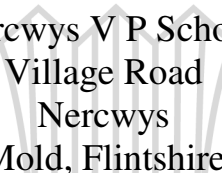


**NERCWYS  
VOLUNTARY CONTROLLED  
PRIMARY SCHOOL/  
YSGOL  
GYNRADD GWIRFODDOL  
RHEOLEDIG NERCWYS**



**2011 – 2012  
SCHOOL  
PROSPECTUS/  
PROSBECTWS  
YSGOL**



Nercwys V P School  
Village Road  
Nercwys  
Mold, Flintshire

Tel:01352 752654  
Email: [nemail@nercwys-primary.flintshire.gov.uk](mailto:nemail@nercwys-primary.flintshire.gov.uk)  
Headteacher – Janet Meaden BA Hons

Thank you for requesting our prospectus, we would like to welcome you and your child to our School. Nercwys is a warm and friendly Church school where each child has an important and enjoyable role to play.

In this prospectus we have set out the organisation of the school and tried to make clear our objectives and policies. I hope that you will find this information useful.

At Nercwys we strive to provide an all round education, to set good foundations for future development and to enable the pupils to realise that learning can be fun and gain a sense of achievement. We believe that it is important for children to respect themselves, to be polite and to be sensitive to the feelings and needs of others.

We encourage children to use their own initiative; to develop as individuals; achieve their full potential and to enjoy and fully participate in the life of the school.

We have high standards and high expectations of our pupils both in work and behaviour.

Your participation is crucial and we are keen to have parents involved at all levels. If you have any spare time please come into school to work with us, you will be made most welcome.

Nercwys Primary is a school for children of ages 3 to 11 years. There is a Foundation Phase classroom and two working spaces for Junior pupils.

We have spacious Foundation Phase classroom, a well stocked library, cloakroom, toilets and school kitchen. We have computers in both classrooms, TVs, videos, CD recorders, musical instruments etc.

Outside facilities comprise of a main playground, a separate early years playground and extensive school playing fields. In March 2010, we opened our school garden which enables the children to develop their skills in the outdoor environment. We have disabled access to the playground.

Our school is Church controlled and maintained by Flintshire Local Education Authority.

Mr Ian Budd is the Director of Education & Children's Services and Recreation and Mrs Janice Dickens is the Link Officer for our school. Both are based at:

The Education Department  
County Hall  
Mold  
Flintshire  
CH7 6ND

Telephone (01352) 752121

Yours sincerely

Mrs Janet Meaden

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## **THE NERCWYS SCHOOL STAFF**

Headteacher and Foundation Phase Teacher	Mrs Janet Meaden, BA (Hons) PGCE
Foundation Phase Teacher	Mrs Heddwen Gunes
Junior Teacher and Additional Needs Support	Miss Sue Scholfield
Senior Teacher, Infants & Juniors	Mr Nathan Williams
Infants and Junior Classroom Assistant	Mrs Rhiannon Donnelly
Classroom Assistant for the Nursery And Infants	Mrs Clare James
Foundation Phase Assistant	Mrs Sarah Parry
Classroom Assistant and Higher Level Teaching Assistant (Covers Teachers' Planning, Preparation and Assessment Time)	Mrs Jane Gillett
Secretary	Mrs Elaine Pierce
Caretaker	Mr Allan Wynne
Lunchtime Supervisor	Mrs Pam Bridges Mrs Sarah Parry Mrs Julie Jones
Lunch Server	
Breakfast Club Supervisor	Mrs Rhiannon Donnelly Mr Nathan Williams
Breakfast Club Assistant/Cook	Miss Hannah Gerrard
After School Club	Mrs Rhiannon Donnelly Mrs Glenys Davies

## THE SCHOOL DAY

8.00 – 8.50am	Breakfast Club
9.00 a.m.	Registration/Activities
9.10 a.m.	First Session
10.20 - 10.35 a.m.	Morning Break
11.45 – 12.00 pm	Assembly (Mon – Thurs)
12.00 - 1.00 p.m.	Lunchtime
2.00pm – 2.10pm	Afternoon break
3.00 – 3.15pm	Assembly (Friday)
3.15 p.m.	Home time for Infants and Juniors
3.15 – 5.30 p.m.	After School Club
From 4pm	Any Extra Curricular Activities

If you wish to come and see me to discuss anything at all I am in the office on:

Monday	-	all day
Wednesday	-	all day
Thursday	-	morning

The most convenient times to phone the office or to pay dinner money or trip money are when Elaine the secretary is on the premises:

Monday	-	8.45 am – 3.15pm
Wednesday	-	12.30pm – 3.30pm
Thursday	-	9.15am – 12.15pm
Friday	-	8.45 am – 12.45pm

## OUR MISSION STATEMENT

The school council were responsible for creating our mission statement.

We would like Nercwys pupils to :-

- Be confident learners
- Care for their environment
- Care for others
- Be organised and take responsibility for their own learning.

## **CURRICULUM AND ACADEMIC ORGANISATION**

The curriculum at Nercwys School accepts that each child is an individual who has specific needs and styles of learning. The children follow a broad and balanced curriculum designed to follow the guidelines of the National Curriculum and Desirable Outcomes for the Early Years. We are starting to introduce elements of the Foundation Phase within the infants classroom. In both infants and juniors the children are taught on a class and group basis, and individuals take responsibility for their own learning and are encouraged to proceed at their best rate.

The natural medium of the school is English. We do have a Bilingualism Policy, Welsh is taught as a second language, as well as being used generally to give instructions and for general greetings.

The School is organised into two classes, an Infants class and a Junior class. We like to take advantage of staff specialism e.g P.E is taught by Mr Williams in both the Infants and Juniors.

The infants class is taught by Mrs Janet Meaden, and Mrs Heddwen Gunes. They are supported by classroom assistants, Mrs Rhiannon Donnelly, Mrs Clare James and Mrs Sarah Parry.

The junior class is taught by Mr Nathan Williams and Miss Sue Scholfield. Curriculum subjects are taught discreetly, in the main, within an umbrella topic wherever possible.

There are two part time classroom assistants, Mrs Jane Gillett and Mrs Rhiannon Donnelly, who work with the Juniors, to support the teachers with all aspects of the curriculum. Mrs Gillett also works as a H.L.T.A covering Planning, Preparation and Assessment time for staff.

### ***Junior teaching times***

Mr Williams: Monday, Tuesday, Thursday pm and Friday

Miss Scholfield: Wednesday am and Thursday am.

## **ADDITIONAL NEEDS**

Miss Sue Scholfield takes responsibility for Additional Needs within school. She supports children within small groups from both Key Stages on a Wednesday morning and draws up any Individual Educational Plans. Mrs Sarah Parry also works with children in small groups. Working in small groups helps to boost children's confidence and skills in literacy and numeracy.

## **COLLECTIVE WORSHIP**

There is a daily act of collective worship and the school enjoys good links with the Parish Church, often participating in services at various times in the Church calendar. Parents may exercise their rights in relation to their child's attendance at religious worship. The Bishop's Visitor regularly visits the School.

## **UNIFORM**

School uniform is not compulsory, however, children are encouraged to take a pride in their appearance and most of them do so. We do have a school logo, which represents Nercwys School. The school colour is red. Sweatshirts and polo shirts are available with the school logo and can be purchased from Forrester Sports Shop in Mold.

Boys – winter: grey/black trousers

summer:- grey/black shorts

Girls;- winter: grey skirt or pinafore or grey/black trousers

summer; check/ striped gingham dress

P.E kit of pumps/trainers shorts and T shirt (with logo) is recommended for P.E and games lessons.

## **SPORTS**

At Nercwys School our sporting achievements include competing in the following events/competitions during the 2010/2011 school year:-

Rounders

Competitive and friendly football matches

Annual Sports Day

Dance Festival

Dragon Sports

Diocesan Athletics

Dragon Rugby Festival

Netball League

Indoor Athletics

Dragon Hockey Festival

All Junior pupils are offered the opportunity to play in team games, football, netball, tennis, rounders and dancing are offered as extra curricular activities at varying times during the school year.

During the teaching of P.E. at Nercwys School our aim is that all children will find enjoyment in physical activity and develop positive attitudes to physical endeavour. We gained the prestigious Active Sports Mark in July 2010.

## **SWIMMING**

All Junior pupils attend Mold Swimming Pool for a series of lessons.

## **EXTRA CURRICULAR ACTIVITIES**

The children enjoy plenty of sporting activities, we regularly have sports matches against other schools and we take part in County tournaments for football, rugby, rounders and tennis. We also have a regular dance class.

## **RESIDENTIAL TRIPS**

In 2010/2011 the junior children have had the opportunity to participate in a residential trip to Kingswood, Colomendy. During the stay children experienced a variety of activities such as caving, climbing wall, abseiling and problem solving.

## **SCHOOL COUNCIL, ECO COMMITTEE, and HEALTH & SAFETY REPRESENTIVES**

We have a school council in school and they meet regularly to discuss ways of improving the school. We currently have 4 junior school council members (one from year 3, year 4, year 5 and year 6). In addition to the school council, we have an eco-committee which includes pupils, governors and a teacher. The eco committee are helping to promote recycling and energy saving in school.

## **BREAKFAST CLUB**

We have a Free Breakfast Club; this is funded by the Welsh Assembly. The Club is run by Mrs Rhiannon Donnelly, with back up from support staff. The Club is open to all school children including Nursery and Early Entitlement pupils. The Club opens at 8am with breakfast being served from 8.10am onwards, club will end at 8.50 when teachers take legal responsibility for the pupils (10 mins before the start of the school day). Breakfast Club are unable to admit children for 10 minutes before the end of the session. I would like to ask parents that children arrive between 8am and 8.40am for Breakfast Club or between 8.50am and 9am for the start of the school day.

## **SCHOOL DINNERS**

Hot dinners are cooked at Bryn Gwalia Primary School in Mold and transported in heat proof containers to Nercwys School. Meals are priced at £1.80 for infants and £1.85 for juniors. Free school meals are available please ask Elaine in the office if you think you are entitled to free meals and she will be able to give you a form to complete.

## **AFTER SCHOOL CLUB**

We have a thriving and popular After School Club, which provides childcare facilities for working parents or acts as a social activity for any child wishing to attend on a pre booked basis. The After School Club has just received an excellent inspection report for the care and the activities introduced with the children. The Club is organised and run by Mrs Rhiannon Donnelly, the After School Club leader and she is supported by Mrs Glenys Davies. It is open from 3.15 p.m. until 5.30 p.m. Fees are £2.20 per hour for the first child and £1.70 for subsequent children - fees are worked out on a half hour basis. In addition to the general activities the Club has themed nights eg. Chinese night, topical craft evenings etc. Children must be 4 years of age to attend After School Club.

## **HOMEWORK**

Homework is not a statutory requirement. All children will be given reading homework. Spelling work will be given to Year 2 and above. If we feel that your child will benefit from doing something specific the teacher will discuss this with you. If any parent would like to request any extra homework, we are happy to give it if they come and discuss this with their class teacher.

## **SCHOOL MEDICAL SERVICES**

A Nursing Sister based at the Clinic in Mold visits the school at regular intervals. If any child is taken ill during the school day, the parents are informed. To ensure that this can be done efficiently, it is essential that the school is detailed with parents' home and work telephone numbers and an emergency number. If for any reason, parents cannot be notified about an illness or injury which in the staff's opinion requires hospital or a doctor's attention during school time, then the Head teacher will make a decision on the parents' behalf.

Your child will not be examined by the School Doctor without your permission unless there is an emergency.

The school nurse visits regularly to carry out routine sight and hearing tests with our younger children. Also children's growth is monitored and a healthy lifestyle promoted.

## **COMMUNITY LINKS**

The school enjoys strong links with various community groups including the Church and Nercwys Forestry Commission. We visit a number of local sites including Moel Famau, Loggerheads and Erddig Hall, We also have good links with various industries eg. Powergen and Deeside Power.

## **MUSIC**

We offer music lessons to pupils through the County Scheme at a cost of £120 per year. We currently offer cello, guitar and brass. A commitment to learning is very important, 10 minutes a day practice being the basic requirement.

## **HOME/SCHOOL LIAISON**

We do like to have an open door policy within school where staff takes time to speak to parents in the morning before lessons start. It is easier to resolve a minor concern before it becomes a major concern. Parents are also encouraged to make an appointment to see their child's class teacher or the Headteacher if they wish to.

## **FRIENDS OF NERCWYS SCHOOL**

A thriving Friends of the School Society exists at Nercwys and makes a vital contribution to school and community life. Many exciting events and social activities are organised during the school year. Fund-raising activities have provided much appreciated educational resources and equipment for the children. Please come along to the meetings and activities where you will be made welcome. A poster is put on the notice board before each meeting. The Chairperson is Mrs Sarah Crosby, Secretaries Mrs Louise Edwards and Mrs Nicky Smythe, and Treasurer Mrs Kathy Cracknell



## **SCHOOL CHARGING POLICY**

1. No charge should be made for admission to school.
2. No charge shall be made for delivery of an aspect of the National Curriculum.
3. The Governing Body may request voluntary contribution from parents for certain activities wholly or mainly in school time.
4. No child will be disadvantaged if the contributions are not made.
5. Charges may be made at the discretion of the Governing Body for activities which take place wholly or mainly outside school hours.
6. There will be a Remission Policy for any charges made.

## **DISCIPLINE**

At Nercwys we believe that all staff and pupils have the right to be respected, to feel secure and happy in their teaching and learning. We have many positive ways of promoting and rewarding good behaviour. House points, golden time, positive letters home, verbal and written praise, congratulations certificates and Seren y Wythnos.

### *Nercwys Golden Rules*

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

Misbehaviour will be dealt with immediately with a reminder of the golden rules and the way we behave in Nercwys. Children are told that major incidents are recorded in the incident file and any child, whose name appears in the file on three occasions, will have their parents invited in to discuss all three incidents. This often acts as a deterrent and children are reluctant to have their names in the book.

## **ATTENDANCE**

The importance of punctual and regular school attendance cannot be over-emphasised. Late arrival can be upsetting to the child and disturb his or her class. It is essential that the Head teacher, class teacher or school secretary is informed by a parent in the event of:

- i) A child's absence from school
- ii) Permission is required for a child to leave the school premises during the school day.
- iii) Requests for a child to be excused P.E. or swimming.
- iv) Parents wishing their child to accompany them on annual leave during term time.

Percentage attendance for 2010/2011

Whole School -	93.5%
Unauthorised absences -	0.00%

## **TEACHER ASSESSMENT RESULTS**

We are proud of the children at Nercwys School and their KS2 Teacher Assessment results.

### **2010 - 2011**

Core Subject Indicator shows that 100% of the children achieved Level 4 or above at KS2, and 100% have achieved Level 2 at KS1.

## **SEX EDUCATION**

Sex education is taught to Years 5 & 6, with parental consent, by the School Nurse under the guidance of the Education Authority. Parents are informed of the content of any discussions and are given the opportunity to watch the video that will be shown by the School nurse beforehand, should they wish to.

### **CHILD PROTECTION**

The Department for Education and Welsh Office Guidelines make it clear that schools and colleges have important roles to play in the protection of children against abuse. This is confirmed by the Policy of Flintshire County Council, which sets out the necessary procedures to be followed by all staff. Nercwys School therefore has a duty to refer any concerns about the well-being of pupils to the Social Services Department, and the School Medical Officer if further advice is required

The Headteacher and one of the Governors have both received Level 2 Child Protection training. All other members of staff have received Level 1 Child Protection training. We work very closely with Angela Howarth, the Welfare Inclusion Officer.

### **COLLECTING CHILDREN FROM SCHOOL**

Years 5 & 6 will be permitted to leave school unaccompanied, if the school receives a parental permission letter, although it has been noted that it is a dangerous route. Infant children and Years 3 & 4 must be collected. If you are not collecting your child please make sure he/she knows whom they are to go home with. If this person is not known to the school please inform us in advance.

### **MEDICINES IN SCHOOL**

We have a protocol for the administration of medicines and this will be strictly adhered to. The exception to this is self-administered medication for asthma etc. We will only administer medicines with written parental permission and clear instructions.

### **ADMISSIONS**

At Nercwys School we follow the Policy laid down by Flintshire Education Department. Anyone wishing to see the complete document and our school's Admissions Policy is asked to contact the Headteacher.

The Governing Body have also stated:

- that all children, who are resident in the village of Nercwys and are of appropriate age have a right of entry to the school.
- that the Standard Number of pupils should not be exceeded if it to be detrimental to class sizes.

The school is not permitted to plan for more than 30 pupils in each class at either Foundation Phase or Key Stage 2.

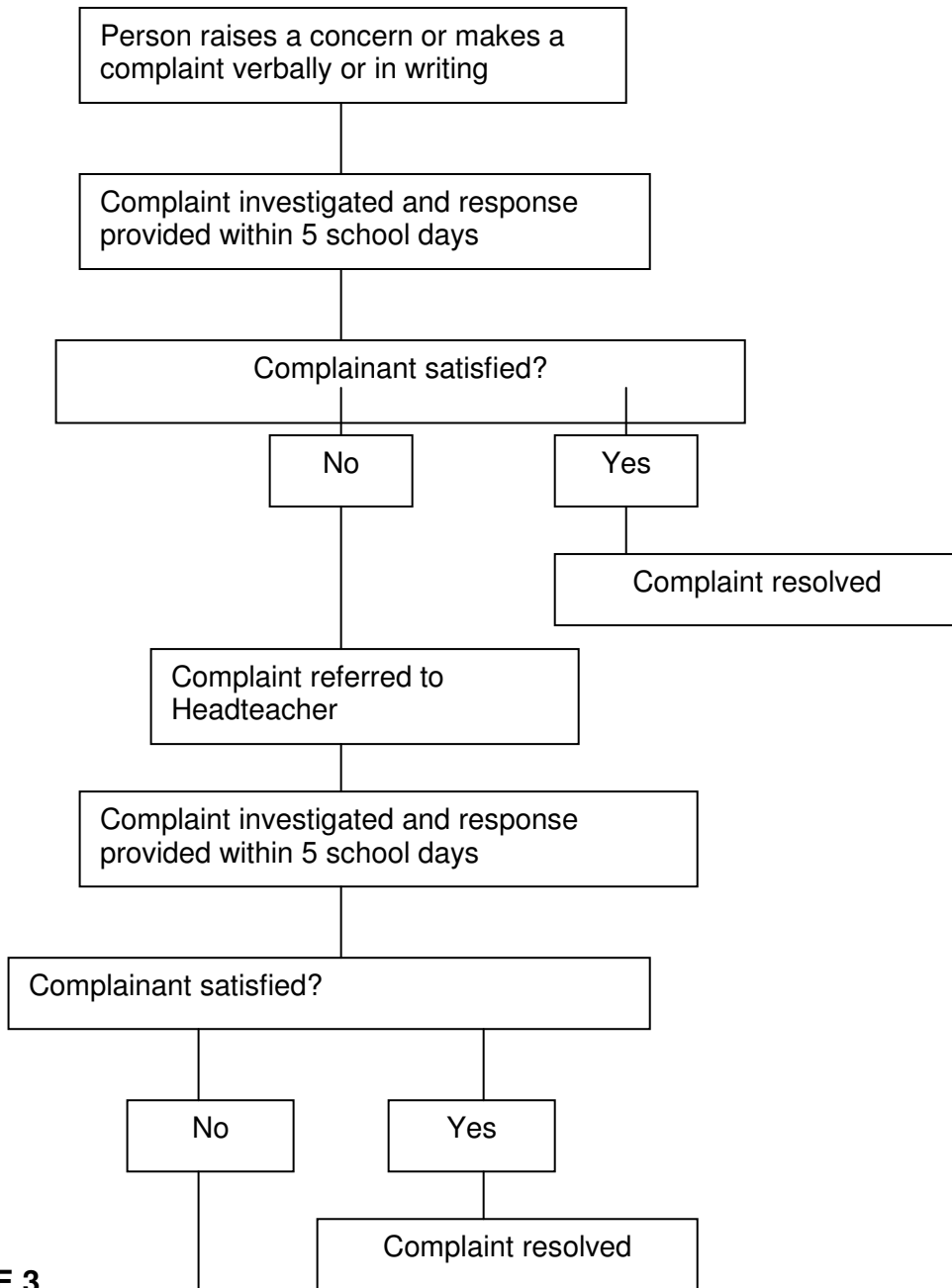
### **DOCUMENTS AND POLICIES**

A file containing all the necessary policies required by the LEA in their audits, are available for parents if you would like to see any of them.

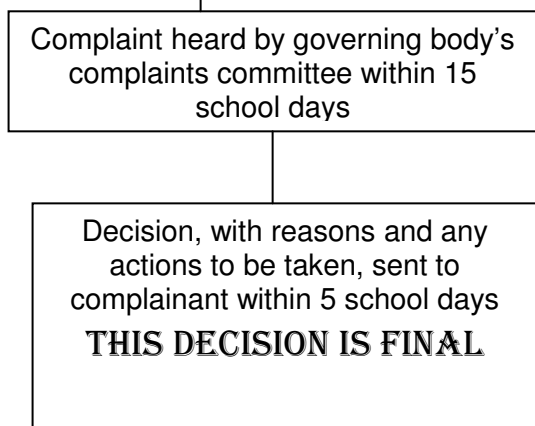
The school's Electronic Communications and e-safety Acceptable Use Policy is part of the school's I.C.T Policy. All staff are familiar with our policy and the children have a conduct to promote responsible use of the internet. Parents have the option to sign a consent document.

## General Complaint Procedure – Summary

### STAGE 1



### STAGE 3



## **GOVERNORS OF NERCWYS PRIMARY SCHOOL**

Mr Ian Roberts	Chairman
Dr Ray Thomas	L.E.A.
Rev John Jones	Foundation Governor
Cllr Nancy Matthews	L.E.A.
Mr Mike James	Parent Governor
Mrs Janet Meaden/ Mr Nathan Williams	Headteacher
	Teacher Governor
Vacancy	Parent Governor
Mrs Jane Gillett	Foundation Governor
Mr Darren Williams	Minor Authority
Mr Andy Crosby	Parent Governor/ Vice Chair
Mrs Elaine Pierce	Clerk to the Governors

### **L.E.A. OFFICERS**

#### **DIRECTOR OF EDUCATION**

Mr Ian Budd

#### **LINK EDUCATION OFFICER**

Mrs Janice Dickens  
Education Department  
County Hall  
Mold  
(Tel. 752121)

#### **CHAIRMAN OF GOVERNORS**

Mr Ian Roberts

#### **PARENT GOVERNORS**

Mr Mike James  
Mr Andy Crosby

#### **DIRECTOR OF CHURCH SCHOOLS**

Carole Burgess

#### **BISHOP'S VISITOR**

Mrs Norma Rowles

**FLINTSHIRE COUNTY COUNCIL**

**SCHOOL HOLIDAY DATES & TRAINING DAYS**

**2011 – 2012**

<b>Autumn Term 2011</b>		
<i>Training Day</i>	<i>Thursday</i>	<i>1<sup>st</sup> September</i>
<i>Training Day</i>	<i>Friday</i>	<i>2<sup>nd</sup> September</i>
School Opens	Monday	5 <sup>th</sup> September
<i>Nursery pupils start date</i>	<i>Thursday</i>	<i>8<sup>th</sup> September</i>
School Closes (Half Term)	Thursday	20 <sup>th</sup> October
<i>Training Day</i>	<i>Friday</i>	<i>21<sup>st</sup> October</i>
School Opens	Monday	31 <sup>st</sup> October
School Closes	Friday	16 <sup>th</sup> December
<b>Spring Term 2012</b>		
<i>Training Day</i>	<i>Tuesday</i>	<i>3<sup>rd</sup> January</i>
School Opens	Wednesday	4 <sup>th</sup> January
School Closes (Half Term)	Friday	10 <sup>th</sup> February
School Opens	Monday	20 <sup>th</sup> February
School Closes (Easter)	Friday	30 <sup>th</sup> March
<b>Summer Term 2012</b>		
<i>Training Day</i>	<i>Monday</i>	<i>16<sup>th</sup> April</i>
School Opens	Tuesday	17 <sup>th</sup> April
School Closed (May Day)	Monday	7 <sup>th</sup> May
School Closes	Friday	1st June
School Opens	Monday	11 <sup>th</sup> June
School Closes	Thursday	19 <sup>th</sup> July

2 additional training days for the summer term – dates to be arranged

Please note Tuesday 5<sup>th</sup> June ~ Diamond Jubilee Bank Holiday ~  
This is an extra “one off” bank holiday to celebrate the Queen’s Diamond Jubilee.