



YSGOL
EMMANUEL



learn  grow  achieve

PROSPECTUS



2025-2026

WELCOME TO YSGOL EMMANUEL

Ysgol Emmanuel
Victoria Road
Rhyl
Denbighshire
LL18 2EG

Tel: 01745 353447
Email: office@ysgolemmanuel.cymru
Head Teacher: Mrs R Archer

Dear Parents and Carers,

Welcome to Ysgol Emmanuel

It gives me great pleasure in issuing our School Prospectus for 2025 – 2026. The aim of this booklet is to provide parents and carers with the relevant information about our school and a clear understanding of what we aim to do for your child.

At Ysgol Emmanuel we aim to provide a happy, caring and secure environment in which every child will develop their skills and talents to the full. We provide a nurturing environment for our pupils and recognise that every child is special and unique. When delivering a broad, balanced and relevant curriculum we ensure all aspects of a child's development are encouraged and stimulated, providing not only for intellectual development but also for social, emotional and physical growth. Please read our last Estyn report for more details about our school.

We hope you will find this prospectus a useful guide to the school's work, activities and way of life and view it as the first step in the process of partnership between home and school.

Yours sincerely



Mrs R Archer
Headteacher

ESSENTIAL INFORMATION

Contacts

<i>Address:</i>	Ysgol Emmanuel Victoria Road Rhyl Denbighshire
<i>Post code:</i>	LL18 2EG
<i>Telephone:</i>	01745 353447
<i>Email:</i>	office@ysgolemmanuel.cymru
<i>Website:</i>	www.ysgolemmanuel.com
<i>Headteacher:</i>	Mrs Rona Archer
<i>Deputy Headteacher:</i>	Mrs Linda Coleman
<i>Chair of Governors:</i>	Mr Andrew Wilde
<i>Chair of 'FOYE':</i>	Ms Christine Maitland-Price
<i>Head of Education:</i>	Mr Geraint Davies Denbighshire County Council County Hall Wynnstay Road Ruthin LL15 1YN

Other information

<i>Type of School:</i>	Community English Medium
<i>Number on the school roll:</i>	456
<i>Breakfast Club:</i>	From 8.00am daily cost £1.00 per day

OUR SCHOOL

Ysgol Emmanuel is an English Medium Community Primary School catering for children aged 3-11. The school affords ample, well equipped classrooms, a state of the art Media suite and stimulating outdoor environments.

It is important that children and staff enjoy a safe and orderly working environment.

VISION

“As a community we learn, grow and achieve together.”

At Ysgol Emmanuel we have two form entry; pupils are taught in single age classes.

Age	Year
3-4 Years old	Nursery (Foundation)
4-5 Years old	Reception(Foundation)
5-6 Years old	Year 1 (Foundation)
6-7 Years old	Year 2 (Foundation)
7-8 Years old	Year 3 (Key Stage 2)
8-9 Years old	Year 4 (Key Stage 2)
9-10 Years old	Year 5 (Key Stage 2)
10-11 Years old	Year 6 (Key Stage 2)
5-11 Years old	RP (Mixed Key Stage)

SCHOOL STAFF

Headteacher
Deputy Headteacher
Leader of Learning Foundation Learning
Leader of Learning Key Stage 2
Additional Needs and LAC Co-ordinator

Mrs R Archer
 Mrs L Coleman
 Miss S Ainslie
 Mr M Roberts
 Mrs S Jones

Nursery

Class Name
Teacher
Teaching Assistants

NBLUE/NRED
 Mr K Ellis
 Mrs C Hodgetts

Reception

Class Name
Teacher
Teaching Assistants

RR
 Mrs N Roberts
 Miss H Longford, Mrs L Pearson-Ellis

Class Name
Teacher
Teaching Assistants

RB
 Miss H Bateman-Jones
 Miss C Harrison, Miss N Smith

Year 1

Class Name
Teacher
Teaching Assistants

1A
 Miss S Ainslie (Leader of Learning Foundation)
 Miss L Jones

Class Name
Teacher
Teaching Assistants

1E
 Mrs L Edwards
 Miss L Morris

Year 2

Class Name
Teacher
Teaching Assistants

2S
 Mrs A Smith
 Mrs E Davies

Class Name
Teacher
Teaching Assistants

2D
 Miss C Dugdale
 Mrs S Davies

Year 3

Class Name
Teacher
Teaching Assistants

3P
 Miss C Pritchard
 Mrs T Reeves

Class Name
Teacher
Teaching Assistants

3H
 Mrs L Hughes
 Miss J Middleman

Year 4

Class Name
Teacher
Teaching Assistants

4R
 Mr M Roberts (Leader of Learning Key Stage 2)
 Mrs N Owen

Class Name
Teacher
Teaching Assistant

4D
 Mrs A Davies, Miss S Barratt
 Mrs Y Gilbertson

Year 5

Class Name
Teacher
Teaching Assistant

5G
 Miss C Gilmore
 Miss S Blakemore

Class Name
Teacher
Teaching Assistant

5V
 Mrs H Voss
 Mrs A Seward

Year 6

Class Name
Teacher
Teaching Assistant

6H
 Mr R Hodgkinson
 Mrs A Roose

Class Name
Teacher
Teaching Assistant

6P
 Mr J Parry-Jones
 Mrs R Roberts

Resource Provision

Class Name
Teacher
Teaching Assistants

RP
 Mr J Rowson
 Mrs A Evans
 Miss S Smith

PPA Cover

Miss S Barratt
 Miss S Breeze
 Miss L Pugh

Administration Staff

Mrs J Blythin
Mrs G Hindmarsh

Attendance & Welfare Officer

Mrs R Griffiths

Receptionist

Mrs C Wilson

Site Manager

Mr M Richards

Cook in Charge

Miss S Houston

Midday Supervisors

Ms S Hastings
Mrs A Turton

Cleaners

Miss C Breeze
Mrs S Mitchell
Ms S Hastings
Mrs M Al Hariri

SCHOOL GOVERNORS

Dear Parents and Carers,

May I thank you on behalf of the Governing Body for taking time to read this prospectus. I hope that it helps you appreciate the range of opportunities we offer to our pupils, parents/carers and the wider community.

As a school we are very proud of our achievements and the learning environment that we create for our pupils. Our dedicated, hardworking staff will work with you as partners to lay the foundations for learning for your child throughout their life.

Andrew Wilde

Chair of Governors

Type of Governor	Name	Position
Parent:	Mr Andrew Wilde	Chairperson
Parent	Mrs Gillian Howe	Vice chair
Parent:	Miss Sarah Hendon	
Parent:	Mrs Nikki Jones-Ball	
LA:	Cllr Stephen Feeney	
LA:	Cllr Cheryl Williams	
Community:	Mr Lee Griffiths	
Community:	Ms Rachel Mellor	
Community:	Mrs Ann Jones OBE	
Community:	Ms Christine Price	
Staff:	Mrs Rachel Roberts	
Teacher:	Mrs Linda Coleman	
Teacher:	Mr Kyle Ellis	
Headteacher:	Mrs Rona Archer	
Clerk to Governors:	Mrs R Griffiths	

HOME SCHOOL PARTNERSHIP

At Ysgol Emmanuel we aim to create a genuine and meaningful partnerships between school and home.

Communication with parents/carers

The school communicates with parents and carers in various different ways e.g. newsletters, Facebook, School website, Seesaw, questionnaires, parent consultations and informal evenings. Parents/carers are invited to a range of events throughout the school year.

Friends of Ysgol Emmanuel - F.O.Y.E.

We are very fortunate to have a very committed 'Friends of the school' organisation. Throughout the year many events are organised for adults and children.

Due to the tremendous support of the 'Friends of Ysgol Emmanuel' we are able to provide 'extras' for our pupils to assist with their educational and extra-curricular experiences. You can play a part in many ways:

- Become a committee member
- Support and attend Friends of Ysgol Emmanuel events
- Volunteer to help at a single event or on a regular basis

For more information, please contact the school office.

HOME SCHOOL AGREEMENT

On entry to our school, pupils and parents are requested to sign our home school agreement.

<u>Pupils</u>	<u>Parents/Carers</u>	<u>School</u>
<p>I will:</p> <ul style="list-style-type: none"> • Attend every day and arrive on time • Show respect, care, courtesy and consideration to all members of our school community and property • Behave responsibly and abide by the school rules: <ul style="list-style-type: none"> ➢ Be kind ➢ Be honest ➢ Show respect • Try hard and show pride in my work • Wear correct school uniform and school shoes at all times • Complete my homework on time and to the best of my ability • Tell my teacher if anything is worrying me 	<p>We will</p> <ul style="list-style-type: none"> • Build a positive partnership with the school for the benefit of our child • Ensure our child attends regularly and arrives punctually and properly equipped, in the Ysgol Emmanuel school uniform and school shoes. • Encourage our child to be organised and responsible for themselves and their belongings • Inform the school of the reasons of absence by telephone or letter on the first day of absence • Avoid taking our child on holiday during term time • Support the school's values, behaviour policy and rules by encouraging a positive attitude towards school and remain polite and courteous to staff in the school • Encourage our child's effort and achievement • Encourage and support our child in home learning • Attend parents' meetings and bring any concerns promptly to the school's attention • Inform the school about any factors, including medical information, which might affect our child's work, welfare or behaviour • Encourage our child to be an independent learner 	<p>We will:</p> <ul style="list-style-type: none"> • Provide a happy, caring and secure environment in which each child thrives • Strive to maintain the highest standards of academic achievement and pastoral care • Set challenging work, appropriate to the ability of the individual • Set homework to assist children's learning • Ensure all students follow the school rules • Provide pupils with extra/extended learning opportunities and extracurricular activities • Teach and encourage each child to do their best and achieve their full potential as a valued member of our school community • Communicate between home and school through letters, ParentPay, social media, Seesaw and school website • Build a positive relationship with parents/carers in the best interests of their children • Involve parents/carers on a regular basis in the education and progress of their child • Contact parents/carers as soon as concerns are raised about your child's work, behaviour, attendance or punctuality

JOINING THE SCHOOL

Starting school can be a difficult time for you and your child. At Ysgol Emmanuel we aim to work together to make the transition smooth and rewarding.

Children are admitted to our Nursery class in the September following their third birthday.

In the term prior to entry, new Nursery pupils and parents/carers will be invited into school for a series of visits. During this time, there will be an opportunity to discuss the partnership between school and home and talk about any worries you may have.

The admission of pupils to Ysgol Emmanuel is carried out in conjunction with Denbighshire County Council as the admitting authority. For information regarding admissions please go to Denbighshire County Council's website and search 'School Admissions'.

Transfer to secondary school

A good relationship exists between our school and all high schools within the area. This includes pupil visits, open days and pre-transfer visits.

Pupils transferring to Rhyl High school and Christ the Word will undertake a full week's transition.

Some pupils also make a successful transition to Ysgol Glan Clwyd (Welsh medium secondary school) by undertaking the Welsh Immersion Programme during the Summer term.

SCHOOL INFORMATION

It is important that a child is happy at school. You are always welcome to come and discuss any aspect of your child's education with the class teacher or other member of staff. However, as staff have a full time teaching commitment, you will appreciate that it is difficult for teachers to see parents/carers during the day. Nevertheless, staff are available most days after school but we would ask that you make every effort to make prior arrangements to see them.

The Deputy Headteacher and Headteacher will meet with parents/carers to discuss concerns by appointment after other means of support have been explored. (see who to contact sheet).

School Hours

Nursery

Morning Group 8.55 - 11.25
Afternoon Group 12.35 - 3.05

Foundation

8.55 - 3.05
50 minutes staggered lunchtime

KS2

8.55 - 3.05
50 minutes staggered lunchtime

Office hours

8.30 – 4pm Monday - Friday

In the interest of children's safety, pupils must not arrive at school before 8.45am, as adequate supervision is not available. Doors open at 8.45am.

End of the school day

Pupils in Foundation and Key Stage 2 classes should be met from school. Year 5 and 6 pupils may walk home alone with permission from parents/carers only. If there are any changes from the normal routine, we ask that the class teacher and the office be informed beforehand to avoid confusion. Pupils leaving school early will have to be signed out on the 'Inventry' system with a valid reason for our attendance records. No child will be released to anyone other than the parent/carer or person appointed by the parent/carer. It is very important that pupils are picked up on time at the end of the school day. We ask that families leave the school site promptly to avoid congestion and avoid health and safety issues.

ATTENDANCE

It is very important that your child attends school punctually and regularly. Pupils arriving late must enter through the main door and be signed in using the 'Inventry' system. This system also tracks persistent latecomers. Keep in mind, consistent late marks will add up to 'unauthorised absences', which may then result in a fixed penalty notice being issued by Denbighshire County Council.

Absences of pupils for which no valid explanation has been provided will be treated as unauthorised. Birthdays, looking after other children, shopping trips within school hours or visiting relatives will not be acceptable reasons for absences. Information about school holidays and training days can be found at the back of this prospectus.

If your child incurs 20 sessions (10 days) of unauthorised absences, then a fixed penalty notice may be issued by Denbighshire County Council.

Absences

If your child is absent from school, please inform the Attendance Officer by telephone, texting our absence line on 07584383058 or leaving a message on the absence answerphone. If you do not inform us why your child is absent, the Attendance Officer will contact you for a reason. Not every reason given can be authorised, some will still be marked as unauthorised. If a reason is not given or we cannot contact you, it will be marked as an unauthorised absence.

For permission to leave school premises during the school day, e.g. to attend an appointment, it is essential that a message is sent to the class teacher or a phone call made to the school.

Returning to school after illness

Children returning to school after illness should clearly be fit to do so and free from infection. If in doubt the school is happy to advise. Please see the Public Health Wales guidance on our website if you are unsure.

Holiday Requests

No authorisation will be given for holidays taken during term time. However, the Headteacher has discretionary powers to grant leave of absence in **exceptional circumstances**.

Our whole school attendance for the last academic year was 89.3%.

MEDICAL

The primary contact with school is through the School Nurse.

Pupils entering the school for the first time will be given information outlining the full scope and involvement of the School Health Service. These leaflets are available for older children on request. Your child will not be examined by the School Nurse without your permission, except in a medical emergency. All health interviews are in strict confidence and your consent will be sought before discussing any issues with the school teaching staff.

Teaching staff need to be aware of any medical condition that may affect a child's progress in the classroom.

First Aid

Simple first aid is given at school when necessary. If an accident requires hospital attention we will make every effort to contact parents/carers first. **Please ensure information from you is up-to-date so that you can be contacted.**

There are eight 3-day first-aiders in school:

Miss H Bateman-Jones	Mrs Y Gilbertson
Mr M Richards	Mrs C Pritchard
Miss J Middleman	Mrs C Wilson
Mrs N Owen	Miss S Blakemore

Medicines

If your child needs non-prescription medication during the day, you need to be available to administer it. For long term medical conditions an Individual Health Plan will be created by the School Nurse or relevant specialist nurses. A consent form must be signed to allow staff to administer the medication. Please see our managing healthcare needs policy for further information.

Head Lice

Head lice can be a real problem in all schools. Cases of head lice should be reported to the class teacher. Advice on treatment is available from the school nurse, on **03000 856160**. The Health Service clearly places responsibility for treatment with parents/carers.

Sun Protection

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside.

School staff are not permitted to apply sun cream to children. We ask you apply sunscreen before school in sunny weather. Children may re apply their own sun cream which must be provided in a clearly named tube or bottle.

SCHOOL UNIFORM

What a child wears to school reflects his/her attitude to learning. All children are expected to wear school uniform.

- White polo shirt
- Red crew necked sweatshirt with school logo (available to be embroidered by Simply Logo, costs are covered by school for two items)
- Black or grey school trousers or skirt
- Black shoes or boots
- Red and white gingham dresses are for Summer term and the first half of Autumn term

All pupils must wear black shoes, Crocs, coloured trainers, fashionable boots with heels etc are not permitted. We will call you to ask you bring appropriate footwear if pupils come to school in anything that we consider to be unsafe or unsuitable. In poor weather winter boots or wellies are permitted but we ask that shoes are also sent in so that they can change once they are inside.

A full range of school uniform can be purchased from local suppliers. We ask all parents/carers to mark uniform with the pupil's name.

PE and Games kit

It is important for pupils to wear correct clothing for physical activities.

Children require dark shorts or cycling shorts, red football socks or white sports socks, red PE t-shirt and appropriate footwear.

Haircuts

Please ensure haircuts do not include tramlines, logos etc. **If pupils attend school with inappropriate haircuts parents/carers will be asked to rectify this as soon as possible and not repeat this.**

Jewellery / Makeup

Watches are the only item of jewellery considered appropriate for school. For pupils with pierced ears studs must be worn, hoops and dangly earrings are not permitted for H&S reasons. Please note staff are not allowed to remove or look after jewellery for children. The safest place for valuables and sentimental items is at home.

Please note makeup, false nails or nail varnish is not allowed in school.

Lost Property

Naming all items of clothing reduces the risk! We keep lost property for a reasonable period of time, but it is difficult to identify items that are not labelled. For any lost items please contact the school office.

SCHOOL MEALS

The school meal service provides a range of nutritious and freshly cooked meals. Menus for each day are displayed in the parent's notice boards around the school.

All pupils are entitled to receive Universal free school meals, funded by the Welsh Government.

Packed Lunches

Children who do not have a school meal may bring a healthy packed lunch.

Please ensure that packed lunches are brought to school in a secure container labelled with your child's name, and with appropriate food hygiene precautions taken.

Water is available, but you may wish to supply a drink. **As a Healthy school, we would ask that children do not bring fizzy drinks or sweets to school.**

Snack time

You may wish to purchase snack from school for your child to eat during the morning, payment for this is done via ParentPay. Alternatively, you can send in fruits and vegetables for snack but we ask you **not** to send your child with nuts (due to allergies), chocolate, sweets, crisps or chewing gum.

Foundation children (Nursery Reception, Year 1 & 2) are provided with milk every day. Please respect our policy on healthy eating!

HEALTH AND SAFETY

The health and safety of pupils receives a high priority within our school. Termly risk assessments help support our policy of a safe working environment for all.

Security

All doors are kept locked during the school day, although pupils may exit in case of any emergency.

All visitors must report to the main office upon arrival in school, sign in and wear a visitors' badge at all times.

Dogs

Please do not bring dogs onto the school premises (this includes the car park, playgrounds and pedestrian area), or tie them to fences which obstruct the pavement where children walk. Only registered therapy dogs are allowed in Denbighshire County council schools.

No matter how gentle your animal is, children can be easily scared.

Please do not allow your dog to foul the pavement on the route to and from school. Bag it and bin it!

Smoking

This school is a designated 'No Smoking Zone'. Please do not smoke anywhere within the school or the school grounds, including the car park and the pavement outside. The use of e-cigarettes/vapes in these areas is also prohibited.

Road Safety

We actively encourage parents/carers and children to walk to school. For safety reasons we ask that:

Scooters and bicycles should not be ridden through school property (this includes playgrounds and pedestrian area).

Children and parents/carers should not walk through the car park.

Motorists should respect the road markings and **not park** in front of the school gates or on the zigzags.

Bicycles may be stored in the cycle racks provided, please note that this is at your own risk, and you should take appropriate steps to ensure that your bike is adequately secured. Scooter racks are also available at the front of the school.

LITTLE LAMBS AT EMMANUEL

Little Lambs at Emmanuel Playgroup is for pre-school and nursery children. The group is open from 9.05am until 11.35am and the afternoons from 12.30am until 3pm Monday to Friday during school term time only.

The playgroup is registered for 'Flying Start' and takes up to 18 children per session; children can be accepted from 2 years 3 months up to school age.

Little Lambs also run an Afterschool club which closes at 6pm, children will be provided with activities to keep them entertained along with a light tea.

For further information please telephone **07843 980239**.

THE CURRICULUM

The curriculum is based around four core purposes. The four purposes are that all children and young people are:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

In Ysgol Emmanuel, the curriculum is **organised around six 'Areas of Learning and Experience'** rather than separate subjects.

These six Areas of Learning and Experience are:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology

Expressive Arts

In expressive arts, pupils develop their creativity. They will have opportunities to explore thinking and communicate ideas through using their imagination.

Health and Well-being

The Health and Well-being area aims to help children to develop understanding and skills to develop relationships, deal with difficult issues and decisions, and learn to live independently. This will focus on sport and physical activity, as well as mental and emotional well-being and issues regarding sex and relationships.

Humanities

The Humanities area will develop pupils understanding of historical, geographical, political, economic and societal factors, providing opportunities to take part in discussions about ethics, beliefs, religion and spirituality.

Languages, Literacy and Communication

The Languages, Literacy and Communication area aims to provide opportunities for different forms of communication. It also gives opportunities to learn different languages, as well as Welsh and English. Digital competence is an important part of this area.

Mathematics and Numeracy

Through the Mathematics and Numeracy area, pupils will develop a good understanding of maths and will have the confidence to apply it to everyday life. It will include developing financial skills and applying them to real-life situations.

Science and Technology

Science and Technology (including Design technology) are taught through observation and experimentation, and applying this knowledge in practical ways. Computer science is also part of this Area of Learning.

Cross Cutting Skills

- Relationship and sexuality education
- Human rights education and the United Nations Convention on the Right of the Child (UNCRC)
- Diversity
- Careers and work related experiences
- Local, national and international contexts

Integral Skills

- Creativity and innovation
- Critical thinking and problem-solving
- Personal effectiveness
- Planning and organising

Homework

Homework can add much to a child's development, but we also acknowledge the important role of play and free time in a child's growth and development. We increase the homework that we give the children as they move through the school, however, we try to ensure that there is always a work/play balance.

We set a variety of homework activities:

- Encouraging the child to read by giving them books to take home
- Asking children to collect things from home.
- Encouraging the child to research a topic further by using the local library or Internet.
- Learning times tables or spellings.

Parents/carers have a vital role to play in their child's education, and homework is an important part of this process. We ask parents/carers to encourage their children to complete the homework tasks that are set. We invite you to help your children as you feel necessary and provide them with the sort of environment that allows children to do their best. As parents/carers you can support your child by providing a good working space at home, by enabling your child to read regularly, and by discussing the work that your child is doing.

If parents/carers have any problems or questions about homework, you should, in the first instance, contact the child's class teacher.

PUPIL AND PASTORAL SUPPORT

Additional Learning Needs

The school has a support structure for children identified as having Additional Learning Needs, including more able children.

Our school Additional Learning Needs Coordinator (ALNCo) provides support and guidance to teachers and parents/carers within our school. Progress is monitored through regular review meetings when learning programmes and consideration of the need for additional support takes place. Parents/carers are kept fully informed at all stages and are encouraged to visit school to discuss the progress of their child.

A full copy of our Inclusion Protocol policy is available upon request from our ALN Co-ordinator.

Pupils with Disabilities

At Ysgol Emmanuel all pupils are treated as individuals as no pupil will be treated more or less favourably than their peers.

In addressing the requirements of the DDA act 1995 our accessibility plan clearly outlines the progress made in allowing all pupils full access to all areas of the school and curriculum – including new ramps and rails that have been fitted.

The school will admit all pupils whose educational needs can be met from the resources provided to it and whose admission will not significantly detract from the needs of other pupils. Where children have a statement of ALN maintained on them, their admission must be negotiated via the LA's ALN team.

Admission arrangements for other pupils with ALN including those who have impairments are set out in the school's ALN protocol.

Equal Opportunities

The Governing body, teachers and school community operates a policy of equal opportunities, anti-sexism and anti-racism. Our curriculum provides the framework within which pupils experience a variety of relevant and appropriate strategies, which ensure equality of opportunity regardless of sex, race, religion, class or disability.

(Section 4 of the school Government term of return regulation 2000).

We implement a strategic equality plan every three years.

LOOKED AFTER CHILDREN

Ysgol Emmanuel supports and promotes full development of all Looked after pupils within our school. The Looked after children's officer is Mrs S Jones (ALNCo)

DISCIPLINE AND PASTORAL CARE

This school in partnership with parents/carers encourages positive self-esteem and an acceptance of responsibility for the pupil's own actions. Ysgol Emmanuel is a place which cares and fosters an ethos of mutual respect for people and property. Great emphasis is placed on consideration, courtesy and good manners. We use a positive behaviour system which focuses on good behaviour and effort. Children receive behaviour points that can be redeemed in our 'Behaviour Watch Shop'. Poor behaviour results in loss of privileges, loss of freedom at playtime or dinnertime, or referral to the Deputy Headteacher or Headteacher. Where there is serious concern over a child's behaviour in school, parents/carers will be contacted immediately. The school has an anti-bullying policy, which states that **'this school does not tolerate bullying'**. We rely on pupils, staff and parents/carers to work together to ensure that bullying is stopped in its earliest stages.

PARENT/CARERS ACTIVITIES:

We have a range of Parent/Carer activities, the activities listed below take place on a regular basis:

- Coffee Mornings
- Parent Voice meetings
- Friends Of Ysgol Emmanuel (F.O.Y.E)
- Our F.O.Y.E café is open every Tuesday and Thursday 9am to 10am – all parents/carers are welcome.

We respect and appreciate any input we receive from our parents/carers. Any ideas of groups that we can put on, please let us know!

EXTRA-CURRICULAR ACTIVITIES

The school offers a wide range of extra-curricular activities both during and after school. Activities this year will include:

Chess Club, Craft Club, Choir and Football.

After school clubs will run from 3.15pm until 4.15pm. Pupils who attend clubs that need appropriate kit must have the kit in order to attend.

Our extended community facilities also include a Breakfast Club available on site. This allows children from Reception to Year 6 to be cared for from 8.00am.

SCHOOL COUNCIL

The school council is a representative group of pupils elected by their peers to discuss matters about their education and raise concerns with the senior managers and governors in our school. There are two representatives from each class from Reception to Year 6. The school council meets once a month for an hour.

BUDDIES

In Ysgol Emmanuel we care about our peers and believe everybody has the right to feel happy and safe during our school day. This is why we run a buddy system.

Our buddies are responsible for a number of tasks from monitoring the corridors, creating or organising playground games, helping to sort out arguments, or just a friendly face when children feel lonely, they are here to help.

HEALTHY SCHOOL AWARD

The school has acquired the full Healthy Schools Award. As a school we aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

We provide water bottles for every child in the school and the children are encouraged to drink water regularly throughout the day. Children are allowed to fill their bottles at break and lunch times.

ECO SCHOOL AWARD

Eco-Schools is an international award programme that guides schools on their sustainable journey, providing a framework to help embed these principles into the heart of school life. In Ysgol Emmanuel the children are the driving force behind Eco-Schools – they lead the eco-committee and help carry out an audit to assess the environmental performance of our school. Through consultation with the rest of the school and the wider community the pupils decide which environmental themes they want to address and how they are going to do it. Measuring and monitoring the progress provides the school with the evidence they need to celebrate their successes. The school has acquired the Platinum Award; Ysgol Emmanuel was the first school in Denbighshire to receive this award.

TRAUMA INFORMED SCHOOL AWARD

We are the first school in Denbighshire to achieve this award which recognises our commitment to supporting children who have suffered trauma or adverse childhood experiences. This approach underpins all of our relationships at school.

PROGRESS REPORTS

Consultations with parents/carers take place once each term. The first Parents' Evening is an exchange of information, discussions on how the child has settled in to his/her new class and a progress report; the second Parents' Evening is another progress report and in the Summer Term parents/carers receive a full written progress report. **Should you have any concerns regarding your child's progress at any time during the year please do not hesitate to contact us.**

CHARGING AND REMISSION POLICY

The School Governors recognise the valuable contribution that a wide range of additional activities, including out of school visits, can make towards pupils' education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for pupils of the school and reserves the right to make a charge in certain circumstances for activities organised by the school. Parents/carers may also be invited to make a voluntary contribution towards the cost of providing such activities. **Charging may in certain circumstances** be remitted in part or full where the parents/carers are in receipt of Income Support or free school meals. In such cases, parents/carers should apply in confidence to the Governing Body via the Headteacher

ACCESS TO DOCUMENTS

All parents/carers can have access or sight of a range of documents within our school. These may include:

- Documents on the curriculum
- Aims and objectives of the school
- Any published HMI reports which refer to the school
- Programmes of study/planning used by teachers in the school

All of these documents are available on our school website.

The Head Teacher will supply parents and others on request with their own copies of the documents to which they have access. In some cases, for reasons of copyright schools will not be able to meet such requests. Parents and others wishing to obtain copies of crown copyright materials should apply to the Welsh Office (free publications or to HMSO (if priced publications). All requests for copies should be submitted **in writing two weeks** in advance of the date when they are required.

POLICIES

All school policies can be found on the school website. If you require a paper copy of any policy, please request one at the office.

COMPLAINTS

If you are unhappy about any aspect of your child's education curricular or pastoral, please contact the class teacher. If your issue is not dealt with to your satisfaction, please contact the Headteacher in writing. Most problems can be sorted out in school. If you are still unhappy, please contact the Chair of Governors using the form on our complaints policy. A formal complaints policy and procedure is available from the main office or on the school website.

SCHOOL TERM & HOLIDAY DATES 2025 - 2026

Autumn Term 2025

Staff Training	Mon 1 st September
Staff Training	Tues 2 nd September
Open	Weds 3 rd September
Close Half Term	Fri 24 th October
Open	Mon 3 rd November
End of term	Fri 19 th December

Spring Term 2026

Staff Training	Mon 5th January
Open	Tues 6th January
Close Half Term	Fri 13th February
Open	Mon 23rd February
Staff Training	Fri 27th February
End of Term	Fri 27th March

Summer Term 2026

Staff Training	Mon 13th April
Open	Tues 14th April
Closed Bank Holiday	Mon 4th May
Open	Tues 5th May
Close Half Term	Fri 22nd May
Open	Mon 1st June
End of Term	Fri 17th July
Staff Training	Mon 20th July

