



Learning from each other. Succeeding together.

School Prospectus 2024-2025

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School Aims

Annwyl Rieni,
Dear Parent/Guardian,

Croeso i Ysgol Bodfari
Welcome to Ysgol Bodfari

At Ysgol Bodfari, we recognise that every child enhances our school with their own individual talents and personality. We aim for all the children in our care to reach their full potential and become independent learners, across all aspects of a broad and balanced curriculum, within a secure and stimulating environment. We aim to both challenge their thinking and celebrate their achievements. We aim to foster an atmosphere of respect and co-operation between pupils, staff, parents, governors and the wider community, where everyone feels valued for their contribution to school life.

Although an English Medium school, everyone at Ysgol Bodfari is committed to the promotion of our **Welsh language** and culture and we aim to reflect this in the everyday life of the school.

We believe that your child's education is a partnership between school and home and to facilitate this there will be many opportunities for you to share in your child's education. School staff will be available to discuss any aspects of your child's development.

The purpose of this prospectus is to inform you about the life of the school, its ethos and how you can be actively involved in your child's learning.

Miss Amy Threlfall,
Headteacher

Inspection Report

November 2024:

Here are some of the statements to be found in our last Estyn Inspection Report

- Standards of behaviour are excellent.
- The school involves pupils well in deciding what they like to learn about and draws effectively on local expertise to enrich the curriculum and school life.
- Staff establish positive nurturing relationships with pupils.
- Staff, including support staff, are highly skilled in questioning.
- Pupils have regular opportunities to use their Welsh language. In addition, they learn about their Welsh heritage and culture.
- There are valuable opportunities for pupils to develop their artistic and creative skills.
- The school's approach to developing pupil's writing skills is effective. Teaching support this development very well giving pupils a platform to write at length without the fear of failure.
- The work to improve reading exemplifies leaders' capacity to bring about change through strategic planning.
- There are many valuable opportunities for pupils to take on leadership roles that influence the life and work of the school.
- Parents hold the school's work in high regards and are very pleased with the school's role in nurturing and educating their children.
- Pupils enjoy school and their rates of attendance are good.
- Governors are supportive and actively involved in the school's work.

In addition, we were 'spotlighted'. This is a new part of the inspection process where the inspectors identify interesting or innovative practice in a setting. Our 'spotlight' stated:

'Using assessment to support learning, especially of pupils' literacy and numeracy skills which is highly effective. Personalised next steps and to support the children of all abilities to make progress in the development and application of literacy and numeracy skills.'

If you wish to see our full Inspection Report, please go to:

<https://estyn.gov.wales/app/uploads/2024/11/Inspection-report-Bodfari-C.P.-School-2024.pdf>

Location of the School

Ysgol Bodfari is a Community School, situated in the beautiful village of Bodfari, three miles from the town of Denbigh. The school nestles in the Vale of Clwyd with panoramic views of the Clwydian Mountains and Denbigh Moors.

The school was opened in 1970. The building and grounds are well maintained and we have a wonderful outdoor environment which includes an adventure playground and a bouldering wall.

The school is situated in a rural setting and accepts children from a wide catchment area. Free transport may be available for pupils of statutory school age depending on distance to the nearest suitable school (please refer to the Denbighshire County Council Website for further details).

The Headteacher, Miss A. Threlfall and Stuart Parrin, Chair of the Governing Body, can be contacted at the following address, Ysgol Bodfari, Bodfari, Denbighshire, LL16 4DA, telephone number 01745 710329.

Recent Achievements

The school has had a number of notable achievements in recent years. Nationally recognized awards include:

Healthy Schools Phase 5 Award – July 2019

Eco Schools Award – Summer 2023

Welsh Network of Healthy Schools Award for Phase 5 objectives (awarded 2019)

Awarded UK Flagship School by the British Science Association (March 2017) – featured on BBC Radio Cymru, ITV Wales Evening News and in the local press.

Awarded Lotteries for all Grant, Archbishop of Wales Grant and Childcare Support Grant - Busy Bods at Ysgol Bodfari Playgroup, After-School and Holiday Care.

Governor Wales Quality Mark Governing Body Bronze Award (March 2015)

School Staff

Headteacher/Key Stage Two Teacher
Foundation Learning Teacher
Key Stage 2 Teacher

Miss Amy Threlfall
Mrs Kirsty Edwards
Miss Eleanor Baker

Teaching Assistant / ALN
Teaching Assistant / ALN
Teaching Assistant / ALN
Office Administrator / School Secretary
Catering Assistant (Denbighshire County Council)
Lunchtime Supervisor
Caretaker (Denbighshire County Council)

Mrs. Louisa Jones
Miss Sophie Threlfall
Mrs. Victoria Mulholland
Mrs. Helen Roberts
Miss Katie Rawlins
Mrs Katie Pierce
Mr Paul Jones

Busy Bods Playgroup/After School Care Leader
Busy Bods Playgroup/After School Care Supervisor
Busy Bods Playgroup Childcare Assistant

Mrs. Louisa Jones
Miss Sophie Threlfall
Miss Samantha Asher

Breakfast Club

Mrs. Louisa Jones
Miss Sophie Threlfall

Police Education Liaison Officer

PC Llinos Owain

School Nurse

Sister Kim Graham
Sister Debra Davies

The school also receives support, when appropriate, from Denbighshire Services e.g. Additional Learning Needs Inclusion Team, Behaviour Support, Educational Psychology Service.

Ysgol Bodfari Governing Body

| | | |
|-----------------------------|------------------------------------|------------------------|
| Parent | Chair (LEA Governor) | Mr. Stuart Parrin |
| Community | Vice chair (Community Governor) | Mrs. Sue Davidson |
| Headteacher Governor | | Miss Amy Threlfall |
| Community | | Mrs. Anne Haydock |
| Community Council | | Mrs. Gill Gallagher |
| LEA | | Mrs. Angharad Unsworth |
| Parent Governor | | Dr. F. Prothero |
| Parent Governor | | Mrs. Rebecca Draper |
| Parent Governor | | Mrs. Wendy Jones |
| Teacher Governor | | Mrs. Kirsty Edwards |
| Clerk to the Governing Body | | Mrs. Helen Roberts |

The Governors are an integral part of the school and work closely with staff and parents to ensure that Ysgol Bodfari is a thriving and successful school. The Governors are appointed in several ways: eg, by the LEA or to represent teaching staff and parents. Some governors are co-opted by the Governing Body for their areas of expertise.

The Governing Body shares responsibility for:

- Delivery of the curriculum
- Care and safety of the children and staff
- Appointment of staff
- Management of the budget
- Maintenance of the buildings

The full Governing Body meets at least three times a year and its work is continued in various committees. During Covid-19 closure meetings have been held virtually. The Governors produce an annual report which outlines the previous years' work. This is presented to parents in the Autumn term and parents will be given the opportunity to put questions to the Governors on the work of the school if they wish. Governors play an active role in day-to-day management and regularly visit the school.

Local Education Authority Links

Local Authority Education Support Managers:

Mrs. R. Thackery – Principal Education Manager
Denbighshire County Council
Directorate of Lifelong Learning
Education Services
County Hall
Wynnstay Road
Ruthin
LL15 1YN
01824 712645 / 01824 708065

Head of Education:

Mr. G. Davies
Head of Education
Denbighshire County Council
Directorate of Lifelong Learning
County Hall
Wynnstay Road
Ruthin
LL15 1YN
01824 708009

Regional Links - GwE

Support and Improvement Advisor:

Mrs. Ceri Williams
Regional School Effectiveness and Improvement Service (GwE)
Tel. 01492 806101

Admissions

All parents who would like their children to attend Ysgol Bodfari are invited to visit the school to discuss individual children's needs with the Headteacher, to view our facilities and appreciate its distinctive character.

Nursery pupils are admitted as part-time pupils (i.e. every morning) in the September following their third birthday. Subject to available places, it is possible for pupils to attend Busy Bods Playgroup in the afternoons under the 'Early Entitlement' scheme, in the term following their third birthday. This initiative is supported by the Local Authority. Admission forms are available online or following a request to the school/Busy Bods Playgroup.

Children are normally admitted to the school as full-time pupils in the September following their fourth birthday. Online admission forms are available from the Local Authority from the Denbighshire County Council Website at <https://www.denbighshire.gov.uk/en/resident/education/school-admissions/school-admissions.aspx> and should be completed by the end of November in the year prior to admission in the following September. Parents have the right to state a preference as to which school they wish their child to attend. All pupils, regardless of disability are admitted to the school via our admissions policy and through the Local Authority Admissions Office.

In September 2016 we opened a new wrap around care facility in the school. Busy Bods Playgroup, After School and Holiday Care Provision at Ysgol Bodfari provides care from 11:30 through to 17:30 and through part of the Easter and Summer Holidays. Pupils can attend our Breakfast Club from 07:45 meaning that children from Nursery to Year 6 can be cared for from 07:45 to 17:30pm.



Pupils with disabilities

All pupils, regardless of disability (see School's Strategic Equality Policy), are admitted to the school via our General Admissions Policy:

- Parents approach school and look around
- Parents and Headteacher discuss facilities
- If a child has identified Additional Learning Needs, these will be taken into account to ensure a smooth transition
- Online admission forms are completed if the parties concerned feel that Ysgol Bodfari is the correct place of education for the particular child
- The forms are submitted to the Local Authority Admissions Office and the Headteacher arranges a mutually convenient date for admission

If children have additional learning needs, these will be met, including buying essential equipment, supplying extra academic support and retraining staff if necessary. All children will have the opportunity to join in all activities. All staff, children, parents and Governors are subject to our Strategic Equality Plan which indicates we are committed to educating all children to their full ability, regardless of race, gender, class or physical state. The Strategic Equality Plan and Accessibility Plan promote equal opportunities for all.

If the school is oversubscribed places are awarded in accordance with Denbighshire LEA's Admission Policy. A copy of the school's Admission Policy is available in school or on the website.

Attendance

Good attendance and punctuality are important at Ysgol Bodfari. Every School is required to report its annual attendance figures to the Welsh Assembly, and at Ysgol Bodfari we consistently achieve excellent attendance rates.

If your child has been or is going to be absent for any reason it is important that school is informed and notified, in the first instance by a **phone call or verbal message**, with the reason for absence. This may be followed up by letter or e-mail. If school has not heard from a parent regarding their child's absence by 09:15 then a phone call will be made to the home to enquire about the absence. Please keep us up to date with any on-going problems with attendance. All late arrivals and absences will be marked on your child's annual report.

Following Government legislation the school is obliged to differentiate between Authorised and Unauthorised absences. An unauthorised absence has to be recorded if no letter, verbal message etc. of explanation following an absence is received. Absence request forms are available from the school. We do, however, request that holidays are taken during the school holidays as any absences from school during term time will obviously cause problems for individual pupils who have to catch up on missed work when they return to school. Holidays during term time will not be authorised unless there are exceptional circumstances. Registration takes place at 09:00. If your child arrives in school after 09:15 they will be registered as arriving late. A letter will be sent home to notify parents if a child is regularly late.

The School Day

School starts at 09:00 and we ask that children are in school five minutes before that time if possible. Our Breakfast Club begins at 07:45. Children not attending the Breakfast Club can be handed over to school staff at the main door from 08:45.

Infant children finish at 15:10.
Junior children finish at 15:15.

Additional Learning Needs and Looked After Children Policies

A summary

At Ysgol Bodfari we are committed to developing the abilities and achievement of all our pupils and will provide the best possible environment for learning for each pupil. Through our ALN Policy we aim to:

- Ensure **all** pupils have access to a broad and balanced curriculum
- Provide a differentiated curriculum appropriate to the individual's needs and ability
- Ensure the rapid identification of all pupils requiring ALN provision as early as possible in their school career
- Be sympathetic to each child's needs by providing a strong partnership between children, parents, Governors, Local Authority and outside agencies
- Ensure all pupils take as full a part as possible in all school activities
- Ensure that parents are kept fully informed of their child's targets and achievements.
- Ensure that Looked After Children have equal opportunities for achievement.
- The Additional Learning Needs Co-ordinator is Miss A. Threlfall.
- The Looked After Children Co-ordinator is Miss A. Threlfall.

Organisation of the Curriculum

We have been implementing the new Curriculum for Wales from September 2022. All children will be learning through the six areas of learning which are:

- **Expressive Arts**
- **Health and Wellbeing**
- **Humanities**
- **Language, Literacy and Communication**
- **Mathematics and Numeracy**
- **Science and Technology**

Areas of learning and experience



Our Curriculum Rationale has been published and all planning incorporates the four core purposes and the twelve pedagogical principles.

Religion, Values and Ethics is taught at both Key Stages and comes under the umbrella of Humanities. Relationships and Sexuality Education is also taught across the whole school in line with Welsh Government statutory guidance. Literacy, numeracy and digital competency skills are taught across the curriculum.

Lessons are taught through the medium of English but the use of 'everyday Welsh' is encouraged throughout the day for example *siop hufen ia, helpwr heddiw*, playground games and instructions. Bilingual signs and displays are visible throughout the school. Dedicated Welsh lessons are taught once a week in both key stages. We have been awarded the Cymraeg Campus Bronze. In line with Welsh Government guidance, we will be increasing the number of lessons taught through the medium of Welsh in line with the Welsh Language Categorisation system.

Class teachers are responsible for the delivery of the curriculum. Careful planning ensures that there is continuity and progression both within the infant and junior classes, and on transfer between the classes. Parents no longer have the right to withdraw their children from Religion, Values and Ethics or Relationship and Sexuality Education (RSE). The RSE curriculum covers health and hygiene and the human life cycle. Children in Years 5 and 6 receive information on changes during puberty. More detail on our RSE programme can be found in our RSE policy which is currently being updated in line with the new curriculum and will be available from school on request. If you require further information on the curriculum please contact the school. Our Curriculum Policy is available upon request.

Sport



Ysgol Bodfari is a healthy school and we encourage our pupils to take part in as many sporting activities as possible. We aim for all of our children to be able to participate and co-operate in sporting activities and to foster a healthy and active learning environment. We are able to provide outdoor games, athletics, gymnastics and dance at school and the junior children travel to Denbigh Leisure Centre for swimming lessons. We also take groups of children on residential visits to Outdoor Education Centres. We have a large bouldering wall and the grounds are mapped for orienteering.

The school has an adventure playground which can be used during playtime and lessons. The school council also regularly update a range of outdoor play equipment for use during playtimes.

The school has taken part in sporting competitions including football festivals and Swimming Galas.



Skills

At the start of each academic year you will be invited to attend a meeting outlining ways in which you can help your child to develop his/her skills. We welcome and encourage your participation in your child's education throughout their time with us in Ysgol Bodfari. There are many ways in which you can help your child to acquire basic skills in Literacy and Numeracy, for example:

- Reading to your child frequently – or listening to them read when they are older.
- Encouraging your child to complete other homework tasks.
- Helping him/her to learn multiplication tables and assisting with general mental maths.

Class Organisation

Currently the pupils at Ysgol Bodfari are split into 2 classes for the majority of the time.

| | | |
|--|--|--|
| Class 1 Infants (Foundation Learning) | Mrs. K. Edwards | Reception, Yr 1 & 2-all day and Nursery- mornings (9.00am – 12.00pm) |
| Class 2 Juniors (Foundation Learning & Key Stage 2) | Miss A. Threlfall and Miss E. Baker | Years 3, 4, 5 & 6 |
| Teaching Assistants | Mrs. L. Jones (Infants mornings) Miss S. Threlfall (Juniors mornings) | |

Nursery pupils are well catered for with activity areas including sand and water play, painting, construction toys, role play area etc. All children from Nursery to Year 2 (referred to as 'Infants') are taught the Curriculum for Wales based on the six areas of learning (see Curriculum above) Ysgol Bodfari has a wonderful, inviting Outdoor Classroom in which the children can further develop the seven areas.

Key Stage 2 is often referred to as 'the Juniors' (Years 3, 4, 5, and 6). Under the new curriculum children in Year 3 will also be classed as Foundation Learning.

Throughout their time in school the pupils are continually assessed and tested by the teaching staff. This includes the online Statutory National Assessments for Reading and Numeracy which are carried out in the Summer Term for all pupils in Years 2 to 6. This assessment informs future learning so that all pupils can meet their own targets.

School Discipline

Ysgol Bodfari has a framework of rules and discipline which we expect each child to respect. The school has an “Assertive Discipline” approach. Each class discusses and agrees upon a code of conduct which is then displayed within the classroom in a form which is suitable for the ages of the children concerned. Classroom discipline follows an agreed procedure with which the children are familiar. Positive reinforcement is an important aspect of our discipline system.

All children are encouraged to bear personal responsibility for their behaviour and have a clear understanding of what is acceptable and what is not. We believe in fostering close links between home and school and if necessary a “Home/School Diary” may be used for a fixed period of time to ensure a dialogue between class teacher and parents.

Good behaviour and work is rewarded by a variety of positive behaviour incentives, ranging from verbal praise by the teacher, stickers and stars in books or on jumpers to Golden Time on a Friday afternoon when children can choose what they do from a variety of activities. The school also operates a “house points” system, whereby pupils can gain a point for their house by working or positive behaviour. A weekly Celebration Assembly is held during which pupils receive certificates for their efforts and the winning house for the week is announced. Children who gain certificates have their names mentioned in the half-termly newsletter.

When children join the school they, their parents/guardians and their teachers are asked to sign our Home School Agreement which sets out the expectations that the school will have of them.

Bullying of any sort will not be tolerated. A child who is bullied will be offered support from all staff. Children who carry out bullying will be disciplined and offered advice and counselling and their parents/guardians informed. If the problem persists support will be requested from agencies outside school. A copy of the school’s Pupil Discipline and Anti-Bullying Policy is available on request to the school.

USE OF REASONABLE FORCE, RESTRICTIVE PHYSICAL INTERVENTION AND ‘TIME OUT’.

In order to ensure the safety of all members of the school community and visitors, the school may on occasion have to resort to the use of reasonable force, a restrictive physical intervention, or ‘Time Out’. Section 93 of the Education and Inspections Act 2006, replaced Section 550A of the Education Act 1996, and enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- ***committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);***
- ***causing personal injury to, or damage to the property of, any person (including the pupil himself); or***

- ***prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.***

The complete policy on the use of reasonable force and restrictive physical intervention is available on the school's web site or as a hard copy on request. Physical Intervention is always a last resort measure and particularly so during the Covid-19 pandemic. School Staff are trained in Managing Challenging Behaviour and Physical Intervention.

Pastoral Care, Equality, Ethos and Values

We believe there should be equal access and opportunity for all, to ensure that each child develops his/her academic potential to the full. Alongside this aim, and of equal importance, is the moral, social and ethical education of the child. The pupils are encouraged to do their best within a secure, stimulating, sympathetic and purposeful environment. They are expected to behave in an orderly and polite manner and to show respect, patience, understanding, kindness, consideration and honesty towards each other and all members of the school community.

As a caring staff we ensure that each child's worries and problems are attended to with patience and understanding. We at Ysgol Bodfari believe that there is a great wealth of common values and aims between home and school, and that between us we can help each child develop to the full and become an articulate, caring and valued member of society.

Our Strategic Equality Plan is available upon request.

Religious Affiliations and Educational Arrangements

Ysgol Bodfari is designated as a Community school and therefore does not have any specific church affiliations. However, regular links are maintained with the local church, St Stephen's. When possible, we hold our Christmas celebrations at the church, as well as occasional Harvest and Christingle Services. From Autumn 2019 we have been working with the Youth Chaplain for the Church in Wales.

Religion, Values and Ethics (RVE) is taught in line with the S.A.C.R.E. (Standing Advisory Council for Religious Education) guidelines and the school complies with the demands regarding daily acts of collective worship. If parents choose to withdraw their child from acts of collective worship they may provide some activity to support their beliefs, or the child may be provided with alternative work during these periods. Children may not be withdrawn from RVE lessons.

Child Protection

All schools have been made aware of guidelines which set out the procedures which must be followed by staff if they become concerned that a child may have been abused in some way, or if a pupil confides something which causes concern to a member of staff. Mrs. K. Edwards is the designated lead for Safeguarding and Child Protection and Miss A. Threlfall is the Deputy Safeguarding Lead. Mrs. Sue Davidson is the designated governor with responsibility for Child Protection. The Safeguarding and Child Protection Policy is available upon request to the school.

The Governors' Curriculum Statement

The Governors of Ysgol Bodfari play an active role in the life of the school. The Governing Body is fully involved with drawing up and revising school policies for all areas of the curriculum and for implementation of the new Curriculum for Wales.

The Governing Body will ensure that each child registered at the school receives a broad, balanced and thorough education, in line with the requirements of the National Curriculum.

The Governing Body will ensure that each child has equal access to all areas of education and that education will be provided within surroundings complying with current Health and Safety regulations.

The Governing Body will continue to ensure that Ysgol Bodfari maintains excellent standards in the delivery of a good, sound and meaningful education for each child.

Extra-Curricular Activities

We provide a range of extra-curricular activities, sometimes at lunchtime and sometimes after school, for example, football, first aid, games (board games and outdoor games), gardening, STEM Club, Book Club and Busy Bods After-School Club.



After-School clubs are run under the umbrella of Busy Bods After-School Club from Monday to Friday from 15:10 to 17:30 and this includes some outdoor activities. Some special activities, such as French Club may be run as part of the Busy Bods provision, with support from school teaching staff. Details of special activities including cost, will be published via our newsletter and website.

There is an opportunity for children with an interest in music to receive piano / singing / guitar / drum lessons from our peripatetic instrumental teachers. This service is run by the Denbighshire Music Co-operative. There is a charge for these lessons and further details are available from school. Parents/Carers will need to arrange payment directly with the music service.

The school also takes a lively interest in issues such as energy saving and conservation. We belong to the “Welsh Network of Healthy Schools” scheme and have achieved the Green Flag from Eco-schools.

Out of school visits are arranged throughout the year to enrich the children’s knowledge and experiences. These are linked to areas of the curriculum being studied or for personal and social skills. Children are given the opportunity during their time in the Juniors to take part in a 3 day residential outdoor activity course at the Urdd Centre Glan-Ilyn.

Ysgol Bodfari believes in fostering a caring attitude towards less fortunate members of society – during recent years we have supported many charities at a local, national and international level. Charities supported during the past academic years have included Children in Need, Local Defibrillator Cabinet Appeal, Tŷ Gobaith/Hope House, Move a Marathon and Comic Relief.

Healthy Schools and School Meals

We were delighted to achieve the award of Healthy Schools Phase 5 in Summer 2019. One of our aims as a Healthy School is to promote healthy eating. We encourage the children to eat fruit as a snack during morning break. Children are encouraged to bring fruit or healthy snacks into school for their mid-morning break. We ask that parents/carers do not send in nut based products and that grapes are cut into quarters. All nursery and infant children receive free school milk at morning playtime.

School meals are available at lunchtime. Again all our meals are healthy and no reconstituted food is used. Children have the option of a hot meal or a packed lunch.

All pupils in Reception to Year 6 are eligible for Free School Meal.

Children may, of course, bring in their own packed lunches which we encourage parents to make as healthy as possible without fizzy drinks or too many 'treats'. Guidelines for lunchbox safety and hygiene are as follows:

- Lunchboxes should be kept cool – ideally use an insulated lunch box with ice packs or a frozen carton of juice to keep it cool.
- If sandwiches are prepared the night before, they should be stored in a fridge overnight. School does not have refrigeration facilities for pupils' lunch boxes.
- The school kitchen is also unable to heat any food for children that is brought in from home.

Cooled, filtered water is available in school throughout the day. Children bring in their own water bottles which should be taken home for cleaning daily and at the end of each week. Please do not allow your child to bring fizzy drinks into school. **We also ask that fruit juices are only provided for lunchtime as only water is allowed in the classroom.** The children are taught about healthy eating and living through Science & Technology and Health & Wellbeing, including teaching sessions with the Police Education Officer and School Nurse. All children from Reception to Year 6 are offered the flu vaccination from the School Nurse during the Autumn Term. The school has comprehensive Substance Misuse and Food and Fitness Policies which are available on request.

Medical Matters

Parents are asked to provide details of allergies or relevant medical conditions of which the school ought to be aware. Inhalers and Epi-pens can be kept in the school office and the latter administered if training has been received.

Administration of Medicine Forms must be completed in line with our Managing Healthcare Needs Policy, for prescribed medication only. We cannot administer over the counter medication to pupils. Please see Managing Healthcare Needs Policy for further information or ask for information from school staff.

It is possible that your child might become ill or have an accident during the day. First-aiders will administer first aid for minor injuries. For anything else, a member of staff will contact you and ask you to collect your child. It is important to provide the telephone number of a relative/close family friend who can be contacted if you are not available. If hospital treatment is needed, parental consent is needed. **It is essential that we have the telephone number of your home, your mobile and place of work, so that contact can be made immediately in case of emergency.** We request that all parents update a "Parental Information" form every Autumn to keep our records up to date and **that any changes during the school year are notified immediately to the school.**

Where medication is prescribed to be taken in frequencies which allow the daily course of medicine to be administered at home, parents/carers should seek to do so, eg, before and after school and in the evening. There may be instances where this is not possible. In this instance parents/carers will need to complete a medication consent form which is available from the member of staff responsible for First Aid. We only accept medication in the following condition as per national guidance. Medication must:

- Be in date
- Have contents correctly and clearly labelled
- Be labelled with pupil's name
- Be accompanied with written instructions for administration, dosage, frequency and storage
- Be in its original container/packaging as dispensed by the pharmacist (with the exception of insulin. Asthma inhalers and spacers must have the label attached to the inhaler).

It is the parents'/carers' responsibility to bring their child's medication to school. This will be discussed and reflected in the consent form. Medication will only be returned to the parent/carer.

The school doctor, nurse, and dentist may visit the school from time to time to examine the children. You will be notified if your child is due for an examination. Occasionally you may be requested to attend during an examination.

Mrs. Jones, Miss A.Threlfall and Miss S. Threlfall are fully qualified First-Aiders, and other members of staff have completed basic First Aid training courses. The school is equipped with First Aid kits and a defibrillator and staff have been trained to use the defibrillator.

Home/School Agreement

Good education relies on a partnership between parents, pupils and the school. We ask that parents and pupils sign our Home School Agreement when they join the school and this may be reviewed during their time in the school. This defines some of these relationships and responsibilities and asks school, parents and pupils to agree to uphold the main responsibilities, ie:

- Attendance
- Timekeeping
- Attending parent / teacher meetings
- Support with policies, behaviour guidelines and homework
- Providing up to date contact details
- Liaise with school with any concerns.

Safety and Security

During school hours the buildings are secure. The main door has security locks fitted preventing access from the outside, whilst allowing pupils and staff to leave the building quickly in an emergency. The rear door is locked except for access; it opens into the playground. The main gate is kept closed during the school day and security fencing has been fitted around the side of the school to prevent access to the playground. Pupils are handed over to school staff at the main entrance in the morning and marked as present on the 'Breakfast Club / Onsite Register'.

Out of school hours the property is protected by an alarm system and CCTV.

Fire (evacuation) and invacuation drills are held every term. The children are well aware of the procedures should they hear the fire alarm. Fire Safety improvement works were carried out during summer 2019. The Health and Safety Committee of the Governing Body carries out an annual health and safety review of risk assessments for activities both in and out of school. Accidents or Incidents are recorded on the Denbighshire County Council Incident Reporting system. A copy of our Health and Safety Policy is available from school.

Toilet Facilities

Toilet facilities are good and the toilets were refurbished in Summer 2017. The toilets are cleaned on a daily basis and children are encouraged to report any issues. Hand sanitisers are provided close to toilet entrances. The Governing Body Health and Safety Committee check the facilities on a termly basis.

Homework

Homework is given to junior pupils if required. Key Stage Pupils are all provided with reading material that is in line with their reading ability from our reading scheme of books. Pupils are expected to read these at home with an adult on a regular basis. Staff will also read this material with the pupil during the school week. In addition, Key Stage 2 pupils take reading material home from a wide selection in our library. They are expected to do this independently and sign books out and back in. They may change books when ready. They do have a home reading diary which we ask them to fill in with each new book. Pupils in Key Stage 2 are also provided with a spelling list most weeks and we encourage them to learn and apply these spellings at home ready for an in-class assessment of these spelling the following week. In addition to these activities based on work they are doing in class (maths, language or topic) may be set as appropriate. We believe that homework should be purposeful so do not set additional tasks as a matter of course.

Foundation Learning pupils take reading books home on a regular basis and homework is set as and when necessary and appropriate. When they are ready they will be given spellings to learn at home and these are also posted on our Seesaw Learning Platform.

Reception children take Jolly Phonics sound sheets home initially and then, once they are ready, they will take home a reading book on a regular basis.

Parents are asked to support the school's homework policy by:

- Making sure that the homework is completed by the child and that homework diaries are kept up to date and signed regularly.
- Recording the pages read in your child's reading record book and initialling it each time you hear him/her read.
- Noting any comments you may have in your child's reading record book.
- Making sure that books are returned to school promptly and are not damaged or lost.

National Curriculum Assessments

At the beginning of a new school year pupils from Year 2 – 6 are required to complete assessments in areas such as reading, spelling and numeracy. This is to help ensure pupils are supported and/or challenged as appropriate in class. As part of the Statutory National Literacy and Numeracy Framework, all children from Year 2 to Year 6 take online statutory reading and numeracy assessments

in the summer term and the results of these assessments are reported to parents.

Pupils are assessed continually throughout their time in the school.

Transfer to Secondary School

At the end of Key Stage 2 (Year 6) the children will transfer to Secondary School. Children, who wish to continue their education through the medium of English, usually transfer to Denbigh High School, although some of our children do transfer to St Brigid's Secondary in Denbigh or Ysgol Brynhyfryd in Ruthin, according to parental preference. You will be advised of transport arrangements by the Local Authority and/or High School, once you have decided which High School you would like your child to attend.

Good lines of communication exist between the school and its associated High Schools and other schools who are also feeder schools for Denbigh High School. In their final term at Ysgol Bodfari Year 6 pupils are given a number of opportunities to "get to know" their new schools:

- The children will spend two to three full days at their new school.
- Parents will be given an opportunity to visit the new school and speak to staff.

Our Year 5 and 6 children meet up with similar aged children from other small schools in the area so they 'get to know' more children before they transfer. The High School also arranges 'transition events' when pupils from Years 2, 4, 5 and 6 can spend time at the High School taking part in a range of activities.

Matters of Concern - The Complaints Procedure

It is important to us that the children, parents and staff in our school are happy and that we are able to talk and listen to each other. If you have any issues or concerns which you would like to discuss please do not hesitate to contact your child's class teacher in the first instance.

If necessary you may then wish to discuss the matter with the Headteacher.

It is hoped that these first steps will deal satisfactorily with the issue. However, if the matter is not resolved at this stage, the Complaints Policy will inform you of next steps to be taken and is available on request or via the school website.

Charging Policy

The Education Reform Act (Section 110) states that all schools must have a charging policy in place for educational visits outside school and certain functions in school during school hours. As a school we look for opportunities to enrich the curriculum whereby we take children out into the environment or have visitors to school who can provide special expertise. Unfortunately, these often cost money. Parents are not obliged to pay for these visits, but obviously these activities cannot be funded without parental contributions. Contributions are only requested for activities which could not take place without parental support. Parents or carers are not required to meet the cost of these activities if they are unable to do so. No child will be excluded from activities if their parents / carers are unable to make a contribution.

Fund Raising

At Ysgol Bodfari we have a range of fund-raising events throughout the year. Some of the proceeds go to charity as with the collection from our 2022 Christmas concert where proceeds were donated to Shelter Homeless Charity on behalf of the school and St Stephen's Church. Other fundraising events, such as film nights, Winter and Summer fairs, are organised by school staff. Money from these events goes into our School Fund and is used to purchase things we would otherwise be unable to afford and to subsidise school trips and enrichment activities in school. In summer 2015 parents raised money towards the defibrillator through a sponsored walk and in 2016 and 2018 Friends of Ysgol Bodfari provided ICT equipment to the school. Please try to support our fundraising events – your children reap the benefits of this hard work.

Breakfast Club

At Ysgol Bodfari we have a free breakfast club which is open from 08:00 every morning. Children are offered a wide choice of healthy cereals, juice, fruit, yoghurt and toast. If you wish your child to attend, simply fill in a registration form, which is available from Mrs. Louisa Jones (Breakfast Club Supervisor).

Busy Bods at Ysgol Bodfari

Our Playgroup and After-School Club run every day from Monday to Friday. The After-School Club runs from 15:10 to 17:30. In 2017 we introduced a Holiday Club during the summer holidays and ran an Easter Holiday Club during part of the Easter 2018 break. We have continued to provide Holiday care during part of the Easter and Summer holidays since then. For further details please see Mrs. Louisa Jones, Busy Bods Childcare Leader.



School Uniform

Our school uniform is

- Red knit jumper/cardigan
- Grey cotton/nylon trousers/shorts/skirt/pinafore
- Red and white checked summer dress
- White shirt/blouse
- Black/grey striped tie
- Sensible shoes – preferably black (not trainers)
- PE – red T-shirt, black shorts, suitable footwear (plimssoles / trainers)

Other items are available with the school logo, eg, waterproof jackets, caps rucksacks. School Uniform can be purchased online from the Shopkeep Easy Online Shop at www.shopkeepeasy.com. Uniform is also stocked by School Shop Direct online at www.schoolshopdirect.co.uk and at their outlet in Denbigh. Ties can be purchased directly from the school office and payment made via Parent Pay.

For reasons of Health and Safety children are not allowed to wear jewellery other than a watch to school. Small stud earrings may be worn if they cannot be removed.

Term Dates

2024 - 2025

Autumn Term 2024

Staff Training Day 1 - Monday 2nd September

Staff Training Day 2 – Tuesday 3rd September

School opens for pupils – Wednesday 4th September

Half Term Close – Friday 25th October

School re-opens – Monday 4th November

School closes for Christmas – Thursday 19th December

Staff Training Day 3 – Friday 20th December (Twilights)

Spring Term 2025

Staff Training Day 4 – Monday 6th January

School opens for pupils – Tuesday 7th January

Half Term Close – Friday 21st February

School re-opens – Monday 3rd March

Staff Training Day 5 – Friday 28th March

School closes for Easter – Friday 11th April

Summer Term 2025

School opens for pupils – Monday 28th April

May Day Bank Holiday – Monday 5th May - CLOSED

Half Term Close – Friday 23rd May

School re-opens – Monday 2nd June

School closes for Summer – Friday 18th July

Staff Training Day 6 – Monday 21st July



Check List for Parents

- School starts at 09:00 and finishes at 15:10 (Infants) or 15:15 (Juniors).
- Breakfast club starts at 08:00 and is open to children in Nursery upwards.
Please do not drop your children off before 08:00. Playgroup children can be handed over to Busy Bods staff, from 11:30 at the main door. Busy Bods After-School Club runs from 15:10 until 17:30 and bookings should be made in advance at the beginning of each week.
- From 08:45 children will be supervised on the playground (weather permitting) or in the hall/ classrooms and should be handed over to staff at the main door.
- Parents are asked to wait for their children outside the main door at the end of the day. **Please do not let young children play on the grass, climb on the walls or ring the school bell while they are waiting for older siblings.**
- Absences from school should be reported, **by telephone**, on the first day of absence by 09:15.
- Our Attendance Policy states that no term time holidays should be approved so absences for holidays will not be authorised by the school, unless there are exceptional circumstances.
- The school **MUST** have at least two up to date telephone numbers to contact in case of emergency. **Please inform the school immediately of any new contact numbers.**
- All items of clothing should be clearly marked with the child's name.
- Items of jewellery should not be worn in the interest of health and safety.
- Names should be on lunchboxes. Glass bottles, cans or fizzy drinks are not allowed in lunchboxes. Water bottles may be brought into school and re-filled as required. **Please ensure that fruit juices are only provided for lunchtime as only water is allowed in the classroom.**
- Milk is provided for all infant children and all children may bring a healthy snack into school for morning break. Fruit should be cut up at home ready to eat and grapes should be cut in quarters. **Please do not send in nut based products.**
- Club/trip money, etc should be paid via Parent Pay. In line with Denbighshire County Council policy, **payments must be made in advance** at the beginning of each week.
- Permission must be given by parents/guardians for any pupil to go on a school trip.
- A Home/School Agreement should be signed when a child starts in Reception.
- Parents are encouraged to involve themselves in the life of the school.
- We encourage parents to approach us with any concerns. If parents wish to speak to any member of staff we will arrange a mutually convenient time to speak as soon as possible.

Thank you