



Dear Parents/Carers

I would like to remind you of who to contact in school to deal with any worries or concerns:

Type of Issue	Who to contact
Attendance, Breakfast Club	Mrs R Griffiths (School office)
General queries (clubs, dates, school events etc)	Mrs C Wilson (School office)
Admission, contact details	Mrs J Blythin (School office)
Payments (lessons, snack, trips etc.)	Mrs G Hindmarsh (School office)
General welfare concern about your child General learning concern about your child (progress, support etc.) Day to day routines in the classroom Initial ALN query about your child	Class teacher (teaching assistant only if teacher is not available)
Concerns that you feel have not been addressed by the class teacher and you would like to discuss further	Leaders of Learning Miss C Dugdale for Nursery to Year 2 Mr M Roberts for Years 3 – 6 classes
Concerns about leaders of learning Concerns about whole school curriculum	Mrs L Coleman – Deputy Headteacher
More significant or ongoing concerns about additional learning needs, IDP reviews or requests	Mrs S Jones – ALNCO
Concerns that relate to whole school issues (e.g. parking, health and safety) these are operational so are dealt with by the school and not the Governing Body Safeguarding concerns about a pupil/family	Mrs R Archer – Headteacher If out of school hours contact the Denbighshire Gateway 01745 712200 or the police if there is immediate danger.
Issues that concern the whole school but you would like addressing or discussion by the Governing Body (e.g. policy changes) these relate to strategic longer term decisions	Parent Governors Mrs Gill Howe Miss Sarah Hendon Mrs N Ball-Jones
Official complaints as per the DCC complaints policy (on our website). This is for formal written complaints not day to day issues (see above)	Please follow the flowchart in the policy Stage A Class Teacher Stage B Headteacher Stage C Chair of Governors – Mr A Wilde

Contact can be made via Seesaw anytime but please note staff will only reply during the hours of 8:30am - 5pm.

As always we will try to help with any questions or concerns but if you feel that you need to take something further, please check our complaints policy which is on the school website. Any initial complaints go to the class teacher or relevant person, if it is not resolved at that level then it comes to the Headteacher and only if this is not resolved by the Headteacher does it go to the Chair of Governors. Our Parent Governors are there to answer general questions but they will need to refer these to school through our processes.

We welcome feedback as this helps us to improve and a survey will be coming out in the next few weeks to get your views. If you want an informal chat with me or the members of the leadership team, we are on the gates each day and I try to pop into the cafe on Tuesdays and Thursdays when possible to say hello and speak to parents.

Dymuniadau gorau/Best wishes

Mrs R Archer

Pennaeth/Headteacher

Seren Yr Wythnos - Star of the Week

Da iawn Pawb! - Well Done Everyone!

<u>NURSERY RED</u>	<u>NURSERY BLUE</u>	<u>RB</u>
STAGGERED ENTRY	STAGGERED ENTRY	Caleb & Harper
<u>RR</u>	<u>1H</u>	<u>1E</u>
Tomi & Parker	Luna & Robin	Trent & Lyla
<u>2S</u>	<u>2D</u>	<u>3P</u>
Marcy & Iz	Teddy & Lilly	Grace & Hunter
<u>3E</u>	<u>4P</u>	<u>4D</u>
Ollie & Kassius	Hugo & Sonny	Mia & Emir
<u>5B</u>	<u>5R</u>	<u>6H</u>
Marley & Callum T	Shania & Isaac	Macey & Emily-Jayne
<u>6V</u>		<u>RP</u>
Verity & Halle		George & Niall

Siaradwyr Cymraeg Yr Wythnos
Welsh Speakers of the Week
Dosbarth/Class - 2D & 5B



Cymraeg Yr Wythnos - Welsh of the Week

Have a nice weekend! - Mwynhewch y penwythnos!

Reminders for Next Week

- * Monday - Choir KS2 3.05pm—4pm
- * Monday - Chess Club Years 5 & 6 3.05pm—4pm
- * Tuesday - Year 6 Swimming Please remember kits!
- * Tuesday - Crafternoon Years 3 & 6 3.05pm—4pm
- * Wednesday - Book Club 3.05pm—4.15pm
- * Thursday - Crafternoon Years 4 & 5 3.05pm—4pm