

Ysgol Gymraeg Melin Gruffydd



Ysgol Gymraeg Melin Gruffydd

Headteacher	Mr. Iltud James
Address	Erw Las, Whitchurch, Cardiff, CF14 1NL
Telephone no.	029 20691247
E-mail	ijames@cardiff.gov.uk
Website	www.ygmg.com
Chair of Governors	Mr. Rhodri Lloyd
Type of school	Ysgol Gynradd Gymraeg Welsh Medium Primary

Ysgol Gymraeg Melin Gruffydd

Vision statement

‘Cofia Ddysgu Byw’

(translated literally ‘Remember to learn how to live’)

Statement of purpose

Ysgol Gymraeg Melin Gruffydd is a secure, caring community in which all children will have the opportunity to achieve their full potential and become valuable members of society.

"Our aim is to ensure that all of our pupils fulfil their potential in a happy, caring environment".

At Ysgol Gymraeg Melin Gruffydd we aim to:

- encourage excellence
- value individual contribution
- develop confident, independent learners
- place high emphasis on the development of skills
- encourage aesthetic, spiritual, moral and social development
- develop self-discipline
- teach the children to value and respect self and others
- make learning fun!

Children’s Logo (translated)

Welshness

Courtesy

Tidiness

Arwyddair y Plant - Y 3C

Cymreictod

Cwrteisi

Cymhendod

Ysgol Gymraeg Melin Gruffydd

Information

Ysgol Gymraeg Melin Gruffydd is located in the village of Whitchurch in Cardiff.

The school, which was opened in 1979, is a designated Welsh medium Primary school with 420 children on roll, in mixed ability classes.



There are 13 classrooms accommodating our Nursery class and 12 mainstream classes. We have an assembly hall, a dining hall and a library.

Ysgol Gymraeg Melin Gruffydd has a friendly, hard working staff team. Each member of the teaching staff has responsibilities for areas of the curriculum. The school is committed to continued professional development to enable all staff to carry out their roles effectively. In addition to the teaching staff there are many classroom assistants who provide valuable support.

The school is also well served by a full time school clerk and seven mid-day supervisors.

Approximately 11% of the children are on the SEN Register.

We take an active part in the area's sports fixtures and our extra curricular activities include rugby, netball, swimming, choir, musical instruments, folk dancing, IT and the Urdd.

Parent helpers are welcomed into school and help with reading, art, design technology, computers, cooking etc.

We have an active Parent-Teachers' Association which meets regularly. The PTA has provided many 'extras' for the benefit of the children.

School Governors take an active interest in the children and school and visit regularly.

“The school is actively involved in the life of the local community and the partnership with parents is very good.”

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Staff

Headteacher	Mr. Illtud James	
Deputy headteacher	Mrs Sara Rees	
Teaching staff	<p>Mrs Sharon Lloyd Miss Emma Metcalfe Mr. Huw Richardson Mr. Alun Higham Mrs Alwen Bowen Miss Sara Evans Mrs Bethan Hayes Miss Caryl Pollard</p>	<p>Mrs Bethan Jones Miss Ffion Jones Mrs Gwenith Davies Mrs Mara Llewelyn Miss Sioned Evans Mrs Menna Williams Mrs Eiry Davies Mrs Ffion Davies</p>
School secretaries	Mrs Chris Evans	Mrs Ann Weeks
Classroom assistants	<p>Mrs Siwan Drake Miss Sam Neathy Miss Lowri Morris Mrs Buddug Williams Mrs Catrin Edwards Miss Sarah Du Croq Slip Miss Chantelle Edwards Mrs Lorraine Rogers Miss Bethan Bickford Miss Daneka Stephens</p>	<p>Mrs Linda Powell Mrs Lisa Walker Miss Hollie Salter Mrs Ceirios Mallett Mrs Alyssia Cabango Mrs Brengain Evans Mrs Nia Brown Mrs Noni Jones Miss Saran Cadwaladr Miss Lynwen Davies Miss Marged Sion</p>
Lunchtime supervisors	<p>Mrs Gillian Jones Mrs Sharon Rich Mrs Sarah Davies Mrs Samantha Alexander Mrs Geraldine Hughes Mrs Catherine O'Neill Mrs Georgina Stratford</p>	
Caretaker	Mr. Mark Haines	

'The Headteacher has ensured a strong structure to the school's management system'

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The Governing Body

Chair of Governors	Mr. Rhodri Lloyd
Headteacher	Mr. Illtud James
L.E.A.	Cllr. Linda Morgan Cllr. T. Davies
Co-opted members	Mr Paul Burnell Mr. Rhodri Lloyd Mr Mark Soanes
Parent representatives	Mrs Hedd Vine Mr. Essex Havard Mr. Steven Singer Mr Alun Boore Mrs Meryem Brassington
Teacher representatives	Mrs Sandra Semmens Miss Emma Metcalfe
Staff (non-teaching)	Miss Catrin Edwards

Organisation

Organisation of classes for the 2009 - 2010 school year is as follows:

Year Group	Teacher	No.
Years 5/6	Mrs Sandra Semmens	29
Years 5/6	Miss Emma Metcalfe	29
Year 5	Mr. Huw Richardson	30
Year 4	Mrs Sharon Lloyd	28
Years 3/4	Mr. Alun Higham	28
Year 3	Mrs Ffion Davies	28
Year 2	Miss Sara Evans	26
Year 2	Mrs Alwen Bowen / Mrs Bethan Hayes	25
Year 1	Miss Nia Jones	30
Year 1	Miss Bethan Griffiths	29
Reception class	Mrs Sara Rees	30
Reception class	Mrs Mara Llewelyn / Mrs Gwenith Davies	30
Meithrin/Nursery	Mrs Eiry Davies	32am/32pm
	Total number of pupils	406

Ysgol Gymraeg Melin Gruffydd

School Admission

The school operates within the LEA's admission policy which ensures equal opportunity and opportunities for children with disabilities. Parents who wish to send their children to Ysgol Gymraeg Melin Gruffydd are asked to contact the school to register their interest as soon as possible. An information pack is sent to the parents and will include an admission form. The school's admission number into the Reception class is 60 and as a result, mixed aged classes are organised at times.

School hours

Reception, Years 1 a 2	9-10am - 12-30pm	1-45pm - 3-45pm
Years 3/4/5/6	9-10am – 12-45pm	1-45pm - 3-45pm

There is a short break during the morning and afternoon sessions.

The amount of teaching time is 21 hours 15 mins per week at Key Stage 1 and 22 hours and 30 mins per week at Key Stage 2. The hours spent on teaching during the normal school week includes religious education but excludes the statutory daily act of collective worship, registration and all breaks

Please ensure that your child arrives promptly for the beginning of the school day. Children should arrive in the playground between 9-00 and 9-10am when there is playground supervision. In cases of bad weather children will be allowed into school. Children should be collected promptly at 3-45pm.

School meals

The school provides school dinners. Each dinner currently costs £1.70 per day, £8-50 per week and payment should be made by cash or cheque every week or half-term. Payment should be made on a Monday or on the first day of term/half term.

Free school meals can only be given to children whose parents receive Income Support. Please contact the school or County Hall (02920 872 000) for an application form and further details. Facilities for eating a packed lunch are available as an alternative.



Ysgol Gymraeg Melin Gruffydd

School uniform

We encourage the children to wear school uniform every day, as we believe this kindles respect and positive attitudes towards their school. The school uniform is available from Joyells, Whitchurch – 02920 693 653

Girls

Grey skirt
Blue polo shirt
Long white socks
Navy sweatshirt

Bechgyn

Long/short trousers
Blue polo shirt
Grey socks
Navy sweatshirt

Money

Money in payment for school meals, educational visits etc. should be sent into school in a sealed envelope clearly labelled with the name and class of the child and handed to their class teacher at the beginning of the day.

Charging policy

Parents are asked to pay, on a voluntary basis, to cover the cost of

- educational visits/school journeys
- buses for sporting activities e.t.c.
- theatre companies and other visitors/speakers
- some clubs (where an outside provider is used)
- occasionally for materials used (e.g. cooking ingredients).

Without parental support some of these activities will not take place!

No child will be excluded if his/her parents are unable to pay. In cases of genuine hardship please do not hesitate to contact the Headteacher.



Ysgol Gymraeg Melin Gruffydd

Health, Welfare and Safety

Every possible care is taken to ensure children's safety whilst they are at the school. If a child is taken ill, or involved in an accident, the parents are contacted and, if needed, the child will then be taken to the Casualty Department at the Heath Hospital.

Medicine will be administered to children in special instances only and on the receipt of written instructions from the parent.

No child is allowed to leave the school early without permission. If there is a change to normal arrangements, the parents are requested to inform the Headmaster or the child's class teacher before hand.

Every visitor must visit the main entrance before gaining access to the school. The school has a burglar alarm system and fire drills are held each term.

The school nurse and doctor visit the school regularly. Vision, hearing and dental checks are carried out during the children's time in school.

Risk assessments are regularly carried out to ensure that the school building, the site and places of visits are safe for pupils, staff and visitors.

Emergency Contact Numbers

Emergency Contact Numbers are kept in the school office in case of accident or illness. Please ensure that these are always kept up to date! A Contact Form is sent out at the beginning of each school year for this purpose.



Equal Opportunities

We promote the principles of fairness and justice for all through the education that we provide in our school. Ysgol Gymraeg Melin Gruffydd does not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, disability, colour or religion.

We ensure that all pupils have equal access to the full range of educational opportunities provided by the school. We constantly strive to remove any forms of indirect discrimination that may form barriers to learning.

Pupils with disabilities

Special arrangements are made between school and home when a pupil with disabilities or Additional Learning Needs starts at the school. Please contact the Head Teacher for more information. The school is sensitive towards the needs of pupils with disabilities and makes every effort to ensure that they are included in all aspects of the school's life and work. The school provides and is willing to adapt facilities and resources for the needs of pupils with disabilities.

Ysgol Gymraeg Melin Gruffydd

Racial Equality Policy

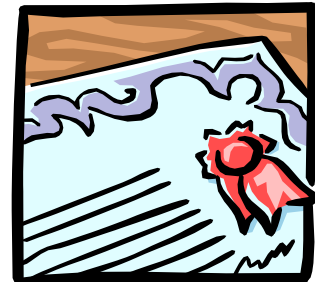
It is the right of all pupils to receive the best education the school can provide, with access to all educational activities organised by the school. We endeavour to make our school welcoming to all. We promote an understanding of different cultures through the topics studied by the children. Ysgol Gymraeg Melin Gruffydd upholds the Racial Equality Policy and aims to ensure that the ethos of the school gives the right environment for children to grow up in a multi-cultural society with respect for others and to show true interest in their welfare.

It is important to respect other people's beliefs and cultures, but it is also important to help them to respect different ways of living and to be aware that there are ways of living life in a normal and purposeful way which are common to all nationalities and cultures, and to be kind and compassionate towards human beings regardless of their cultural background. The Personal and Social Education framework is in practice by offering pupils various experiences in order to develop a sense of self worth and an ability to relate effectively to others. The Racial Equality Policy also has its effect on our Discipline Policy, The Religious Knowledge Policy, the PSE Policy and the Equal Opportunities Policy.

Ethos, Behaviour and Discipline

At Ysgol Gymraeg Melin Gruffydd, we wish to maintain a climate that promotes a positive approach to behaviour and discipline. We aim to develop in pupils a sense of self-discipline, responsibility and mutual respect.

Stars, points and certificates are awarded for good work or behaviour and also Amser Aur / Golden Time is awarded.



Appropriate and considered sanctions such as loss of free time, withdrawal of privileges, written apologies and reporting to the Headteacher will be applied when these rules are broken.

Major questions of discipline are shared with parents at an early stage, and this partnership is emphasised.

Home/school contracts are to be signed by staff, pupil and parents.

“Throughout the school, pupils’ behaviour is outstanding. During the inspection, their courtesy, attitudes and willingness to show respect towards each other and towards adults were praiseworthy features”

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School curriculum

At Ysgol Gymraeg Melin Gruffydd, we aim to develop confident, independent learners. The National Curriculum helps us to do this effectively.

Currently the National Curriculum requires that all children between the ages of 7 and 13 years study four Core Subjects – Welsh, English, Maths and Science and in primary schools the following Foundation Subjects - History, Geography, Design and Technology, Information Technology, Art, Music, P.E. and also PSE.



R.E., though not a National Curriculum subject, is also required to be taught in all schools.

For children in the Nursery and Reception classes who have not yet reached their fifth birthday, work is based around the 6 areas of learning within the Foundation Phase - Literacy Development, Mathematical Development, Knowledge and Understanding of the World, Creative Development, Physical Development and Personal and Social Development.

At Ysgol Gymraeg Melin Gruffydd, there is strong emphasis on developing key skills – Literacy, Numeracy and ICT – across the whole of the curriculum.

We also emphasise the importance of the Arts and PE in developing children's abilities and interests. During the time that children are with us we hope that they will be involved in a range of cultural experiences through visits to art galleries, visiting theatre companies and work with artists, writers, storytellers or performance artists.

In PE we aim to:

- Promote physical activity and healthy lifestyles,
- Develop positive attitudes - working as part of a team to encourage fair play and sportsmanship,
- Ensure safe practice and enjoyment.

Football and netball clubs are held after school on Thursdays.

The pupils have the opportunity to attend 4 residential courses in Key Stage 2

Year 4 – Maes y Fron Farm, Abercrave

Year 5 – Danywenallt Study Centre, Brecon Beacons National Park

Year 6 – Llangrannog and Plas Tan y Bwlch

“Pupils’ experiences are promoted and enriched in an outstanding fashion by a wide range of extra-curricular activities”

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Transfer to Secondary School

Children from Ysgol Gymraeg Melin Gruffydd transfer to Ysgol Gyfun Glantaf at the end of year 6. However, it is the parents who choose which secondary school their children will attend.

In year 6 the Local Education Authority sends parents a detailed brochure giving all the relevant information regarding the procedure for secondary school applications and admissions.

Ysgol Gyfun Glantaf provides year 6 pupils with admission forms and information and there is also one evening held each year, giving an opportunity for the parents of year 6 to meet with the head and staff of Glantaf.

The Welsh Language

Ysgol Gymraeg Melin Gruffydd is a designated Welsh medium primary school. All subjects are taught through the medium of Welsh apart from English, which is taught in Key Stage 2/ Junior department. English is not taught in the Infants. All children are encouraged to use the Welsh language at all times.

Sex Education

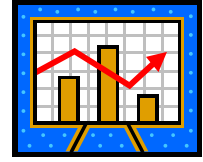
Recent legislation makes it clear that appropriate sex education is an important element in schools since they have a clear responsibility to ensure that pupils are properly prepared for adulthood. This will be done in such a manner that the pupils are encouraged to have due regard for moral consideration and the value of family life (as part of the Personal and Social Education framework). The Governors in consultation with the Headteacher will determine the school's over-all approach and general policy on content and organisation, but allow teachers freedom to exercise their professional skills in delivering the curriculum. Year 5 children will follow a television series dealing with sex education. The parents will be informed of its contents and will be asked to give their permission for their child to see these programmes. A female member of staff will attend to any problems that may arise with Year 5 or 6 girls. The Local Health Authority will provide a suitably qualified person to talk to these older girls on request. Parents will have to give their permission if they wish their children to have the above Sex Education lessons.

Please see the Head Teacher if you have any questions or concerns over this aspect of our work in school.

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Assessment

Records of pupil progress are regularly updated. Evidence of pupils work is collected and ongoing assessments, both formal and informal, of individual pupil progress are undertaken and pupils' progress and development are tracked.



Annual Reports, which include teacher assessment information at the end of the two key stages, are sent out to parents towards the end of the school year. The most recent assessment data is included in this prospectus.

Open Afternoons/Evenings are held twice a year when all parents may take the opportunity to visit the school and discuss their child's development with the class teacher.

Homework

All children from Reception to Year 6 classes are encouraged to read widely at home. Spelling and multiplication tables are sent home on a weekly basis and children are tested on these.

Key Stage 2/Junior children will have a formal homework task every week. The homework is given out on a Thursday to be completed by the following Tuesday.

Key Stage 1/Infant children will have a formal homework task every week. The homework is given out on a Monday to be completed by the following Monday.

We would appreciate parents' support in ensuring that homework is completed and returned on time.

Assemblies

Daily worship/assemblies take place every day. These provide a special opportunity for the school community to meet together for collective worship and to consider issues that affect the whole school, covering topics as diverse as bullying, festivals, relationships and famous people. Parents have the right to withdraw their children from all or part of our assemblies and the Religious Education lessons that take place in classrooms.

Please feel free to discuss this matter with the Head Teacher.

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Special Educational Needs

We aim to provide each child with the opportunity to develop their full potential, bearing in mind the child's individual needs and abilities. For the majority of children these needs are met within the classroom through the National Curriculum and related school curriculum policies and teaching and learning strategies.

However, we recognise that, for a small number of pupils additional help is required. It is our belief that early and appropriate intervention improves the prospects of children with Special Educational Needs. We aim to foster a school environment that creates an atmosphere of encouragement, acceptance, respect and sensitivity so that all children with Special Educational Needs can achieve success within their individual limitations.

A variety of support strategies are in place, which can be planned to meet the needs of the individual child. If necessary, professional help from outside agencies can be sought to ensure that the needs of the child are fully met.

“The school offers pupils care and guidance of a high standard”

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Child Protection Procedures

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

The school's Co-ordinator may consult with professional colleagues as well as relevant agencies such as Health and Social Services. Following these discussions the school's Co-ordinator may be obliged to make an official referral to the Social Services Department in accordance with county guidelines and protocol. It is the Social Services Department who decide on the next course of action. Due to the nature of allegations it may not always be appropriate to discuss matters with parents prior to making a referral. The responsibility for investigating allegations lies with Social Services and the Police. The Leader for Inclusion is the School's Child Protection Co-ordinator.

Attendance

Gwanwyn 2010	96%
Hydref 2009	96%
Haf 2009	96%

Ysgol Gymraeg Melin Gruffydd

School holidays 2010/2011

Term	Term begins	Half term begins	Half term ends	Term ends
Autumn 2010	Thursday September 2	Monday October 25	Friday October 29	Friday December 17
Spring 2011	Tuesday January 4	Monday February 21	Friday February 25	Friday March 15
Summer 2011	Monday May 5	Monday May 30	Friday June 3	Friday July 22

Projects

The school takes a very active role in a number of projects-

Comenius Project – linking schools across Europe. Melin Gruffydd has links with schools in Italy, Romania, Germany and France/Guadeloupe.

CILT – a project that offers French and German to year 6 pupils

Japan 21 – linking schools from Britain with schools in Japan. We currently have a link with a school in Nara, Japan's first capital city.

Healthy Schools Project – promoting a healthier way of life

PESS – a project that promotes and develops Physical Education

ECO schools project - Ysgol Melin Gruffydd aims to be a 'green school'. We cooperate to offer and promote ideas on how we as a school can help the environment.

Complaints

Your child's class teacher can usually deal with complaints about the curriculum or any other aspect of school life quickly. It is usually best to make an appointment through the school office so that proper time and consideration can be given. If you are not satisfied with the outcome you can take the matter up with the Head Teacher who will involve all persons necessary to resolve the situation. If the need arises, complaints in writing will be brought to the attention of the Governing Body as required in the Education Act 1998 and the Local Authority's regulations.

Ysgol Gymraeg Melin Gruffydd

Ysgol Melin Gruffydd Care Scheme

Ysgol Melin Gruffydd and Menter Caerdydd work in partnership to provide a Welsh Language Care Scheme for children aged 4-11 years old, during the school holidays.

The Schemes run during the October half term, February, Easter, Whitsun, and Summer holidays between 8.30am and 5.30pm.

During the schemes the children take part in all sorts of activities e.g. arts and crafts, sports and cookery as well as trips once a week. The fee is £19 per day per child.



For more information contact Menter Caerdydd on 029 20 689 888

meleri@mentercaerdydd.org

www.mentercaerdydd.org



Ysgol Gymraeg Melin Gruffydd

Breakfast and After School Clubs

A Breakfast Club is held in the school every morning between 8-00am and 9-00am and an After School Club is open between 3-45pm and 5-45pm. These clubs are open to Reception-Year 6 pupils and refreshments are provided for the children. These clubs tend to be very popular – it is advisable to book a place early.

For further information contact Trystan Francis – 07967 568 412

Musical Instrument Lessons

Tutor	Day	Instrument(s)
Mr. Greg Morgan	Monday	Brass
Mrs Penny Hughes	Tuesday	Violin
Mrs Caroline Hunter	Tuesday	Wind
Mrs Wendy Owen	Thurs. & Friday	Cello
Miss Angharad Evans	Friday	Harp

The information in this prospectus is correct at the time of printing but may change during the academic year.

Additional information can be found on the school website – www.ygmg.com

Ysgol Gymraeg Melin Gruffydd