



Care Share Believe Achieve



*Our vision in Ysgol Y Castell is to provide a safe, nurturing and inclusive environment with the well-being of our children at the heart of the school. We aim to develop healthy, confident, empathetic individuals who will be encouraged to become ambitious, independent, lifelong learners. Our pupils will be curious, creative, enterprising citizens who contribute to their community and wider world. Children will be respectful and ethically informed, ready to lead fulfilling lives.*

01554 890762

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# *Welcome to our school*

Dear Parent / Guardian,

The staff, governors, pupils and I are delighted to welcome you to Ysgol y Castell. We hope that the following information will give you an insight into our school, our values and our vision.

Y Castell is a warm inviting place for all . Our children are happy, motivated, enthusiastic and independent learners. They are encouraged to build their learning power to develop and learn, as well as to help and care for each other. Staff are passionate about learning, enthusiastic, committed and dedicated to the children and the community.

The partnership we have with parents is excellent and vital if children are to flourish and reach their full potential. We are proud of our links with the community and the climate of trust, equality and mutual respect that exists within the school.

Our motto, 'Care, Share, believe, Achieve'. These words unite us and help us to strive to be the best we can be.

*Delyth Goodfellow*

Headteacher

## Staffing

<b>Headteacher</b>	Delyth Goodfellow	
<b>Assistant Headteacher</b>	Ceris Knight	Year 4
<b>Teachers</b>		
	Maria Austin	P1 & 2 Lead, Reception & Nursery
	Sioned Taylor	Year 1/2
	Tom Williams	Year 3
	Bish Bowen	P3 Lead, Year 5
	Sian Reilly	Year 6
	David Morgan	Year 6
	Rachel Williams	ALNCo
<b>LSA's</b>		
	Anna Porter, Joanne King, Emma Norwood, Sarah Town, Rhian Baker, Mel Woods, Karen House, Karen Jones, Maxine Duncan, Debbie Harding, Stacie Collins, Amy Reynolds	
<b>Administration</b>		
	Sue Thomas, Lorraine Mears	

## School Uniform

The policy of the school governing body is that every child wears a school uniform. We request that parents adhere to it as it provides a good attitude, a sense of belonging, generally assists the aim of self-discipline and is a feature of our school. Please write your child's name clearly on the label of their clothing as many items are being left and lost.

Girls:

- ◆ Grey/Black skirt or trousers
- ◆ White/Red blouse or polo shirt
- ◆ Red cardigan/sweatshirt / hoodie / zip fleece, preferably with school logo
- ◆ Summer – Red gingham check dress

Boys:

- ◆ Grey/Black trousers
- ◆ White/Red shirt or polo shirt
- ◆ Red zip fleece/ sweatshirt / hoodie, preferably with school logo
- ◆ Summer – Grey/Black Shorts

Footwear - Children should wear sensible, waterproof outdoor shoes - these should not be of a boot type design and should preferably be in black. NB. Fancy shoes, slip-on shoes, crocs or high heels are not appropriate for school.

Uniform Suppliers Clothing uniform is available from, Picton Sports, Llanelli (01554 754662) or Toppers, Llanelli (01554 777501). Parents are kindly asked to mark or label all coats, cardigans, ties etc. clearly with a child's name

## **Mobile Phones / Smart Watches**

Pupils are not permitted to use mobile phones or wear smart watches once in school. Pupils in Years 3, 4, 5 and 6 have the option to walk home if this is consented to by parents as part of the permission form in the Autumn Term. Therefore, for the parents / guardians that consent to this, those pupils can at their own risk and if the parent wishes, bring in mobile phones or smart watches, however they **MUST** be switched off and handed in to a staff member on duty e.g. Breakfast Club staff / class teacher. These items will be stored safely during the school day and then returned to the pupil as they exit the school building. Any pupils found to break this rule will have their item confiscated and a parent / guardian will have to collect it from the school office at the end of the school day.

## **Breakfast Club**

We run a daily breakfast club, this provides a good start to the day for all pupils. Children can start the day with toast, yoghurt, fruit juice or milk. Doors open at 8:15am and close promptly at 8:30.

## **ParentPay**

School lunches are cooked on the premises. The variety of meals provided reflects a balanced, healthy diet. A ParentPay has been introduced in our school. Parents are able to view menu's and book lunch in advance, which helps our kitchen to plan. <https://www.parentpay.com/>

## **Universal provision**

All primary school pupils in Wales are entitled to free school meals. We encourage families who qualify for free school meals because of their income/the benefits they receive, to apply for free school meals. This can allow you further access to support including a uniform grant <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-meals/free-school-meals/#.XIU7Jij7SUK>

## **Packed lunches**

Provision is made for children who bring their own lunch to school. For safety reasons, no hot drinks in flasks or glass bottles are allowed in school.

## **Nuts**

We are a nut free school to protect staff and pupils who have allergies. Please be mindful of this when packing school lunches.

## **Attendance**

### Attendance and Punctuality

Attendance at school is compulsory for pupils over the age of 5. We must strive to improve attendance every term to 95%, this allows for ten days absence if your child becomes unwell during the academic year, or needs to attend key medical appointments that cannot be taken outside of the school day.

### Absence Notification

Parents/carers are asked to notify school of a reason for absence on the first day a child is unwell. Please telephone the school before 9.30am and leave a message via the system. If your child continues to be unwell please communicate that with the school.

If your child is a little under the weather and you are unsure whether or not to send your child, please bring him/her into school; we will telephone you immediately if s/he takes a turn for the worse. Special mentions, assemblies, rewards and certificates are awarded for excellent attendance.

### Failure to contact the school

Registers 'close' at 9.30am. If we have not been given a reason why your child is absent then we will call you and follow that up with an email if necessary. Your child's absence will be marked as 'Unauthorised' if we do not receive this information.

### What does an 'unauthorised' absence mean?

If you don't tell us why your child is absent, the absence is recorded as 'Unauthorised'. Monitoring attendance is a priority and if we identify patterns in absence then we will contact you via letter to share our

concerns with you. Attendance figures will also be shared during Parents' Evenings and via a pupil's end of year report.

What happens if my child's attendance is a concern?

If there are identified patterns in absence, or absences for longer lengths of time, then you will be invited to have a meeting with the Headteacher where concerns can be discussed. If your child's attendance drops below 85% then we will issue you with a letter. If we do not see an improvement in attendance then additional letters will be issued and the Education Welfare Officer (EWO) for Carmarthenshire schools will be contacted.

### **Punctuality**

When is my child recorded as late?

A child is recorded as late (L) if he/she arrives after 9am. A child is recorded as (U), late and arrived after register closed, if they arrive after 9.30am. Please make sure your child is present and arrives in school between 8.45am and 9am. It is really difficult for your child to catch up on a lesson if he/she arrives 10 minutes after it starts. Being punctual is a good habit; however, if the family oversleeps, please ensure your child comes to school (better late than never). Likewise, if your child has a medical appointment that cannot be taken outside of school hours.

What happens if my child's punctuality is a concern?

We check all registers regularly and each time your child is late the register is marked with an 'L' and the number of minutes late is recorded in our Carmarthenshire online system. As parent/carer you will also be expected to sign your child in to our Halo system (located in the reception foyer) where the reason can be recorded. This is imperative as it also links with our fire drill processes so we know your child is on the school site. If your child walks to school and arrives late, we will contact you to ask for an explanation as to why they are late and to assure you that they have arrived safely on the school site. Where possible, please try to ring us in advance to inform us that they may be late so we can be sure they arrive safely in a reasonable amount of time. If poor punctuality is frequent, we will speak to you as you sign your child in or contact you, by telephone, text or email, to ask for your help in improving the situation. If the

situation remains a concern, we will inform you via a second letter and ask you to work with us to improve the situation. The Education Welfare Service may become involved if no improvement is noticed.

### External Support for poor punctuality / attendance

Another option we can share is 'Team Around the Family' support, they can work with you to help resolve any issues which may be affecting your child's attendance or punctuality in school.

