

GWENFRO COMMUNITY PRIMARY SCHOOL



PROSPECTUS 2023-2024

Dear Parents/Carers,

Welcome to Gwenfro Community Primary School. It gives me great pleasure to present our school prospectus for 2023/2024.

We moved into our state of the art new build in January 2017. This has created exciting and innovative spaces to maximise learning potential. We have modern, well-resourced classrooms and stimulating outdoor areas for our children to enjoy and learn.

Gwenfro is a happy, caring and successful school, and has made significant progress over the past few years. Our children are enthusiastic, motivated to achieve and are at the heart of every decision we make. We want to ensure that they are happy, confident, independent learners.

The development of the new curriculum is at the fore of our current school improvement journey and we are working hard to design a curriculum which focuses on the development of the 4 Purposes of Curriculum for Wales.

The school has a dedicated team that works hard to reach high standards in everything we do. We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.

We pride ourselves on the high standards of teaching and learning, and the progress that our pupils make. We do our very best to provide your children with quality teaching and learning opportunities. They deserve the very best and it is our job to provide them with this.

We hope you enjoy finding out more about our school throughout this prospectus and invite you to visit our school at any time.

K. Owen-Jones
Headteacher

Our school

School Details: Gwenfro Community Primary School

Queensway

Wrexham

LL13 8UW

01978 340380

email: mailbox@gwenfro-pri.wrexham.sch.uk

Headteacher: Mrs K. Owen-Jones

Chair of Governing Body: Mr D. Jacks

Type of School: Community Primary School

(pupils of 3 - 11 years of age)

Currently, there are 277 full time pupils and 34 Nursery pupils (311)

We have part time Nursery pupils and 13 classes including 2 Additional Needs Units (1 at Foundation Phase and 1 at KS2).

School Staff

Headteacher:

Mrs K. Owen-Jones

Senior Leadership:

Mrs N. Mulley-Jones- Deputy Headteacher
Mrs H. Jones- Well-Being Manager
Mrs K. Young - Progress Manager
Mr G. Jones - ALNCO

Teaching Assistants:

Mrs A. Challenor	Mrs J. Perera
Miss S. Dolan	Miss. J. Percival
Mrs J. Evans	Mrs D. Richardson
Miss D. Hughes	Miss E. Rogers
Mrs R Humphreys	Mrs J. Stanhope
Miss L. Howell	Mrs L. Samuels
Mrs C. Jones	Mrs C. Staples
Mrs S. Jones	Mrs S. Stephenson
Mr T. Kilgallon	Mr D. Sides
Miss I. Madej	Miss E. Tudor
Miss A Polley	Mrs N. Roberts
Miss A. Peters	Mrs G. Martin

Class Teachers:

Mr R. Davies
Miss B. Evans
Mrs J. Fletcher
Mrs D. Hughes
Miss L. Howell
Miss S. Jones
Mrs H. Jones
Mrs H. Kind
Mrs A. King
Mrs A. Lloyd
Mrs D. Murray
Mrs S. Parsonage
Mrs E. Venables

Business Manager: Mrs. S. Evans

Admin Assistant: Mrs. D. Whilding

Site Manager: Mr John Roberts

School Cook: Mrs Nancy Thomas

School Nurse: Sarah Miers (Tel: 03000 859619)

Education Social Worker: Eleri Jones

Attendance Officer: Zoe Ankers-Phillips
(Tel: 07800688884)

The Governing Body

We have a very supportive Governing Body. They make decisions about how the school is run and provide support for the Headteacher and Staff.

They meet at least once a term and have legal duties, powers and responsibility.

The following people form the Governing Body of this school:

<u>Name</u>	<u>Designation</u>
Mr. D. Jacks	Chair, Community Governor
Mr. N. Hughes	Vice Chair, Community Governor
Mrs. K. Owen-Jones	Headteacher
Mrs M. Barker	Community Governor
Mrs D. Murray	Teacher Governor
Miss D. Hughes	Staff Governor
Mrs. R. Higgins	Parent Governor
Mrs. M. Lloyd	Community Governor
Godwin Akinyele	Parent Governor
Mrs N. Robertson	Parent Governor
Councillor D. Mitchell	LA Governor
Vacancy	Parent Governor
Councillor B. Cameron	LA Governor

Parent Governors

These Governors represent you on the School Governing Body. Any concerns or comments you have about the school may be discussed with these representatives and if necessary, any issues will be taken to the next Governors meeting.

Class Organisation

This year, we have 1 Nursery class within our Early Years department, Uned Enfys;

- Dosbarth Melyn

This year, we have 2 Reception classes within our Early Years department, Uned Enfys;

- Dosbarth Coch & Dosbarth Glas

We have 3 Year 1 & Year 2 mixed classes:

- Dosbarth Criccieth
- Dosbarth Harlech
- Dosbarth Caernarfon

We have 3 Year 3 & Year 4 mixed classes:

- Dosbarth Rhuddlan
- Dosbarth Conwy
- Dosbarth Y Waun

And 3 Year 5 and Year 6 mixed classes:

- Dosbarth Beaumaris
- Dosbarth Dinas Bran
- Dosbarth Dinbych

Our Additional Needs class at Foundation Phase:

- Dosbarth Penrhyn

Our Additional Needs class at Key Stage 2:

- Dosbarth Ruthin

Each class teacher is responsible for planning and teaching the curriculum within the classroom.

Teachers within the school have various forms of expertise, therefore team planning and close working relationships between teachers and staff within the school ensures a consistent approach cross the curriculum.

We aim to ensure the best provision for pupils of all abilities.

Our School

We moved into our new school January 2017 and have state-of-the-art facilities. The two-storey building includes Early Years provision, Key stage 1 & 2 classrooms, with a shared hall facility and administrative accommodation.

Our outdoor areas are well resources and encourage quality outdoor learning experiences for our pupils.





Our new school was officially opened by Kirsty Williams (AM- Cabinet Secretary for Education) July 2017.

Admissions Policy and Procedures

In accordance with LA policy, children are admitted to the school Nursery class in the September following their 3rd birthday. They begin full time education in the September following their 4th birthday.

If your child is transferring from another school, you are required to make contact with the Admission Section of the LA for confirmation of entry into this school.

Gwenfro School admission number for nursery places for 2023-2024 is 45.

The Wrexham admission policy can be found on their website www.wrexham.gov.uk

The process for offering school places

We offer places for children in our part time Nursery class in the September following their 3rd birthday.

A school starter pack is available for prospective parents. Parents are also invited to visit the school to meet staff and ask any questions they might have.

Please note:

- Expressing a preference at a chosen school does not guarantee a place
- Attending a Nursery class does not guarantee a place in the Reception class at the same school
- If a school is over-subscribed (even with applications made on time), then Wrexham Council rank these according to their oversubscription criteria stated in the admission policy
- For all criteria, children who live nearest to the requested school will rank highest for places

School Uniform

Our uniform which consists of:

- Royal blue sweatshirt or cardigan. (If you wish to purchase these with the school logo, they are available from RAM Leisure on Whitegate Estate); plain ones are fine too
- White polo shirt or white blouse
- Black/grey trousers or skirt/pinafore
- For the summer, black/grey shorts for boys, blue and white gingham dress for girls
- We ask that sensible black shoes are worn.

PE Kit (to be worn on designated PE days)

- Black shorts/leggings/joggers
- plain white T-shirt (no logos)
- plimsolls or trainers
- School sweatshirts must still be worn on designated PE days

All items of clothing should be clearly labelled with your child's name.

Please note that make up, nail varnish, dyed or shaven heads, jewellery and piercings are considered inappropriate. We also encourage girls with long hair to wear it tied back.



School Day

School timings are as follows:

	Morning	Afternoon
Nursery- Dosbarth Melyn	8.45am Amser Bore Da 9.00am Start 11.30am Finish	12.30pm Start 3.00pm Finish
Reception- Y6 Dosbarth Coch Dosbarth Glas Dosbarth Criccieth Dosbarth Dinas Bran Dosbarth Harlech Dosbarth Beaumaris Dosbarth Caernarfon Dosbarth Dinbych Dosbarth Y Waun Dosbarth Penrhyn Dosbarth Rhuddlan Dosbarth Rhuthun Dosbarth Conwy	8.45am Amser Bore Da 9.00am Start 10.15am Break 12noon Lunch Between 3.00pm-3.05pm Finish	

Timings are strict. It is the responsibility of parents/carers to ensure children are in school on time. Please ensure that the children are punctual. (It is a legal requirement that pupils arrive at school on time and regularly).

Once pupils are inside the building doors will be locked and latecomers will have to access school via the main entrance.

At EY/FP, our pupils will not be allowed to go home with an adult other than a parent/carer unless we are aware that you want another adult to collect them - please inform the school.

We ask that you do not bring dogs onto the yard for Health & Safety reasons.

The school site is a No Smoking area. Please refrain from smoking or vaping immediately outside the school gates.

Breakfast Club

Our breakfast club is usually open daily at 8am for all pupils in the school hall 8am-8.15am is the paid element of the provision (£2 per day as per LA instruction- 50p for FSM pupils). From 8.15am, admission is free.

However, the doors close at 8.30am.

During this time children are able to enjoy a healthy breakfast with their friends and access a range of stimulating play activities.



If you wish to access our Breakfast Club facility, your child must be registered and the relevant forms completed and handed in at the school Admin Office. Please contact our Admin Team for the relevant forms.

We do not have an After School Club on our site.

Attendance

Good attendance and punctuality is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life.

- If your child is absent from school, parents are expected to inform the school by telephone or a note. If your child is absent without explanation we will text you for a reason.
- An attendance traffic light letter will also be sent home every term to let parent's know their child's attendance percentage.
- We use a range of strategies to encourage good attendance.
- Persistent poor attendance and punctuality is referred to the LA Attendance Officer and Education Social Worker.
- Fixed penalty notices are issued for persistent poor attendance.

We do not encourage holidays during term time and are only able to authorise 10 school days for holidays taken during term for exceptional circumstances.

Please see our website or ask at reception for our information for parents/carers booklet 'Attendance Matters' for further information.

School Security

At Gwenfro CP School, every possible care is taken to ensure children's safety whilst they are at the school. The following measures are put into place to ensure the safety of everyone:

- The main entrance to the school is open to visitors. They must ring the bell in the entrance porch and wait for a member of the admin team to answer.
- At 9.00 am the school gates are locked to ensure the safety of your children when they are in our care. The gates will be re-opened at the end of the school day.
- No child is allowed to leave the school early without permission and must be signed out by an adult.
- All playgrounds are well supervised at play times.
- The school benefits from external lighting, a CCTV system and intruder alarm.
- We teach pupils to keep themselves safe - both in and out of school.
- All visitors must report to the main entrance, sign in and wear a visitor's badge.
- We ask that when parents/carers come into school, they wait to be escorted around the building by a member of staff.
- If there is a change to normal arrangements, parents/carers are requested to inform the class teacher or member of the Senior Leadership Team, and the main entrance should be used to pick up your child in this case.

Behaviour

The Head Teacher and staff do everything possible to create a happy and positive school ethos. We expect a responsible attitude and proper, thoughtful conduct from our pupils. Pupils will be expected to show respect towards school teachers and staff, fellow pupils, school buildings and school equipment.

At Gwenfro CP School, discipline is fair. Undesirable and unacceptable behaviour will be corrected and we ask for your support when this is necessary. We always encourage self-discipline and follow Assertive Discipline procedures to deal with situations.

Serious disciplinary problems will be referred to a member of the Senior Leadership Team or Head Teacher. In extreme circumstances parents will be asked to visit the school to discuss the matter and look for a way forward.

We encourage good standards of behaviour at all times and regularly praise good standards of behaviour. Staff use a range of rewards to promote good behaviour throughout the school.

A copy of the school Behaviour Policy is available from the Admin Office.

Parent/Carer Code of Conduct

At Gwenfro School we are proud to have a supportive school community who recognise that the education of our children is a partnership between us. We expect our school community to respect our school ethos, keep our school and outside areas tidy and set a good example in their own behaviour on school premises.

As a partnership we are all aware of the importance of good working relationships and recognise the importance of these relationships to equip our children with the necessary skills for their education.

We have a Parent/Carer Code of Conduct is an unsigned agreement between the Parents/Carers and Visitors at Gwenfro CP School, which can be found on our school website. The purpose of this code of conduct is to provide the expectations around the conduct of all parents/carers and visitors connected to our school.

School Meals

School meals are cooked on the premises. Wrexham Council is committed to healthy eating and is working hard with schools to promote the health and welfare of pupils. For more information regarding school dinners and to download a copy of the menu please visit www.wrexham.gov.uk/english/education/school_meals/school_meals.htm

All Primary school pupils will be entitled to a free school meal from September 2023

Children in reception classes and years 1 and 2 across Wales are already receiving free school meals thanks to the Welsh Government's Universal Primary Free School Meals programme, and from September 2023, this will be rolled out to all years 3 to 6 pupils in Wrexham. This is the part of the Welsh Government's response to the rising cost-of-living pressures on families, tackling child poverty and ensuring no child goes hungry in school.

Does your child already receive Free School Meals?

If your child currently receives Free School Meals based on your circumstances, you may also be entitled to additional help through the School Essentials Grant, which includes financial support for uniform, sports equipment and devices.

So from September we are urging parents to continue apply for Free School Meals so that your child receives the maximum support that they're entitled to.

To access this year's scheme visit [the School Essentials Grant page on our website](#)

If you have previously received the Welsh Government's school holiday direct payment to help with food costs while your children are out of school, we have received confirmation from Welsh government that this will no longer be available and that the final payment covered May half term 2023.

Has your financial situation changed in the last year?

If your child is not currently receiving Free School Meals, but your circumstances have changed this year, Wrexham might have support available for you. To check if you are eligible for Free School Meals, visit [Free school meals | Wrexham County Borough Council](#). If you are eligible, you may also be able to receive the School Essentials Grant.

Child starting school? You'll need a Parent Pay account

For your child to receive a free school meal - Universal Primary Free School Meal or an eligibility-based Free School Meal - you will need an account on the Parent Pay website www.parentpay.com. Here's how you get one:

1. Email schoolmeals@wrexham.gov.uk with your child's full name, date of birth and name of their school, and ask for a Parent Pay activation code
2. You will receive an activation code to get your account up and running

If you have any questions about financial help available for your child while they are at school you can contact us at freeschoolmeals@wrexham.gov.uk.

There is an expectation for all parents/carers to **pre-order** school meals on Parent Pay too. This really helps your child's school because it means that teachers don't have to lose valuable teaching time taking meal orders. It also means your child gets their first choice of meal and helps us reduce waste. Once you are set up on Parent Pay, you'll be able to book your children's meals up to two weeks in advance.

Snacks

Early Years & Foundation Phase

We ask that Parents/Carers provide a healthy snack and drink for their child, fresh fruit and a bottle of water please with a lid, NO open tops. This means **no confectionary, crisps or fizzy drinks**. Foundation Phase pupils are provided with free milk as per Welsh Government.



Key Stage 2

We ask that Parents/Carers provide a healthy snack and drink for their child, fresh fruit and a bottle of water please. This means **no confectionary, crisps or fizzy drinks**. Water is readily available to all pupils throughout the day from water coolers.

This follows Welsh Assembly Guidelines.

Pupil Information

At the beginning of every academic year a Pupil Information form will be sent home, asking for up to date information regarding:

- Contact details
- Medical information
- Dietary Needs
- Ethnicity
- Local visit permission

It is imperative that these forms are completed accurately and returned to school to ensure that our records are accurate and up to date.

Please inform the school immediately of any change of address and we also need at least 2 telephone numbers for emergencies.

Every effort is made to ensure the accuracy and security of data collected which is stored on the school's computerised SIMs data base. Individuals have certain rights of access to personal information held on them, these are outlined in our Privacy Notice which can be found on our website: www.gwenfro-pri.wrexham.sch.uk

Accidents/Emergencies

Despite our utmost care, accidents do sometime occur. The required number of staff are qualified to carry out first aid and there are adequate first aid facilities at the school. The majority of accidents are minor ones and are dealt with by the staff. Parents will always be informed if a head injury has occurred.

In the event of a serious accident, an attempt will be made to contact you. If you cannot be contacted, the Head Teacher or member of the Senior Leadership Team reserve the right, acting on medical advice, to do whatever is necessary.

Medication

If your child suffers from a long term medical condition, you will be expected to inform school on our Pupil Information form at the beginning of the academic year. If any medical issues arise during the school year, it is your responsibility to notify the school in writing.

Pupils with asthma are expected to bring their inhaler into school everyday. This should be labelled with your child's name and will be stored in a medical box within their classroom.

If your child requires prescribed medication during the school day, you must come into school to complete and sign the correct form. For further information, please ask the admin office for our Administration of Medicines policy.

Child Protection

All members of staff within the school are responsible for the safety and protection of the children who attend our school. If there are any concerns regarding neglect, physical, emotional or sexual abuse then, under Child Protection Procedures, staff are duty bound to report the matter to the school's Child Protection Officer.

Guidance states: The All Wales Child Protection Procedures make it clear that schools and colleges have an important role to play in the protection of children against abuse. This is confirmed by the Education Department's local protocol and procedures, in conjunction with the Local Safeguarding Children's Board, which set the necessary action to be carried out by staff.

The school Child Protection Officers may consult with professional colleagues as well as relevant agencies such as Health and Social Services and a referral to Social Services may be made.

Designated safeguarding persons are Mrs K. Owen-Jones (Headteacher), Mrs N. Mulley-Jones (Deputy) and Mrs H. Jones (Well-Being Manager). Mrs Becky Humphreys (Family Engagement Officer) supports the Child Protection team and procedures.

School Health

The school Health team are regular visitors to school. They screen Early Years pupils annually for sight and hearing tests. Your child will be periodically given a medical. All medicals are strictly confidential and your child will not be examined by the school doctor without your consent.

Head lice is a problem in all schools. If you discover your child has head lice, please treat immediately. If a member of staff discovers your child has head lice, we will contact you and ask you to treat your child.

The School Curriculum

The curriculum in Wales is currently under reform and the school is working towards implementing these changes.

We aspire for all our children to become confident, secure, caring individuals who achieve personal success. They are given every opportunity to achieve their full potential, develop a love of learning, acquire skills to become life-long learners and the ability to make informed choices.

As we move forward through curriculum reform in Wales, we are working towards designing a curriculum for the pupils at Gwenfro based on a common mission for all leaders and teachers in Wales. This is an ongoing process.

Our curriculum places emphasis on equipping young people for life. It provides pupils with opportunities to learn new skills and apply their knowledge positively and creatively. Learners are provided with understanding of how to thrive in an increasingly digital world.

The four purposes will be at the heart of our new curriculum. They are the starting point for all decisions on the content and experiences developed as part of the curriculum. More than that, they are designed to influence how practitioners plan, teach and assess.



Additional Learning Needs

Our school has Additional Needs Resource Provisions at both Key stages; Dosbarth Penrhyn and Dosbarth Rhuthun. These classes cater for pupils with differing needs from all areas of the LA. These pupils integrate into our mainstream classes when appropriate to enable and encourage them to reach their full potential.

Any mainstream pupil who is experiencing difficulties accessing the curriculum, will be referred to the school ALNCo, Mr G. Jones, for support and guidance on how meet their specific educational need.

Work will be differentiated within the class to ensure that they can access the curriculum at their level (Universal Provision). With the support of our ALNCo and in liaison with parents/carers, they may be put on an specialised plan in order to address any specific targets for improvement (Targeted Universal Provision). This will be reviewed every term by the class teacher and parents are invited to discuss progress and next steps. We are currently going through a period of reform in Wales and are adapting and changing procedures in line with LA guidance and support.

Our ALNCo will conduct any assessments necessary and make referrals to the relevant support agencies if and when required.

Collective Worship

A daily act of worship will take place in accordance with Government regulations and is broadly Christian in content. This may take the form of class prayers or whole school assemblies.

Our Friday assembly, *Gwasanaeth Bendigedig*, celebrates pupils' achievements throughout the week, and a 'Seren yr Wythnos' certificate is sent home for a pupil in every class.

Homework

We encourage you to help and support your child with their learning. Children bring a reading book home every week and various tasks to complete at points in the term. Please take care with school property e.g. reading books, and return to school safely. A charge will be incurred for lost or damaged school property.

School Trips

We like to take the children on various trip and visits as part of their learning. This often enriches their experiences and extends understanding. We may sometimes need to ask for a voluntary contribution to fund an activity.

As a parent, you **must** complete a consent form with regard to the trip.

We will follow guidance from Welsh Government regarding school visits and trips.

Health and Sex Education

Health education is taught as part of our curriculum and we encourage pupils to be make healthy choices, keep clean and to take pride in their appearance.

Sex Education is taught through as part of the RSE and Science curriculum. This is always approached in a sensitive manner.

Equal Opportunities

The Governing Body, staff and school community a policy of equal opportunities, ensuring that all pupils are treated fairly regardless of gender, race, religion or cultural background.

We are committed to offering experiences and opportunities to allow all pupils to develop to their full potential and are treated equally.

The school will admit all pupils whose educational needs can be met from the resources provided. Where children have a statement of Additional Learning Needs (ALN), then their admission must be negotiated via Local Authority's Statementing Officer. Please contact the school to discuss any individual concerns or requirements

Looked After Children

The member of staff with responsibility for Looked After Children is Mrs Hannah Jones (Well-Being Manager).

Assessment

Assessment is seen as an everyday, integral part of teaching and learning at Gwenfro School. A Baseline Assessment will be made as pupils start their educational journey.

Pupil progress in all areas of learning is continually tracked throughout a child's time with us at Gwenfro. This is used to formulate targets for improvement and next steps in their learning.

National Literacy and Numeracy tests are conducted during the academic year to each child from year 2 to 6.

Reporting to Parents

You will have the opportunity to meet your child's teacher formally, 3 times a year.

Early in the Autumn term each class usually has a 'Meet the Teacher' session, when the class teachers will introduce themselves and explain what your child will be learning during the school year.

In the Spring, there will be an opportunity for you to have a consultation with the class teacher and see the children's work and discuss their progress. An interim report is also sent out to share successes and targets for improvement.

In the Summer term, you will be invited to discuss your child's end of year report if you wish to do so.

Home/School Links

We pride ourselves on having good relationships with our parents/carers. Parents/carers are welcome in school to discuss your child's progress concerns you may have. Parents/carers are welcome to help in school providing they have had a satisfactory DBS check.

Our school has a 'Home/School Agreement' which notes what we expect in terms of parents/carers and pupil engagement to support the school, as well as the school's commitment to providing the best service for our pupils.

We also have a Family Engagement Officer, Mrs Becky Humphreys, based in the school who can help parents with issues/concerns. She also holds relevant training sessions and run a weekly parents' group.

We encourage Parents/Carers to contact the school via the telephone or using our Seesaw App. Please do not contact Staff after 4.30pm or before 8.30am.

Complaints Procedure

If you are unhappy about any aspect of your child's education, curricular or pastoral care please contact the Head Teacher. Most problems can be dealt with in school. If you are still unhappy with the way the complaint is dealt with, please contact the Chair of Governors. If parents feel unsatisfied with the way your complaint is handled, then the Local Authority can be contacted.

At our school, the complaints procedure follows five stages:

Stage 1 - The Informal Stage - Class teacher / Member of Senior Leadership Team

Stage 2 - Headteacher Investigation

Stage 3 - Review by Governing Body

Stage 4 - Review by LA

Stage 5 - Review by Welsh Assembly Government

Bullying

Bullying of any sort is not tolerated in our school. In alleged incidents of bullying, parents should initially contact the class teacher or member of the Senior Leadership Team who will then follow set procedures and the incident will be investigated fully.

We have an "open door" policy in our school, and would encourage you to let us know about any issues or concerns you may have, in order to deal with the matter promptly and effectively.

Any issues will be dealt with as soon as possible and in confidence.

In the rare occurrence of any racial incident, we must log this in the relevant manner and are duty bound to notify the Local Authority.

School Information for Parents/Carers

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

School Website

School's website is www.gwenfro-pri.wrexham.sch.uk . The website offers information for parents' and diary of events.

SeeSaw

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

Twitter

We have a Twitter account where you can receive regular updates about school news and events. @gwenfros

