come. If you already have a child at school, we are happy to keep in touch with you.

This prospectus offers information about the school, its aims, curriculum and activities. The information in the prospectus is correct at the time of publication. Despite this, it cannot be assumed that changes will not occur during the year, or the years to come. Parents who are considering sending their children to the school are welcome to arrange to visit the school by contacting the Headteacher. If you have any questions or concerns, please come and talk to us as we firmly believe that happy children learn well.

**We look forward to meeting you.**

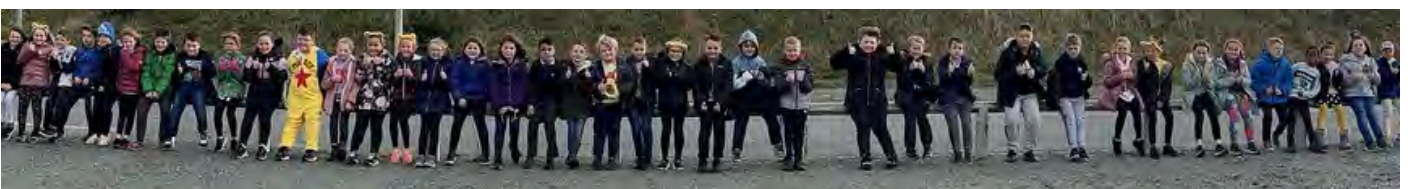
A handwritten signature in black ink, appearing to read 'Alan Jones'.

**Alan Jones - Headteacher**

**Message from the Chair of Governors**

**"We as governors are very proud to be part of the life of Ysgol Cymerau and we make every effort to support and assist them in every way. When sending your child to Ysgol Cymerau you can be confident that he/she will get the best possible education and experiences."**

**Guto Dafydd - Chairman**





# SCHOOL INFORMATION

CYMERAU SCHOOL IS A COUNTY PRIMARY, DAILY, BILINGUAL, CO-EDUCATIONAL SCHOOL

YSGOL CYMERAU Pwllheli Gwynedd LL53 5AR

PHONE: (01758) 612001 EMAIL – alan.jones@cymerau.ysgoliongwynedd.cymru

[www.ysgolcymerau.org](http://www.ysgolcymerau.org)

## SCHOOL GOVERNORS

Mr Guto Dafydd	Chairman - Parents
Mr Aled Davies	Vice Chairman - Co-opted
Mrs Nia Williams Mr James Williamson	Co-opted Co-opted
Mr Alan Jones	Principal
Cllr Hefin Underwood Cllr Iwan Edgar Mrs Einir Rees Jones Cllr Elin Hywel	LEA LEA - Town Council LEA LEA
Mrs Nia Owen Parch Rhun ap Robert Mr Lester Hughes	Parents Parents Parents
Miss Karen Roberts-Jones	Teachers
Miss Ffion Williams	Support Staff
Ms Sharon Williams	Clerk

# OUR VISION

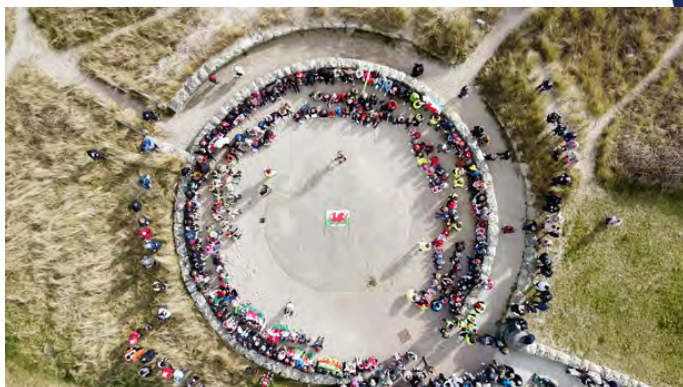
---

The ethos and values of the school originate from our motto “Lle daw dwy afon yn un lli” (“Where two rivers become one”.) The motto encompasses the physical characteristics of the town, the meaning of the word ‘Cymerau’, and our vision to prepare the children for the future.

In order to achieve this, the values of respect, risk taking, perseverance and collaboration apply to everyone who comes through the doors of Ysgol Cymerau. These values are displayed around the school.

We believe that happy children learn better. If they are respected by their parents and teachers, they show respect back and are more eager to do their best. We try to ensure that we are always ready to listen to children and be fair - this does not simply mean treating every child exactly the same at all times. Each child must be treated according to their needs and personality. Some children are shy and want to be praised one by one while others love to be noticed in public. We are inclusive and sensitive to the needs of each individual. We are proud to celebrate and promote the Welsh language and culture. We have an ethos and culture of continuous self improvement by encouraging input and opinion from children, staff, parents, governors and the local community in order to aim for excellent provision.

We remember that our aim and purpose is to prepare the best children we can for the future. It is quite a responsibility, but in the same way it is an honor to be part of their journey.



# ADDITIONAL LEARNING NEEDS

Every child is different. Every child develops at a different rate.

Ysgol Cymerau has arrangements for identifying and providing for the additional learning needs of individual pupils. It is part of our policy to identify the needs of our pupils as soon as we can. The Code of Practice allows close monitoring of this provision; this can be in the form of support or differentiated work within the class, or by targeting the pupils to develop specific skills.

During all the stages of the process of providing for the additional learning needs of any pupil, we try to work in close contact with the parents, emphasizing the importance of a healthy collaborative relationship between the school and the home. The school has an Equal Opportunity Policy for all pupils.

## CHILDREN WITH PHYSICAL NEEDS

We will do everything in our power to welcome all children, ensure their safety, enable them to participate in all school activities and have full access to the National Curriculum. We have a current Accessibility Scheme and Equality Scheme. Cymerau school has been adapted to include a dedicated therapy room.

## THE SCHOOL'S ADMISSION POLICY

The Gwynedd Education Authority policy is followed. The school accepts children part time from the September following their third birthday and full time following their fourth birthday.

The Education Authority gives access permission to children in the catchment area and children outside the catchment area. It is possible to apply by following the link below -

<https://www.gwynedd.llyw.cymru/cy/Trigolion/Ysgolion-a-dysgu/Mynediad-ysgolion/Mynediad-ysgolion-symud-ysgol.aspx>

## 'CYLCH MEITHRIN'

The Cylch Meithrin is located on the school site, and collaboration between the school and the Cylch means a smooth transition for the pupils to our Nursery year. Your child can have access to the Cylch Meithrin after their 2nd birthday. The Cylch also offers care until 5 o'clock for the children. The school can advise you and refer you to the cylch staff so that you can receive further information.



# STAFF LIST

HEAD  
Alan Wyn Jones

DEPUTY HEAD  
Karen Roberts-Jones

TEACHERS  
Lisa Williams (ALN Coordinator)  
Nia Vaughan Jones  
Ffion Llywelyn  
Hayley Williams  
Karen Roberts-Jones  
Catrin Davis  
Ffion Hughes  
Sheena Dorkins  
Eleri Wyn Thomas  
Janet Ann Roberts

CLASSROOM ASSISTANTS  
Linda Owen  
Llinos Angharad  
Lynne Warren  
Ffion Williams  
Nia Owen  
Lisa Williams  
Mandy Jones  
Vicky Williams  
Donna Gill  
Meirwen Hughes  
Nerys Evans  
Llio Tate  
Llinos Williams  
Beca Mann  
Tammy Jones



ADMINISTRATIVE OFFICER  
Sharon Williams

STAFF Y GEGIN  
Natasha Hollinshead (Cook in charge)  
Carrie Thomas  
Jenny Williams  
Tasha Ogilvy  
Hayley Warren

CLEANING  
Meirwen Medi Hughes  
Tracey Evans

LUNCHTIME SUPERVISORS  
Dorothy Shivlock

## SCHOOL DAY

	<b>Morning session</b>	<b>Afternoon Session</b>
Nursery Class	9:00 - 11:00	
Reception Years and 1	<i>Doors open 8:50</i> 9:00 - 12:00 <small>(the school gates will be closed promptly at 9:00)</small>	1:00 - 3:00
Years 2, 3, 4, 5 and 6	<i>Doors open 8:50</i> 9:00 - 12:00 <small>(the school gates will be closed promptly at 9:00)</small>	1:00 - 3:15

# SCHOOL TERMS 2025 - 26

**Autumn Term 2025 - 1 September 2025 - 19 December 2025**

**Spring Term 2026 - 5 January 2026 - 27 March 2026**

**Summer Term 2026 - 13 April 2026 - 20 July 2026**

Pupils will return to school on Tuesday, 2 September 2025.

## **Holidays**

27 October – 31 October 2025 (Half Term)

22 December 2025 - 2 January 2026 (Christmas Holidays)

16 - 20 February 2026 (Half Term)

30 March - 10 April 2026 (Easter Holidays)

4 May 2025 ( May Day)

25 May – 29 May 2026 (Half Term)

21 July - 31 August 2026 (Summer Holidays)

There are 4 more training days to be taken by each school during 2025-26.

## ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL

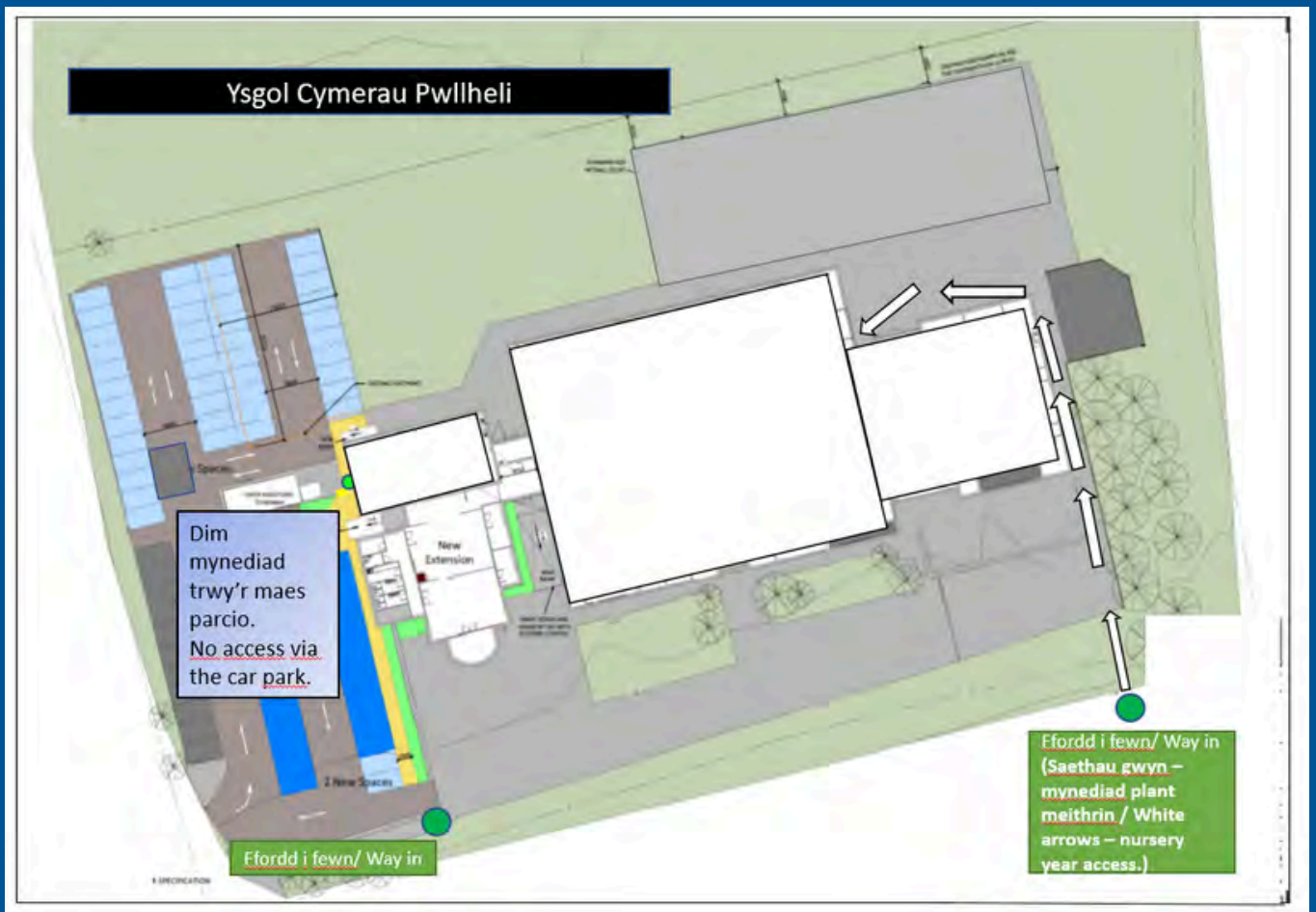
As a school we are always ready to welcome parents to the school for a chat or if there is a concern. If you wish to visit the school, we ask that you get in touch to make an appointment to see the Headteacher.

## NORMAL DAY SCHEDULE

The children should not arrive at school before 8.50am - the school will not be responsible for the children before this. (unless they go to the Breakfast Club which is open from 8.10am onwards).

**Please ensure your child is at school by 9.00am ~ punctuality is a good habit to cultivate. The school gates will be closed at 9am. If a child walks to school alone and arrives late, we cannot guarantee that we are aware that the child is waiting outside the gate. The children who arrive after time will be marked 'late' on the register.**

If it is intended that someone different will come to collect your child, you need to let us know by phone call, note or informing the staff at the classroom door in the morning. We do not rely on a child's word for this, and misunderstandings can be dangerous. The children will leave the school at 3.00pm (Reception Years and 1) and at 3.15pm (Years 2,3,4,5 and 6). The morning Nursery children will leave at 11.00am. We will not drop off any N, R, Yr1 or Yr2 child without ensuring that someone is there to take them home, or that an arrangement has been made in advance with the parents. If you happen to be late, and unable to meet your child at the end of the day, we ask you to call the school so that we can make the necessary arrangements to ensure your child's safety. All Year 3-6 children should return to school and tell a teacher if no one has come to meet them.



## SAFETY WHEN TRANSPORTING CHILDREN TO SCHOOL

Ffordd Mela and Ffordd y Faenor can be very busy in the mornings and afternoons.

Because of this, parents are expected to park their cars on the Prom or completely clear of the school entrance when they drop off their children in the morning or when picking them up at the end of the afternoon. There should be no parking at all on Ffordd y Faenor or the school car park.

Parents and children are not allowed to walk through the car park but, instead, use one of the 2 pedestrian gates. This is emphasized because of Health and Safety.

PLEASE DO NOT BRING A CAR TO SCHOOL FROM FFFORDD Y MELA.

## HEALTHY JOURNEYS TO SCHOOL

We promote healthy ways of traveling to school which include cycling or walking. The children are welcome to bring their bikes to school - as long as a safety helmet is worn. You are reminded that the school staff are not responsible for the bikes or for the children's safety on the way back to or from school. 'Cycle buses' are organized occasionally to promote cycling to school.





# USEFUL INFORMATION

## Breakfast Club

The Breakfast Club starts at 8.10am There is a cost of £1 for any child who arrives between 8:10am and 8:30am Then the club is free from 8.30am onwards. There is no access to the club after 8:40. No pupil should arrive at school before the times above.

## Snacks, water and milk.

Children are only allowed to bring fruit and water to school. There are three water fountains located in the school for the children's use.

Children are allowed to bring fruit of their choice to school to eat at playtime, but no grapes please. Free milk is offered to children aged 3 to 7 years.

## School lunch

School lunches are free for all children since September 2023.

If your child has any dietary needs or allergies please let us know before they start school.

If you want your child to bring their packed lunch to school, please make sure you let us know in advance. Try to ensure that they will have nothing to break and that the food packages are as healthy as possible. We do not allow grapes. Only water is allowed as a drink with the packed lunch.

## Attendance and holidays within a school term.

When a child is absent a note or phone call is expected from the parents giving the reason for the absence. It is also possible to complete the absence form which is on the school's website. Frequent cases of absence/tardiness are discussed with the Education Welfare Officer.

**A child is not allowed to miss more than 10 school days in a school year to go on holiday. Holiday forms can be obtained from Reception.**

**Pupils' attendance and punctuality are inspected weekly by the Administrative Officer. School attendance is regularly inspected by the Authority's Welfare Officer, who will provide additional support to families who need it.**

**If your child has not arrived at his/her class by 9.15 we will contact you by phone or by text message asking you to inform the school of the reason for his absence. We will also use this system to notify you of various issues.**

# SCHOOL UNIFORM

The school has an official school uniform. Although there is no compulsion for children to wear them, we feel that a school uniform fosters pride towards the school and a sense of belonging to it, and so we really hope that you, the parents, will be ready to support the school's official uniform. The school uniform does not have to have the school badge on it.

Blue or white polo shirt Blue jumper.

The official uniform can be bought at the school or from any local supermarket, if you do not want a uniform that includes the school badge. There is a Welsh Government grant available to help with school uniform costs for families who are entitled to free lunches.

## **Names on clothes**

We ask that you ensure that all clothing, including coats and PE clothing, is labeled with a name.

## **Physical Education Clothing**

The children are welcome to come to school wearing tracksuits/sports clothes ready for the physical education lessons. Your child will also need a t-shirt and shorts and PE shoes.

## **Religion, Values and Ethics**

The Gwynedd County and Anglesey Agreed Syllabus is implemented in the school. Christianity is the main focus of the activities. Aspects of the Jewish faith and Islam are presented in addition so that the children begin to understand that other people have different beliefs.



## Payments

The school does not accept any cash. All payments e.g. lunch, trips, school uniform done online through the 'School Gateway' app.

## Club after school

There is an after school care club on the school premises run by Y Cylch Meithrin staff. A place in this club can be booked by contacting the Cylch.  
cylch.meithrin.pwllheli@gmail.com



## School curriculum - Curriculum for Wales

A balanced and broad curriculum is presented which relates to the child's spiritual, moral, mental, social, physical and emotional development. This is mainly done through the thematic method. Since September 2022 the school has been implementing the Curriculum for Wales. The school's vision, together with the curriculum model that is offered in Cymerau, has been published on the school's website. All pupils, parents, Governors and school staff have contributed towards creating our vision. The curriculum is based on the four purposes, which are to develop children to be:

- 1. ambitious, capable learners**
- 2. enterprising, ambitious contributors**
- 3. are healthy and confident individuals**
- 4. principled, knowledgeable learners**

## Email and phone numbers.

It is essential that you share your current e-mail and telephone numbers with us in terms of security should it be necessary to contact, and in order to send the school's correspondence by e-mail.

## Toilet facilities

The toilet facilities, which are available to the pupils, meet the Health and Safety requirements of the HSE. The toilets will be inspected and cleaned daily using the cleaning chemicals recommended by the Authority.

## Languages, Literacy and Communication Using Welsh

**Welsh is the school's main day-to-day medium. We are very proud of this. The school has a completely Welsh ethos but we work towards encouraging all pupils to be fully bilingual by the time they reach Year 6. The Welsh language is a Welsh Government priority. Deriving from this, Gwynedd Council has a language of education policy which is a guide for schools. All schools under the care of the local authority in Gwynedd teach through the Welsh language and make efforts to promote the language under the 'Welsh Language Charter' scheme.**

English is formally introduced in Year 2 in order to ensure that the pupils are bilingual by the end of their time at this school at the age of 11. During their journey from Year 3 to Year 6, the children will be taught through the medium of Welsh and English. We ensure that all children are equally confident and capable in both languages by the time they reach the end of their time at this school.

Children who start in year 2 or above, and who are new to the Welsh language, are invited to attend a Language Unit for a term where they can be immersed in the Welsh language. This unit has been located on the Cymerau site since April 2025. This enables them to integrate into school life together with the local community.

The children at Ysgol Cymerau are assessed in their ability in terms of Welsh as a First Language which is in accordance with the Local Authority's language policy.

Before Year 6 pupils transfer to the Secondary School, a meeting is held between the Head of Year 7 and the teachers of this school in order to ensure a smooth transition to the next stage of their development. This school has adopted and implements the guidelines of the Gwynedd Language Charter.



## LANGUAGE

A child's linguistic development is the foundation for learning. Emphasis is placed on developing these necessary skills through various experiences which have been designed to stimulate a sensible, lively and intelligent response in both languages.

## LISTENING

**Attention is given to developing a child's ability to listen effectively in mass situations, group situations and as an individual so that he can have pleasure, respond to instruction and respond creatively and intelligently.**

## SPEAKING

**Emphasis is placed on creating situations where children have the opportunity to develop the ability to speak clearly, understandably and confidently in language appropriate to the situation in question, exercising care for accuracy.**

## READING

**This school places emphasis on nurturing the child as a reader from the very beginning so that they can:**

- to have pleasure or entertainment.
- deepen his understanding.
- gather information.
- develop his ability to be critical in his reading and to appreciate good books.



## WRITING

**The child is given the opportunity to respond in writing to different experiences and situations and to write for different purposes so that he can:**

- use writing as a medium to express himself and make sense of the world around him.
- use writing to deepen his understanding.
- choose and use a form of writing that is appropriate for its purpose.
- experiment and develop his creative skills.



## Maths and Numeracy

The school's maths framework is based on the requirements of the Statements of what is important within the Curriculum for Wales. There are 4 statements for the field of mathematics and Numeracy, namely:

1. The number system is used to represent and compare the relationships between numbers and quantities.
2. Algebra uses symbol systems to express the structure of mathematical relationships.
3. Geometry focuses on relationships involving shape, space and position, and measurement focuses on quantifying phenomena in the physical world
4. Statistics represent data, probability models chance, and both support informed conclusions and decisions.

The curriculum also includes 5 interdependent skills, namely:

1. Conceptual understanding
2. Communicate using symbols
3. Fluency
4. Logical reasoning
5. Strategic competence



## Digital learning

We believe it is crucially important that we equip our children with the necessary skills for the world of work of the future. We learn computer science / digital technology skills through practical activities across a range of diverse activities and it contributes to work across the curriculum. We strive to raise children's awareness of the potential of digital technology in the world around them and to deal with it confidently and safely.



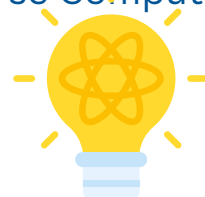
## Science and Technology

The Science and Technology Learning and Experience Area covers the following:

- Understanding nature and living things.
- Learning about designing and building things.
- How technology works and how to use it to solve problems.

There are 6 Statements of what is Important within this area, namely:

1. Being curious and looking for answers is essential to understanding and predicting phenomena.
2. Design and engineering thinking offers technical and creative ways to meet society's needs and wants.
3. The world around us is full of living things that depend on each other to survive.
4. Matter, and the way it behaves, defines our universe and shapes our lives.
5. Forces and energy lay the basis for understanding our universe Computing lays the basis for our digital world.
6. Computing is the basis of our digital world.



## The Humanities

Within the Humanities learning and experience area, learners are given the opportunity to learn about history, geography and religions. They also learn about business and politics ie. how the country is run, and also about the society and how people in our country live together.

Within this area attention is paid to 5 Statements of what is important. namely:

1. Inquiry, exploration and investigation inspire curiosity about the world, its past, present and future.
2. Human events and experiences are complex and are understood, interpreted and represented in different ways.
3. Our natural world is diverse and dynamic, influenced by human processes and actions.
4. Human societies are complex and diverse, and they are shaped by people's actions and beliefs.
5. Informed, self-aware citizens address the challenges and opportunities facing humanity, and are able to take meaningful and principled action.



## The Expressive Arts

This area of learning and experience is broad and gives learners the opportunity to express themselves through artwork, dance, music and digital media. There are 3 Statements of What is Important, namely:

1. Exploring the expressive arts is essential in order to deepen artistic skills and knowledge, and it enables learners to become individuals
2. Responding and reflecting, as an artist and as an audience, is an essential part of learning in the expressive arts
3. Creating combines skills and knowledge, drawing on the senses, inspiration and imagination.

**Music – There is the William Mathias Schools scheme, which provides traveling teachers to teach instruments within schools. A fee is charged for the lessons. At the moment Ysgol Cymerau can organize lessons, violin, cello, brass instruments, piano and drums.**



## Health and Wellbeing

This area of learning and experience ensures an opportunity for learners to learn about having a healthy body and a healthy mind. They also have opportunities to understand what healthy relationships are and how to make good life decisions. There are 5 Statements of What Matters within this area, namely:

1. Developing the health and well-being of the body leads to lifelong benefits.
2. The way we process our experiences and respond to them affects our mental health and emotional well-being
3. The way we make decisions affects the quality of our lives and the lives of others.
4. The way we relate to social influences shapes who we are, and affects our health and well-being.
5. Healthy relationships are essential for our well-being



## The Compulsory Elements

The Curriculum for Wales also specifies 4 compulsory areas that must be introduced in all schools.

1. The Welsh language
2. The English
3. Relationship and Sexuality Education
4. Religion, Values and Ethics



## Cross Curricular Themes

Within Curriculum for Wales there are 5 cross-curricular themes.

1. Human Rights
2. Local, national and international contexts - the area that is local to us in Pwllheli, learning about Wales, and the wider world.
3. Careers and experiences related to the world of work - Learning about work and how to choose the type of work the learners wanted to do.
4. Diversity – Respect people's differences e.g. what they believe or where they come from.
5. Relationship and sexuality education - This field in Wales is statutory. Parents/guardians do not have the right to exclude their child/children from this education. At Ysgol Cymerau we will ensure that the field is taught within a context and is suitable and appropriate for the age of the pupils. The learners will learn about feelings, healthy relationships and how we think about ourselves.

## **PUPIL VOICE**

### **SCHOOL COUNCIL**

The School Council was established with the main aim of giving pupils the opportunity to play a part in making decisions within the school. The members of the council are elected by the pupils of the school. There is a representative from each class on the School Council. They meet to discuss issues that are important to school children and report back to the Headteacher, or the relevant member of staff. They meet to organize the school's development activities, organize the St David's Day parade, and recently re-established the 'kind friends' system in the yard during playtime.

### **A HEALTHY SCHOOL**

Ysgol Cymerau is part of the Gwynedd and Anglesey Healthy Schools Scheme. As a result of the hard work of the school community, the school successfully completed the Gold Stage. Teaching the pupils about healthy living habits is a constant priority for this school.

### **ECO SCHOOL**

The school has an Eco School committee which includes children from Year 3 to 6. These children have been elected by all the school's pupils within their classes. Their hard work has led to success, with the school now awarded the Green Flag. The aim of the school is to educate children and raise awareness in them of the need to take care of the environment.

### **THE ACTIVE TRAVEL GROUP**

The Active Travel Group helps to promote that the children and parents make healthy and active choices when considering how to come to school. There is representation from all classes from year 3 to 6 in this group.

## **WELL-BEING**

The school believes that every child, regardless of their background, has the right to an excellent education. We work together with the children and the parents / carers to ensure that they reach their full potential. We do everything we can to ensure that every child is 'ready' to learn. This means a lot of input and emotional support with some of the children.

The Headteacher is responsible for ensuring that children who are 'in charge' within this school achieve the best they could. The school has a parenting group that holds sessions every afternoon in the 'Llecyn' class, and employs two assistants who have qualified to provide ELSA sessions. They specialize in providing emotional and social support for the children. In addition to this, the school collaborates very closely with a number of other agencies for the benefit of our children.

### **Child Protection**

The Headteacher is the Designated Child Protection Officer within the school and is supported by Miss Karen Roberts-Jones, Deputy Head of School who also acts as the Deputy Designated Child Protection Officer. The school complies with national guidelines to ensure the safety of all pupils. If you have concerns we ask that you contact the Headteacher or Miss Jones. The Education Authority's Child Protection Officer is Llion Williams with contact telephone number 01286 679799.

### **Behavior and attitudes**

A high priority is given to positive behavior and attitude within the school to ensure that the school achieves its purpose, which is to develop the growth and development of each child. We believe that a happy child learns well. This school encourages children to be self-disciplined, responsible and to respect others. We know that we will have your support as parents in this regard. Our values of Respect, Collaboration, Endeavor and Perseverance permeate all school life and prepare everyone to be safe and effective learners.

## Additional Activities

The school kindly asks for the cooperation and support of parents with any additional activity that is organised, such as Urdd activities, Practise sessions for Eisteddfodau and football, netball training etc. Parents are asked to ensure that they arrange to escort the children home at the end of the activity, or to inform us if your child in the older years of the school is allowed to walk home.

## The Urdd

During the Autumn Term pupils are invited to join the Urdd. By becoming a member of the Urdd the children have the opportunity to compete with art and craft work, take part in sporting activities as well as compete in the Urdd Eisteddfod. Members of Years 4, 5 and 6 have the opportunity to attend Glan Llyn, Plas Menai, Cardiff or Llangrannog residential courses annually.



## Charging for activities

The basic principle of the Education Act 1988 was that educational activities should be free of charge for all pupils. We try our best to keep costs down for parents. Nevertheless, the school has a statutory right to ask parents to contribute towards costs with the understanding that no child will suffer a disadvantage if parents cannot contribute financially. The school is always ready to help families with financial situations, in accordance with the Raising for Activities Policy. All parents have the opportunity to pay for additional activities over a period of time or in one payment. Parents are asked to pay a contribution towards the cost of swimming lessons and for occasional trips/visits. The annual amount for instrumental lessons is determined by the governing body.

**POLICIES Contact the school if you require to see the full policy.**

## **THE SCHOOL'S ANTI-BULLYING POLICY**

### **THE POLICY:**

The school has a definite policy that outlines how we deal with cases of bullying when it happens at school. The policy complies with Anti-Bullying guidelines (Circular 23/2003)

### **AIM OF THE POLICY:**

- 1. Create an environment where everyone feels at home, safe and happy. Only in an environment like this can children reach their full potential. All forms of bullying undermine equal opportunities.**
- 2. This policy allows the school to recognize bullying as soon as it starts allowing the staff to deal with the situation and resolve it as quickly as possible.**

**When the school recognizes cases of bullying it will follow the steps below:**

- 1. Discuss the incident with the children individually.**
- 2. Hold a meeting with the parents/guardians.**
- 3. Record the evidence collected.**
- 4. Further action if necessary.**

## **EQUALITY POLICY**

The school has an equality policy.

### **AIM OF THE POLICY:**

- 1. Providing an opportunity for all pupils, whatever their gender, ability, cultural and ethnic background.**
- 2. Ensure that no child suffers prejudice based on race, belief, sex, language, educational ability, social position or disability.**
- 3. Ensure that the entire range of the curriculum and all the school's resources are available to all pupils.**
- 4. Ensure that positive social attitudes are fostered in the school among children and adults. Children are encouraged to work together and to show an understanding of their responsibility towards others.**

## **MOBILE PHONES POLICY**

The school has a mobile phone policy.

### **AIM OF THE POLICY:**

Every school has a pastoral duty towards its pupils and through that, this school promotes the prevention of abuse and neglect by creating and maintaining a safe environment for its pupils.

This school is of the opinion that cyber bullying is just as serious as other forms of bullying.

As a result, the use of mobile phones by pupils cannot be allowed while on the School site. If a child has to bring a mobile phone with him/her to school for special reasons he/she will have to leave it in the office as soon as he/she arrives at school.

### **Disciplinary Procedure**

If a pupil were to use a mobile phone while on the School site they will receive a penalty in accordance with the School's 'Pupil Behavior Management' policy. The individual will be expected to keep their phone, switched off in a safe place provided by the School for that purpose. The mobile phone is returned at the end of the school day. If the pupil breaks the rule for the second time the phone will be kept until a parent has come to the school to collect it.

# **SEX AND RELATIONSHIP EDUCATION POLICY**

## **AIM OF THE POLICY:**

The aim of this policy is to add responsibly and developmentally to children's knowledge and experiences about their bodies and their relationship with the world around them. By doing this the pupils will be able to deal better during puberty while developing skills and self esteem to be confident in their teens.

## **General Objectives**

**Introducing Life/Sex and Relationships Education as part of a comprehensive Personal and Social Education programme**

**Preparing pupils for puberty**

**Develop skills and self-esteem to support children as they reach their teenage years**

**Dealing with anxiety and correcting misunderstandings that children may have from the media and peers**

**Develop skills to help children protect themselves from sexual experiences they don't want to have**

**Discuss attitudes and values**

## **THE COMPLAINTS PROCEDURE**

The school's Governing Body, in accordance with the requirements of Section 29 of the Education Act 2002, has established a procedure for handling complaints from parents. The Governing Body will consider the guidelines of the Assembly Circular 03/2004 when any complaint is received. All processes will follow the order set out in the document. The Governors have established a three-stage procedure to deal with complaints.

### **Cam 1**

**A verbal/written complaint to a member of staff or the head teacher. Every effort is made by the headteacher to resolve the complaint at this stage.**

### **Cam 2**

**A written complaint to the headteacher which will be investigated and the result presented in writing to the complainant.**

### **Cam 3**

**If the complainant is not satisfied with the result the Governing Body can consider the matter. The complaint is heard by the Body's Complaints Sub-Panel. Following completion of Stage 3 the governing body or the complainant can contact the LEA to review the procedure. The school should be contacted to make an appointment to discuss any complaint with the headteacher.**



# “LLE DAW DWY AFON YN UN LLI.”



---

Ffordd Mela, Pwllheli, Gwynedd. LL53 5AR

[www.ysgolcymerau.org](http://www.ysgolcymerau.org)

[alan.jones@cymerau.ysgoliongwynedd.cymru](mailto:alan.jones@cymerau.ysgoliongwynedd.cymru)



# "WHERE TWO RIVERS BECOME ONE."



---

Mela Road, Pwllheli, Gwynedd. LL53 5AR

[www.ysgolcymerau.org](http://www.ysgolcymerau.org)

[alan.jones@cymerau.ysgoliongwynedd.cymru](mailto:alan.jones@cymerau.ysgoliongwynedd.cymru)