

**Ysgol Arberth**

**Narberth School**



**NARBERTH**  

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**ARBERTH**

**Narberth School  
Ysgol Arberth**

**Today's learning .... Tomorrow's Talent**

**Dysg heddiw .... Dawn yfory**

**LLAWLYFR/HANDBOOK**

Pennaeth/Headteacher : Mrs Kate Moore, BA, PGCE, NPQH

Heol Jesse  
ARBERTH  
Sir Benfro  
SA67 7FE

Jesse Road  
NARBERTH  
Pembrokeshire  
SA67 7FE

Rhif Ffôn/Telephone : 01834 860776  
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## Datganiad Genhadaeth

**Cydweithiwn i ddarparu amgylchedd diogel, hapus a chroesawgar. Bydd 'dysgu heddiw' yn cael ei ysbrydoli gan addysgu a dysgu o'r safon uchaf ac wrth 'anelu tuag at yfory', creir dysgwyr llwyddiannus ac hyderus, drwy adeiladu ar gryfderau a thalentau pob unigolyn. Datblygir y sgiliau, gwybodaeth a'r agwedd bydd angen a'r blentyn i gyfrannu'n effeithiol er mwyn tyfu'n ddinasyddion cyfrifol y dyfodol.**

## Mission Statement

**Together, we will work to provide a safe, happy and welcoming environment. The 'learning today' will be inspired by a high standard of teaching and learning, and in 'aspiring towards tomorrow' we will create successful and confident learners by building on the strengths and talents of each individual. We will develop the skills, knowledge and attitude a child will need to make an effective contribution and grow into responsible citizens of the future.**

Annwyl Rieni

Croeso i Ysgol Arberth. Gobeithio bydd y Llawlyfr yma o fudd ichi, wrth i'ch plentyn ddechrau ar daith addysg gynradd yn ein hysgol.

Yn ôl Datganiad Cenhadaeth yr Ysgol, bydd holl gymuned yr Ysgol, boed yn Llywodraethwyr, Staff, Plant, Rieni a'r Gymuned ehangach yn cydweithio i sicrhau bydd cyfnod eich plentyn yn yr ysgol hon yn un hapus a llwyddiannus.

**“Dysg heddiw .... Dawn Yfory”**

Teimlaf yn gryf fod yr ysgol yn chwarae rhan allweddol mewn datblygiad plentyn. Drwy teilwra pob agwedd o'u haddysg heddiw, datblygwn unigolion hyderys, ysgogol a bydd yn gallu trosglwyddo'r sgiliau byddwn yn dysgu i bob agwedd o'i bywyd yn y dyfodol. Rhoi'r Sylfaen iddynt adeiladu ar gyfer yfory.

Mae ein hysgol ni yn fan arbennig i blant ddod iddo a dysgu pob dydd. Yma, gwerthfawrogn bob plentyn a'n nod yw sicrhau bod pob plentyn yn cael addysg o'r safon orau a theimlo'n hapus a diogel. Gyda chymorth rhieni ein nod yw meithrin agwedd bositif tuag at ddysgu, er mwyn paratoi'r disgyblion i lwyddo mewn addysg ac mewn bywyd yn gyffredinol, a sicrhau bob pob plentyn yn cyrraedd ei lawn botensial.

Nid yw unrhyw ysgol lwyddiannus yn aros yn ei unfan, ac mae Ysgol Arberth yn edrych am ffyrdd o ddarparu profiadau gwahanol, a gwella safonau drwy'r amser drwy systemau hunanarfarnu trylwyr.

Dim ond un cyfle mae plentyn yn cael ar ei addysg Gynradd, a bydd Ysgol Arberth yn ymrwymo i wneud ei gorau i sicrhau mae hwn fydd y profiad mwyaf bythgofiadwy ar gyfer eich plentyn.

**Kate Moore**  
**PENNAETH**

Dear Parent

Welcome to Narberth School. I hope that this Handbook will be of value to you as your child embarks on his/her primary education journey in our school.

The School's Mission Statement states that the whole School Community - Governors, Staff, Children, Parents and the wider Community will, together, ensure that your child's time at this school will be happy and successful.

**“Learning today .... Tomorrow's Talent”**

I strongly believe that the school plays a key role in developing children. By tailoring every aspect of their education today, we will develop confident and motivated individuals who will be able to transfer the skills they will learn towards all aspects of their life in the future. Giving them the foundation to build upon for tomorrow.

Our school is a special place for children to come and learn each day. Here, we value every child and want each one to receive an excellent education and feel happy and safe. With the help of parents, we want to nurture a love of learning, to equip all pupils with the tools they need to succeed in education and life, helping them to achieve their very best.

A successful school does not stay in one place, and Narberth School is constantly seeking to provide different experiences and raise standards through a rigorous self evaluation system.

A child has one opportunity at Primary education, and Narberth School will be committed to do its utmost to ensure that this experience will be memorable for your child.

**Kate Moore**  
**HEADTEACHER**

## STAFF YR YSGOL/SCHOOL STAFF

Pennaeth	<b>Mrs Kate Moore</b>		Headteacher
Pennaeth Cynorthwyol	<b>Mrs Nia Thomas / Mr Glyn Noble</b>		Assistant Headteacher
Dosbarth	<b>Teacher Athro/Athrawes</b>	<b>Cynorthwydd Dysgu Teaching Assistant</b>	Class
Athrawes Blwyddyn 5/6 (Saesneg)	<b>Mrs Maria Cox</b>	<b>Miss Joanne Phellps</b>	Teacher Year 5/6 (English)
Athrawes Blwyddyn 6 (Cymraeg)	<b>Miss Cery Bailey</b>	<b>Miss Fiona Jenkins</b>	Year 6 Teacher (Welsh)
Athrawes Blwyddyn 4/5 (Saesneg)	<b>Mr Ryan Pearce</b>	<b>Miss Sian Gibbard</b>	Year 4/5 Teacher (English)
Athrawes Blwyddyn 5 (Cymraeg)	<b>Mrs Meinir Lloyd</b>	<b>Miss Fiona Jenkins</b>	Years 5 Teacher (Welsh)
Athrawes Blwyddyn 4 (Cymraeg)	<b>Mrs Meleri Norgan Mrs Nia Thomas</b>		Years 4 Teacher (Welsh)
Athrawes Blwyddyn 3 (Cymraeg)	<b>Mrs Sioned Evans</b>	<b>Mrs Alison Phillips</b>	Year 3 Teacher (Welsh)
Athrawes Blynyddoedd 2/3 (Saesneg)	<b>Miss Karli Howells</b>	<b>Mrs Veronika Stocker</b>	Years 2/3 Teacher (English)
Athrawes Blynyddoedd 2 (Cymraeg)	<b>Miss Emily Thomas</b>	<b>Mrs Kathryn Walker Helen Emery (1:1)</b>	Year 2 Teacher (Welsh)
Athrawes Derbyn/Blwyddyn 1 (Cymraeg)	<b>Mrs Bethan Layzell</b>	<b>Betsan Jenkins</b>	Reception/Year 1 teacher (Welsh)
Athrawes Derbyn/Blwyddyn 1 (Saesneg)	<b>Mrs Charley Hodgson</b>	<b>Julie Morgan</b>	Reception/Year 1 teacher (English)
Meithrin/Derbyn	<b>Ms Sera Johnson</b>		Nursery/Reception
ADY	<b>Mrs Rachel Williams (ALNCo) Mrs Bethan Layzell (Assistant ALNCo)</b>		ALN
Athrawes Amser Di-gyswllt	<b>Mr Glyn Noble Miss Chloe Ormond Mrs Kathryn Walker</b>		Non-Contact Time Teacher
Swyddog Gweinyddol	<b>Mrs Lorraine Phillips</b>		Administrative Officer
Derbynnydd/Ysgrifenyddes	<b>Miss Clare Young</b>		Receptionist/Secretary
Goruchwylwyr Cinio	<b>Ms Kathy Jaques</b>		Lunchtime Supervisor
Gofalwr/Glanhauwr	<b>Mr Gerald Rees</b>		Caretaker/Cleaner
Glanhauwyr	<b>Mrs Rebecca Strydom, Miss Alona Niemtsova &amp; Mrs Sarah Smith</b>		Cleaners
Prif Cogyddes	<b>Mrs Patricia Williams</b>		Head Cook
Cogyddion Cynorthwyol	<b>Heidi Redburn, Lindsey Fearson &amp; Kelly Rossiter</b>		Assistant Cooks
Ymgynghorydd Her	<b>Mr Damon McGarvey</b>		Challenge Adviser
Seicolegydd Addysg			Educational

		Psychologist
Nyrs Ysgol	<b>Mrs Sarah Lewis</b>	School Nurse
Athrawon Cerddoriaeth Peripetetig	<b>Miss Maddie Phillips</b> <b>Miss Emily Sweeny-Davies</b> <b>Mr Geth Jones</b>	Peripetetetic Music Teachers

## Y CORFF LLYWODRAETHOL/THE GOVERNING BODY

Rol	Enw	Role	Cyfrifoldeb Responsibility
Cadeirydd y Llywodraethwyr	<b>Mrs L Tamplin</b>	Chair of the Governing Body	Safeguarding
Cynrychiolydd yr AALI	<b>Cynghorydd/Councillor Marc Tierney Foster</b>	LEA Representative	Whistleblowing
Is Cadeirydd Cynrychiolydd yr AALI	<b>Mr O Phillips</b>	Vice Chair LEA Representative	Health and Safety Premises/Safety
Llywodraethwr y Gymuned Leol	<b>Emma Richards</b>	LEA Representative	Safeguarding
Llywodraethwr y Gymuned Leol	<b>Mike Smith</b>	Parent Governor	Assessment & Data Inclusion
Llywodraethwr y Gymuned Leol	<b>Rev C P Rees</b>	Local Community Governor	RVE/RSE
Rhiant Lywodraethwr	<b>Mrs Kim Good</b>	Parent Governor	Health and Well-Being
Rhiant Lywodraethwr	<b>Mrs Julia Howells</b>	Parent Governor	English/Literacy
Rhiant Lywodraethwr	<b>Mrs Helen Hughes</b>	Parent Governor	Outdoor learning
Rhiant Lywodraethwr	<b>Mr Josh Layzell</b>	Parent Governor	Maths and numeracy
Rhiant Lywodraethwr	<b>Vacancy</b>	Parent Governor	Maths and numeracy
Staff Lywodraethwr	<b>Mrs Lorraine Phillips</b>	Staff Governor	Finance
Athro Lywodraethwr	<b>Mrs Nia Thomas</b>	Teacher Governor	Curriculum Design
Clerc i'r Corff Llywodraethol	<b>Meinir Williams</b>	Clerk to the Governing Body	
Pennaeth	<b>Mrs Kate Moore</b>	Headteacher	Safeguarding & Curriculum Design



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## AM YR YSGOL

Mae Ysgol Arberth wedi'i leoli ar gyrion tref Arberth, Sir Benfro. Mae'n ysgol ffrwd ddeol sy'n darparu ar gyfer plant 3 i 11 mlwydd oed. Ni ellir ddisgrifio'r ardal gweinyddwyd fel un freintiedig neu'n ddi-freintiedig. Mae'r ysgol yn denu plant o'r dref ei hun ac mae nifer yn dod o'r ardaloedd gerbron oherwydd bod gan rieni y dewis i addysg Cymraeg neu Saesneg ar gyfer ei plant.

Mae'r adeilad yn cynnwys 12 dosbarth ynghyd a Llyfrgell, nifer o ystafelloedd tawel, ystafell cerddoriaeth, ystafell aml-synhwyraidd. Mae ganddo neuadd fawr, wedi'i gyfarparu'n dda.

Mae gan yr adeilad nifer o dyluniadau ECO ac mae ganddo cyfleusterau da tuag at pobl gydag anabledd. Mae'r ardall allanol yn cynnwys iard chwarae mawr, gardd helygen, cae chwarae gyda seddau teras ac ardal amgylcheddol datblygiadol.

Ar hyn o bryd mae gan yr ysgol 6 dosbarth Cymraeg a 5 dosbarth Saesneg. Oherwydd y nifer o ddisgyblion ym mhob blwyddyn, mae'r dosbarthiadau yn gymysg.

## TREFNIADAU DERBYN

Mae'r disgyblion yn mynychu'r ysgol yn rhan amser (prynhawnau) yn ystod y tymor cyn yn 4 mlwydd oed. Byddant yn trosglwyddo i addysg llawn amser yn ystod y tymor maent yn 4 mlwydd oed. (NODWCH BOD RHAID GWNEUD 2 CAIS ARWAHAN AR GYFER YR UCHOD – MEITHRIN A DERBYN).

Rheolwyd a gwneir ceisiadau ar gyfer lle yn yr Ysgol drwy'r Adran Derbyn Cyngor Sir Benfro, Neuadd y Sir, HWLFFORDD, SA61 1TP neu ewch i [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk). Y dyddiad cau ar gyfer ceisiadau yw'r 30ain o Ebrill.

## ABOUT THE SCHOOL

Narberth CP School is situated in the small town of Narberth in Pembrokeshire. It is a dual stream primary school catering for children from 3 to 11 years old. The area served by the school can be described as neither advantaged nor disadvantaged and the school draws its pupils from the town itself with a number going from surrounding areas due to parents' preference for their children to have either a Welsh or English medium education.

The accommodation at the school contains 12 classrooms together with a number of quiet rooms, a music room and a multi-sensory room. It houses a large well equipped Hall.

The building has many eco friendly design features, is well adapted for disabled access and is set in attractive grounds which include a large playground, willow garden, playing field with terraced seating and a developing environmental area.

There are currently 7 Welsh medium and 5 English medium classes. Due to pupil numbers in each cohort, nearly all classes currently have mixed aged groups.

## ADMISSION ARRANGEMENTS

Pupils attend the school on a part time basis (afternoons) on the term of their fourth birthday and will transfer to full time education on the term following their fourth birthday. (PLEASE NOTE THAT TWO SEPARATE APPLICATIONS HAVE TO BE MADE FOR THE ABOVE – NURSERY AND RECEPTION)

Application to admit to the school is managed and must be undertaken through the Admissions Department, Education Services, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP or go to [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk). The deadline for admissions is the 30<sup>th</sup> April of each year.



Welsh Network of Healthy School Schemes





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Trefnir ymweliad rhagarweiniol ar ddiwedd y tymor cyn derbyn y plentyn, fel cyflwyniad i'r ysgol. Trefnir hyn er mwyn lleihau'r pryder naturiol sydd gan blentyn am ddechrau'r ysgol. Byddwn hefyd yn trefnu sesiwn i'r rieni yn ystod yr ymweliad hwn er mwyn rhoi gwybodaeth am yr ysgol.

### **AMSERLEN YR YSGOL**

8.00yb – Clwb Brechwast (Dewisol)  
8.45yb – Mynediad y plant i'r ysgol  
9.00yb - Ysgol yn dechrau  
10.15-10.30 – Egwyl y Cyfnod Sylfaen  
10.30-10.45 – Egwyl yr Iau  
11.45-12.45 Amser Cinio'r Cyfnod Sylfaen  
12.15-1.00 Amser Cinio'r Iau  
2.55yp – Amser Gorffen Cyfnod Sylfaen  
3.10yp – Amser Gorffen Iau

### **COFRESTRU**

Nodir fod yr ysgol yn cofrestru'r plant yn electroneg gyda'r System Canolfan Athrawon. Mae hyn yn golygu fod gwybodaeth cofrestru ar gael ar gyfer monitro gan Swyddog Lles y Sir.

Mae sesiynau'r ysgol yn cychwyn am 9.00yb ac am 12.45yp ar gyfer y Cyfnod Sylfaen, a 9.00/1.00yp ar gyfer yr Iau. Rydym yn cau'r gofrestr 10 munud wedi amser cofrestru. Gofynnir yn garedig felly fod y plant yn cyrraedd yr ysgol yn brydlon. Bydd plant sy'n hwyr yn cael ei gofrestru fel absenoldeb anawdurdodedig.

### **CLWB BRECWAST**

Mae Clwb Brechwast ar gael o 8.00yb yn neuadd yr ysgol. Yn ystod y Clwb, bydd y plant yn cael ei goruchwyllo gan staff profiadol yr ysgol ac yn derbyn brechwast iachus. Yn dilyn brechwast, bydd y plant yn ymgymryd â gweithgareddau. Bydd y plant yn cael eu danfon i'w dosbarthiadau am 8.45yb.

Nid oes tâl am y Clwb, ond gofynnir i rieni archebu lle trwy ddefnyddio app yr ysgol 'scopay'.

An induction visit will be arranged at the end of the term before admission. This will be arranged so as to reduce natural concerns the child may have about starting school. We will also invite the parents to this visit so that we can provide them with information about the school.

### **SCHOOL TIMETABLE**

8.00am – Breakfast Club (Optional)  
8.45am – Child admission to school  
9.00am – School Commences  
10.15-10.30am – Break for Nursery to year 2  
10.30-10.45am – Break for years 3 - 6  
11.45-12.45 – Lunch for Nursery to year 2  
12.15-1.00 – Lunch for years 3 - 6  
2.55pm – End of Afternoon Nursery – year 2  
3.10pm – End of Afternoon Years 3- 6

### **REGISTRATION**

Note that the school electronically registers the children on the SIMS System. This means that the registration information is available for monitoring by the County's Welfare Officer.

The school's sessions start at 9.00am and 12.45pm for nursery to year 2 pupils and 9.00am & 1.00pm for years 3 – 6 pupils. Registration will close 10 minutes after the start time. Parents are kindly asked therefore to ensure that their children arrive at school promptly. Pupils who arrive after the register has closed will be registered as 'late'.

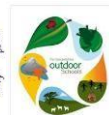
### **BREAKFAST CLUB**

The Breakfast Club is available from 8.00am in the school hall. During the Club, the children are supervised by experienced staff from the school and receive a healthy breakfast. Following breakfast, the children undertake various activities. The children will be sent to their classrooms at 8.45am.

There is no charge for the club, but parents are required to book a place in advance through the school app, 'scopay'. (Appendix 1)



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### **CLWB GOFAL**

Mae clwb gofal gan yr Ysgol sydd yn cychwyn yn syth ar ol Ysgol nes 5.00yp. Gofynnir i rieni archebu lle trwy ddefnyddio app yr ysgol 'scopay'.

Cysylltwch a'r Derbynfa am fanylion pellach.

### **GWISG YSGOL**

Mae gan yr ysgol wisg swyddogol llym, a gofynnir yn garedig i rieni sicrhau bod y plant wedi'u darparu gyda'r wisg ganlynol:-

#### **Bechgyn**

Crys polo coch  
 Crys chwys/Cardigan coch  
 Trowsus llwyd tywyll (siorts ar gyfer yr haf)  
**(Dim jîns neu jogyrs)**  
 Esgidiau neu treinyrs du **(dim treinyrs lliw)**

#### **Merched**

Crys polo red  
 Crys chwys coch  
 Sgert/tiwnig/trowsus llwyd tywyll  
 Teits llwyd tywyll neu coch  
 Esgidiau du

#### **Gwisg Ymarfer Corff/Chwaraeon**

Jogyrs du  
 Siorts du  
 Crys T – lliw Tŷ Ysgol  
 Treinyrs  
 Esgidiau Rygbi/Pêl Droed (lau)  
 (Darperir Crysau Rygbi/Pêl Droed ar gyfer cystadlaethau)

#### **Gwisg Haf (dewisol)**

##### **Merched**

Ffrog 'gingham' coch a gwyn  
 Sanau byr neu gwyn

##### **Bechgyn**

Siorts llwyd

**Gellir brynu gwisg yr ysgol yn y Derbynfa, gyda Revelations, Arberth.**

### **After School CLUB**

There is an after school club provision at school which commences immediately at the end of the school day until 5.00pm. Parents are required to book a place in advance through the school app, 'scopay'. (Appendix 1)

Please contact Reception for further information.

### **SCHOOL UNIFORM**

The school has a strict official uniform, and parents are kindly asked to ensure that their children are provided with the following:-

#### **Boys**

Polo shirt (red)  
 Sweatshirt (red)  
 Dark Grey Trousers (shorts for the summer)  
**(No jeans or joggers)**  
 Black Shoes or Trainers **(no coloured trainers)**

#### **Girls**

Polo shirt (red)  
 Sweatshirts (red)  
 Dark Grey tunic/skirt/trousers  
 Grey tights or red  
 Black shoes

### **Physical Education/Sporting Activities**

Black joggers  
 Black shorts  
 T Shirt – House colour  
 Trainers  
 Rugby/Football Boots (Juniors)  
 (Rugby/Football Kit will be provided for competitions)

### **Summer Wear**

#### **Girls**

Gingham dress - red and white  
 Ankle socks or white socks

#### **Boys**

Dark grey shorts

**The uniform is available to purchase at Reception or through Revelations, Narberth.**







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Nodir pwysigrwydd sicrhau fod enw'r plentyn ar bob dilledyn. Er ein bod yn gwneud pob ymdrech i ddiogelu eiddo'r disgyblion, ni all yr ysgol dderbyn cyfrifoldeb am golledion.

Please note the importance of ensuring that your child's name is placed on all clothing. Whilst every effort is made to safeguard pupils' property, the school cannot accept responsibility for losses.

Nodir fod yr Derbynfya hefyd yn gwerthu:-

Note that Reception also sell:-

Bagiau Ysgol  
Poteli Dwr yr Ysgol  
Hetiau Nofio

School Bags  
School Water Bottles  
Swimming Hats

### Tai'r Ysgol

Mae gan yr Ysgol 5 Tŷ. Mae'r disgyblion wedi enwi'r tai ar ôl anifeiliaid cyflym. Mae gan pob tŷ ei liw penodedig a gellir prynu'r crysau T fel a nodir uchod. Bydd disgyblion o'r un teulu yn cael ei rhoi yn yr un tŷ.

### School Houses

The School has 5 Houses. The pupils have named the houses after fast animals. Each house has their own colour and the T-shirts are available to purchase as above. Pupils from the same families will be placed in the same house.

Siarcod – gwyn  
Jagiwar – gwyrdd  
'Cheetahs' – melyn  
Llewpart – coch  
Eryr - glas

Sharks – white  
Jaguars – green  
Cheetahs – yellow  
Leopards – red  
Eagles - blue



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### **PRYDAU YSGOL**

Darperir prydau bwyd maethlon ac iachus gan staff rhagorol y gegin. Danfonir y fwydlen yn dymhorol er gwybodaeth. Mae manylion y fwydlen ar wefan yr ysgol hefyd.

Darperir prydau am ddim ar gyfer plant llawn amser meithrin l blwyddyn 6 ac i rhenni hynny sydd a'r hawl i'w dderbyn. Cysylltwch â'r ysgol am Ffurflen Gais.

Os oes gan eich plentyn unrhyw anghenion dietegol arbennig, yna sicrhewch fod yr ysgol yn ymwybodol o'r anghenion hynny.

Gofynnir i rieni dalu ar lein am ginio drwy gwefan Cyngor Sir Benfro. Byddwn yn gosod hyn ar gyfer pob plentyn wrth iddynt fyned i'r ysgol.

Anogir pob plentyn i gael cinio'r ysgol. Os am unrhyw reswm na fydd eich plentyn yn derbyn cinio, yna gofynnir i rieni i sicrhau fod cynhwysion pecynnau bwyd yn iachus. Gofynnir i rieni labeli bagiau cinio yn glir.

### **BYRBRYDAU EGWYL**

Mae Siop Ffrwythau ar agor yn ystod Egwyl y bore yn ddyddiol. Lle werthir ffrwythau Masnach Deg. Rydym hefyd yn cynnig nwyddau eraill i werthu yn ystod y flwyddyn.

Mae'r ysgol wedi derbyn Gwobr Ysgolion Iach, felly ni chaniateir bwyta creision, melysion, gwm cnoi nac yfed diodydd melys yn yr ysgol. Gall plentyn ddod a potel ddŵr i'r ysgol. Mae plant meithrin l flwyddyn 2 yn derbyn llaeth yn rhad ac am ddim yn ddyddiol.

### **ABSENOLDEB O'R YSGOL**

Os yw eich plentyn yn absennol o'r ysgol yna gofynnir yn garedig ichi hysbysu'r Derbynfya erbyn 9.00yb. Os na derbynnir rheswm am absenoldeb bydd y Swyddog Gweinyddol yn cysylltu a'r rieni. Os na fydd rheswm penodol yna fydd yn cael ei nodi ar y System Gofrestru fel Absenoldeb Anawdurdodedig.

### **SCHOOL MEALS**

The school offers healthy and nutritious meals prepared by our excellent kitchen staff. A termly menu will be sent for information. Details of the menu is also available on the school website.

Free school meals are provided to all full time children from Nursery to Year 6 and to those children in years 3 – 6 whose parents are eligible to receive them. Please contact the school for an Application Form. (Appendix 5)

If your child has any special dietary needs, please ensure that the school are aware of those needs.

Parents are requested to pay for school dinners online through Pembrokeshire County Council's website. This will be set up for each child on entry to the school.

Every child is encouraged to have school meals. If for any reason your child will not be receiving this, then parents are asked to ensure that contents of a packed lunch are healthy. Parents are also asked to label lunch bags clearly.

### **BREAKTIME SNACKS**

The Fruit Shop is open daily during the morning Breaktime. It sells Fairtrade fruit. We will also have other special sales throughout the year.

The school has received a Healthy Schools Award, therefore no crisps, sweets, chewing gum or sweet drinks should be consumed in school. A child may bring a bottle for water. Children in nursery to year 2 receive free milk daily.

### **ABSENTEEISM FROM SCHOOL**

If your child is absent from school, parents are kindly asked to notify Reception by 9.00am. If no reason is received for absence, then the Administrative Officers will contact parents. No explanation will be noted on the system as Unauthorised Absence.



Welsh Network of Healthy School Schemes





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Eto mae'n werth nodi bod Swyddog Lles y Sir yn monitro absenoldeb yn gyson. Os fydd absenoldeb eich plentyn yn isel, yna mae'n rhaid i'r ysgol cyfeirio'r teulu at y Swyddog Lles, lle mae'n bosib bydd Tâl Cosb yn cael ei godi. (Gweler taflenni ychwanegol ar bresenoldeb)

Mae'r ysgol yn dechrau am 9.00yb yn brydlon. Os yr ydych yn hwyr, mae gofyn i chi arwyddo eich plentyn mewn yn y derbynfa.

### **GWYLIAU**

Ni anogir rhieni i drefnu gwyliau yn ystod tymhorau'r ysgol. Mae Consortiwm Partneriaeth wedi nodi ni ddylai penaethiaid ganiatau gwyliau yn ystod tymor, ond mewn 'amgylchiadau arbennig' yn unig. Fodd bynnag, dymunir y Corff Llywodraethol fod rhieni yn gwneud ceisiadau am wyliau fel y bon't yn gallu monitro'r sefyllfa. Mae ffurflenni ar gael yn y Derbynfa.

### **MEDDYGINIAETH YN YR YSGOL**

Dim ond meddyginiaeth brescripsiwn gweinyddir yn yr ysgol. Dylid ddod a phob meddyginiaeth i'r Derbynfa lle gofynnir ichi lenwi ffurflen gyda manylion maint y ddog a manylion cymeryd y meddyginiaeth. Ni fydd hi'n dderbyniol i'r plant cymryd meddyginiaeth heb goruwchwylio staff. Gweler polisi'r ysgol am fwy o fanylion.

### **LLAU PEN**

Mae'n anodd iawn i leihau lledaeniad llau pen. Anogir rhieni i fod yn wylidwrus o wallt eu plant, ac i sicrhau fod plant sydd â gwallt hir yn clymu'r gwallt i fynnu drwy'r amser i osgoi'r dal llau.

### **SALWCH AC ANAFIADAU YN YR YSGOL**

Os yw plentyn yn sâl yn ystod y dydd neu yn cael anaf, gwnawn bob ymdrech i gysylltu â'r rhieni. Mewn achos o ddamwain byddwn yn cysylltu â'r rhieni'n syth. Os nad yw'r rhieni ar gael a'u bod wedi rhoi hawl, mewn achos argyfwng, i'r ysgol ganiatau triniaeth frys, yna bydd yr ysgol yn gwneud trefniadau ar gyfer cludo'r plentyn yn syth i'r ysbyty. Byddwn yn cysylltu â'r rhieni cyn gynted â phosib ac yn nodi'r digwyddiad. Mae nifer o aelodau staff a chymhwyster Cymorth Cyntaf. Trefnir rhestr o staff i fod ar ddyletswydd Cymorth Cyntaf yn ystod amserau chwarae.

Again, it is worth noting that the County's Welfare Officer monitors absenteeism regularly. If your child's absence is low, then note that the school are under obligation to refer the family to the County Education Welfare Officer whereby a Penalty Notice may be imposed. (See additional leaflet on attendance)

School starts at 9.00am promptly. If you are late, you are required to sign your child in at reception.

### **HOLIDAYS**

Parents are not encouraged to arrange holidays during the school's term time. The Partneriaeth Consortium have directed that head teachers should only grant term time holidays in 'exceptional circumstances'. However, the Governing Body wish that all parents make an application for holidays so that the situation can be monitored. Forms are available at Reception.

### **MEDICINE IN THE SCHOOL**

Only prescribed medicines will be administered at the school. All medicines should be taken to Reception whereby a form will be completed with details of dosage and administration. No child will be allowed to self-administer medicines without the supervision of a member of staff. See the school policy for more information.

### **HEADLICE**

It is very difficult to prevent the spread of headlice. Parents are encouraged to be vigilant of their children's hair, and to ensure that children with long hair, tie their hair up to prevent catching lice.

### **ILLNESS AND INJURY IN SCHOOL**

If a child becomes ill during the day or is injured, every effort is made to contact the parents. In the case of serious accidents, parents are immediately contacted. If however, parents are not available, but have given the school responsibility in an emergency, to decide on any suitable treatment, the pupil will immediately be taken to hospital. Parents will then be informed and the accident recorded. A number of members of staff have the First Aid Qualification. A rota of staff on First Aid duty is arranged during playtimes. (Appendix 2)





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### **AMSER EGWYL/CINIO**

Nodwch fod yr ysgol yn cymryd pob gofal i sicrhau diogelwch y plant yn ystod amser egwyl. Mae amserlen wedi'i drefnu ar gyfer aelodau o staff i fod yn bresennol yn ystod amser chwarae. Bydd Cynorthwydd Cinio yn goruchwyllo'r plant dros egwyl cinio.

### **DRIL TÂN**

Cynhelir driliau Tân pob hanner tymor. Mae hyn yn gyfle i'r plant a'r staff i ymarfer y drefn petai dân yn codi yn yr ysgol, a sicrhau fod y cyfarpar pwrpasol yn gweithio.

### **EIDDO PERSONOL**

Rydym yn awgrymu'n gryf fod plant ddim yn dod a eiddo personol i'r ysgol. Ni fydd yr ysgol yn derbyn cyfrifoldeb am unrhyw beth fydd yn cael ei niweidio neu gollu. **Os yw plant ym mlwyddyn 5 & 6 yn cerdded i'r ysgol, gallen nhw ddod a phon symudol er mwyn cerdded I neu garter o'r ysgol. Bydd rhain yn cael eu cadw yn y swyddfa.**

### **TLYSAU**

Er mwyn lechyd a Diogelwch, ni ddylid gwisgo tlysau i'r ysgol, ac eithrio'r canlynol:-

- Stydiau ar gyfer clustiau a thyllau
- Caniateir i wisgo Oriawr (nodir bydd angen tynnu'r oriawr cyn sesiynau Ymarfer Corff)

### **TROSGLWYDDO I'R UWCHRADD**

Mae'r mwyafrif o blant Ysgol Arberth yn mynychu ysgol Dyffryn Taf neu Ysgol y Preseli. Rydym yn gweithio'n agos gyda'r Ysgolion Uwchradd i sicrhau bod trosglwyddo'r plant yn brofiad positif. Bydd plant Blwyddyn 5 a 6 yn mynychu'r Ysgol Uwchradd am ddiwrnodau pontio o flaen llaw. Bydd holl wybodaeth am eich plentyn yn cael ei drosglwyddo.

Bydd y rhieni'n cael cyfle i fynychu'r Ysgol Uwchradd cyn i'w plant ddechrau.

### **BREAK/LUNCHTIMES**

Note that the school takes every care to ensure that children are safe during break times. A timetable has been arranged for staff to be on duty during playtimes. Lunchtime Supervisors will supervise the children over Lunch break.

### **FIRE DRILL**

A Fire Drill will be held every half term. This is an opportunity for children and staff to practice the routine should a fire arise in the school and to ensure that all equipment is in correct working order.

### **PERSONAL PROPERTY**

We strongly advise that children do not bring personal property into school as we will not accept responsibility for anything that is damaged or lost. **Year 5 & 6 pupils may bring a mobile phone for the purpose of walking to and home from school. These are kept in the office.**

### **JEWELLERY**

In the interest of Health and Safety, no jewellery should be worn in school, with exception of the following:-

- studs for pierced ears
- watches may be worn (note that watches will be removed for PE sessions)

### **TRANSFERRING TO SECONDARY**

We work closely with the Secondary Schools to ensure that the transfer of the children is a positive experience. Children from Years 5 and 6 will attend the Secondary School for transition days prior to commencement. All information relating to your child will be passed to the Secondary School.

Parents will also be given the opportunity to attend the Secondary School prior to commencement.



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## DIOGELU

Mae Diogelu wedi dod yn rhan anatod o addysg cynradd. Dylid nodi fod pob aelod o staff wedi cael archwiliad GDG (Gwasanaeth Datgelu a Gwahardd). Mae hyn yn cael ei fonitro'n ofalus gan Cyngor Sir Benfro. Mae hyn yn wir hefyd am wirfoddolwyr ac unrhyw berson fydd yn gweithio gyda'r disgyblion.

Mae pob aelod o staff wedi mynychu cwrs Lefel 1 Diogelu, a lle mae'n bwrpasol mae staff uwch wedi mynychu cyrsiau Lefel 2 a 3.

### Gweithdrefnau Diogelu eraill i nodi:-

- Gofynnir i bob ymwelydd i'r ysgol adrodd i'r Derbynfya, a rhoddwyd 'Bathodyn Ymwelydd' iddynt yn ystod ei ymweliad.
- Ni fydd unrhyw oedolyn yn cael gweithio gyda phlentyn heb archwiliad GDG.
- Mae pob myfyrwr sydd ar leoliad yn yr ysgol wedi derbyn archwiliad GDG.
- Bydd pob gwirfoddolwr yn yr ysgol (ee darllen) wedi cael archwiliad GDG.
- Mae pwynt myned a gadael yr ysgol wedi'i gyflwyno i sicrhau bod pob plentyn yn cael eu diogelu.
- Mae pob cwmni bysiau sy'n cludo'r disgyblion a staff sydd wedi cael archwiliad GDG.
- Bydd pob lle sy'n cael ei ymweld a wedi cael asesiad risg gan gynnwys archwiliad GDG o'i staff.

### Beth all rieni wneud i helpu Diogelu?

- Hysbyswch yr ysgol pan fydd rhywun heblaw y person arferol yn ol eich plentyn o'r ysgol.
- Hysbyswch yr ysgol pan fydd unrhyw newidiadau yn manylion eich plentyn, ee rhifau ffon, manylion cyswllt.
- Hysbyswch y Derbynfya os ydy'ch plentyn yn mynychu Clwb Gofal leol ar ddiwedd y dydd i sicrhau trosglwyddo disgyblion yn ddiogel.
- Sicrhewch fod yr ysgol yn gwybod am unrhyw amgylchiadau personol ynglyn a diogelwch eich plentyn, ee dim cysylltiad a pobl penodol.
- Sicrhewch fod eich plentyn ddim yn chwarae ar gemau a gwyllo ffilmau sy'n anaddas i'w oed. Mae 18 yn golygu 18!

## SAFEGUARDING

Safeguarding has become a paramount part of primary education. It should be noted that all staff have received a DBS check (Disclosure and Barring Service) and that this is closely monitored by Pembrokeshire County Council. This is also true of volunteers and any persons working with pupils.

All staff have also attended the Level 1 Safeguarding Course, and where appropriate more senior members of staff have attended courses Levels 2 and 3. (Appendix 3)

### Other Safeguarding procedures to note:-

- All visiting persons to the school have to sign in at Reception and will be issued with a 'Visitors Badge' for the duration of their visit.
- No adult will be allowed to be alone with a pupil without a DBS check in place.
- All students who have a placement at the school will have a DBS check.
- Any volunteers working at the school (e.g. reading) will have a DBS check.
- Entry and exit points to and from the school are implemented for the safety of pupils.
- All coach companies that are utilised to carry pupils will have staff who have DBS checks in place.
- All places visited will have a risk assessment undertaken, of which will include DBS checks of their staff.

### What parents can do to help with Safeguarding?

- Please notify the school if the regularly identified person won't be collecting your child.
- Please keep the school notified of any change of circumstances/details for your child, e.g. telephone numbers, contact details.
- Please let Reception know if your child is attending a local Caring Club at the end of the day so that correct handover of pupils occurs.
- Please ensure that the school is aware of personal circumstances relating to your child's safety, e.g. non contact of certain persons.
- Please ensure that your child is not exposed to games and films inappropriate to their age. 18 means 18!



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O bryd i'w gilydd mae plant yn datgelu manylion am ei bywyd personol sydd weithiau yn rhoi'r argraff o bryder. Mae'n rhan o ddyletswydd y staff i adrodd unrhyw beth i'r Swyddog Diogelu. Ac mae'n hanfodol fod y Swyddog Diogelu yn ymchwilio mewn i bob mater.

From time to time children will disclose details of their personal lives that sometimes give cause for concern. It is the staff's responsibility to report anything to the Safeguarding Officer. The Safeguarding Officer is duty bound to investigate all matters.

Felly peidiwch a chymryd unrhyw ymholiad yn bersonol. Mae diogelwch ein disgyblion yn bwysig iawn inni.

So please, don't take any enquiry personally. The safety of our pupils is paramount to us.

Fodd bynnag, rhaid nodi, os yw materion unrhyw ymchwiliad i'w farnu'n ddifrifol, yna efallai bydd angen rhanu gwybodaeth gyda asiantaethau allanol, ee yr Heddlu. Eto, mae hyn er mwyn diogelu'n disgyblion.

It must however be noted that if investigated matters are deemed serious, we may have to share the information with external agencies, e.g. Police. Again, this is to safeguard our pupils.

#### SWYDDOG DIOGELU'R YSGOL :

Mrs Kate Moore, Pennaeth  
Mrs Nia Thomas, Pennaeth Cynorthwyol  
Mr Glyn Noble, Pennaeth Cynorthwyol

#### SCHOOL'S SAFEGUARDING OFFICERS :

Mrs Kate Moore, Headteacher  
Mrs Nia Thomas, Assistant Headteacher  
Mr Glyn Noble, Assistant Headteacher

#### LLYWDORAETHWR DIOGELU :

Mrs Emma Richards

#### SAFEGUARDING GOVERNOR :

Mrs Emma Richards

#### E'DIOGELWCH DIGIDOL

Mae technoleg digidol wedi'i ddatblygu i fod yn fewnol ym mywydau ein plant a phobl ifanc, o fewn a thu allan i'r ysgol. Mae'r dechnoleg yma yn gyfarpar pwerus sy'n gallu agor cyfleoedd newydd i bawb. Mae'r dechnoleg yma yn gallu sbarduno trafodaeth, hybu creadigoldeb a sbarduno ymwybyddiaeth cyd-destun i hybu dysgu effeithiol. Dylai'r bobl ifanc cael yr hawl i fynediad diogel i'r rhyngwrwd ar bob adeg.

#### DIGITAL E'SAFETY

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

Felly, mae addysgu'r disgyblion mewn e-Diogelwch yn rhan annatod o ddarpariaeth e-Diogelwch ein hysgol. Mae angen help a chymorth ar ein plant a phobl ifanc adnabod y risg ac osgoi peryglon e-Diogelwch ac adeiladu ar ei hydwythdedd.

Therefore, the education of pupils in e-Safety is an essential part of our school's e-Safety provision. Children and young people need the help and support of the school to recognise and avoid e-Safety risks and build their resilience.

Byddwn yn gwneud y gwaith yma drwy greu ymwybyddiaeth mewn sesiynnau yn y dosbarthiadau, gwasanaethau, Pencampwyr Digidol a Raglen Ysgolion yr Heddlu. Byddwch yn derbyn gwybodaeth am y sesiynau yma.

We will do this work through creating an awareness in sessions in the classroom, assemblies, Digital Champions and the Police School Liaison Programme. You will receive information on these sessions.





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## DIOGELWCH

Mae diogelwch yn bwysig ac yn uchel ar agenda'r ysgol. Mae safle Ysgol Arberth yn gweddu'n dda i fod yn ddiogel. Mae'r ffens perimedr yn cael ei gloi'n ddyddiol ar ôl i'r disgyblion myned i'r ysgol.

Mae mesurau eraill yn cynnwys:-

- Mynedfa ag allanfeydd penodedig ar gyfer pob dosbarth.
- Mae pob ymwelydd yn cael mynediad i'r ysgol trwy'r Brif Fynedfa. Gofynnwyd iddynt lofnodi'r llyfr fel bod gennym lwybr trywydd ar symudiadau yn yr ysgol.
- Mae'r gymhareb gywir o blant i oedolion yn cael adlynu ar dripiâu/ymweliadau.
- Mae asesiad risg yn cael ei wneud ar bob ymweliad neu drip.
- Rydym yn addysgu'r disgyblion am nifer o agweddau cadw'n ddiogel, ee dieithried, ymddygiad.
- Mae disgyblion blwyddyn 1 yn ymgymryd yn rhaglen Diogelwch Ffyrdd - Kerbcraft.

Nid yw'r rhestr yma yn drwyadl. Mae'r staff yn yr ysgol yn effro ac yn wylidwrus o faterion diogelwch bob amser.

## RhDDC

Mae'r Ysgol wedi cymryd y camau pwrpasol i sicrhau ein bod yn cydymffurfio gyda Rheolau Diogelu Data Cyffredinol (RhDDC).

Mae Rhybudd Preifatrwydd ar gael yn Nerbynfaf'r Ysgol.

## CCTV

Dylai ymwelwyr i'r Ysgol nodi fod system CCTV yn cael ei ddefnyddio ar prif fynedfeydd ac yn fewnol.

## SECURITY

Safety of all pupils is paramount and is high on the agenda at the school. Narberth School site lends itself well to being a secure site. The perimeter fencing is locked daily following the pupils' entry into school.

Other measures are as follows:-

- Designated entrances and exits have been identified for all classes.
- All visitors enter through Main Reception only. Visitors are asked to sign in and out of the visitor's books so that we have a trail of movements at the school.
- The correct adult/pupil ratio is adhered to for trips and visits.
- Risk assessments are carried out on all visits and trips.
- Various safety aspects are taught to pupils through the curriculum, e.g. stranger danger, behaviour.
- Year 1 pupils participate in the Road Safety Kerbcraft sessions.

This list is not exhaustive. Staff at the school are constantly vigilant of safety and security measures at the school.

## GDPR

The School have taken extensive measures to comply with the General Data Protection Regulations (GDPR).

A Privacy Notice is available at the School's Reception.

## CCTV

Visitors to the School should note that CCTV equipment is in use on the main entrances and internally.



Welsh Network of Healthy School Schemes



Cyflwynwch Ysgolion Iach - Rhwydweith Cymru



## **CYFATHREBU GYDA RHINIEN A CHYMUNED YR YSGOL**

- **Cylchlythyr** - Bydd Cylchlythyr newyddion yr ysgol yn cael ei ddosbarthu yn fisol. Os bydd angen gohebiaeth yn fwy na hyn, bydd y Pennaeth yn sicrhau fod y wybodaeth yn cael ei drosglwyddo i'r rhieni.
- **Gwefan** – Mae gan yr ysgol wefan – [narberthschool.co.uk](http://narberthschool.co.uk) . . Ceir manylion am bob math o agweddau bywyd yr ysgol yma.
- **Scopay** – Lawrlwythwch 'app' yr ysgol er mwyn derbyn gwybodaeth am fywyd yr ysgol.
- **Trydar** – Mae gan yr ysgol cyfrif Trydar, sef @narberthschool. Mae gwybodaeth am fywyd yr ysgol yn cael ei drydar yn aml.
- **Hysbysfwrdd** - Mae hysbysfwrdd yr ysgol wedi'i leoli y tu allan i brif fynedfa'r ysgol. Bydd gwybodaeth am fywyd yr ysgol yn cael ei roi arno yn rheolaidd.
- **Y Gymuned Leol** - o bryd yw gilydd bydd posteri am weithgareddau'r ysgol yn cael ei ddosbarthu i siopau a hysbysfyrddau tref Arberth.
- **Y Papur Lleol** - bydd storïau a gwybodaeth am yr ysgol yn cael ei gyhoeddi yn y papurau lleol yn rheolaidd.

## **RHINIEN'N CYFATHREBU GYDA'R YSGOL**

Mae'r ysgol yn gweithredu polisi 'drws agored' i unrhyw un sydd angen cysylltu. Cysylltwch â'r ysgol drwy gysylltu a'r Derbynfia.

**I wneud apwyntiad gyda'r Pennaeth** - ffoniwch 01834 860776 neu e-bostio [moorek47@hwbcymru.net](mailto:moorek47@hwbcymru.net)

**MAE POB PERTHYNAS LLWYDDIANNUS YN DIBYNNU AR GYFATHREBU DA. GOFYNNIR YN GAREDIG I RHINIEN GYD-WEITHIO GYDA'R YSGOL AR FATERION I YMWNEUD A LLES EICH PLENTYN. PEIDIWCH Â GADAEL I FATER BACH LLEDAENU YN BROBLEM FAWR. MAE'R YSGOL YN YMRWYMO I GYFATHREBU GYDA'R RHINIEN YNGLŶN Â'U PLANT.**

## **COMMUNICATING WITH PARENTS AND THE SCHOOL'S COMMUNITY**

- **Newsletter** – The school's Newsletter will be circulated monthly. Should additional correspondence be required, the Headteacher will ensure that information is transferred to parents.
- **Website** – The school has a website – [narberthschool.co.uk](http://narberthschool.co.uk) . There is various information relating to the life of the school on this.
- **Scopay** – Download Narberth School app on your mobile device to receive information and dates about the school.
- **Twitter** – The school has a Twitter account - @narberthschool. Information about the life at the school is posted regularly.
- **Noticeboard** – There is a noticeboard outside the main entrance of the school. Information regarding the life of the school is placed on a regular basis.
- **The Local Community** – from time to time posters will be despatched to shops and noticeboards in the town of Narberth.
- **The Local Paper** – Stories and information regarding the school will be published regularly in the local papers.

## **PARENTS COMMUNICATING WITH THE SCHOOL**

The school operates an 'open door' policy to anyone who wishes to contact us. Contact the School through the Reception.

**To make an appointment with the Headteacher** – telephone 01834 860776, or e-mail [moorek47@hwbcymru.net](mailto:moorek47@hwbcymru.net)

**EVERY SUCCESSFUL RELATIONSHIP REQUIRES GOOD COMMUNICATION FROM ALL PARTIES. PARENTS ARE KINDLY ASKED TO CO-OPERATE WITH THE SCHOOL REGARDING ANY ISSUES RELATING TO YOUR CHILD'S WELFARE. PLEASE DO NOT LET ANY ISSUES ESCALATE INTO BIGGER PROBLEMS. THE SCHOOL IS COMMITTED TO PROVIDING INFORMATION TO PARENTS ABOUT THEIR CHILDREN.**



### **NOSWEITHIAU RIENI AC ADRODDIADAU**

Bydd nosweithiau ffurfiol ar gyfer adrodd yn ôl at Rieni ynglyn a'u plant yn cael eu cynnal fel a ganlyn:-

<b>TYMOR YR HYDREF</b>	<b>TYMOR Y GWANWYN</b>	<b>TYMOR YR HAF</b>
<b>Nosweithiau Rieni Ysgol Gyfan</b>	<b>Nosweithiau Rieni Ysgol Gyfan Anffurfiol</b>	<b>Nosweithiau Rieni Ysgol Gyfan</b>
<ul style="list-style-type: none"> <li>Trafodaeth ar ganlyniadau Profion Llythrennedd a Rhifedd Cenedlaethol.</li> <li>Gwybodaeth am dargedau ar gyfer eich plentyn ac unrhyw mewnbwn ychwanegol bydd angen i ddatblygu addysg eich plentyn.</li> </ul>	<ul style="list-style-type: none"> <li>Trafodaeth ar ganlyniadau Profion Llythrennedd a Rhifedd Cenedlaethol.</li> <li>Gwybodaeth am dargedau ar gyfer eich plentyn ac unrhyw mewnbwn ychwanegol bydd angen i ddatblygu addysg eich plentyn.</li> <li>Cyfle i rieni a'u plant edrych drwy llyfrau a gwaith y plant.</li> </ul>	<ul style="list-style-type: none"> <li>Gwybodaeth am gynnydd eich plentyn.</li> <li>Gwybodaeth am asesiadau diwedd blwyddyn.</li> </ul>

Bydd Adroddiadau Blynyddol ysgrifenedig y plant yn cael eu dosbarthu cyn Nosweithiau Rieni Tymor yr Haf.  
 \*\* Nodwch, os ydych chi am drafod cynnydd eich plentyn rhwng y Nosweithiau Rieni ffurfiol, yna cysylltwch a'r Derbynfia.

### **PARENTS EVENINGS AND REPORTS**

Formal evenings will be arranged to feedback to Parents about their child's progress. They are as follows:-

<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>Whole School Parents' Evening</b>	<b>Informal Whole School Parents' Evening</b>	<b>Whole School Parents' Evening</b>
<ul style="list-style-type: none"> <li>Discussion on the results of National Literacy and Numeracy Tests.</li> <li>Information on targets for your child and any additional input that will be required to develop your child educationally.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion on the results of National Literacy and Numeracy Tests.</li> <li>Information on targets for your child and any additional input that will be required to develop your child educationally.</li> <li>Opportunity for parents to view their children's books/work.</li> </ul>	<ul style="list-style-type: none"> <li>Information on your child's progress.</li> <li>Information on end of year assessments.</li> </ul>

Written Annual Reports on your child will be despatched prior to the Parents' Evening for the Summer Term.  
 \*\* Please note that if you wish to discuss your child's progress between the formal Parents' Evenings, then contact Reception.



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### **FFRINDIAU'R YSGOL**

Mae gan yr ysgol Gymdeithas 'Ffrindiau'r Ysgol' effeithiol a chefnogol iawn. Byddant yn cwrdd yn dymhorol i drafod materion yr ysgol, ac i drefnu digwyddiadau codi arian.

### **CYFARFODYDD GWYBODAETH RHIENI**

O bryd i'w gilydd bydd y Pennaeth yn trefnu cyfarfodydd Gwybodaeth ar gyfer Rieni er mwyn:-

- rhoi gwybodaeth am yr ysgol
- rhoi gwybodaeth am faterion diweddar ym myd addysg

Bydd yr ysgol hefyd yn ceisio trefnu siaradwr addysgol i annerch y rhieni ar faterion addysgol pan yn bwrpasol, ee dysgu mathemateg, dysgu darllen ayyb.

### **RHIENI YN YR YSGOL**

Mae'r ysgol yn awyddus iawn i adnabod a defnyddio sgiliau a thalentau rhieni a phobl o'r gymuned er mwyn creu cyfleoedd ychwanegol i'r plant a chyfoethogi eu haddysg. Mae'n ofynnol i bob un sy'n gweithio gyda phlant i dderbyn archwiliad GDG.

### **PARTNERIAETH YSGOL/CARTREF**

Gall yr ysgol ddim pwysleisio digon pwysigrwydd sefydlu perthynas bositif rhwng rhieni a'r ysgol. Ein nod yw annog a datblygu partneriaeth ffrwythlon rhwng pawb sy'n gysylltiedig ag addysg plentyn.

Gofynnir i'r ysgol, rhieni a phlant i arwyddo'r Cytundeb Ysgol/Cartref fel datganiad ymrwymiad ar ran pawb i weithio tuag at bartneriaeth ysgol/cartref.

### **FRIENDS OF THE SCHOOL**

The school has a very effective and supportive 'Friends' of the school. They meet on a termly basis to discuss school matters and to arrange events to fundraise for the school. (Appendix 4)

### **PARENTS INFORMATION MEETINGS**

From time to time, the Headteacher will organise Parents Information meetings to:-

- give information about the school
- give information on recent issues in education

The school will also arrange for an educational speaker to address parents on educational issues e.g. teaching maths, teaching how to read etc.

### **PARENTS IN THE SCHOOL**

The school is eager to acknowledge and use the skills and talents of parents and people from the community so as to provide additional opportunities for the children and to enrich their education. All people working with children are required to have a DBS check.

### **HOME/SCHOOL PARTNERSHIP**

The school cannot emphasise the importance of establishing a positive relationship between parents and school. Our aim is to encourage and develop a fruitful partnership between all those concerned with the child's education.

The school, parents and children are asked to sign the Home/School Agreement as a declaration of commitment on everybody's behalf to work at the home/school partnership.



Welsh Network of Healthy School Schemes





### ANGHENION ADDYSGOL YCHWANEGOL

Mae'r ysgol yn ymrwmo i sicrhau bod **pob** plentyn yn cael mynediad at addysg, a bod yr ymyrraeth bwrpasol yn ei le i helpu plentyn ddatblygu. Mae'n gyfrifoldeb ar bob ysgol o dan Cod Anghenion Dysgu Ychwanegol 2021 i ganfod disgyblion sydd ag anghenion ychwanegol a sicrhau cyfle cyfartal cwricwlaidd a chymdeithasol ar eu cyfer. Yn sgil hyn bydd yr ysgol yn:-

- Ymdrechu i adnabod unrhyw broblemau mewn plentyn yn gynnar,
- Analeiddio canlyniadau profion diagnostig yn drwyadl ar ddechrau pob blwyddyn academiaidd gan adnabod y plant hynny fydd angen cymorth ychwanegol i sicrhau cynnydd yn eu datblygiad.
- Sicrhau cymorth i'r plentyn, neu drefnu sesiynau grŵp, fel yn bwrpasol.
- Gwahaniaethu gwaith y cwricwlwm o fewn y dosbarth.
- Rhoi gweithdrefnau yn ei lle i helpu'r plentyn rheoli gorffen tasgau ayyb.
- Trefnu cyfarpar pwrpasol i helpu'r plentyn yn ei waith.
- Gweithio a chreu Cynllun Cymorth Personol gyda'r plentyn a'r rhiant gan adnabod targedau i'r plentyn weithio tuag ato.
- Cyfathrebu gyda'r plentyn a'r rhiant yn rheolaidd ynglŷn â datblygiad y plentyn tuag at y targedau a osodwyd.
- Pan yn bwrpasol, galw ar wasanaethau arbenigol o'r Sir i asesu a rhoi cyngor ar y ffordd orau i ddatblygu plentyn.
- Pan yn bwrpasol, cyfeirio'r plentyn at asiantaethau allanol am ymgynghoriad pellach.
- Sicrhau fod plentyn galluog yn cael ei herio i ddatblygu 'mhellach.

Mae gan yr ysgol Cydlynnydd Anghenion Addysgu Ychwanegol sydd yn ymwybodol o'r gofynion statudol i ymwneud a'r maes. Mae hefyd yn mynychu Fforwm y Sir yn rheolaidd er mwyn diweddarau ar faterion diweddaraf yn y maes.

### ADDITIONAL LEARNING NEEDS

The school is committed to ensure that **every** child has access to education, and the appropriate interventions are in place to help a child develop. The Additional Learning Needs (ALN) Code 2021 placed a responsibility on all schools to provide a whole school policy for pupils with additional needs so that the pupils have an equal curricular and social opportunity within the school. In light of this the school will:-

- Attempt to recognise any problems early in the child.
- Thoroughly analyse diagnostic test results at the beginning of every academic year, identifying those children who will need additional support to ensure progress in their development.
- Ensure the child has support, or arrange group sessions as appropriate.
- Differentiate curriculum work within the classroom.
- Introduce strategies to help the child manage completed tasks etc.
- Arrange appropriate equipment to help the child with its work.
- Agree and create a Personal Support Plan with the child and parent and identify targets to work towards.
- Communicate regularly with the child and parents about the child's development towards achieving the targets set.
- As appropriate, call upon the County's specialist services to assess and give advice on the best way to develop a child.
- As appropriate, refer a child to the appropriate external agencies for further consultation.
- Ensure that the more talented and able children are challenged to develop further.

The school has an Additional Learning Needs Coordinator who is aware of statutory requirements in this field. She also regularly attends the County's Forum to update on recent matters in this field.



### **DYLETSWYDD CYDRADDOLDEB I BOBL ANABL**

Mae awdurdodau addysg leol wedi darparu hyfforddiant i ysgolion i'w helpu i baratoi cynlluniau a deall goblygiadau dyletswyddau'r Ddeddf Gwahaniaethu ar sail Anabledd. Mae rhan fwyaf yr ysgolion wedi defnyddio'r wybodaeth gynhwysfawr o archwiliad hygyrchedd eu hawdurdod lleol fel sail i'w cynlluniau. Cyfrifoldeb yr ysgol:

- lunio cynllun gweithredu o'r hyn sy'n ofynnol er mwyn gwneud gwelliannau a chynyddu hygyrchedd yr ysgol;
- gwneud darpariaeth addas i gynorthwyo dysgwyr anabl a'u rhieni i gyfranogi mewn cyfarfodydd cynllunio unigol;
- rhoi ystyriaeth dda i anghenion unigol disgyblion anabl wrth gynllunio'r cwricwlwm;
- sicrhau bod pob aelod o staff, gan gynnwys staff cymorth, yn cael cymorth a hyfforddiant priodol i wella'u haddysgu a'u cymorth i ddisgyblion anabl;
- gweithio gydag ysgolion arbennig i ddatblygu'r cwricwlwm a'r addysgu;
- dewis mannau cyfarfod ar gyfer ymweliadau ag ysgolion sy'n hygyrch i bob disgybl er mwyn gwneud yn siŵr nad oes gwahaniaethu'n digwydd yn erbyn unrhyw ddisgybl;
- a rhannu gwybodaeth asesu risg gydag ysgolion eraill am fannau cyfarfod hygyrch ar gyfer ymweliadau.

Mae modd derbyn copi o Gynllun Cydraddoldeb Strategol yr ysgol ar gael drwy gysylltu â'r Pennaeth.

### **DISABILITY EQUALITY DUTY**

Local education authorities have provided training for schools to help them prepare plans and understand the implications of the duties of the Disability Discrimination Act. Schools have used the comprehensive information from their local authority's accessibility audit as the basis for their plans.

The school's responsibilities:

- draw up an action plan of what is required in order to make improvements and increase the accessibility of the school;
- make suitable provision to support disabled learners and their parents to participate in individual planning meetings;
- take good account of the individual needs of disabled pupils when planning the curriculum;
- ensure that all staff, including support staff, receive appropriate support and training to improve their teaching and support for disabled pupils;
- work with special schools to develop the curriculum and teaching;
- choose venues for school visits that are accessible to all pupils to make sure that no pupil is discriminated against; and
- share risk assessment information with other schools.

A copy of the school's Strategic Equality Plan may be obtained from the school.



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### **CYFLEOEDD CYFARTAL**

Rydym wedi ymroi i'r egwyddor o gyfle cyfartal i bawb o bob tras, cred, gallu, anabledd a rhyw. Credwn fod ymarfer cyfle teg i bawb i gael mynediad i'r cwricwlwm yn cyd-fynd a'n safbwynt ar egwyddor o gyfle cyfartal a theg i bawb.

Mae gwella ansawdd profiadau a sgiliau pob disgybl yn rhan annatod o ethos a pholisi addysgol effeithiol yr Ysgol. Uwchlaw popeth, angen y plentyn unigol sydd bwysicaf yn Ysgol Arberth.

Mae Cyfleoedd Cyfartal yn cael ei delio ac yng Nghynllun Cydraddoldeb Strategol yr ysgol.

### **POLISI'AU**

Mae gan yr ysgol nifer o bolisi'au ar bob agwedd o fywyd yr ysgol. Mae'r prif bolisi'au ar gael ar ein gwefan - [narberthschool.co.uk](http://narberthschool.co.uk). Os oes angen copi o unrhyw bolisi arall, cysylltwch â'r Dderbynfa.

### **GWNEUD CWYN**

Dyma'r drefn o wneud cwyn o dan Ddeddf Addysg 1996, Adran 409 :-

Cam 1 – y Pennaeth

Cam 2 – Cadeirydd y Llywodraethwyr

Cam 3 – Awdurdod Addysg Leol

Dylid ymdrin â bob cam yn ei dro. Mae'r ysgol am nodi pwysigrwydd o ddelio gyda materion yn gynnar er mwyn osgoi iddynt dyfu yn broblemau fwy.

### **EQUAL OPPORTUNITIES**

We are committed to the principle of equal opportunities to everyone of every race, belief, ability, disability and gender. It is our belief that promoting a fair chance for every pupil to have equal access to the curriculum underlines the School's commitment to providing equal and fair opportunities for everyone.

We believe that promoting equal opportunities to all generate the quality of experiences, which is a crucial part of an effective education policy. Above all, the needs of the individual child are paramount at Narberth School.

Equal Opportunities are addressed in the school's Strategic Equality Plan.

### **POLICIES**

The school holds numerous policies on all aspects of school life. The main policies are available on our website – [narberthschool.co.uk](http://narberthschool.co.uk). If you require a copy of any of our other policies, please contact Reception.

### **MAKING A COMPLAINT**

Under section 409 of the Education Act 1996 arrangements for making a complaint are as follows:-

Stage 1 – via the Headteacher

Stage 2 – via the Chair of Governors

Stage 3 – Local Education Authority

The above stages should be approached systematically. The school emphasises the importance of dealing with issues at an early stage to prevent them from escalating into bigger problems.



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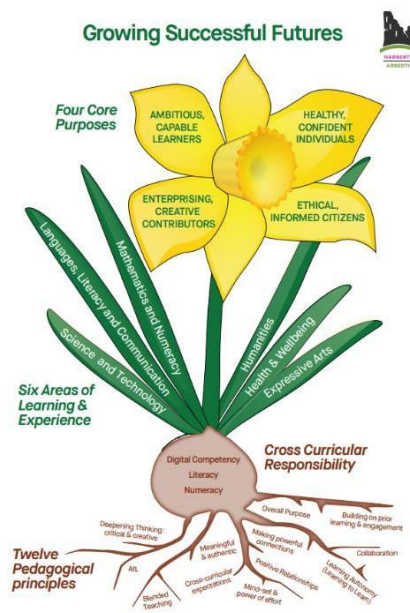
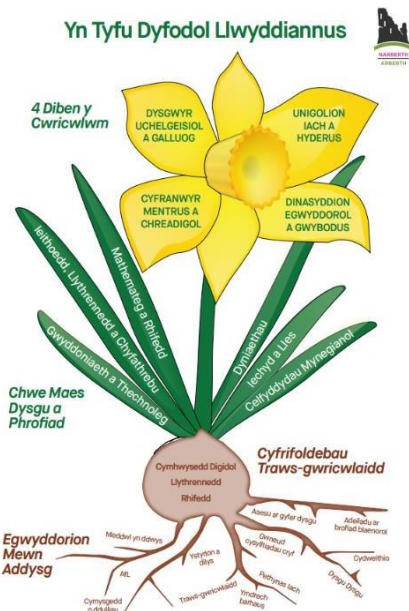


**Y CWRICWLWM**

O fewn strwythur statudol addysg, rydym ni yn ysgol Arberth, yn edrych, drwy'r amser, am gyfleoedd i wneud y cwricwlwm yn fwy cyffroes, diddorol a pherthnasol i'r plant. Manteisiwn ar ddiwyddiadau lleol, cenedlaethol, a byd cyfan i'r plant ddysgu amdanynt, fel ei bod yn ymwybodol o ehangder y byd rydyn yn byw ynddo. Wrth ddysgu am faterion byddwn yn hybu datblygiad ysbrydol, moesol, diwylliannol, meddyliol a chorfforol pob plentyn fel eu bod yn mwynhau dysgu, deall eu rôl mewn bywyd, a gwneud y mwyaf o'u bywydau unigol.

**THE CURRICULUM**

Within the statutory framework of education, we at Narberth School are always looking for opportunities to make the curriculum more exciting, interesting and relative to the children. We will take advantage of local, national and world wide events for the children to learn about, so that they are aware of the diversity of the world they live in. Through this, we will promote the spiritual, moral, cultural, mental and physical development of every child so that they enjoy learning, understand their role in life and make the most of their individual lives.



Mae Cwricwlwm I Gymru wedi'i weithredu yn Ysgol Arberth. Nod y Cwricwlwm yw datblygu dysgwyr sy'n:-

- ✓ Dysgwyr Uchelgeisiol, Galluog
- ✓ Cyfranwyr Mentrus, Creadigol
- ✓ Unigolion Iach, Hyderus
- ✓ Dinasyddion Egwyddorol, Gwybodus

The Welsh Curriculum is fully implemented at Narberth School. The aim of the Curriculum is to develop learners who are:-

- ✓ Ambitious, Capable Learners
- ✓ Enterprising, Creative Contributors
- ✓ Healthy, Confident Individuals
- ✓ Ethically Informed Citizens

Bydd yr uchod yn cael ei ddatblygu drwy 6 Maes Dysgu a Phrofiad sef:-

The above will be developed through 6 Areas of Learning Experiences of which there are :-



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- Ieithoedd, Llythrennedd a Chyfathrebu
- Mathemateg a Rhifedd
- Gwyddoniaeth a Thechnoleg
- Dyniaethau
- Iechyd a Lles
- Celfyddydau Mynegiannol

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

Tanategwyd y rhain gan 3 cyfrifoldebau Trawsgwricwlaidd sef:-

They will be underpinned by 3 cross curricular responsibilities:-

- Cymhwysedd Digidol
- Llythrennedd
- Rhifedd

- Digital Competency
- Literacy
- Numeracy



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### **IAITH SAESNEG**

Mae Ysgol Arberth yn gweithredu Rhaglen 'Read, Write, Inc' er mwyn addysgu sgiliau darllen i'r plant. Rhaglen ffonig strwythedig yw hon fydd yn cael ei gyflwyno i'r plant o'r cychwyn yr ysgol.

Penodir Rheolwr y Rhaglen, a fydd yn asesu'r plant bob hanner tymor, ac yn symud y plant ymlaen mewn grwpiau.

Mae'n bwysig nodi bod y grwpiau wedi'u trefnu yn ôl datblygiad y Rhaglen ac nid yn ôl oedrannau'r plant, felly mae'n debygol y bydd y grwpiau yn cynnwys plant o wahanol oedrannau. Erbyn hyn, mae'r plant yn gyfarwydd â'r system, ac nid yw'n achosi pryderon i'r plant.

Nod y Rhaglen yw y bydd y plant wedi gorffen yr elfen ffonig o'r Rhaglen erbyn diwedd blwyddyn 2.

Mae'r ysgol wedi datblygu ac addasu cynllun gwaith sy'n caniatáu disgyblion o ddsbarth Meithin i Flwyddyn 6 o ddatblygu ac adeiladu ar eu sgiliau mewn ffordd adeiladol. Pob tymor, fydd gan y disgyblion 'genre' penodedig i ffocysu arno a bydd y disgyblion yn cael eu addysgu yn defnyddio dull Pie Corbett (ymarferol, nifer o gemau). Mae hwn yn caniatáu iddynt adeiladu eu geirfa ac yn annog y plant i 'Drafod cyn iddynt ysgrifennu'. Mae'r cydlynnydd iaith yn gyfrifol am arolygu'r cynllun, monitro gwaith y disgyblion a sicrhau for y disgyblion yn derbyn y cymorth sydd angen.

### **MATHEMATEG**

Mae gwersi mathemateg ffurfiol yn cael ei ddysgu yn ddyddiol. Mae'r ysgol wedi cyflwyno 'Numicon' i helpu esbonio a chyflwyno cysyniadau mewn mathemateg. Mae'r ysgol hefyd yn defnyddio White Rose Maths i ddatblygu mathemateg a rhifedd.

Yn ôl gofynion y Fframwaith Rhifedd a Llythrenedd, mae cyfleoedd i ddatblygu sgiliau rhifedd yn cael eu greu ar draws gwaith thema.

### **ENGLISH LANGUAGE**

Narberth School are administering the 'Read, Write, Inc' Programme in order to teach reading skills. This is a structured phonics Programme that will be introduced to the children as they commence school.

A Programme Manager has been appointed that will assess the children every half term, and move the children forward into structured groups.

It is important to note that the groups have been arranged according to development of the Programme and not according to age. It is therefore likely that the groups will contain children of different ages. By now, the children are used to the system, and this structure does not cause any problems to the children.

The aim of the Programme is that the children will have finished the Programme by the end of year 2.

The school has developed and adapted a scheme of work that allows pupils from Nursery to Year 6 to develop and build upon their skills in a progressive manner. Each term pupils will have a specific 'genre' focus and they will be taught using the Pie Corbett approach (hands on, interactive and lots of games). This allows them to build their vocabulary first and encourages them to 'talk it before they write it'. The language coordinator is responsible for overseeing the scheme, monitoring pupils work and ensuring that children are receiving the support they require.

### **MATHEMATICS**

Formal maths lessons are taught on a daily basis. The school has also introduced Numicon as a practical way to deliver and explain concepts in maths. The school also uses White Rose Maths to develop maths and numeracy.

As outlined by the Literacy and Numeracy Framework, opportunities to develop Numeracy skills will be created across all themed work.







Bydd y disgyblion yn ymgymryd Profion Cenedlaethol Rhifedd yn flynyddol (Bl 2–6). Bydd y disgyblion yn eistedd 2 bapur – Rhif a Rhesymu. Defnyddir canlyniadau'r profion yma i adnabod anghenion ychwanegol y disgyblion.

### YR IAITH GYMRAEG - Cymraeg Ail iaith

Mae Ysgol Arberth yn ysgol ffrwd ddeol. Yn y ffrwd Saesneg addysgir drwy gyfrwng yn Saesneg yn bennaf ond mae ethos Cymraeg cref sy'n datblygu'r iaith Gymraeg a'r gwybodaeth o Gymru a Chymreictod yn amlwg o fewn y Cwricwlwm. Bellach, mae'n ofynnol, yn ôl Strategaeth Dwyieithrwydd y Sir, bod pob plentyn yn cael y cyfle i ddysgu'r iaith, boed yn iaith gyntaf neu ail-iaith. Mae yna nifer o fanteision i'ch plentyn i ddysgu'r ddwy iaith:-

- Gall dwyieithrwydd gynyddu cyfleoedd a dewisiadau.
- Mae plant sydd â dwy iaith yn tueddu i wneud yn well yn y cwricwlwm ac mae eu perfformiad ychydig yn well mewn profion ac arholiadau.
- Dangosodd gwaith ymchwil fod cael dwy iaith dda yn gallu bod o fantais i bobl o ran y ffordd y maent yn meddwl:
  - **Meddwl yn greadigol:** mae gan blant dwyieithog ddau air, os nad mwy, am bob gwrthrych a syniad, a rhoddir gwahanol ystyron i eiriau weithiau gan y ddwy iaith. Golyga hyn y gall person dwyieithog ddod i feddwl yn fwy hyblyg, nid am eiriau yn unig, ond am bopeth.
  - **Sensitifrwydd:** mae'n rhaid i bobl ddwyieithog wybod pa iaith i siarad gyda phwy, a phryd. O ganlyniad, maent yn ymddangos fel pe baent yn fwy sensitif i anghenion gwrandawyr na phobl unieithog.
- **Derbyn ieithoedd a diwylliannau eraill**  
 Gan fod dwy iaith yn rhoi profiad diwylliannol ehangach i bobl, yn aml iawn maent yn fwy parod i dderbyn gwahaniaethau mewn diwylliannau, credoau ac arferion y tu hwnt i'w profiad hwy eu hunain.

The pupils will undertake the Numeracy National Tests on an annual basis (Years 2-6). The pupils will sit 2 papers – Number and Numerical Reasoning. We will utilise the results of these tests to identify additional learning needs in pupils.

### THE WELSH LANGUAGE - Welsh 2<sup>nd</sup> Language

Narberth is a dual stream School. In the English Stream, the main form of teaching is in English, however there is a strong Welsh ethos with the development of the Welsh Language and the knowledge of Wales and Welshness is prominent in the curriculum. Furthermore, in line with the County's Bilingual Strategy, every child should have the opportunity to learn the language whether it be first or second language. There are many advantages to your child learning two languages:-

- Bilingualism creates opportunities and choices.
- Children who have two languages tend to do better in the curriculum and their performance is somewhat better in tests and exams.
- Research shows that having two languages can be advantageous to people in the way they think:
  - **thinking creatively:** Bilingual children have two, if not more words, for every object or idea, and sometimes there are different meanings to the words in both languages. This means that a bilingual person tends to think more flexibly, not only about words, but everything.
  - **Sensitiveness:** Bilingual people have to know what language to talk and when. As a result, they show that they are more sensitive to their listeners needs than people with one language.
- **Accepting other Languages and Cultures**  
 Since two languages give people a wider cultural experience, they very often are more ready to accept differences in cultures, beliefs and customs beyond their own experiences.





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- Un o fanteision bod yn ddwyieithog yw'r cyfle i fod yn rhan o ddau ddiwylliant - dau fyd gwahanol o brofiadau.

- One advantage to being bilingual is opportunity to be a part of two cultures – two separate worlds of experience.

## CYMRAEG IAITH CYNTAF

Mae Ysgol Arberth wedi cyflwyno'r system 'Tric a Chlic'. System yn debyg iawn i 'RWI' yw hwn lle dysgir ffonig Cymraeg i'r plant mewn ffordd strwythedig ond hwylus. Mae'r rhaglen yn datblygu sgiliau darllen, sillafu ac ysgrifennu. Bydd y gweithgareddau fod bynnag yn cael ei wneud mewn ffordd hwylus a bywiog.

Mae Rheolwr y Rhaglen wedi'i benodi, a fydd yn asesu'r plant yn aml er mwyn olrain datblygiad. Mae'n bwysig nodi bod y grwpiau wedi'u trefnu yn ôl datblygiad ac nid yn ôl oedrannau'r plant, felly mae'n debygol y bydd y grwpiau yn cynnwys plant o wahanol oedrannau. Gofynnir yn garedig felly bod rhieni ddim yn cymharu plant o'r un oed. Gwneir y sesiynau 3 gwaith yr wythnos.

Nod y Rhaglen yw y bydd y plant wedi gorffen yr elfen ffonig o'r Rhaglen erbyn diwedd y Cyfnod Sylfaen – man hwyraf.

### ***Datbylu sgiliau darllen uwch – pob iaith***

Unwaith fydd y raglan Tric a Chlic/RWI wedi dod i ben bydd sgiliau darllen eich plentyn yn cael ei ddatblygu ymhellach mewn nifer o wahanol ffurdd:-

- Chwilio am wybodaeth
- Scimio a sganio
- Darllen Pâr
- Darllen grwp
- Heriau darllen
- Datrys problemau
- Darllen dan arweiniad
- Darllen Cilyddol

Bydd yr uchod yn cymryd lle yn ystod gwersi pynciol eraill hefyd. Bydd strategaethau defnyddiwyd yn Saesneg yn cael eu defnyddio mewn gwersi Cymraeg hefyd.

## FIRST LANGUAGE WELSH

Narberth School have introduced the system 'Tric a Chlic'. This system is very similar to RWI in English. It is a structured but fun phonics programme for the Welsh language. It develops reading, writing and spelling. The delivery will be lively and exciting.

There is an appointed Manager for the Scheme and the children are regularly assessed in order to track development. It is important to note that the children will be grouped according to development and not age, therefore it is likely that groups will contain pupils from different ages. Parents are kindly asked therefore not to compare children of the same age. The sessions will take place 3 times per week.

The Programme will have finished by the end of the Foundation Phase at the latest.

### ***Developing higher reading skills – every language***

Once the Tric a Chlic/RWI programme has come to an end, your child's reading skills will be developed further in a number of different ways:-

- Information finding
- Skimming/Scanning
- Paired Reading
- Group Reading
- Reading Challenges
- Problem Solving
- Guided Reading
- Reciprocal Reading

The above will also take place during other subject lessons. Similar strategies to developing language in English will be used in Welsh lessons also.





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### **ADDYSG GORFFOROL A CHWARAEON**

Mae disgyblion Ysgol Arberth yn dysgu ystod o sgiliau a thechnegau sy'n gysylltiedig â rhaglen astudio Addysg Gorfforol y Cwricwlwm, sef dawns, gemau, gymnasteg, gweithgareddau awyr agored, athletau a nofio.

Yn ogystal â gwersi strwythuredig mae'r disgyblion yn cael cyfleoedd i gymryd rhan mewn chwaraeon a gweithgareddau allgyrsiol yng Nghlwb yr Urdd, Amlsgiliau a Chlwb Chwaraeon Tîm.

Yn ystod y flwyddyn, bydd y plant yn cynrychioli'r Ysgol drwy ymgymryd mewn nifer o gystadlaethau chwaraeon, ee trawsgwlad, rygbi, pêl droed, pêl rhwyd ayyb. Mae hyn yn rhoi'r cyfle i'r plant gwrdd â phlant o ysgolion eraill, dysgu dathlu ennill, a chymryd colli.

Disgwylir i'r plant wisgo'r wisg bwrpasol ar gyfer Addysg Gorfforol (Gweler Gwisg Ysgol). Ni chaniateir gwisgo tlysau o unrhyw fath, ac awgrymir y dylid clymu gwallt hir yn ôl.

Ni ddyldid gwisgo gwisg Addysg Gorfforol i'r ysgol am y dydd. Mae'n bwysig bod y plant yn dysgu am eu cyrff yn y broses. Felly bydd gofyn iddynt newid i'w dillad, a newid yn ôl ar ôl y wers fel ei bod yn deall pwysigrwydd glendid, ac effaith Addysg Gorfforol ar y corff, ee chwysu.

Wrth nofio, bydd angen gwisg nofio addas ('Speedo's', nid siorts i'r bechgyn, a 'bathers' nid bicini i'r merched), cap a thywel.

Mae gan yr ysgol gysylltiadau agos gyda'r holl ysgolion uwchradd ynglŷn ag addysg gorfforol a bydd y disgyblion yn mynychu nifer o weithgareddau a sesiynnau yn ystod eu blwyddyn trosglwyddo. Mae gan yr ysgol 10 Lysgennad Efydd sy'n mynychu sesiynnau hyfforddi drwy'r sir. Maent yn gyfrifol am drefnu a rhedeg clybiau amser cinio a clybiau amser chwarae ar gyfer disgyblion ym mlwyddyn 3-6 yn ddyddiol. Eu rol yw hybu chwaraeon a bywyd iachus yn yr ysgol ac i annog ac ysbrydoli eraill.

### **PHYSICAL EDUCATION AND GAMES**

Pupils at Narberth Primary are taught a range of skills and techniques in the areas of study in the Curriculum associated with dance, games, gymnastics, outdoor activities, athletics and swimming.

As well as structured lessons, the pupils take part in games and extra-curricular activities associated with Clwb yr Urdd, Multiskills Sports and Team Sports Clubs.

During the year, children represent the School in a number of competitions, eg cross country, rugby, football, netball etc. This gives the children the opportunity to meet children from other Schools, learn to celebrate success and accept losing.

The children are expected to wear the appropriate clothing for PE (See Uniform). They are not permitted to wear any kind of jewellery, and it is suggested that long hair should be tied back.

Children should not wear their PE kit to school for the day. It is important that the children learn about their bodies in the process, therefore they will change into their kit, and change back after the lesson so that they understand the importance of cleanliness and the effect of PE on the body, e.g. sweating.

When swimming, a suitable costume will be required (Speedo's not shorts for boys, and bathers not bikini's for girls), a cap and a towel.

The school has close links with all secondary feeder schools and pupils attend a number of sporting activities and sessions in their transition year. The school has 10 Bronze Ambassadors who attend training sessions through the county. They are responsible for organising and running lunchtime and play time clubs for pupils in years 3-6 on a daily basis. Their role is to promote sport and a healthy lifestyle in school and to motivate and inspire others.



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Mae'r Genhadon yn gyfrifol am drefnu gweithgareddau codi arian fel 'Sport Relief'. Bydd Diwrnod Mabolgampau blynyddol yn cael ei gynnal yn yr ysgol hefyd.

**Crefydd, Gwerthoedd a Moeseg (CGM)**

Mae CGM yn ofyniad statudol o'r Cwricwlwm i Gymru ac mae'n orfodol i bob dysgwr rhwng 3 ac 16 oed. Nid oes unrhyw hawl gan rieni i ofyn i blentyn gael ei dynnu'n ôl o CGM yn y Cwricwlwm i Gymru.

Gan fod CGM yn bwnc a bennir yn lleol, mae'r maes llafur cytûn yn nodi'r hyn y dylid ei addysgu mewn RVE o fewn yr awdurdod lleol a bydd ein cwricwlwm yn adlewyrchu'r canllawiau hyn.

**Addysg Cydberthynas a Rhywioldeb (ACRh)**

Mae ein cwricwlwm ysgol yn cofleidio'r canllawiau yn y Cod ACRh. Bydd ein darpariaeth Addysg Cydberthynas a Rhywioldeb yn cael effaith gadarnhaol a grymusol ar addysg ein dysgwyr a bydd yn chwarae rhan hanfodol wrth eu cefnogi i wireddu'r pedwar diben fel rhan o ddull ysgol gyfan. Helpu dysgwyr i ffurfio a chynnal ystod o berthnasoedd, i gyd yn seiliedig ar gydymddiriedaeth, diogelwch a pharch, yw sylfaen ACRh. Mae'r perthnasoedd hyn yn hanfodol i ddatblygiad lles emosiynol, gwydnwch ac empathi. Bydd pob profiad yn briodol o ran datblygiad. Ein nod canolog yw cefnogi dysgwyr i ddatblygu ymdeimlad o hunan ac ymdeimlad bod pawb yn unigryw.

**Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (CCUHP)**

**Confensiwn y Cenhedloedd Unedig ar Hawliau Pobl ag Anableddau (CCUHPA)**

Bydd ein hysgol yn hybu gwybodaeth a dealltwriaeth o Ran 1 o CCUHP, ac o CCUHPA, trwy addysgu a dysgu.

**CERDDORIAETH**

Mae'r ysgol yn buddsoddi ar Wasanaeth Cerdd y Sir. Mae athrawes beripatetig yn mynychu'r Ysgol yn wythnosol, ac yn cynnig gwersi ffidil/telyn/pres/taro. Cynnig gwersi i blant yr Iau (Bl 3-6), ond disgwylir i'r plant ymroi wrth y gwersi ac ymarfer yn gyson yn ôl cyfarwyddiadau'r athrawes. Mae hefyd cyfle i ddysgu chwarae'r piano a thelyn.

The Sports Ambassadors are also responsible for organising fundraising events such as Sport Relief. The school holds an annual Sports Day also.

**Religion, values and ethics (RVE) / Crefydd, gwerthoedd a moeseg**

RVE is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16. There is no parental right to request that a child is withdrawn from RVE in the Curriculum for Wales. As RVE is a locally determined subject, the agreed syllabus specifies what should be taught in RVE within the local authority and our curriculum will reflect this guidance.

**Relationships and Sexuality Education (RSE) / Addysg Cydberthynas a Rhywioldeb**

Our school curriculum embraces the guidance in the [RSE Code](#). Our RSE provision will have a positive and empowering impact on our learners' education and will play a vital role in supporting them to realise the four purposes as part of a *whole-school approach*. Helping learners to form and maintain a range of relationships, all based on mutual trust, safety and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. All experiences will be developmentally appropriate. Our central aim is to support learners to develop a sense of self and a sense of everyone being unique.

**United Nations Convention on the Rights of the Child (UNCRC) / CCUHP**

**United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)**

Our school will promote knowledge and understanding of Part 1 of the UNCRC, and of the UNCRPD, through teaching and learning.

**MUSIC**

The school invests in the County Music Service. A peripatetic teacher attends the School on a weekly basis offering violin/harp/brass/percussion lessons. Lessons are offered to the Juniors (Years 3-6), but we expect the children to be committed and practice regularly in accordance with instructions received from the teacher. We also offer harp and piano lessons.





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### **YMWELIADAU**

Pan yn bwrpasol bydd yr ysgol yn trefnu ymweliadau fydd yng nglŵm gyda'r Themâu er mwyn cyfoethogi'r profiadau bydd y plant yn eu cael. Anelwn at roi ymweliad preswyl i'n disgyblion cyn gadael yr ysgol.

### **CODI TÂL**

Pan fydd achosion yn codi lle mae costiau yn gysylltiedig â'r ymweliad, byddwn yn gofyn am daliadau neu gyfraniadau gwirfoddol. Mae cyrsiau awyr agored, ymweliadau a gwersylloedd yn esiamplau o rain. Byddwn yn fodd bynnag codi tâl am gostau teithio a gwely a chynhaliaeth ar gyfer ymweliadau preswyl.

### **CWYNION AM Y CWRICWLWM**

O dan drefniadau adran 409 Deddf Addysg 1996 mae hawl gan rieni ac eraill gwyno'n ffurfiol i'r Corff llywodraethol a/neu'r Awdurdod Addysg Leol am y cwricwlwm neu unrhyw fater cysylltiedig.

### **VISITS**

When appropriate, the school will arrange visits that tie in the the Themes in order to enrich the experiences provided for the children. We aim to give the pupils a residential visit before leaving the school.

### **CHARGING AND REMISSIONS**

When activities requiring additional payment occur we ask for voluntary contributions or donations. Examples of such activities are field study visits, outdoor pursuit, visits to camps etc. We do however, make a charge to cover the costs of travelling and board and lodging for residential visits.

### **COMPLAINTS ABOUT THE CURRICULUM**

Under section 409 of the 1996 Education Act, parents and others have the right to make formal complaints to the Governing body and/or to the Local Education Authority about the curriculum or any related matter.



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## GWAITH CARTREF

Mae nifer o resymau pam a roddir gwaith cartref:-

- I atgyfnerthu gwaith sy'n cael ei wneud yn y dosbarth.
- Cyfle i rieni cael gweld sut mae plentyn yn datblygu.
- Cyfle i rieni cyd-weithio gyda phlentyn.
- Gwaith ymchwiliol gyda'r teulu neu ddogfennau teuluol - gwneud y gwaith yn berthnasol i'r plentyn.
- Paratoi ar gyfer trosglwyddo i'r Ysgol Uwchradd.
- I ymarfer sgiliau.

Gofynnir yn garedig i rieni gyd-weithio gyda'u plant a sicrhau fod gwaith cartref yn cael ei ddychwelyd i'r Ysgol o fewn yr amser penodwyd. Strwythur gwaith cartref yw:-

**MEITHRIN/DERBYN** - Bydd y plant yn cael cyfle i fynd a llyfrau stori o lyfrgell yr ysgol. Anogir y rhieni i ddarllen y llyfrau i'r plant, neu i edrych ar luniau'r llyfrau a thrafod yr hyn sy'n digwydd yn y stori. Mae clywed iaith ar lafar, mewn rhigymau a storïau yn bwysig iawn i ddatblygiad iaith plentyn.

**BLWYDDYN 1 A 2** - Gwaith penodedig 'Read, Write, Inc'/Tric a Chlic yn ôl y Rhaglen. Gofynnir i rieni ddarllen yn gyson gyda'u plant hefyd. Mae'n hanfodol bwysig fod plentyn yn gallu darllen yn weddol rugl erbyn diwedd blwyddyn 2, er mwyn cael mynediad i gwricwlwm llawn yn yr Iau.

**BLWYDDYN 3 – 6:-** bydd y plant yn cael gwaith prosiect yn cynnwys gweithgareddau eang yn cynnwys mathemateg a iaith.

Ni ddylai unrhyw waith cartref a rhoddir uwchben yr hyn mae plentyn yn medru gwneud. Os ydyw plentyn yn cael unrhyw drafferthion, mae'n bwysig fod yr athrawes ddosbarth yn cael adborth gan y rhiant, fel y gellir sicrhau fod cymorth ychwanegol yn cael ei rhoi i'r plentyn gwblhau'r dasg.

## HOMEWORK

Homework is given for many reasons:-

- To reinforce work carried out in the classroom.
- An opportunity for parents to see their child's development
- An opportunity for parents to work with their children.
- Research work with family, or family documents – making the work relevant to the child.
- Prepare for transition to Secondary School.
- To practice skills.

Parents are kindly asked to work with their children to ensure that homework is returned to the School within the stipulated time. The structure of homework is as follows:-

**NURSERY/RECEPTION** – The children will have the opportunity to take story books home from the school library. Parents are encouraged to read the book to the children or discuss the pictures with the children. Hearing language in rhymes and stories is very important for language development in children.

**YEARS 1 AND 2** – Specific work relating to the 'Read, Write, Inc'/Tric a Chlic' Programmes. Parents are also asked to read regularly with their children. It is important that children are fairly fluent in their reading skills before leaving year 2 so that they can access a full curriculum in the Juniors.

**YEARS 3 – 6:** children will be asked to undertake project work which will incorporate a variety of activities, including maths and literacy.

No homework should be beyond the capabilities of a child's skills. If a child has difficulty with homework, it is important that the parent provide feedback to the class teacher so that additional support can be given to the child to complete the task.





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### **TECHNOLEG GWYBODAETH/GALLU DIGIDOL**

Mae Technoleg Gwybodaeth yn rhan annatod o'r bywyd modern. Mae'r ysgol yn ddiweddar, wedi buddsoddi'n drwm gyda chyfarpar Technoleg Gwybodaeth mewn ffurf iPadau.

Rhoddi'r sylw i ddatblygu sgiliau'r plant o oedran ifanc iawn, gan sicrhau fod ganddynt y sgiliau priodol i drosglwyddo i'r ysgol uwchradd.

Mae gan bob dosbarth bwrdd gwyn rhyngweithiol, iPadau, cyfrifiaduron/gliniaduron.

Defnyddir y wefan i ymchwilio mewn i amryw o bynciau. Ni chaniateir i'r plant fodd bynnag, i ddefnyddio'r wefan heb oruchwyliaeth oedolyn. Os bydd plentyn yn cam-drin y wefan, bydd y plentyn yn cael ei atal rhag ei ddefnyddio yn y dyfodol.

Mae Llywodraeth Cymru wedi buddsoddi'n drwm yn y datblygiad o lwyfan dysgu sef HWB. Bydd pob plentyn yn cael enw a cyfrinair ar gyfer y system. Mae'r Ysgol yn y broses o greu prosiectau gwaith cartref drwy HWB a bydd pob plentyn yn gallu cael mynediad i systemau Microsoft sef Word, Powerpoint a Excel o'r cartref. Bydd rhieni'n cael ei cyflwyno i HWB yn ystod Sesiwn Cyflwyno i'r Ysgol.

### **GWEITHGAREDDAU ALLGYRSIOL**

Mae Ysgol Arberth yn awyddus i gynnig gweithgareddau allgyrsiol eang a fydd yn ymestyn sgiliau a chyfleoedd i'r plant. Trefnir amserlen o weithgareddau ar hyd y flwyddyn, ac ymdrechir i gynnig gweithgareddau i blant ar draws pob oedran.

### **INFORMATION TECHNOLOGY/DIGITAL COMPETENCE**

Information Technology is an unavoidable part of modern life and if utilised effectively can enhance children's learning.

Attention is given to developing the children's skills from a very young age, ensuring they have the appropriate skills to transfer to secondary school.

Every class has an interactive whiteboard, iPads and computers/laptops.

The internet is used to research numerous subjects. No child will be allowed to use the internet without adult supervision. If a child misuses the internet, they will be prevented from using it in the future.

The Welsh Government has invested heavily in the development of a learning platform called HWB. Every child will have a username and a password for this system. The school are in the process of creating homework projects via the use of HWB and all pupils are able to access Microsoft Office components such as Word, Powerpoint and Excel from the home. Parents will be given an introduction to HWB during the Induction Session to the School.

### **EXTRA CURRICULAR ACTIVITIES**

Narberth School is eager to offer a broad range of extra curricular activities to develop the children's skills and opportunities. A timetable of activities will be made throughout the year, and an effort is made to offer activities to children of all ages.



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## **YMDDYGIAD**

Mae Ysgol Arberth yn disgwyl yr ymddygiad gorau o'r plant bob amser. Mae'r ysgol wedi mabwysiadu'r trefn 'Pivotal' ac 'Emotion Coaching' ar gyfer ymddygiad lle rhoddir sylw i'r 95% o'r ymddygiad gorau. Gweler taflen Arwain Ymddygiad ychwanegol.

## **RHEOLAU'R YSGOL**

Mae Rheolau'r Ysgol wedi'u symleiddio i 3 rheol:-

- Parch
- Diogel
- Barod

Disgwylir i'r plant weithredu'r Rheolau drwy bob gweithgaredd yn ystod y dydd, boed o fewn y dosbarth, neu allan ar yr Iard. Disgwylir i'r oedolion arwain ar y 3 rheol yma.

## **PERSONOL A CHYMDEITHASOL**

Mae Ysgol Arberth yn Dilyn rhaglen strwythedig sy'n caniatáu staff i feithrin sgiliau cymdeithasol a chyfathrebu da rhwng disgyblion. Bydd hwn yn cael ei wneud drwy sesiynau sydd wedi'u amserlenni'n wythnosol, ee Amser Cylich. Yn ystod y sesiynau yma, bydd y plant yn cael cyfle i drafod nifer eang o bynciau, yn cynnwys ymddygiad. Bydd yr amser yma hefyd yn gyfle i'r plant drafod unrhyw bryderon sydd ganddynt am ymddygiad.

Os fydd plentyn am drafod rhywbeth yn gyfrinachol, anogir y plant i ofyn am amser 'check in', lle bydd y plentyn yn cael amser 1 i 1 gan aelod o staff i wrando ar ei bryderon. Nodir, os fydd aelod o staff yn teimlo fod y plentyn mewn perygl o unrhyw fath, bydd yn ddyletswydd arno i adrodd i'r awdurdodau pwrpasol drwy'r Pennaeth.

## **BEHAVIOUR**

Narberth School expect the best possible behaviour from children at all times. The school have adopted the 'Pivotal' and 'Emotion Coaching' approach to behaviour whereby first attention is given to 95% of best conduct. See separate leaflet on Behaviour Leadership.

## **SCHOOL RULES**

School Rules have been simplified to 3 rules:-

- Respect
- Safe
- Ready

Every child is expected to administer these Rules through every activity throughout the day, whether it be in the classroom, or outside on the yard. Every adult is expected to lead on these 3 rules.

## **PERSONAL AND SOCIAL**

Narberth School deliver a structured programme that allows staff to nurture good social and communication skills in pupils. This will be done through weekly timetabled sessions that could include activities such as Circle Time. The pupils will be given an opportunity to discuss a wide range of topics including behaviour. The time will also be used for the children to discuss any anxieties they have about behaviour.

If a child has anything he/she wishes to discuss confidentially, then they are encouraged to ask for 'Check in' time where a child will have 1 to 1 time with a member of staff to listen to their anxieties. Note that if a member of staff feels that a child is in danger of any kind, then it is their duty to report it to the appropriate authorities through the Headteacher.



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### **YMDDYGIAD EITHAFOL**

Os bydd ymddygiad annerbyniol yn parhau mewn plentyn, yna bydd yr ysgol yn gweithredu fel a ganlyn:-

- Trafod gyda'r plentyn, a rhoi cyfle i wella ar ymddygiad.
- Cyflwyno siart ymddygiad, lle y gellir monitro'n sesiynol ar ymddygiad plentyn. Bydd hyn yn cael ei wneud gyda chaniatâd a chydweithrediad y plentyn a'r rhieni.
- Sicrhau fod targed yn cael ei gytuno i helpu gwella ar ymddygiad y plentyn, a bod cymuned yr Ysgol yn gweithio gyda'r plentyn i gyflawni'r targed.
- Trefnu i asiantaethau allanol i weithio gyda'r plentyn os yn bwrpasol.

**Os bydd ymddygiad plentyn yn peri iddo ef neu hi, neu blant a staff yr Ysgol i fod mewn perygl, yna bydd yr Ysgol yn gweithredu camau Eithrio yn unol â Pholisi'r Sir.**

### **BWLIAN**

**NI FYDD YR YSGOL YN GODDEF GYDAG UNRHYW FATH O FWLIAN.**

Teimlir y dylai pob plentyn cael yr hawl i fynychu'r ysgol yn hapus a dibryder. Cyfrifoldeb Cymuned yr Ysgol yw gofalu am y plant. Mae staff Ysgol Arberth yn effro i faterion bwlian. Mae'r ysgol bellach yn Ysgol KiVA. Rhaglen gwrth fwlian yw hwn lle mae'r ffocws ar rwystro a datblygu dealltwriaeth o wahanol rôl wrth fwlian. (Gweler taflen ychwanegol.)

Mae Ysgol Arberth yn hybu ethos lle anogir pob plentyn i fod yn feddylgar, cyfeillgar, amyneddgar, ac yn derbyn fod pob unigolyn yn unigryw mewn bywyd.

### **EXTREME BEHAVIOUR**

If unacceptable behaviour persists in any child, then the school will operate in the following way:-

- Discuss with the child, and give an opportunity to improve on behaviour.
- Implement a behaviour chart, where it is possible to monitor a child's behaviour on a sessional basis. This will be implemented with the permission and cooperation of the child and parents.
- Agree on a target for the child to improve on his/her behaviour. The School Community will assist to help the child achieve his/her target.
- Arrange for external agencies to work with the child if appropriate.

**If a child's behaviour causes him/her, other children or staff to be in danger, then the School will implement Exclusion in accordance with the County's Policy.**

### **BULLYING**

**THE SCHOOL WILL NOT TOLERATE ANY KIND OF BULLYING.**

It is felt that every child has the right to attend the school happily and without concern. It is the School's Community's responsibility to care for the children. Staff at Narberth School are vigilant on matters of bullying. We have become a KiVA School. This is an antibullying programme that focuses on prevention and developing an understanding of the roles played in bullying. (See additional leaflet.)

Narberth School promotes an ethos whereby every child is encouraged to be thoughtful, friendly, patient, and accepting that everyone is unique in life.



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Bydd y Pennaeth o bryd i'w gilydd yn trefnu i wasanaethau'r gymuned i ymuno a'r Amser Cylch os fydd yn bwrpasol, ee'r Heddlu.

The Headteacher will from time to time, arrange for the community's services to join Circle time if it is appropriate, e.g. the Police.

### **DATHLU LLWYDDIANT**

Mae'r ysgol yn awyddus i adeiladu ar agweddau positif o fywyd y disgyblion. Mae nifer o systemau yn eu lle i hyrwyddo hyn:-

*Seren yr Wythnos* - Yn wythnosol, bydd yr athrawon dosbarth yn enwebu 'Seren yr Wythnos' o bob dosbarth. Cyflwynir tystysgrif yn ystod Gwasanaeth Dathliadau.

*Systemau Dosbarth* – mae systemau gwobrwyo positif ym mhob dosbarth, gellir hyn fod mewn ffurf sticeri neu siartau.

*Gwobr Y Pennaeth* – Yn wythnosol bydd y Pennaeth yn edrych allan am enghreifftiau rhagorol o ymddygiad mewn plant – bydd rhain yn cael ei gwobrwyo gyda Gwobr y Pennaeth.

*Gwasanaeth Dathlu* – Bydd Gwasanaeth Dathlu yn cael ei gynnal yn wythnosol er mwyn gwobrwyo unrhyw dalent/ymddygiad da gan y disgyblion.

*Gwobr Presenoldeb* – Rydym yn dathlu presenoldeb da yn dymhorol.

### **CELEBRATING SUCCESS**

The school is eager to build on positive aspects of the children's lives, this is done in many ways:-

*Star of the Week* - Class teachers will nominate 'Star of the Week' from every class. A certificate will be awarded during the Celebrations Assembly.

*Class Systems* – Each class will have a positive reward system, this could be in the form of stickers or charts.

*Headteachers Award* - On a weekly basis the Headteacher will be looking out for examples of excellent behaviour or work in children. These will be awarded the prestigious Headteachers Award.

*Celebrations Assembly* – These are held on a weekly basis whereby all awards/certificates will be given to celebrate the pupil's talents and achievements.

*Attendance Awards* – Good attendance is celebrated on a termly basis.



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## **DIWEDDGLO**

Mae natur addysg Gynradd yn newid drwy'r amser. Sicrhawyd fod y wybodaeth yn y llyfryn yma'n ddilys wrth ei gyhoeddi, a gwneir pob ymdrech i'w ddiweddarau fel yn bwrpasol.

Fe wnaiff Ysgol Arberth pob peth o fewn ein gallu i sicrhau y bydd profiad eich plentyn yn yr ysgol hon yn un hapus, diogel a llwyddiannus.

Efynnwn arnoch i drafod unrhyw anawsterau gyda'r Athrawes Ddosbarth neu'r Pennaeth cyn i faterion bach dwysau i broblemau mawr.

Edrychwn ymlaen at gyd-weithio gyda chi, er lles eich plentyn.

**Kate Moore**  
**PENNAETH**  
**(September 2024)**

## **CONCLUSION**

The nature of Primary Education changes all the time. Every effort was made to ensure that the information in this booklet is valid when published, and will be updated as appropriate.

Narberth School will make every effort to ensure that your child's experience in this school will be a happy, safe and successful one.

We urge you to discuss any problems with the class teacher or Headteacher so that little matters don't turn into big problems.

We look forward to cooperating with you, for the welfare of your child.

**Kate Moore**  
**HEADTEACHER**  
**(September 2024)**



Welsh Network of Healthy School Schemes



Cyflwynir Ysgolion Iach - Hwysdwaith Cymru





## GUIDE FOR PARENTS

# MANAGING YOUR SCOPAY ACCOUNT

This Guide provides help with the following

- How to register your child's SCOPAY account
- How to link your child to an existing SCOPAY account
- How to update your billing address
- How to change your login details
- How to change your contact details
- How to reset your password

## Other Guides for Parents

*All parents:*

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

*Parents should check with their school to see which of the following options are available to you:*

How to **Order Dinners** Online

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**

How to **Save Card Details / Recurring Payments**

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.



# HOW TO REGISTER YOUR CHILD'S SCOPAY ACCOUNT

❗ If you already have an account for a child at this school or at another school, it is not necessary to create a new account. Simply refer to the section below How to link your child to an existing SCOPAY account.

To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

## Step 1

Using the letter or email sent to you by your child's school, go to the [www.scopay.com](http://www.scopay.com) website or SCOPAY MobileApp and select

LOGIN



## LOGIN

Email Address

|

Password

LOGIN

Don't have an account yet? Register as a new user

[I've forgotten my password](#)

[I can't verify my email address](#)

[Account activation process](#)

[See our frequently asked questions](#)

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[FAQs](#) [Privacy policy](#) [Terms and conditions](#) [Resubscribe](#)

Step 2  
Select  
Register as a new user

GET  
STARTED.

## Step 3

### Complete the Login and Registration information

## REGISTER

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the online link code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

### YOUR LOGIN INFORMATION

Email:

Confirm new email:

Password:

#### PASSWORD MUST CONTAIN:

- ✗ At least 8 characters
- ✗ At least 1 lower case letter
- ✗ At least 1 upper case letter
- ✗ At least 1 number

Confirm password:

By registering, you agree to Tucaisi's [privacy policy](#) and [terms and conditions](#).

Title:                      First name:                      Last name:

Online link code:

I don't have an online link code [Register without one](#)

### YOUR BILLING ADDRESS

Address 1

Address 2

Town/city

County/state/province

Postcode

Country

United Kingdom ▼

CONFIRM

### USEFUL NOTES

Enter your full Email address.

Enter your full email address again to verify that you have typed it correctly.

Enter a Password which contains:

- ✓ At least 8 characters (letters or numbers)
- ✓ At least 1 lower case letter
- ✓ At least 1 upper case (capital) letter
- ✓ At least 1 number

Enter the Password again to verify that you have typed it correctly.

Enter your Title (Mr, Mrs, Miss, Ms, Dr)  
First name and Last name

Enter the Online link code provided by your school (copy and paste the link code if it was emailed to you).

*Note that the Online link code is for one time use only. It is no longer needed once your account has been activated. If you require a second link code for another parent or carer, please contact the school.*

Enter your full Billing Address.

The billing address must match the address of the bank card you will use for online payments.

Tap on 

You will receive an email with an activation link. Tap on the link to verify the account. If you don't receive the email, check your Spam or Junk folder.

# HOW TO LINK YOUR CHILD TO AN EXISTING SCOPAY ACCOUNT

① If you already have a SCOPAY account for a child at this school or at another school, or for yourself if you are staff, it is not necessary to create a new account.

## Step 1

Go to the [www.scopay.com](http://www.scopay.com) website or SCOPAY MobileApp and login with your email address and password



## LOGIN

Email Address

Password

LOGIN

## Step 2

Tap on **YOUR INFO** at the top right of the screen

BASKET ALERTS 0 **YOUR INFO** LOGOUT

## Step 3

Tap on **LINK ACCOUNTS** and enter the Online link code for the new child/pupil

SCOPAY | VIEW PRODUCTS | PARENTS' EVENING | LETTINGS | HELP | BASKET | ALERTS 0 | **YOUR INFO** | LOGOUT

**MARC ACKROYD**  
SCOPAY School

### LINK ACCOUNTS

ADDRESS  
LOGIN DETAILS  
**LINK ACCOUNTS**  
PAYMENT HISTORY  
ALERT CONFIGURATION  
GIFT AID  
PAYMENT AGREEMENTS

Please enter the link code of the account to which you would like to create a link. Once be able to access the details of each associated account.

> [What is a link code?](#)

Online link code:

LINK ACCOUNT

Once linked, to switch between each child, tap on the child's name at the top of the screen and select another child.

# HOW TO UPDATE YOUR BILLING ADDRESS

**i** The billing address must match the address of the bank card you will use for online payments.

**Step 1**  
Tap on **YOUR INFO** at the top right of the screen

**Step 2**  
Tap on **ADDRESS** Update your address details then tap on **UPDATE ADDRESS**

# HOW TO CHANGE YOUR LOGIN DETAILS

**Step 1**  
Tap on **YOUR INFO** at the top right of the screen

**Step 2**  
Tap on **LOGIN DETAILS** Update your login information then tap on **UPDATE**



# HOW TO CHANGE YOUR CONTACT DETAILS

**i** You will only see the **CONTACT PREFERENCES** option if your child's school has purchased the SCO Communications module and have opted for you to update your own contact details.

**Step 1**  
Tap on **YOUR INFO** at the top right of the screen

**Step 2**  
Tap on **CONTACT PREFERENCES** Update your contact details then tap on **UPDATE**

# HOW TO RESET YOUR PASSWORD

**Step 1**  
On the SCOPAY **LOGIN** screen tap on **I've forgotten my password**

**Step 2**  
Enter your Email Address, tick **I'm not a robot** and Tap on **RESET PASSWORD**

*You will receive an email with a link to reset your password. If you don't receive the email, check your Spam or Junk folder. If you still don't receive an email ask the school to check which email address you used to create your account.*

**LOST PASSWORD?**  
Enter your email address, tick the checkbox below and click 'Reset password'. You will receive an email containing instructions.

## Guidance on Infection Control in Hywel Dda University Health Board area - Schools and Pre-School Settings

If a school/pre-school in the Hywel Dda area requires advice on exclusion periods / communicable diseases they are advised to do the following –

1. In the first instance a school/pre-school should refer to the information below which is relevant to both children and staff.
2. If further information is required regarding an illness and exclusion period a school/pre-school should contact the Health Protection Team, Public Health Wales in Swansea: 01792 607387. (Any school should inform the school nurse of the outcome).
3. If a school/pre-school observes a higher rate of absence than is usual, they should inform the Health Protection Team – 01792 607387.
4. In cases of illness involving school staff, schools should contact their Occupational Health Team.
5. In cases where there are local/national outbreaks of illness schools/pre-schools will be informed and advised of any actions they are required to take.

### Good Hygiene Practice

For guidance on good hygiene practices in relation to hand hygiene, toilet hygiene, clothing and fabrics, farm visits etc schools should refer to the 2006 Welsh Government document 'Teach Germs a Lesson' and childcare settings should refer to 'Mind the Germs'.

Rashes and skin infections	Recommended period to be kept away from school and pre-school settings	Comments
Athlete's foot	None	Athletes foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from the onset of rash	<i>SEE: Vulnerable Children and Pregnant Staff</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). <i>SEE: Pregnant Staff</i>
Hand, foot and mouth	None	Contact your local Health Protection Team if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	Four days from onset of rash	Preventable by vaccination (MMR x 2). <i>SEE: Vulnerable Children and Pregnant Staff</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek / fifth disease. Parvovirus B19	None	<i>SEE: Vulnerable Children Pregnant Staff</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. <i>SEE: Vulnerable Children and Female Staff – Pregnancy</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school and pre-school settings	Comments
Diarrhoea and/or Vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC	Should be excluded for 48 hours from the last episode of Diarrhoea	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid [and paratyphoid] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	This guidance may also apply to some contacts who may require microbiological clearance
Shigella (dysentery)		Please consult your local Health Protection Team for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school and pre-school settings	Comments
'Flu (influenza)	Until recovered	<i>SEE: Vulnerable Children</i>
Tuberculosis	Always consult the Health Protection Team	Requires prolonged close contact for spread
Whooping cough	Five days from commencing antibiotic	Preventable by vaccination. After treatment, non-infectious

(pertussis)	treatment, or 21 days from onset of illness if no antibiotic treatment	coughing may continue for many weeks. The Health Protection Team will organise any contact tracing necessary.
Other infections	Recommended period to be kept away from school and pre-school settings	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Health Protection Team
Diphtheria	Exclusion is essential. Always consult the Health Protection Team	Family contacts must be excluded until cleared to return by the Health Protection Team. Preventable by vaccination. The Health Protection Team will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Health Protection Team will advise on control measures
Hepatitis B, C, HIV/AIDS	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills. <i>SEE: Teach Germs a Lesson (Welsh Government, 2006)</i>
Meningococcal meningitis / septicaemia	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Health Protection Team will advise on any action needed
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Health Protection Team can advise on actions needed
Meningitis viral	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Health Protection Team
Mumps	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

#### Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

#### Pregnant Staff (including pregnant children)

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

#### Immunisations

Immunisation status should always be checked at school/pre-school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. For the most up-to-date immunisation advice [www.immunisation.nhs.uk](http://www.immunisation.nhs.uk), or the child's GP can advise.

2 months old	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib)</li> <li>• Pneumococcal (PCV)</li> <li>• Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• By mouth</li> </ul>
3 months old	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib)</li> <li>• Meningitis C (Men C)</li> <li>• Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• By mouth</li> </ul>
4 months old	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib)</li> <li>• Pneumococcal (PCV)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
12 – 13 months	<ul style="list-style-type: none"> <li>• Hib / meningitis C</li> <li>• Measles Mumps and Rubella (MMR)</li> <li>• Pneumococcal (PCV)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• One injection</li> </ul>
Three years and four months or soon after	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio (DTaP / IPV) or dTaP / IPV</li> <li>• Measles Mumps and Rubella (MMR)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
13 to 18 years old	<ul style="list-style-type: none"> <li>• Tetanus, diphtheria, and polio (Td/IPV)</li> <li>• Meningitis C</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
Girls aged 12 to 13 years	<ul style="list-style-type: none"> <li>• Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine</li> </ul>	<ul style="list-style-type: none"> <li>• Three injections over a six month period</li> </ul>

\* Flu vaccination is being phased in from Autumn 2013

<https://www.gov.uk/government/publications/the-complete-routine-immunisation-schedule-201314>

This is the UK Universal Immunisation Schedule. Children who present with certain risk factors may require additional immunisations. Some areas have local policies – check with your GP.

#### Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR and one dose of Meningitis C.

Adapted from "Health Protection Agency" April 2010.

For references visit [www.hpa.org.uk](http://www.hpa.org.uk) Information produced with the assistance of the Royal College of Paediatrics and Child Health.

Liz Western 2015

## Safeguarding / Child Protection



# Safeguarding & Promotion

## Children's Welfare

Safeguarding is everyone's responsibility

### Safeguarding / Child Protection

Do:-

- Stay calm
  - Take what the child says seriously—say 'I'm listening very carefully'
  - Record the disclosure as soon as possible, using the exact words and the agreed format (email or paper)
  - Allow child to continue at own pace
  - Let them know you will need to tell someone
  - Reassure the child that they have done the right thing
  - Report to the designated Child Protection Teacher as soon as possible
- Do not:-
- Promise confidentiality
  - Say 'I believe you'
  - Ask leading questions
  - Ask the child to repeat what they have disclosed
  - Interview other children or parents
  - Confront the alleged abuser

## Safeguarding / Child Protection

Senior Safeguarding Officer

1. Kate Moore (Headteacher)

Deputy Safeguarding Officers

2. Nia Thomas (Assistant Head)

3. Glyn Noble (Assistant Head)

4. Rachel Williams (ALNCo)



### What is Safeguarding?

It also includes

- Pupil health and safety
- Bullying/cyberbullying
- Racist abuse
- Harassment and discrimination
- Use of physical intervention/safe handling
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Sex and relationship education
- School security

## Safeguarding / Child Protection

Safeguarding Governor

Emma Richards — 07760 172406



In the absence of the named persons, please contact

Safeguarding in Education Manager

Cara Huggins - 01437 776444 /

07770 830428

### What is Child Protection?

Child Protection refers to the activity which is undertaken to protect specific children who are suffering or at risk of suffering significant harm

- Protecting children from maltreatment
- Preventing impairment of children's health or development

Safeguarding is not just about protecting children from deliberate harm.



**Ffrindiau**  
**Ysgol Arberth**

**On behalf of Ffrindiau, a warm welcome to you and your children to Narberth School.**

**Ffrindiau are a group of parents who work in partnership with the school to raise funds to help enrich the students time at school. We have previously helped with a wide range of things, from funding for additional learning resources to funding internal and external events and excursions.**

**We run a number of fundraising events throughout the year, including Christmas, Easter and Summer fairs, as well as regular events such as a car boot sale held in the school car park, a school lottery and much much more!**

**If you would be interested in joining us, we would be delighted to have you! Many hands make light work, and we all share a passion for making our children's time at school as enjoyable as possible, as well as supporting the wonderful staff where we can. Any amount of time you can spare is appreciated, and if that's not your thing, then please take a look at joining our school lottery. There's lots of great prizes up for grabs, and the school really benefits as well, so it's a win win!**

**Please also follow our Facebook page to keep up to date with all that Ffrindiau have planned.**

**If you want to know more, or would like to get involved, you can contact us via our Facebook page or email [ffrindiauysgolarberth@gmail.com](mailto:ffrindiauysgolarberth@gmail.com)**

## **Pembrokeshire Education Support Grant**

### **Pembrokeshire Education Support Grant (formerly the Pupil Development PLUS Grant)**

This is a Pembrokeshire specific grant and is separate to the Welsh Government School Essentials Grant.

Pembrokeshire Education Support Grant is a scheme to help parents in difficult circumstances with school uniforms.

From April 2019, we will offer a grant of up to £125 per statutory School age pupil for:

- School uniform including coats and shoes.
- School sports kit including footwear.
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance.
- Equipment e.g. school bags and stationery.
- Specialist equipment where new curriculum activities begin such as design and technology.
- Equipment for out of school hours trips such as outdoor learning e.g. waterproofs.

This is not an exhaustive list, and there is some discretion about what could be funded – but it must be something that will support the achievement of the child. Decisions on applications will be made by the Education Welfare Service for your school.

Examples of difficult circumstances may include:

- Families experiencing moving over to Universal Credit and experience significant delays in receiving benefit payments.
- Loss of possessions due to an event beyond your control such as fire or flood.
- A child who has to move schools at short notice at the advice of the Local Authority.

Other assistance for low-income households

There are other limited potential sources of financial help:

- Parents receiving Income Support
- Income Based Jobseeker's Allowance
- Income-related Employment and Support Allowance,
- Pension Credit

or payment on account of one of these benefits or entitlements for at least 26 weeks may be able to apply for a social fund budgeting loan under the category of clothing and footwear from Jobcentre Plus. Claimants currently claiming Universal Credit can apply for a Budgeting Advance.

Help may be available from governing bodies or parents' associations of schools. This may be financial support from a hardship fund, a savings scheme or through the provision of second-hand clothing.

For further information please speak with the Pupil Support Officer for your school or request an application form from [SUGS@pembrokeshire.gov.uk](mailto:SUGS@pembrokeshire.gov.uk)



Ysgol Arberth

Narberth School

## Fair Processing Notice

This notice is required by the General Data Protection Regulation

### 1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can contact you in relation to your child at the school. This will include: informing you of activities, events, meetings, attendance, accidents together with a range of other matters relating to school life. The school have adopted the use of a number of data packages to manage the planning and assessment of pupil progress. Personal details of individual pupils are transferred to external agencies to maintain these databases. The school are in receipt of Privacy Notices from these companies.

The Processing of your data is:

- Because it is necessary for the performance of these tasks and to carry out our function as a school.

### 2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016 and to ensure eligibility criteria within statutory school governance regulations are met.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes. However, we may share your information with colleagues within Pembrokeshire County Council; in particular, but not exclusively, Children and Schools Directorate, Human Resources Department and Finance and Business Services Department. This will be for them to contact you in your role as governor only e.g. to invite you to meetings such as interview panels and Finance Committee meetings. We may also share your information with the school on whose GB you serve, for them to contact you in your role as a governor

Your data will be secure and confidential at all times and we will only collect the personal information that is required to allow us to provide a service to you and your GB.

### 3. How long do we keep hold of your information?

We will retain the information provided to us, and which we have gathered, when you leave the GB. This will allow us to maintain and access the membership and training record of the GB. However, other than your training record within the GB, this information will not be processed or shared with others after you leave the GB. If, at any time after you have left the GB, you request us to delete your personal information, other than your training record, we will do so.

#### 4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council, County Hall, Haverfordwest SA61 1TP

#### 5. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.

#### 6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
Email [casework@ico.org](mailto:casework@ico.org)

Telephone No: 0303 123 1113