

HANDBOOK

2025 - 2026

'STEP FORWARD TOGETHER'





'step forward together'
2025-2026



CONTENTS

CONTENTS	1
SCHOOL DETAILS	2
HEADTEACHER	3
VALUES	4
SCHOOL STAFF	5
THE GOVERNING BODY	6
SCHOOL ADMISSION POLICY • TRAVELLING & PARKING	7
SCHOOL BUS TIMETABLE • SCHOOL HOURS	7
SCHOOL WEBSITE • SCHOOL UNIFORM • PHYSICAL EDUCATION	8
ATTENDANCE AND PUNCTUALITY • LEAVING THE SCHOOL PREMISES	9
SCHOOL DAY ARRANGEMENTS	10
SCHOOL DINNER • PACKED LUNCH • BREAKTIME SNACK	11
WATER • PASTORAL CARE	11
MAINTAIN GOOD BEHAVIOUR & DISCIPLINE	12
SAFETY • SUPERVISION • SEVERE WEATHER	13
EQUAL OPPORTUNITY	13
DISABLED PUPILS • ADDITIONAL LEARNING NEEDS	14-15
LANGUAGE POLICY	15
SCHOOL CURRICULUM	16
CURRICULUM FOR WALES	17
MUSIC • RELATIONSHIPS & SEXUALITY EDUCATION	18
HOME SCHOOL AGREEMENT • HOMEWORK	19
EXTRA CURRICULAR ACTIVITIES	19
VISITS • CHARGING FOR ACTIVITIES	19
SCHOOL COUNCIL • ECO SCHOOL & HEALTHY SCHOOL	20
PARENTS TEACHERS ASSOCIATION	20
THE COMPLIANT PROCEDURE	20
CHILD PROTECTION GUIDELINES	20
CONCERNS ABOUT A PUPIL • CHILDREN IN CARE	21
STATEMENT ON SMOKING • DOGS ON THE SCHOOL GROUNDS	21
SCHOOL HOLIDAYS	22
PRIVACY NOTICE	23-25



'step forward together'
2025 - 2026



YSGOL BRO LLIFON HANDBOOK

SCHOOL NAME AND ADDRESS

Ysgol Bro Llifon,

Y Groeslon,
Caernarfon,
Gwynedd.
LL54 7DT

Tel No: 01286 831 033

Headteacher e-mail: pennaeth@brollifon.ysgoliongwynedd.cymru

School support officer: swyddfa@brollifon.ysgoliongwynedd.cymru



Website/web: www.ysgolbrollifon.cymru

'step forward together'
2025 - 2026

HEADTEACHER

Mrs Swyn Maelor

Dear parent/guardian,

Welcome to **Ysgol Bro Llifon**. Following establishing the school in September 2015, we provide education for pupils aged 3-11 and serve three rural communities, namely Y Fron, Carmel and Y Groeslon. We have a team that works together for a purpose namely collaborating to create a school where children walk through its doors as happy, safe and creative children according to their individual abilities.

The school's motto '**Camu 'mlaen gyda'n gilydd**' (*Step forward together*) summarises the vision of the school's aim of coming together as a team to collaborate and to move forward together. The school is proud of its happy and supportive ethos and the strong bond of friendship that permeates throughout the school. Our vision at **Bro Llifon** has now developed to step forward together to motivate and inspire our pupils to be ambitious, ready to take risks, show respect and morality and to grow into healthy individuals.

We ensure that the voice and wellbeing of the child is at the centre of everything we do, and we consider you, the parents and guardians of our pupils to be a key element of the team and we look forward to working with you and to step forward with you over the next few years.

By working together, we trust that your child's time with us will be industrious, interesting and memorable, sociably and educationally.

Read on for more information or contact me if you need further information.

S. Maelor

Swyn Maelor (Headteacher)



'step forward together'
2025 - 2026



'step forward together'
2025-2026

OUR VALUES AND THEIR BEHAVIOUR

Values

Happiness, socialising, and good friends, with learning experiences encouraging our learners.

Respect, honesty and prepared to help others

Health, safety, and fitness

Effort and a willingness to improve

Ambitious, ready for a challenge and not afraid to make mistakes

Independent and able to solve problems

Being creative

Confident

Wales and the community

The environment and planet

Behaviour

The school's ethos permeates through every class, we work as one family in the school and ensure that happiness is at the core of everything. We encourage the children to socialise and be true friends, ensuring that they support each other.

We are honest and open as we work, and we respect everyone's opinions and feelings. We believe that all pupils are treated equally, and we understand that everyone in the school is unique - Learners and families, staff and stakeholders.

We understand that there is a link between taking care of the body and the mind. We listen and take action to ensure that everyone in the school feels safe and that everyone's voice is heard. We show empathy, care and concern for everyone's well-being.

We understand that everyone makes mistakes and that this makes us better learners. With effort and a willingness to improve, we understand that we can succeed in every aspect of school life.

We support each other in the school, as learners and staff, to break new ground, to venture when faced with challenges, and to learn from our successes and failures.

When working together, we want to encourage the children to be able to acquire lifelong skills independently, ensuring that they are ready to face and solve problems in the wider world.

Using the imagination and being creative can open the door to all kinds of wonders in the world around us. We encourage and give children opportunities to be creative with their minds in all aspects of the school's work.

We support each other in the school as learners and staff to be confident and proud of ourselves, encouraging self-esteem and welcoming challenges and persevering to reach our goals.

We celebrate the language and culture of Wales in all aspects of our work. We play a full part in the life of our community and the community plays a full part in the life of the school. We celebrate and protect our heritage and want the pupils to understand that they have a valuable contribution to society.

Looking after the local environment and beyond ensures a planet that is sustainable for the future. Teaching pupils about the natural world is essential for them to understand the human impact on the balance of global health.

SCHOOL STAFF

1. School Staf

Mrs Swyn Maelor Owen	Headteacher
Mr Einion Evans	Deputy
Mrs G Jones	Year 4 and 5 Teacher
Miss Lowri Idris Jones	Year 5 and 6 Teacher
Mr Aled Einion Evans	Year 3 and 4 Teacher
Mrs Llio Pughs	Year 1 and 2 Teacher
Mrs Gwawr Britton	Year 1 and ReceptionTeacher
Miss Sioned Piercy	Nursery Teacher

2. Assistants

Ms Gwenda Topliss	Foundation Phase Assistant
Mrs Elin Vaughan Williams	Foundation Phase Assistant
Mrs Nichola Jones	Teaching Assistant
Miss Cara Williams	Teaching Assistant
Mrs Lisa Owen	Special Educational Needs Assistant
Mrs Ann Jones	Special Educational Needs Assistant

3. Secretary

Mrs Dilys Ann Jones

4. Peripatetic Music Teachers

Ms Rebecca Bateson	Flute / Clarinet
Mr Neil Williams	Guitar
Mr Urien Huws	Brass

5. Support Staff

Mrs Alwena Roberts	Caretaker and Cleaner
Mrs Bethan Pritchard	Cleaner
Miss Pauline Williams	Cleaner
Mrs Gwenda Williams	Cook
Mrs Tracy Hornby	Kitchen Staff
Mrs Abigail Hughes	Kitchen Staff
Mrs Bethan Pritchard	Mid-day supervisor
Ms Alison Childes	Mid-day Supervisor - Breakfast Club Cook
Mrs Elin Williams	Breakfast Club Supervisor
Miss Pauline Williams	Breakfast Club Supervisor
Mrs Bethan Pritchard	Breakfast Club Supervisor



'step forward together'
2025-2026



THE GOVERNING BODY

Ysgol Bro Llifon is very fortunate to have a committed and hard-working Governing Body. Governors are legally responsible for the school's general management. The purpose of the governing Body is to advise, provide information and support the Headteacher and school staff. The full governing body meet at least once a term and regular sub-committee meetings are held to discuss aspects of staffing, finance, special education, curriculum and buildings.

Governors are appointed to assist:-

1. To decide what is taught
2. To moderate the children's behaviour
3. To interview and appoint staff.
4. To decide on how the budget will be spent.

Governors are:-

1. Parents
2. Teachers
3. Local council representatives
4. Community Representatives

A parent governor has:-

1. A child at the school.
2. Is elected by the parents of pupils who attend the school.
3. Serve like every other governor for a 4 year period.

A parent governor is key to voicing the parents opinion to the entire body, but they can discuss as individuals. They have equal status and the right to cast a vote. You as parents will elect 3 parent governors for a 4 year period.

THE GOVERNORS

Name	Govenors Catagory	End of Term
Cyng Arwyn Herald Roberts	LEA	Sept 2027
Cyng Llio Elenid Owen	LEA	Sept 2027
Claire Burgess	Community	
Robat Jones	Community	Oct 2027
Delyth Jennings	Parent	Jan 2028
Swyn Angharad	Parent	Oct 2025
Sara Edwards	Parent	Oct 2025
Ceri Wyn Hughes	Parent	
Einion Evans	Teaching Staff	Oct 2025
Ann Jones	Ancillary Staff	Oct 2027
Swyn Maelor	Headteacher	Duration of Office

If you need to discuss any issue with the Governing Bodyk, please contact the Chair or Clerk.

Chair: Sara Edwards
e-mail: kaspereksara@yahoo.co.uk

Clerk: Eleri Ann Jones
e-mail: eleriannjones@hotmail.co.uk

SCHOOL ADMISSIONS POLICY

Pupils are admitted to the school in compliance with the LEA's Admissions Policy. In compliance with that policy, Nursery class pupils are admitted part-time (afternoon) to the school in September following their 3rd birthday. Reception class pupils are admitted to school full-time in the September following their 4th birthday.

To apply for a place at the school, applications must therefore be made to Gwynedd Council via the school before February 1st every year. The appropriate forms will be available at the school or from the Education Office.

Further information is available on Gwynedd Council website, www.gwynedd.gov.uk.

Likewise, the LEA's Admissions Policy is followed to transfer senior pupils from one school to another. The 11 year old pupils transfer Ysgol Dyffryn Nantlle. There are strong links with the Secondary School and the pupils have an opportunity to visit the school before transferring.

It is usual for pupils who transfer to Key Stage 2 without being able to speak Welsh to attend the Language Unit at Maesincla for a term.

TRAVELLING AND PARKING

Many children in Y Groeslon walk to school and they will need to use the pathway leading to the central playground. For those children who travel by car and need to be escorted to the playground gate, the parents are asked to park in the designated parking ground. There is however, a dropping off point outside the main entrance but it is emphasised that this is only a dropping off point and parking is not allowed. There is also a parking spot for the school bus outside the main entrance. Vehicles should be carefully driven and with caution by the school site at all times. The same arrangement will apply at the end of the day.

SCHOOL BUS TIMETABLE

FRON - CARMEL - YSGOL BRO LLIFON 482 - Carmel Travel 01286 881472

Fron	0815	Ysgol Bro Llifon	1510
Gardd Y Coleg	0820	Maes Hyfryd	1515
Capel Pisgah	0822	Adwy'r Mynydd	1517
Adwy'r Mynydd	0825	Gardd Y Coleg	1520
Maes Hyfryd	0827	Capel Pisgah	1523
Ysgol Bro Llifon	0830	Fron	1530

SCHOOL HOURS

Morning:	9.00-12.00
Play Time:	10.30-10.45 - Foundation Phase 10.45-11.00 KS2
Dinner Time	12.00-1.00 (12.15- 1.00 - KS2)
Afternoon:	1.00- 3.00 (Foundation Phase and Key Stage 2)
Play Time	2.15-2.30 Foundation Phase only
School closes	3.00 for everybody

Pupil supervision will start 10 minutes at the start of the day at 8.50a.m and at the end of the day between 3.00 - 3.10 p.m. Details are disseminated on activities and holidays for the parents at the start of each term.



'step forward together'
2025 - 2026



SCHOOL WEBSITE

Here is a place for you to gather information on the latest details on school arrangements and events. Enjoy browsing through the website.

www.ysgolbrollifon.cymru

Contact arrangements

We use the system '**Teachers2Parents**' to send e-mail and letters also to send messages about the school to parents through text messages. The system enables the school to:

- contact parents at short notice,
- be part of the Green School campaign - reduce paper workload,
- praise a pupil.
Remember to immediately notify us of a change of address or phone number, as well as emergency contact numbers.
- We often give their children letters to hand over to parents e.g. permission to go on a trip, important dates on term activities, PTA events etc.

SCHOOL UNIFORM

An official uniform is worn at this school. The pupils are encouraged to wear a navy blue polo shirt with a red sweatshirt containing the school logo and a grey coloured trousers or skirt and black shoes. In the Summer, wearing short grey trousers or gingham red frock is allowed. The pupils are expected to wear clean and smart clothing at all times. Pupils are discouraged from wearing sports trousers nor jeans.

Wearing of ear-rings is prohibited at the school except for 'studs'. Please label your child's name on every item of clothing.

Orders can be placed for the school uniform on 'Brodwaith' website or a school dress shop 'Orchid Fashion' at Caernarfon.

Physical Education

Black shorts and white t shirt.

ATTENDANCE AND PUNCTUALITY

- i) At **Ysgol Bro Llifon**, we consider attendance and punctuality to be extremely important so that your child/children can benefit fully from school education and school life. It is important that the children arrive here regularly before 9.00 a.m. in order to commence punctually on exciting day.
- ii) Regular school attendance has always been important. Otherwise, the teachers and school's efforts will be in vain.
- iii) Parents have a legal duty to regularly send their children to school. Parents who fail to comply may face prosecution.
- iv) Parents also have a responsibility to ensure that their children arrive in school on time, tidy, and in a state to learn.
- v) Parents have a responsibility to notify the school of their child's absence as soon as possible; and to provide any additional information if required. If that occurs, please:
 - make a phone call to the school before 9.15am on the first day of absence outlining the reasons for their child's absence. A message can also be left on the answer machine or write a short explanatory note for the absence please.
 - If parents do not notify the school, we will telephone the parents for an explanation. The school has to receive an explanation in all instances
- vi) The County's Welfare Officer will notify the LEA when a pupil's irregular attendance gives cause for concern and will make further enquiries.
- vii) Only the school, in a legal context, can approve absences. Absences fall under two categories - **AUTHORIZED AND UNAUTHORIZED**. An absence cannot be authorized unless you contact the school. The following fall under the category of **AUTHORIZED ABSENCES** - illness, medical or dental appointments, and attending a festival celebrating a religion followed by pupils parents. The following are examples of **UNAUTHORIZED ABSENCES** - shopping during school hours, domestic duties, stay at home to look after, extended holidays taken during school term.
 - Parents who arrange holidays during the school term should take the school calendar into account, and the consequences for the child. An authorization form can be obtained from the head teacher. No more than 10 days holidays can be taken in every school year.
 - The register is closed at 9.15 a.m. and at 1.15 p.m.
 - If for medical reasons, the pupil wishes to be excused from PE lessons/games/swimming, he/she must receive a note from his parent (for a short period) or a medical certificate (for an extended period or permanently).
 - If for any reason, you do not notify the school of any absence before 9.30, the secretary will contact you.
 - The school follows National Guidelines on infection control.

LEAVING THE SCHOOL PREMISES

No pupil is allowed to leave the school premises during school hours, unless he/she receives official permission. Parents should seek permission through sending a letter to the headteacher.



'step forward together'
2025 - 2026



SCHOOL DAY ARRANGEMENTS

ARRIVAL AT THE SCHOOL

The school officially accepts responsibility for the children at 8.50 a.m. and children should not arrive at the school before then unless they attend the Breakfast Club.

The children are expected to use the gate that leads to the school playground.

BREAKFAST CLUB

A **Pre-School Care Club** is held between 8.00-8.30am and a **Free Breakfast Club** (*free of charge*) at **Ysgol Bro Llifon**.

On-line registration is essential if your child attends the **Pre-School Care Club and Breakfast Club** (*free of charge*)

The **Pre-School Care Club** must be paid for on-line: £1 per day. Create an account on Gwynedd website www.gwynedd.gov.uk

LEAVING SCHOOL

The parents should meet the children at the school gate and the teachers will escort them safely. Should a parent be late arriving to collect a child, the teacher will safely escort him/her to the classroom. Parents who arrive late to collect their child are asked to do so through entering the school's main entrance.

Of course, a Foundation Phase pupil is not allowed to leave the school grounds without permission and unless there is an adult to collect him/her. Remember to inform us at the school, as well your child, if there is any change in the usual arrangements for collecting children from the school.

If your child attends the Junior department, we ask you, as parents, to complete a form authorizing a child to walk home.

The bus will depart to the village of Carmel and y Fron at 3.10 and drop off the children at the designated bus shelters (details: Travelling and Parking.)

A child cannot be given permission to leave the school early unless a written request is received.

SCHOOL DINNER

All primary school children in Gwynedd will receive free school meals. Every pupil is encouraged to take school meals and the food provided is balanced and nutritious. If your child is allergic to different kinds of food, the information should be contained on your child's admissions form or through contacting the Headteacher.

During the lunch hour, all the children are supervised in the hall.

PACKED LUNCH

To promote healthy eating and look after teeth, we kindly ask that you support the 'Healthy School' campaign when preparing your child's packed lunch.

We suggest two sweet items e.g. yoghurt and biscuit/cake and not give sweets, chocolate nor fizzy drinks, water only please.

BREAKTIME SNACK

Only fruits are allowed during break time.

WATER

The school recognizes the importance of drinking plenty of water during the day. The children are encouraged to bring a small plastic bottle of plain tasteless water to school daily. Fruit flavoured drinks are **Not Allowed**. They keep their bottle nearby all the time whilst working and there is a water fountain in the corridor for children to re-fill their bottles.

PASTORAL CARE

Every child is placed in the care of a designated teacher, but the entire staff take responsibility for all pupils well-being.

Ysgol Bro Llifon encourages pupils to be self-disciplined, responsible and to behave respectfully and courteously at all times.



'step forward together'
2025 - 2026



MAINTAIN GOOD BEHAVIOUR AND DISCIPLINE

Every pupil is expected to contribute towards creating a civilized community at the school through adhering to the school's code of conduct namely:

- i) show respect towards everybody and everything.
- ii) Be ready and responsible
- iii) Stay safe.

The school promotes good behaviour because this will promote an ethos of respect, happiness, safety and co-operation.

The disciplinary arrangements are based on a policy of commendation and praising the desired conduct. The school promotes Webster Stratton and pivotal good behaviour principles. This is achieved through commending, congratulating pupils, celebrating success, giving out certificates and displaying good work.

Any sanction imposed will be reasonable and proportionate in accordance with LEA guidelines.

The school implements a behaviour and discipline policy. The disciplinary procedure is based on a policy where every teacher is responsible for behaviour in his/her own classroom, but if required, a pupil can be sent to see the Deputy or Headteacher.

When a child's misbehaviour persists, disrupting the natural running of the school, we deliberate over and impose the ultimate sanction of excluding a child, in accordance with LEA guidelines.

Pupils are asked not to bring personal items to school e.g. toys, technological equipment and jewellery.

Anti-Bullying Policy

The school seeks to educate the pupils to discriminate between day to day quarrels between friends and peers, and bullying. Bullying is a wilful and threatening act that is a misuse of power. No kind of bullying is tolerated at the school. If bullying occurs, then the matter will be addressed in compliance with the Anti-Bullying Policy.

The school implements a Policy on Reasonable Force to be implemented by staff under particular circumstances to maintain an acceptable level of safety.

SAFETY

The school regularly reviews health and safety arrangements for pupils and staff. All possible care is taken for the children's safety whilst they are in school. If a child is ill or is involved in an accident, the parents are immediately contacted if the emergency services needed to be contacted to transport the child to Ysbyty Gwynedd. We record accidents and send information to the home. Parents are encouraged to ask their family doctor whether it is possible to time the doses of medication to take outside normal school hours. Wherever possible, parents of pupils who require medication during school hours should attend school to provide the medication for their children. Medication is only given in exceptional - on receiving written instructions (a form at the school) from a parent in accordance with the School's Policy. If your child has any medical needs, an individual health form should be completed. The school will call on a school Nurse to draw up a medical plan as and when required.

All visitors must ring the bell by the main entrance before gaining access to the rest of the school and they will be expected to log in and out of the building and wear an identification badge. The school has a burglar alarm system linked to the police station, and termly 'fire drills' are held. The large playground is the assembly point.

If the school was forced to close in an emergency, the staff would do their utmost to directly contact you. It is therefore essential that you inform the school if your contact details such as telephone change.

Everybody's co-operation is sought in the interests of the pupils safety.

SUPERVISION

The pupils are supervised by the teachers and assistants before the start of the school day (8.50-9.00) at the end of the afternoon (3.00) and during the morning and afternoon break. During lunch time, pupils are supervised by two supervisors and assistants. During severe weather, they supervise in their classes.

SEVERE WEATHER

Every effort is made to keep the school open. The school will notify you via the

EQUAL OPPORTUNITY

In compliance with the 2019 Equality Act, the school is committed to promote equal opportunities, to promoting good contacts between members of different racial, cultural and religious groups, and eliminate illegal racial or sexual discrimination.

The school has a range of policies related to promoting inclusion of different pupils.



'step forward together'
2025-2026



DISABLED PUPILS

The school plan provides easy access for disabled pupils and parents. Special arrangements are made between the school and the home when a pupil who has disabilities or ALN starts at the school. Contact the Headteacher for further details.

Equally sensitive, pastoral and academic support is provided for disabled pupils within the school's usual framework.

ADDITIONAL LEARNING NEEDS

We follow the system of recording the names of pupils who require additional attention and prepare individualized education plans for them. There is regular contact with agencies involved with children.

The ALN policy has been reviewed.

1. Special Education has been provided for those pupils who required additional attention, following the LEA's list of recommendations.
2. A special education register has been arranged at the school and handouts and screening arrangements established, assessment of the pupils needs, prepare individualized and appropriate education plans (IDP) for them and monitor and review progress in accordance with the list of recommendations.
3. A designated ALN Governor has been appointed to supervise ALN at the school, Mrs. Delyth Jennings. Mr Einion Evans is responsible on behalf of the school.
4. SEN Classroom Assistants have worked with individual pupils and small groups for weekly periods.
5. There will be several visits from Outside Agencies, to supervise the children's development.

Policy on Additional Learning Needs

Special Educational Needs - Assisting the Child.

1. If the teacher is of the opinion that a child has problems, or is very gifted, he/she will find ways to assist the child. The teacher may have a chat with the parents.
2. If the teacher is of the opinion that the child is not making progress, then he/she will discuss the problems with the ALN Co-ordinator - the individual who ensures that the scheme works smoothly at the school. At this school, the Deputy Headteacher is the co-ordinator. Following discussions with the parent, the child may be placed on a special list (ALN register), namely School Action. The school and the parents prepare a special individual scheme of work for the child, called IDP (Individualised Development Plan). That may involve giving the child additional attention. This is a positive step as the school and parents collaborate assist the child. The amount of progress made is scrutinised after a period.
If the problems reduce, the child's name will be removed from the list.
3. If problems persist, the parents and the school may decide to place the child on the next step: This is noted on the list. This implies that the school will write to the LEA asking advice about how to assist the child. As a rule, a Special Needs Advisory Teacher or Educational Psychologist sees the child. This may involve giving the child additional attention. In Forum Action IDP, the and parents again prepare a special Individualised Scheme of work for the child. Progress is scrutinised after a period has elapsed. If the child surmounts the problems, the child could then be returned on School Action

or even taken off the list. This may involve giving the child additional attention. In School Action Plus, the and parents again prepare a special Individualised Scheme of work for the child. Progress is scrutinised after a period has elapsed. If the child surmounts the problems, the child could then be returned on School Action or even taken off the list.

4. The LEA may decide to provide additional support for the pupil whilst on Forum IOS. This provision is regularly reviewed.
5. If all involved feel that a very detailed assessment of the child's difficulties is required, it may be decided to proceed to a Authority IDP. At this stage, the LEA has a very detailed method of information gathering on the child.
6. If the parents agree to the LEA plan, then the pupil is on the Authority IDP. Throughout these stages, the parents are invited to discuss matters with the school providing them with copies of individualized development plans. The objective at all times is that the school and parents collaborate to assist the child. The school's ALN policy can be viewed at the school by request to the Headteacher. If you have any questions, please ask the Headteacher.

LANGUAGE POLICY

General aims

- Nurture a positive approach towards both languages.
- Develop language ability in both languages.
- Nurture interest in various forms of literature.
- Create awareness of the value of the Welsh heritage.

The principal aims of the Foundation Phase activities will be to establish a firm foundation in Welsh for every pupil. As it is at this early stage that a child is most ready to grasp a language, it is important to provide them with various stimulating experiences. We try and promote Welsh for the English monoglot pupils as soon as they start school. In year 1 and 2, the foundations laid for Welsh are built upon, to enable the child to achieve the objective of full bilingualism, in due course. We introduce English when the pupils are ready, usually in Year 2. At KS 2, there will be confirmation and further development of every pupil's Welsh and English, so as to ensure that they can speak, read and write in both languages fluently and confidently when transferring to Secondary school.

Latecomers - Arrangements are made for latecomers to attend the Language Centre at Ysgol Maesincla where there are facilities to introduce specialist intensive courses for learners. The learners will transfer back to primary school within a term.

Language Charter and the Cwricwlwm Cymreig - The school promote the Cwricwlwm Cymreig, ensuring that the pupils have opportunities to develop and apply a knowledge and understanding of cultural, economic, environmental, historical and language features of Wales. As a school, we follow 'Siarter Iaith Gymraeg Ysgolion Cynradd Gwynedd' guidelines and follow the scheme action plan that leads to bronze, silver and gold awards. Subsequently, it is expected that informal conversations held in the classroom and on the playground will be in Welsh. A copy of the Language Policies can be viewed through contacting the Headteacher.



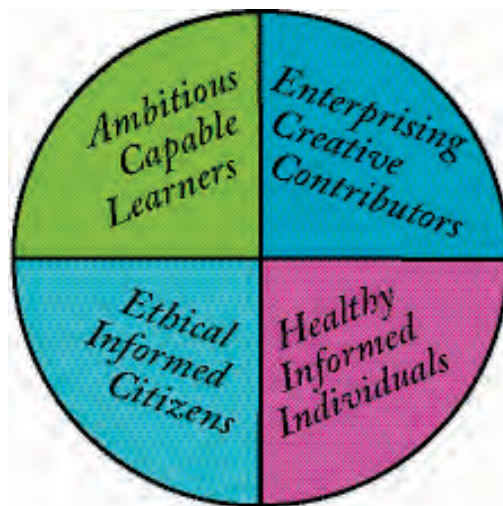
'step forward together'
2025 - 2026



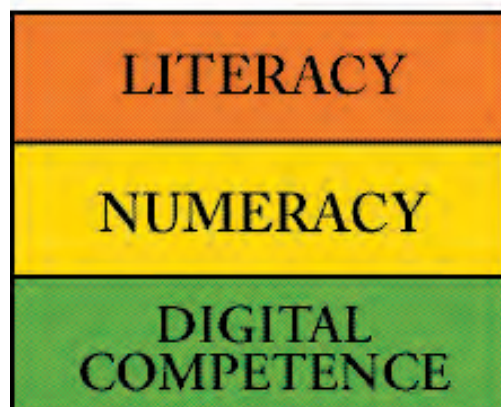
BRO LLIFON CURRICULUM

THE NEW WALES CURRICULUM

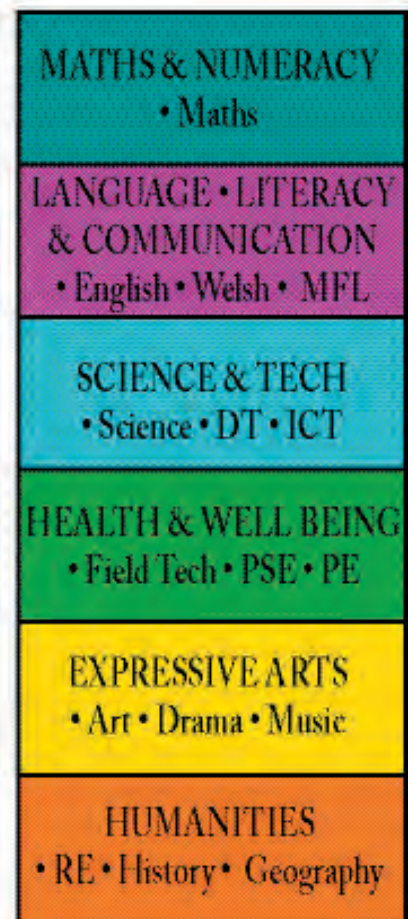
4 CURRICULUM PURPOSES



3 CROSS CURRICULAR SKILLS



6 AREAS OF LEARNING & EXPERIENCE



'step forward together'
2025-2026

CURRICULUM FOR WALES

Curriculum and Assessment

There are four purposes at the heart of the curriculum at **Ysgol Bro Llifon** that support the children to be:-

- ambitious, capable learners ready to learn throughout their lives;
- enterprising, creative contributors, ready to play a full part in life and work;
- ethical, informed citizens of Wales and the world;
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

All the teachers and assistants are to be commended for the quality of provision offered to the pupils at **Ysgol Bro Llifon**.

All work conscientiously to ensure the best education for all our pupils. We track pupils' progress using many strategies. Our aim is to provide the highest quality care and education in a happy, caring, active and safe environment to enable all children, whatever their ability, to achieve their potential. Emphasis is placed on learning the basic skills of literacy and numeracy and the importance of making them relevant and meaningful to the child. It is important to make the children aware of their environment, their community, their country and the world. By using a teaching and learning method which is based on themes, the structure of our curriculum contains six Areas of Learning and Experience.

Each one of these Areas of Learning and Experience make distinct and strong contributions to developing the four purposes of the curriculum. Together, they define the breadth of the curriculum. The wealth of educational experiences form an integral part of the curriculum, to broaden the children's horizons, stimulate their imagination and promote enjoyment in learning.

The six Areas of Learning and Experience are:-

- Expressive arts;
- Health and well-being;
- Humanities (including RE)
- Languages, literacy and communication
- Mathematics and numeracy;
- Science and technology (including computer science).

We provide a curriculum that ensures that every child develops an awareness of Welsh culture and its associated heritage.

Mandatory Curriculum Elements :

- relationships and sexuality education (RSE)
- religion, values and ethics (RVE)
- Welsh
- English - from age 7. Headteachers and providers of funded non-maintained nursery education have discretion over whether and to what extent they introduce English to learners between the ages of 3 and 7. This is to facilitate Welsh language immersion in the early years.

Steps of Progression

There are 'Steps of Progression' within the curriculum -

Progression Step 1 - Nursery and Reception

Progression Step 2 -Years 1, 2 and 3

Progression Step 3 - Years 4,5 and 6



'step forward together'
2025-2026



MUSIC

We provide instrumental lessons in partnership with William Mathias Schools Service. The objective of the partnership is to enable pupils to receive training from specialist tutors during teaching hours.

30 lessons are provided within the school year. The tutors assist with concert rehearsals, examination work and Urdd competitions.

Currently, instrumental lessons on the flute, clarinet and guitar are provided for years 3,4,5 and 6. Vocal work has figured prominently in the lives **Ysgol Bro Llifon** pupils and they have an opportunity to compete at Urdd Eisteddfodau.

The school annually holds Christmas Concerts, where every pupil has an opportunity to appear on stage.

RELATIONSHIPS AND SEXUALITY EDUCATION

RSE has a positive and empowering role in learners' education and plays a vital role in supporting learners to form and maintain a range of relationships, all based on mutual trust and respect which is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. An understanding of sexuality with an emphasis on rights, health, equality and equity empowers learners to understand themselves, take responsibility for their own decisions and behaviours, and form relationships that are fully inclusive, reflecting diversity and promoting respect.

The Welsh Government RSE Code contains the mandatory requirements. The teaching and learning within our whole school RSE programme encompass the mandatory elements outlined within the Code.

Our school has therefore planned and developed a comprehensive, inclusive, developmentally appropriate whole school teaching and learning programme for RSE which conforms with the Code. This policy details our whole school approach to RSE.

Our RSE will support learners to develop the knowledge, skills and values to understand how relationships and sexuality shape their own lives and the lives of others. Learners will be equipped and empowered to seek support on issues relating to RSE and to advocate for themselves and others.

The school will ensure that RSE is embedded in the school's values, rights and moral framework e.g. by showing respect for all learners, staff and the wider community, by celebrating differences, building healthy relationships and inclusion of sexual diversity.

HOME SCHOOL AGREEMENT

The school has a 'Home/School Agreement' that notes the school's expectations as regards the commitment of parents/guardians and pupils to support the school and the school's commitment to collaborate and providing the best service for parents/guardians and pupils.

HOMEWORK

Foundation Phase

- Homework is set occasionally, usually language and maths tasks to support class work

Key Stage 2

Homework is set fortnightly.

The homework can be a

- language / spelling
- mathematics
- and each term a project, fun talk task or creative artwork is set.

Individual reading books will be given weekly to each child. We ask you to record weekly comments in your child's reading log book.

The books will be exchanged on a Friday.

EXTRA-CURRICULAR ACTIVITIES ASSESSMENT

The school has a programme of extra-curricular activities that includes competing at eisteddfodau, performing at concerts and a sports programme.

VISITS

Visits are organized related to the termly themes. The classroom teachers investigate appropriate visits that will enrich effective learning and teaching. Guest speakers are invited to address the children at the school.

CHARGING FOR ACTIVITIES

Every child is entitled to receive free education and this also applies at **Ysgol Bro Llifon**. It is envisaged that some trips will be organized during school hours that are not an essential part of coursework, but from which the pupils will gain benefit. According to the Act, although a school does not have the right to charge for such trips, it is entitled to:

- request a voluntary contribution towards the cost of organizing such a trip
- ask an outside agency to organize the trip

Without such contributions, it is possible that the activity will not be held.

The Headteacher is entitled to cancel an organized activity if low contributions will incur a substantial loss for the school.

The Headteacher has authorization to request payments for the following:

- individual music lessons,
- activities held outside school hours according to the terms of the Act,
- in instances where damage is caused to any section of the school buildings due to pupils behaviour,
- when a pupil loses or damages a school book, equipment or belongings, those of a staff member or another pupil.



'step forward together'
2025 - 2026



SCHOOL COUNCIL

At **Ysgol Bro Llifon**, Years 2-6 classes will have a Class Council and at the beginning of each school year, a vote is held where every Class Council elects two representatives on the School Council. The Class and School Councils provide pupils with an opportunity to express an opinion and work in partnership with Staff and Governors and the community to improve and develop the school for everybody's benefit.

ECO SCHOOL AND HEALTHY SCHOOL

The school participates in Healthy Schools and Eco Schools schemes. This provides pupils with opportunities to recognize the importance of keeping healthy and fitness as well as matters related to conservation, re-cycling and energy saving.

PARENTS TEACHERS ASSOCIATION

The Association has a key role in the school's development and enables us to purchase resources as we arrange various fund-raising activities and social evenings e.g. bingo evening, Summer Fair and disco.

THE COMPLAINT PROCEDURE

Governing Body has adopted a policy on the procedure to follow when school related complaints are received. In all instances, the school should be contacted to make an appointment to discuss a complaint with the Headteacher in the first instance, or contact the Chair of Governors if the complaint is about the Headteacher.

It is emphasised that many complaints can be rapidly and effectively dealt with through informal consideration based on discussions held with the Headteacher. This is the first reasonable step, and the Governing Body will expect this step to have been taken before the complaint is formally lodged in exceptional cases. If you are dissatisfied following a discussion with the Headteacher and a reasonable time-frame to address the dispute has elapsed, then you are advised to contact the Chair of Governors.

Policies

The Governors review the School's policies as and when required at termly meetings. It is a difficult task to summarize the school's policies for the handbook. We have however, included important details here but full access to any School policy can be obtained through contacting the Headteacher.

CHILD PROTECTION GUIDELINES

As part of the child protection procedure, teachers and support staff at this school have a duty to identify signs of possible abuse or negligence and immediately refer their concerns to the designated individuals at the school or Social Services.

Ysgol Bro Llifon fully recognizes its contribution to child protection.

CONCERNS ABOUT A PUPIL

The Designated Child Protection Officers at **Ysgol Bro Llifon** are - **Swyn Maelor**
The co-ordinator from amongst the school's senior management team -

Mr Einion Evans

The co-ordinator from amongst the school's Governors - **Mrs Sara Edwards**

contact person in the LEA is **Bethan Helen Jones**

or through the Child Referrals Team, Social Services

01758704455 (9:00 - 17:00, Monday-Friday)

Out of hours telephone number: **01248 353551**

(at any other time and on a Bank Holiday)

E-mail: **cyfeiriadauplant@gwynedd.gov.uk**

The contact person on the Governors/in the LEA should be contacted if there are child protection allegations linked to the headteacher.

The entire school staff are responsible for child safeguarding and protection of children who attend. If there are concerns about negligence or physical, emotional or sexual abuse, then the staff have an obligation, in accordance with the County's Child Protection Procedure, to discuss the matter with the School's Child Protection Co-ordinator.

The school co-ordinator can consult with professional colleagues as well as relevant agencies such as Health and Social Services. Following discussions, the School co-ordinator may have to officially refer the child to the Social Services Department, in accordance with the county protocol. The Social Services Department decide whether or not action is required. Due to the nature of the allegations, it will not always be possible to discuss the matters with the parents before referring the child. Social Services and the Police are responsible for investigating allegations. The Headteacher is the Child Protection Co-ordinator.

CHILDREN IN CARE

In accordance with the school's policies, the achievement of children who receive care in education is supported and promoted.

The designated person is the Headteacher **Mrs Swyn Maelor 01286 831033**

STATEMENT ON SMOKING

The school is a smoke-free zone. Nobody is allowed to smoke in the building or on the school grounds at any time or whilst looking after children outside the school.

DOGS ON THE SCHOOL GROUNDS

Bringing dogs (except for guide dogs) onto the school grounds when collecting and sending children or to any school organized activities is prohibited.



'step forward together'
2025 - 2026



'step forward together'
2025 - 2026

SCHOOL HOLIDAYS 2025-2026

TERM:

Autumn 2025	1 September 2025 - 19 December 2025
Spring 2026	5 January 2026 - 27 March 2026
Summer 2026	13 April 2026 - 20 July 2026

Pupils will return to school on Wednesday, 3 September

There will be 6 In Service Training days (INSET) during the 2025/26 academic year.

Day 1 - 1st September 2025

Day 2 - 2nd September 2025

Day 3 - 6 to be determined by schools

HOLIDAYS:

27 October 2025	-	31 October 2025	(Half Term)
22 December 2025	-	2 January 2026	(Christmas Holidays)
16 February 2026	-	20 February 2026	(Half Term)
30 March 2026	-	10 April 2026	(Easter Holidays)
4 May 2026			(May Day)
25 May 2026	-	29 May 2026	(Half Term)
21 July 2026	-	31 August 2026	(Summer Holidays)

Number of days on which schools will be open every month:

SEPTEMBER 2025	22
OCTOBER 2025	18
NOVEMBER 2025	20
DECEMBER 2025	15
JANUARY 2026	20
FEBRUARY 2026	15
MARCH 2026	20
APRIL 2026	14
MAY 2026	15
JUNE 2026	22
JULY 2026	14

PRIVACY NOTICE

(How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to share data for statutory inspections and audit purposes

The lawful basis on which we use this information

We collect and use pupil information under:

- The Education (Pupil Information) (Wales) Regulations 2011
- The School Governors' Annual Reports (Wales) Regulations 2011
- The Education (School Performance and Absence Targets)(Wales) Regulations 2011
- The Education (Head Teacher's Report to Parents and Adult Pupils) (Wales) Regulations 2011
- School Teachers Pay and Conditions Act 1991
- National collective agreements between the Council of Local Education Authorities and recognised teachers unions
- Local collective agreements between Gwynedd Education Authority and unions recognised by the Authority for collective bargaining purposes on behalf of school teachers.
- The Protection of Freedoms Act (2012)
- The Data Protection Act (1998)
- Special Educational Needs and Education Tribunals Act (Wales) 2018
- The Government of Maintained Schools (Wales) Regulations 2005
- Social Services and Welfare Act 2014
- Health and Safety at Work, etc. Act, 1974
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Article 6(c) and (e) and Article 9 (g) (GDPR)
- We may also use consent on occasion (eg photographs)



'step forward together'
2025 - 2026



Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

If it is provided on a voluntary basis, we will ask you to provide explicit consent and give you the option to opt out at any time.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is. Retention period is included in the school data protection policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils' attend after leaving us
- our local education authority - Cyngor Gwynedd - Social, Leisure, Transport, Finance, Youth Services

Agencies we commission to deliver services on our behalf :

- Welsh Assembly Government (*via HWB*)
- Examination Boards
- Further Education Colleges
- Bangor University and other Higher Education institutions in Wales and the UK including Universities participating in the Welsh Government SEREN programme
- Cwmni Cynnal
- Police Force and Youth Offending Team
- Health Boards
- Social Services
- Urdd Gobaith Cymru
- Antur Waunfawr (*secure confidential disposal service*)

Relevant Companies that promote educational experiences and administration :

- Urdd Gobaith Cymru
- CAPITA - SIMS
- PIXEL
- School Gateway
- FFTrust
- INCERTS
- Text to parents
- EVOLVE

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Assembly Government (WAG) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Maintained schools:

We are required to share information about our pupils with our local authority (LA) Cyngor Gwynedd and the Welsh Government under : The Education (Pupil Information) (Wales) Regulations 2011

Data collection requirements:

The Education (Pupil Information) (Wales) Regulations 2011

The Education (School Performance and Absence Targets)(Wales) Regulations 2011

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

pennaeth@brollifon.ysgoliongwynedd.cymru/ **Data Protection Officer**

Schools Data Protection Officer

Cyngor Gwynedd Council

Stryd y Castell

Caernarfon

Gwynedd

LL55 1SH

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Swyn Maelor, Ysgol Bro Llifon

pennaeth@brollifon.ysgoliongwynedd.cymru / **Data Protection Officer**

Schools Data Protection Officer

Cyngor Gwynedd Council

Stryd y Castell

Caernarfon

Gwynedd

LL55 1SH



'step forward together'
2025-2026