

Ysgol Glan y Môr

Ffordd Caerdydd

Pwllheli

Gwynedd

LL53 5NU

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Dear Parents,

I am glad of this opportunity to provide you with information about Ysgol Glan y Môr. The school is a naturally bilingual school for pupils aged 11 to 16. The school serves the town of Pwllheli and the surrounding rural area.

Moving from primary school to secondary school is an important step in a child's development and I'm sure that you'll have many questions as this step approaches. In this handbook, we hope to answer some of those questions, and share some relevant information about Ysgol Glan y Môr.

I hope that you find this handbook useful. If you have any further questions, I would be happy to discuss them with you.

Yours sincerely

Guto Wyn

Guto Wyn
Headteacher

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How will my child get to school?

If you live further than 3 miles from the school, and are within the school's official catchment area, a school bus, free of charge, will collect your child. If you live a little closer - e.g. Efailnewydd, Abererch, a subsidised bus service is available.

Every pupil who is eligible for free transport will receive a bus pass and this must be shown to the driver on every journey. The same pass will be used throughout the pupil's time here at school and so it will need to be kept safely. A replacement pass costs £5.

It is very important that pupils behave well on the school bus. Anyone found to be misbehaving will be punished and may even lose their right to travel on the school bus.

What are the school hours?

The day starts at 8:50 a.m., there is a mid-morning break of 15 minutes, between 10:50 and 11:05 a.m. and lunch is between 12:45 and 1:30 p.m. The day ends at 3:15 p.m. The school will not be responsible for any pupil before 8.30 a.m. and after 3.30pm, unless they are participating in school activities.

There are six 50-minute lessons each day. There are 25 hours of lesson time during the week - which conforms to the Welsh Government's recommendation. (This does not include time for classroom activities e.g. morning service, registration).

How are pupils put together in a class for Year 7?

Teachers from the school visit every primary school in order to meet the children who will be coming to us. They find out who the pupils' friends are and every attempt is made to keep these friends together.

Sometimes we will discover that a pupil is not happy in a class after starting with us. When we are told of this, we make arrangements to move him/her to another class if this is possible.

Does this mean that you have mixed ability classes in Year 7?

In some subjects the pupils will work with pupils of similar ability. This is done on the basis of primary school's recommendations, and the results of KS3 assessments and other tests. These grouping arrangements are reviewed regularly and we do move pupils between sets in the course of the year.

What will my child need on his/her first day?

The most important thing will be the school uniform. Here is a description-

Green sweatshirt with the school logo on it

White polo shirt with the school logo on it

Plain black trousers (not black denim jeans, jeggings, joggers or leggings)

Plain black shoes (no logos or other markings).

No "Boots"

Black socks

Green skirt for girls (Optional between summer half term and October Half Term only)

Sports

Boys

Light green sports shirt

Black shorts

Black football socks

Trainers and football boots

Plain, dark swim suit

Girls

Bottle Green polo shirt

Black shorts

Trainers and hockey boots (optional)

Plain, dark swim suit

Black hockey/ football socks

(The PE department also sells sweatshirts and/or jogging trousers.)

Financial assistance for buying clothes can be obtained by contacting the Benefits Unit at the Council on 01758 704002 to discuss this.

Where can I buy these?

Polo shirt, sweatshirts and physical education clothing can be bought here at the school.

Will anything be required for Mathematics?

A calculator will be necessary - but wait until school has started. The maths department will be selling these so you will be sure to obtain a suitable one which is not too expensive. You could buy a geometry set beforehand.

What are the lunchtime arrangements?

All pupils are expected to stay within the school grounds during the lunch hour. Any pupil who wishes to leave must have written permission.

The school has a canteen which provides a choice of 4 hot meals a day. The pupils can choose which meal they want and there are also snacks and salads available. There are also choices of vegetarian meals every day.

A full meal costs £2.60 at present, but because of the cafeteria style, prices will vary. The canteen is also open during the morning break when toast, soup or hot and cold drinks can be purchased.

The canteen does not accept cash. You will be required to open an account on School Gateway and your child will pay by the use of thumb print. More information will be given before your child starts here.

Pupils are welcome to bring their own sandwiches with them if they wish.

Many pupils are entitled to receive free school meals. **IMPORTANT!** If you think that your child is entitled to free school meals, please contact the Benefits Unit at the Council on 01286 682689.

What is the school policy on jewellery?

Pupils are allowed to wear **one** small ring, **one** small chain and **one** pair of small stud earrings, **one** bracelet. Any form of body piercing is **prohibited**. Unsuitable hair styles or colours will **not** be acceptable and wearing of excessive makeup is **prohibited**.

My child has certain learning problems, will any support be available?

We are very aware of the fact that some pupils have additional learning needs and therefore may have difficulty with certain aspects of their work. We have a department at the school which gives particular attention to these pupils.

Our Additional Learning Needs co-ordinator visits every primary school to discuss the needs of children with learning difficulties. We will have made preparations for them by the start of the year and will have arranged for them to receive help within their learning groups.

Every year, the schools' Governing Body asks one of the members to take responsibility for the quality of the care and support given to pupils with special educational needs.

My child requires special assistance in one subject (e.g. Mathematics) but the other subjects are satisfactory.

We will endeavour to provide support in the subjects where there are pupils who need extra help.

My child has a Statement of Special Needs.

The school works closely with the County Council's officers to respond to the needs of pupils with Additional Learning Needs in order to ensure that they receive the necessary additional assistance.

In accordance with the Education Act, the school keeps a register of pupils with Additional Learning Needs. (Please contact the school if you would like to see a copy of the school's Additional Learning Needs Policy.)

Looked after Children.

The school's Additional Learning Needs co-ordinator will monitor the educational progress of all pupils on the looked after children register. The Additional Learning Needs coordinator will attend all multi-agency meetings as required.

Which subjects will my child be studying?

These are the subjects that the majority of our students study in Year 7 along with the weekly time allocation-

Welsh	(4 lessons)	English	(4 lessons)
Mathematics	(5 lessons)	French	(2 lessons)
Science	(3 lessons)	Technology	(2 lessons)
Art	(1 lessons)	Music	(1 period)
Physical Ed.	(2 lessons)	Humanities	(3 lessons)
Health and Welfare	(1 lesson)	Drama	(1 lesson)
Information Technology	(1 lesson)		

How will I obtain information about my child's progress?

We keep a constant check on pupils' progress and report regularly to parents. We have several ways of keeping parents informed about what is happening and we will make sure that you have an opportunity to come in to discuss your child's progress with us.

As we progress into teaching the New Curriculum for Wales, there is an emphasis on the child's progression steps, as every child progresses in different ways, and at different stages. There is much emphasis also on the pupil's voice in his/her learning, as well as peer support. This means that the child needs to consider his/her own progress and standard of work, as well as the feedback provided by teachers. As parents, you can also show an interest in your child's work by regularly looking through his/her book and making sure that due regard is taken of the teacher's comments.

Every year group receives an Interim report which gives parents an idea about their child's achievement and grades for their attitude to learning.

Throughout the year, the pupils will complete a series of assessment tasks and test during Year 7 to 9. These tasks may be useful to understand the progress your child is making. A child's progress isn't defined by one task or test only. This is consistent with the progress principles as stated in the Curriculum for Wales.

Pupils will also sit national tests as part of their personal assessments. These tests occur up to twice a year. Although these tests will not provide a detailed measure of progress, they are an useful tool to help identify how we can further support the pupils.

By Year 10, the pupils sit internal exams under formal exam conditions. This is to support and help pupils familiarise with the external exam process of GCSE. Year 11 sit internal mock exams in December, and Year 10 will do so before Easter.

You will also be invited to discuss your child's work with his/her teachers once during the year. These meetings take place on Tuesday afternoons (between 3:45 and 5.45) and you will be informed of the dates in the School Calendar. The Parents' Evening are currently held through the online School Cloud system.

We firmly believe that close contact between us and a school and you as parents needs to be maintained. Through the Classcharts app, there is an opportunity for you to understand how your child is from day to day at the school. The app is used to record Homework, and is a platform to praise your child for effort. This contact is important to us as a school, and we hope you also see it of benefit.

What if I have problems at any other time?

You are most welcome to contact the school at any time to discuss your child's progress or any other problem. You should do this by telephoning the Head of Year. (see front of this handbook for the telephone number).

We can provide you with an interim report or could give you the opportunity to discuss your child's progress with specific teachers at any time.

Who will be monitoring my child's progress?

All of the teachers will be keeping an eye on the progress in their particular subject. Each class has a Form Tutor who also keeps a general eye on the progress of pupils in his/her care. If a teacher is worried about a pupil's development he goes first to the Head of Year. Likewise, the Head of Year is informed if a pupil shows a significant improvement.

As your child progresses through the school, other teachers will be responsible for him/her. We have a team of Heads of Progress who take responsibility for specific year groups.

Miss Hayley Platt
Mr Iwan W Williams
Miss Ceri Ann Jones
Mrs Andrea Roberts

Head of Year 7
Head of Year 8 and 9
Year 10 and 11 Pastoral Co-ordinator
Head of Year 10 &11 Welfare

Safeguarding Statement

We have a pastoral duty towards our pupils and a responsibility to prevent abuse and negligence by creating and maintaining a safe environment for children and young people. This substantial responsibility was placed upon us through the Children's Act 2004 –responsibility for promoting welfare and playing a key part in protecting them from abuse and negligence. It is our duty to give priority to children in need. "Children in need " are defined as children with SEN, problem at home, in danger of being excluded etc.

Radicalisation and Extremism Prevention

We have a responsibility to adopt guidance issued by the government for the prevention and protection of children from radicalism and extremism. As well as being alert to the signs and symptoms of radicalisation and extremism, the protection element is integral in the teaching as part of the progressive strategy . At school we provide learning experiences and raise awareness of our learners through PSE lessons given by PC Rhiannon Wright, and also through activities such as "Show Racism the Red Card". The Counter terrorism Security Act 2015 identified the need to give due consideration to the need to prevent people from being drawn to terrorism. A copy of the Radicalisation and Extremism Prevention Policy can be sought by contacting the school.

E-safety

School staff are responsible for ensuring:

- Any misuse or problem is referred to the Head / Deputy / Head of Year to investigate the matter and take action as necessary.
- Any digital communication with pupils / parents / carers is made on a professional level
- Several aspects of e-safety of being incorporated into aspects of the curriculum
- Pupils understand and follow agreements / e-safety policies
- Careful monitoring of the use of digital technology, mobile devices, cameras etc. in lessons and other activities and to execute the policy related to these devices.

Social Networking Policy

Parents/carers will have access to a school learning platform where posting or commenting is enabled and parents/carers will be informed about acceptable use. Parents/Carers are encouraged to comment or post appropriately about the school. In the event of any offensive or inappropriate comments being made, a member of the SMT will ask the parent/carer to remove the post and invite them to discuss the issues in person. If necessary, parents will be referred to the school's complaints procedures.

Arrangements to visit the school

If you wish to visit the school to discuss any aspect of the school's work we ask that you phone to make an appointment to see the Headteacher. Phone Number: 01758 701244

What about social and moral development?

The whole school starts each day with an element of worship. If parents wish to exclude their child from these assemblies, arrangements can be made by contacting the school.

Religious Education, which concentrates on multi faith aspects, is taught to all the school's pupils. It is a compulsory subject in Years 7-11 and also available as an exam subject at GCSE.

The pupils are also given guidance on moral education and health education in the pastoral lessons.

What about Sex and Relationships Education?

Sex and Relationships Education is presented partly through the individual subjects and also through specific modules as a part of the pastoral lessons. Particular attention is given to moral discussions when discussing Sex Education and care is taken to ensure that the material is suitable and relevant to the pupils' age.

As my child grows, will he/she be studying different subjects?

The same subjects are studied in Years 8 and 9 as were studied in Year 7 but setting arrangements are a little different. In Year 10, the pupils start to study for external examinations. We offer GCSE/BTEC/Agored and also a Learning Pathways Certificate. A pupil can sit a combination of GCSE/BTEC/AGORED/LPC examinations.

In Years 10 and 11, every pupil will study the following core subjects-

Welsh	(4 lessons)	English	(4 lessons)
Mathematics	(5 lessons)	Science	(6 lessons)
Physical Ed.	(1 lesson)	BAC	(1 lesson)

In year 10 and 11 pupils will follow the Welsh Baccalaureate course. There is setting in Welsh, English, Maths and Science.

There are **three** option groups and pupils must choose **one** subject from each group. For 2022-23 the groups were-

History	Music	Physical Education
Physical Education	Geography	BTEC Business
Art	Health and Social	Drama
Design and	Workskills	Art
Technology	Technology	Open air studies
Catering	BTEC Land and Environment	Digital Competences

What are the schools' disciplinary arrangements?

If the school is to operate in the best interests of every pupil, it is essential to have a clear system of discipline with easily understood rules. Discipline has an important role in every society, especially self-discipline. By creating an environment where everybody is respected and where courtesy towards others is apparent, the school succeeds in maintaining a high level of behaviour.

Children will not be kept behind after school without their parents having had 24 hours notification of this.

We depend on the support of parents for the fair system of discipline operated by the school. Following a serious offence, the Headteacher has the right to exclude a pupil for a number of days or permanently. Parents are entitled to appeal against such a decision to the Chairman of the Governing Body. A copy of the school's disciplinary policy is included at the back of this booklet.

My child receives tuition for a musical instrument. Will this continue?

Yes. They are given the same provision as they received at primary school. Peripatetic music teachers visit the school regularly. The primary schools will tell us who has been receiving music tuition so that we may guarantee that they will continue; it may also be possible to start having lessons for the first time in secondary school. It will be necessary to make part-payment for these lessons.

What is the policy for paying for other things?

In general, it is the schools' policy that we ask for payment for the following-

- damage resulting from a pupil's poor conduct;
- raw materials for subjects such as Technology/Art/Catering when parents express a desire to keep the finished product; examination fees when pupils were not prepared for the examination by the school; examination fees when the pupil has failed to complete the course without adequate reason; or examination fees if a parent requests that a pupil re-sits an examination.
- every non-essential activity occurring outside school hours;
- lodging costs for residential courses arranged by the school;
- travelling expenses from the home to work experience placement.

The school will seek voluntary contributions from parents, in order to enable some activities to take place. e.g. Activities Week during the Summer term. No pupil will be disadvantaged if they cannot pay for such activities.

How much homework will my child receive?

We believe that homework is important since it provides an opportunity-

- to practice what was learnt in the classroom;
- to extend the pupils;
- to provide parents with an opportunity to see what their children are doing in the classroom
- to prepare pupils for the requirements of GCSE coursework.

In order to strengthen communication with parents further, we use the Class Charts system. You are able to download the app on your phone in order to see what homework has been set.

What if my child says that there is never any homework?

Contact the school at once so that we can look into the matter!

What can we, as parents, do to help our child?

We are totally convinced that education is a partnership - between the pupil, the school and parents. Each has their own contribution to make.

You can take an interest in your child's work by enquiring how things are going at school and taking an interest in homework.

Take advantage of Parents' Meetings and contact us at once if you have a problem or feel that we should be made aware of any matter.

Apart from the lessons, what else has Ysgol Glan y Môr to offer my child?

Pupils benefit enormously from activities that happen outside the classroom and most subject departments arrange some activities.

Various clubs are held during lunchtime and after school, e.g, Duke of Edinburgh Award, Chess Club, Film Club, Yr Urdd, Eco Club, Japanese Club, Craft Club, Netball, Basketball, Hockey. These clubs usually start after the first half term.

Our eisteddfod tradition is strong and children are encouraged to take part in the Urdd's activities and also in local eisteddfodau. Pupils often compete on the National stage. The school eisteddfod is also an important event when held. A few of the pupils are also members of the County's Orchestra.

The school fields and Gym are used at lunchtimes and after school. Over the years, school teams and individuals have done really well – on a local, a county and national basis,
Every year, numerous educational visits are arranged to enrich the learning in various fields.

What sports does the school offer?

The Physical Education department offers a wide range of sporting activities and encourages pupils to participate in sports- as players,

coaches and as spectators. All traditional team games are played and pupils are given the opportunity to take part in activities such as athletics. We take full advantage of the excellent facilities available across the road in the leisure centre- where swimming is offered as well as many other activities.

In addition to this, the School has a Rugby Development Officer who works closely with the P.E Department.

Over the years, the school has excelled at both rugby and netball- although we do have strong teams in the other sports as well. The school's pupils have represented both the County and Wales in several sports.

If my child has after-school activities, how will he/she get home?

The school office has special bus passes. Pupils who have a **bus pass** will be given a special pass so they can use the service buses without paying if they are travelling out of normal school hours after undertaking any school activity.

Publishing photographs and Data Protection

With so many activities going on at school, we will at times, be taking photographs of pupils. It is possible that such photos will be used for the school's or the Council's publicity purposes. Photos may also appear on school corridor displays, in newspapers or on the school website. Due to changes in the data protection act 2018, from now one parents will have to give their permission for the school to take pictures. Therefore, each pupil that transfers or joins the school will receive a form to complete. This permission will last for 5 years unless a letter is received withdrawing this permission.

The school keeps personal data about pupils and has registered this with the Data Protection Registrar. We have a CCTV system; which records for security purposes.

The school's privacy notice can be seen on the school website.

www.ysgolglanymor.cymru

What should my child do if he/she has to bring a valuable item to school?

The school makes every attempt to safeguard the pupils' property and personal lockers are available to all pupils. You should however bear in mind some basic regulations-

- You should place a name on each item e.g. coat, calculator
- Expensive items should be handed to the teacher during Physical Education lessons

- Large amounts of money should not be carried around the school - if a pupil has a substantial amount of money, it should be taken to the Office for safe-keeping at the start of the day.

The school cannot accept responsibility for property which has been lost so it is important to keep to these rules.

Whilst noting the above, the school will make every reasonable attempt to assist a pupil who has lost an item of property to find it.

What about mobile phones?

Phones are not permitted during the school day. Pupils may keep their mobile phones switched off and in their bags to ease any arrangements made at the end of the school day. We do not accept liability for any mobile phone lost or damaged. If a phone interrupts a lesson, the teacher will take the phone to the school office for safekeeping and it will be kept until the end of the school day. If the problem with the phone persists with any individual, the school will keep the phone and parents will be asked to come to school to collect it.

Neither mobile phones nor any other device may be used to record or to take photographs whilst at school.

What do I do if my child is absent?

We place great emphasis on obtaining explanations for absence as this assists in reducing truancy. We look carefully at the school register every morning and make telephone calls to enquire about absences. It therefore helps if you can telephone us quite early in the morning if your child is going to be absent. A letter will be needed if your child needs to leave school grounds during the day e.g. to visit the dentist. With long-term absence, or absence from an external examination, a medical certificate may be required.

The school does not approve of families arranging holidays during the school term, especially if pupils are in in years 10 and 11. If you have to take your child out of school during term time please contact the Headteacher to discuss the matter.

My child has a medical problem or disability.

It is very important that you let the school know if there is a medical problem which can affect him/her whilst at school e.g. epilepsy, an allergy, asthma.

If it is necessary for your child to take any medication during the day, then we will want written confirmation of this.

The school will do everything within reason to respond to the needs of pupils with a disability; we will strive to ensure that they have access to the whole curriculum as well as the same opportunities that other pupils have.

Gwynedd has adapted the building to make access easier for pupils with disabilities. In the past, we have had pupils with a broad spectrum of disabilities which we have been able to accommodate. If your child has a significant disability, you should contact the school to discuss this.

What if my child is ill during the day and at school?

We have a medical room where a pupil who is not too well can stay for a while (under supervision). If we decide that the pupil should be sent home, we will contact you to make arrangements to collect him/her from school. This is one reason why we need emergency contact numbers.

We will not allow a pupil to go home unless we know that there is somebody at home to look after him/her.

In an emergency, we will contact the GP or call an ambulance. If we do this we will of course let you know.

Information about accidents are noted and the Council and HSE informed of relevant incidents.

What is the school's language policy?

Our goal is to ensure that all pupils leave here fluently bilingual so that they can be full members of the bilingual society in which the school exists.

The school has a Welsh ethos and Welsh is the everyday language of communication and administration of the school. Most of our activities, such as Assembly, take place using the Welsh language.

Welsh is the language used in the tutorial sessions, but non-Welsh speakers are placed in a class where the teachers will translate for their benefit. We will arrange for pupils in KS3 (year 7-9) to attend the local language centre to follow an intense Welsh language course for learners. We will encourage the newcomers to make increasing use of their Welsh during these tutorial periods as their competence improves.

Ysgol Glan y Mor is in the Category 3 Language Medium - the Welsh Language Medium. This means that Welsh is the main language of internal communication. The school will communicate with parents and guardians either in Welsh, English or bilingually as is required.

The school has a firm Welsh ethos, supporting pupils to use Welsh in all social contexts. Your child will be proficient in speaking, reading, writing and listening skills in both Welsh and English, and in accordance with their age and ability.

Language Medium in other subjects

KS3

All pupils, with exception of pupils who are latecomers to Welsh medium education will complete work in all subjects through the medium of Welsh. In order to promote their bilingualism and to respond to the requirements of pupils in each category, the following is undertaken:

- Terminology is displayed and taught bilingually.
- Pupils who are less confident in their Welsh will be supported by offering some resources bilingually or through the medium of English so that cross-referencing can take place or to allow parents to help the pupils at home.
- To ensure that all pupils become bilingual, careful planning of the use of English in subjects taught through the medium of Welsh is made, e.g. articles, videos, websites, computer programmes. This gives pupils the opportunity to practice concurrent use of language which is a priority identified in the Literacy Framework.
- Once latecomers have attended the Language Centre, short term targets for the pupil will have been set by the school Language Co-ordinator. Some teacher/subjects will be asked to give specific opportunities to the pupil so they can strive to achieve this target. The exact nature of the target and the subjects chosen will depend on the language attainment of the individual pupil.

KS4

Our aim is to ensure continuity from KS3 to KS4 in order to promote age related proficiency in both languages. Welsh is the main medium of study at Key Stage 4. However, pupils are taught key terms in Welsh and English. We provide pupils with examination papers in English (for reference purposes) in exams. To ensure that all pupils are on the correct linguistic track, the Language Co-ordinator will discuss the language in which optional subjects are to be studied with the pupils where necessary.

My Welsh isn't good enough for me to be able to help my child.

We have bilingual worksheets, and often, corresponding English and Welsh textbooks. Parents are welcome to borrow these so that they can help their child.

What is the school's Health and Safety Policy?

The school has adopted the Local Education Authority's recommended Health and Safety Policy. The health and safety of our pupils and staff is of utmost concern to us and we comply with all recommendations when working in workshops and laboratories and when undertaking Physical

Education and on educational visits. A copy of the school's policy is available on request. One feature of our Policy is the need for all visitors to report to the school office on arrival.

What is the school's admissions policy?

Parents should inform the County Council of their choice of school in the November when their child is in Year 6. Normally, it is only in the September that follows their eleventh birthday that children will be accepted into secondary school. Gwynedd Council is the 'admissions authority' for this school and they administer all applications for admission. They have set a 'Standard Admission Number' of 136 for this school; last year there were 86 applications for a place here.

Where did last year's school-leavers go?

There were 107 pupils aged 15 on September 1st, 2021 in school. Of these, 42 went to study A levels, 56 went on to occupational courses, 2 went into training, 6 went into work, and 1 is unemployed.

When are the school holidays for next year?

Autumn Term

September 4, 2023 → December 22, 2023

Spring Term

January 8, 2024 → March 22, 2024

Summer Term

April 8, 2024 → July 19, 2024

Other holidays

Autumn Half Term October 30 – November 3, 2023

Spring Half Term February 12 – 16, 2024

Summer Half Term May 29 – 31, 2024

I have a complaint against the school. With whom should I discuss it?

Any matter can be raised with the teacher or Headteacher. Complaints should be referred to the Headteacher in the first instance. This can be done in person, by letter or by telephone. The headteacher will then review the situation and you will get a response within 3 days at the latest.

If you are still not satisfied, you can present your complaint to the Chairman of the Governors - c/o Miss Anwen Bumby, Clerk to the Governors, Ysgol Glan y Môr, Cardiff Road, Pwllheli LL53 2NU.

The school complies with the Welsh Assembly guidelines on this matter "School Governing Bodies Complaints Procedures" (11/2012) which may be seen on <https://beta.gov.wales/school-complaints-procedures-guidance?>

You have the right to see most of your child's records together and most of the Governors' documents. The Governors have adopted a Publication Policy which conforms to the demands of the Freedom of Information Act and you may obtain a copy by contacting Miss Anwen Bumby, Clerk to the Governors.

Ysgol Glan y Môr is a secondary, comprehensive, bilingual, co-educational day school for pupils aged 11 to 16. It is supported by Gwynedd Local Education Authority. The school has no denominational allegiance but every day begins with a collective act of worship (as required by the Education Act).

Equal Opportunities

One of the school's basic beliefs is that everybody is treated equally; the school believes in providing the best education for all pupils, without exception. This means a policy of Equal opportunity- which takes no account of sex, disability, background, religion or race. Any concerns regarding the implementation of this policy should be brought to the attention of the School Governors. The school has a formal Equality policy and a designated governor takes a particular interest in this matter.

The School's Curricular Aims

1. To offer a wide, balanced and relevant curriculum for all pupils, with no differentiation based on race, sex, or ability.
2. To develop a curriculum that fulfils the needs of the National Curriculum, L.E.A. policies and the School's policies.
3. To establish an effective pastoral system to take care of the well-being and happiness of all pupils and to foster and monitor their development.
4. To foster a close relationship with parents and the community for the benefit of the pupil and to develop links with industries and local commerce, further and higher education.
5. To prepare all pupils for their roles as adults in the community, by emphasising Christian and moral principles so that all pupil are given the chance to develop into full and responsible members of the community.
6. To encourage and prepare all pupils to make the best use of their leisure time.

Governors meetings with parents

In accordance with the School Standards and Organisation (Wales) Act 2013 (section 94 (13) removes the previous requirement for governing body to hold an annual meeting with parents. The Act enables parents to request up to three meetings in a school year with their childrens' school governing body. Further information on how to ask for a meeting either by:

Contacting the school, school's website or by visiting the following website:
<https://gov.wales/parent-meetings-guidance-governing-bodies>

The School's attendance figures

In accordance with the Welsh Government regulations, schools are not required to publish attendance data this year.

✿ The curricular details (optional subjects and hours per subject) provided here relate to the 2022-23 academic year.

The content of this prospectus is correct at the time of going to press.

Parents are requested to avoid taking their children out of school for holidays during term time. If you intend taking your child out of school for a family holiday you should contact the Headteacher to discuss the matter and gain formal permission.

School Staff

- Mr Guto Wyn Headteacher
- Mrs Siwan Ll Roberts Deputy Head
- Miss Llinos W. Griffith Assistant Headteacher
- Mrs Melangell T Gruffydd Assistant Headteacher (temporary)
- Mrs Mari Edwards Head of Geography
- Ms Stephanie Garrod Mathematics
- Mrs Iona Hughes Head of R.E. and teaching Welsh (part-time)
- Miss Lisa Mai Hughes KS3&4 Progress Coordinator/Head of year 10, Mathematics and science (part-time).
- Mrs M Elena Hughes-Jones Mathematics and numeracy coordinator
- Mr Bleddyn Humphreys Head of Chemistry and digital coordinator
- Miss Sioned W Huws Welsh and R.E
- Mrs Caryl Jones Technology/Catering/R.E.
- Mrs Ffion E Jones Welsh and Language Co-ordinator
- Mr Gerallt Bryfdir Jones Technology and I.T.
- Miss Kirsty B Jones Head of Welsh Department
- Mrs Nia Ll Jones English/Maths (part time)
- Mr T Elwyn Jones Head of Technology
- Miss Heidi Littler English/Health and Social (part- time)
- Mr Elfyn Lloyd Head of History
- Mrs Einir Wyn Matulla Head of English
- Miss Ceri Wyn Parry Head of French (part-time)
- Mrs Sioned M Parry English (part time)
- Mrs Bethan Rhisiart Science (Physics) part time
- Mrs Andrea Roberts Physical Ed (part-time) and Head of welfare KS4
- Mr Gareth Thirsk Head of Physical Education
- Mrs Marie Thomas Inclusion Teacher /mathematics/numeracy coordinator.
- Mr Dafydd Jones Williams Head of Mathematics
- Mrs Fflur Williams Art (temp)
- Mr Huw Meilir Williams Science/ Biology (part time)
- Mr Iwan Wyn Williams Head of Music and head of year 8 and 9.
- Ms Glenda Buckley Laboratory technician (part time)
- Miss Anwen Bumby Business Manager
- Mrs Carys Moore Secretary
- Mrs Llinos Owen Data Officer/Exams administrator (part time)
- Mrs Tracey Williams Laboratory technician (part time)
- Miss Caryl Durgut Classroom assistant
- Miss Rhiannon Evans Classroom assistant
- Ms Karen Hughes Classroom assistant
- Ms Llinos Hughes Classroom assistant (part time)
- Mrs Tania Hughes-Jones Classroom assistant (part -time)
- Miss Ceri Ann Jones Year 10 and 11 Pastoral Co-ordinator
- Miss Erica Jones Classroom assistant
- Mrs Alvona Morris Classroom assistant
- Mrs Jacqui Parry Learning Coach/Business,
- Miss Hayley Platt FSM Champion/Learning Coach/Head of year 7.
- Mr Dyfed Pritchard Classroom assistant
- Miss Sian Alwena Roberts Classroom assistant(part time)
- Mrs Wenna Roberts Senior Classroom Assistant
- Miss Delyth Trenholme Senior classroom assistant/ Classroom assistant
- Mrs Amy Smith Classroom assistant (part time)

- Mrs Yvonne Warham
 - Ms Swsan Williams
 - Mrs Jen Hughes
 - Mr Neil Roberts
 - Ms Nia Davies Jones
- Classroom assistant (temp)
Classroom assistant (part-time)
Cleaner in charge
Caretaker
Cook

School Governors

Chairman : Councillor Dr Richard G Roberts (Cyngor Gwynedd)

Vice-chairperson : Councillor Elin Hywel (Cyngor Gwynedd)

Councillor Hefin Underwood (Cyngor Gwynedd)

Mr Eric Price (Cyngor Gwynedd)

Mrs Andrea Roberts Teacher

Mr Bleddyn G Humphreys Teacher

Miss Hayley Platt Staff

Mrs Hayley Williams Community

Mr Steven Love Community

Rev. Bryn Williams Community

Mrs Ffion G Williams Community

Mrs Nia Hughes Parent

Mrs Ffion Evans Parent

Mrs Louise Jones Parent

Mrs Magdalena ap Robert Parent

Mr Ian Evans Parent

Mr Guto Wyn Headteacher

Here is our school vision –

A school that offers experiences that will deeply root each pupil in their area, their language, their culture and their environment. Provide a variety of enriching experiences that will create you people who can contribute positively to their community and their world.

School's Results

In accordance to the Welsh Governments regulations schools are not required to publish school's result this year.

Disciplinary Guidelines

The school aims to emphasise self-discipline and highlights this in all our activities.

Our rules of conduct are constructive and emphasise positive behaviour.

Our disciplinary procedures tie in with the school's procedures for rewarding good behaviour and good work.

All teachers will administer the disciplinary/rewarding procedures consistently and fairly and expect the support of parents.

1. Everyone has a part to play in ensuring good discipline at school.
2. Pupils are expected to show respect towards one another, respect towards staff and visitors and to respect the property of the school and that of other pupils. Staff will always show respect towards the pupils.
3. Pupils are expected to be in their lessons on time and to bring the necessary equipment with them. They are always expected to do their best.
4. Pupils are expected to respect the authority of their teachers and to obey their instructions.
5. Bullying in any form is unacceptable and every instance will be considered as a serious matter.
6. Good work will be rewarded. Work which has not reached the standard expected or cases of misconduct will be punished in accordance with the school's disciplinary system.
7. The rewarding and disciplinary systems will be administered in the first instance through the Subject Head (for academic matters) or by the Head of Year (but may also be administered by the Head, a Deputy or the form teacher).
8. The rewarding and disciplinary procedures will be administered equally to every individual in a fair manner.
9. The school recognises the crucial role played by parents. Parents will be informed of any significant deterioration in their children's work or behaviour and will be contacted if the matter is serious.
10. Any punishment will be commensurate with the nature of the mis-behaviour and consideration will be given to-
 - the pupil's age;
 - any special needs that the pupil might have;
 - the pupil's previous history at this school;
 - any special circumstances e.g. home circumstances;
 - peer-pressure;
 - the likelihood of repeating the mis-deed;
 - the effects on the rest of the school.
11. Pupils may be punished by setting them extra work or by keeping them in at lunch or "Break" times. The Head of Year, the Head or one of the Deputies may also punish pupils by keeping them behind after normal school hours. Where this is to be done, parents will be given at least 24 hours notice.
12. For serious mis-conduct, the Head (or in his absence a Deputy) may suspend a pupil from school for a specific period. If this is done, the Council's procedures will be followed and the statutory rights of parents will be respected.
13. The school recognises the important role played by outside agencies in disciplinary matters e.g. Education Welfare Service, School Psychiatric Service, Police, Probation Service, and the school will co-operate with these agencies as required.
14. The Governors leave the day to day implementation of the Policy to the Senior Management Team but the Governors will monitor its implementation.

In accordance with Section 550A of the 1996 Education Act and Welsh Office Circular 37/98 the school's teachers and classroom assistants have been defined as authorised persons to use 'reasonable force' when undertaking duties relating to the protection of children and property.



SECONDARY HOME - SCHOOL AGREEMENT

NAME _____

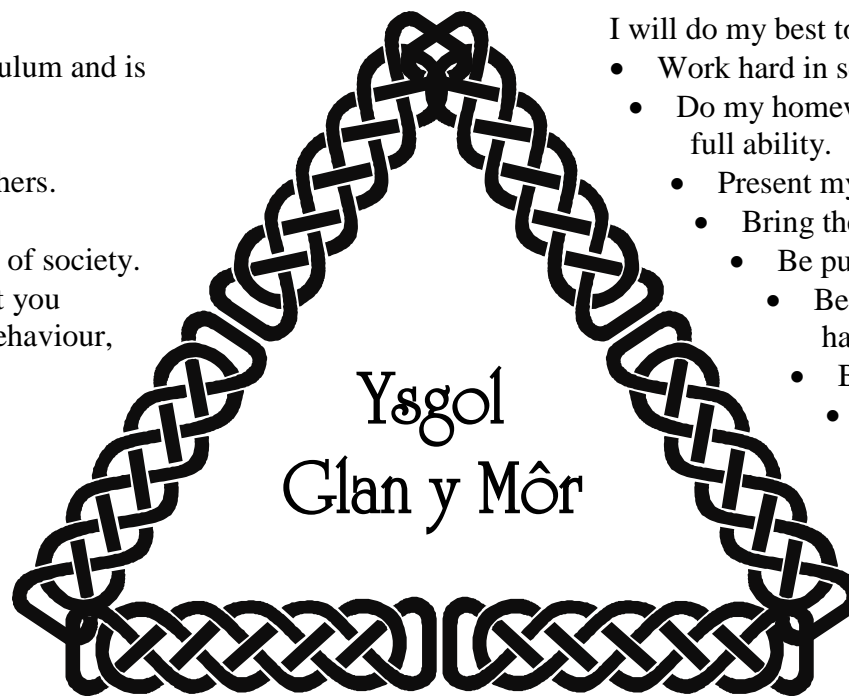
We will do our best to:

- Ensure that your child follows a suitable curriculum and is extended to his/her full ability.
- Set suitable and regular homework.
- Encourage your child to respect himself and others.
- Ensure a safe environment for your child.
- Teach your child how to be a civilised member of society.
- Inform you of your child's progress and contact you immediately if there is a problem with work, behaviour, attendance or punctuality.
- Give your child advice concerning educational and personal choices.
- Respond to you punctually regarding any matter you wish to discuss.

Signed: _____
(School)

I/We will do our best to:

- Ensure that my/our child does his/her homework in a suitable place and catches up with any lost work.
- Ensure that my/our child attends school and does so punctually.
- Provide an explanatory note if my/our child has been absent from school.
- Attend parents' meetings.
- Ensure that my/our child has enough sleep.
- Ensure that my/our child respects the school's rules.
- Ensure that my/our child has the correct equipment.
- Talk to my/our child about his life and work at school.
- Inform the school immediately if there is any matter that is of concern and any change at home that could affect my/our child.



I will do my best to:

- Work hard in school and reach my targets.
- Do my homework and coursework punctually and to my full ability.
- Present my work tidily.
- Bring the correct equipment to all lessons.
- Be punctual.
- Be present and catch up on all work that I could have lost.
- Be honest.
- Keep to all the school rules.
- Wear my school uniform.
- Respect myself and others.
- Ask for help if I have any problems.
- Think maturely about my future, listen to advice and then implement it.

Signed: _____
(Pupil)

Signed: _____
(Parent/Guardian)