



## Ysgol Bro Carmel Prospectus

2025/26

*“Ysgol Bro Carmel is a happy, caring and inclusive community with a clear focus on promoting outstanding standards of pupil wellbeing. A very strong feature of the provision is the way in which pupils' voice is fully involved in making decisions about what happens in school. As a result, nearly all pupils' attitudes to learning are outstanding and they show pride in their school. They challenge themselves to become ambitious and capable learners and most make good progress as they move through the school.”*

**Estyn, October 2019**



### Key Contacts

Headteacher: Mr M Martell

Chair of the Governing Body: Mr S Thomas

School Office: Mrs L Dellaway

School Improvement Adviser: Mr Paul Davies

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Dear parent(s)/carer(s),

I am pleased to issue our school prospectus. The purpose of this booklet is to give parents and carers a better understanding of what the headteacher, staff and governors are endeavouring to do for your child. I trust that you will find it useful as a general guide to the organisation and curriculum of Ysgol Bro Carmel and to the school's work, activities and way of life.

Ysgol Bro Carmel is a County Community School catering for children aged between 3 and 11 years of age. The school, built in 1952, is set in a spacious and elevated position in the village of Carmel (1 mile from the town of Holywell) overlooking the Dee Estuary and Wirral peninsula.

The well-maintained building comprises of an infant wing and a junior wing. Additionally, there is a large, well-equipped hall in which assemblies, P E, music and drama lessons are held, and a separate dining room and kitchen. There is a large sports field and two hard-surface play areas.

Classes are generally single age, although the school organisation is reviewed annually and may be modified to accommodate changes in pupil numbers. We have a maximum capacity of 30 in the foundation phase (Reception to Year 2). The admission number for Reception is 25 pupils.

"Discover & Do" is our on-site provision which provides before and after school care. In addition, they run a holiday club for 11 weeks of the year for the whole community, for pupils aged 3-14 years. Staffed by qualified adults, the scheme provides a secure and friendly environment at a very reasonable cost.

Our aim is to provide a stimulating, happy and secure environment in which children are encouraged to develop as individuals whilst being sensitive to the needs of others. We hope that you will join with us in working to achieve these aims. I hope that this booklet will support this partnership and enable your child to benefit from all that Ysgol Bro Carmel has to offer.

Kind regards,

A handwritten signature in black ink, appearing to be 'M. Martell', written in a cursive style.

Mr M. Martell  
Headteacher / Pennaeth

## Mission Statement and Ethos

### Statement of Values

- ✓ We recognise the value and potential of every member of the school and its wider community.
- ✓ We support and encourage all areas of development in an atmosphere of warmth, care, trust, security and respect. This allows every individual to become confident, happy, tolerant citizens, whose academic, spiritual, moral, cultural and physical developments are celebrated.
- ✓ Our school environment promotes quality. High quality teaching stimulates effective and appropriate learning that enables pupils to be successful learners.
- ✓ The environment and the curriculum reflect our common purpose of providing a high quality, broad and rich education for all.



This will be achieved through:

- ✓ A partnership between staff, parents and governors, providing for the highest quality education for our pupils
- ✓ Setting high standards of achievement and behaviour
- ✓ Managing the provision of spacious accommodation and resources
- ✓ Continuing professional development of all staff
- ✓ Deployment of resources to achieve maximum benefit for all pupils.



### Session Times

	Morning Session	Afternoon Session
Nursery	08.45 – 11.15	
Reception – Year 2	08:45 – 12:00	12:50 – 15:00
Year 3 – Year 6	08:45 – 12:00	12:50 – 15:15
Discover & Do Wraparound Care	07:30 - 08.45	15.15 - 17.30

## Summary of Charging and Remissions Policy

Where possible educational activities in the school are provided free of charge; under the Education reform Act (1988) the Governing Body must have a policy with regard to additional costs.



Under the Act, schools cannot charge for activities such as visits wholly within school hours. These costs have to be met from the school's budget or private fund. We are, however, permitted to ask for voluntary contributions from parents to enable these visits to continue. Obviously, without voluntary contributions these visits could not take place. The governors have adopted the following policy:

Governors will authorise the Headteacher to request voluntary contributions from parents. For activities taking place wholly or mainly in school time children will not be excluded if no contribution can be made.

The governors reserve the right to make a charge in the following circumstances for activities organised by the school:

1. The board and lodging element of those residential activities deemed to take place within school hours e.g. PGL etc.
2. The full cost to each pupil of activities deemed to be optional extras taking place outside the times of school sessions.
3. The cost to the pupil of providing individual instrumental tuition (above that provided by the LEA).
4. The nominal cost of materials and ingredients used in certain cookery and design activities. These charges may be in cash or kind.
5. The cost of making good or replacing equipment, furniture or fittings damaged as the result of a pupil's misbehaviour or negligence.





# Ysgol Bro Carmel

## Curriculum Rationale

### Our Vision

Working in partnership with our school community, we aim to motivate and inspire our pupils to be the best that they can be. We aim to do this by creating a safe, welcoming and nurturing environment for all. At Ysgol Bro Carmel, learning is fun, positive, challenging, engaging and inclusive.



*Celebrating the Welsh language, culture and heritage is an important feature of our curriculum.*

## Developing, Learning and Growing Together

### Pupil Voice

Staff listen to the ideas views and needs of the children to design exciting, challenging, progressive learning experiences throughout their school lives. Children are provided with opportunities to influence whole school development in groups for example Fundraising Forum, Digital Leaders

### Wellbeing

Wellbeing is at the heart of YBC and its community. Through our nurturing environment we strive to support and develop resilience, emotional awareness and a healthy, positive outlook.

### Our Values

Be respectful and kind

Be confident

Be curious and inquisitive

Be happy

Be ambitious

Be healthy

Be creative

Be enthusiastic and motivated

### Learning Environment

YBC utilise the learning environment to enhance independence, risk taking and collaboration. We offer a range of opportunities to explore learning in a variety of situations locally, regionally and nationally e.g. Carmel Woods, Talacre Beach, Cardiff

### Language of choice

We encourage children to take ownership of their decisions and to be responsible, considerate and respectful individuals through the language of choice.



## Curriculum for Wales 3-19

Our curriculum is evolving in line with the requirements of the Curriculum for Wales. Skills in literacy, numeracy, Welsh, RSE and ICT are integrated and applied across the curriculum.

### Enrichment

Our school offers far more than the bare minimum of the National Curriculum. In many aspects of our school life our curriculum serves to enrich the lives of our pupils in the arts, in sports and in cultural activities. Opportunities are provided which allow pupils to act both co-operatively and competitively. Extensive use is made of the school's superb location. In addition, many visits are undertaken each year so that the children may benefit from a variety of learning experiences that are simply not possible within the classroom. Year 5 pupils are given the opportunity to visit PGL Boreatton Park for their residential and Year 6 visit Cardiff.



### Bilingualism

Welsh is taught as a second language and our aim is to develop the ability to communicate at various levels through the medium of Welsh and to foster an appreciation of Welsh language, history and culture. Our schemes of work are planned with due regard to the requirements of the "Cwricwlwm Cymreig".

### Religious Education

All pupils are expected to attend school assemblies and to participate in RE lessons and activities. Under the provisions of the Education Act parents may withdraw their children from these activities if they so wish. Parents considering this option are asked to inform the Headteacher in writing.

### Information and Communications Technology (ICT)

Ysgol Bro Carmel is well equipped, with Interactive Whiteboards in each classroom. In addition we have 60 laptops and 20 iPads which are networked wirelessly and can be used within all classrooms. There is an extensive range of software and hardware peripherals, including multimedia, which allow pupils to use ICT as a powerful tool to extend their learning across the curriculum. Every pupil has access to the Internet and electronic mail, though it is mainly the older pupils who make most use of this facility. Although every precaution is taken to protect pupils from the undesirable aspects of the Internet, parents are asked to sign an authorisation form before Internet access is granted to their child.



## Physical Education and Swimming

PE sessions per week are timetabled for each class. In line with the document “Young People and Sport in Wales” all 5 – 7-year-olds will be taught the skills of competitive games and how to play them. All 7 – 11-year-olds have the opportunity to play mini versions of recognised team and individual games. The games will include football, rugby, netball, rounders, cricket, short tennis, badminton and hockey. On PE days, pupils come into school in their PE kit. In the event of his/her being medically unfit for PE or Swimming would you send a brief explanatory note. Earrings, jewellery or watches are not permitted during PE sessions.



## Relationships and Sex Education

The school’s policy on sex education stresses that sex education is not just a topic for adolescence or for formal “crisis intervention”. Sex education is integrated into the curriculum under the umbrella of Personal and Social Education (PSE). Parents have the right to withdraw their child from sex education should they so wish.

## Homework

Pupils are encouraged to extend, practise and broaden their reading at home and at times reading diaries are sent home. Homework, when set, will be mainly related to Language and Mathematics or may require children to investigate aspects of a topic. All these tasks are designed to reinforce and support children’s learning in the classroom. We seek parents’ support in ensuring that homework, when set, is done. It will help if a quiet room or quiet time can be set aside for homework.

## Extra-curricular activities

Activities involving children outside their classrooms are planned within an annual programme. These include:

- ✓ Harvest Festival
- ✓ Christmas services and concerts
- ✓ School sports
- ✓ Inter-school sports matches and tournaments
- ✓ St David’s Day celebrations
- ✓ Children may also take part in one or more of the many “clubs” we operate, including Football clubs, Gardening, Tag Rugby



*We are indebted to members of staff for giving so generously of their time to enable children to participate in these activities.*

## Out of School Visits

Educational visits are arranged to support and extend the various topics studied throughout the year. All off-site activities are well organised and fully supervised. Parents are always given advance details of planned visits prior to any trips or visits taking place.

## Forest School: A hands-on approach to learning

Forest School is an inspirational process that offers children, young people and adults, regular opportunities to achieve, and develop self-confidence through hands on learning experiences in a local woodland environment. Forest School sessions are held in a woodland-based learning environment that is complementary, not separate, to learning in a traditional classroom or school grounds environment.

Forest Schools have roots in Scandinavian educational practices, aiming to foster a deep connection with nature. This approach emerged in the mid-20th century as educators in Scandinavia recognised the benefits of outdoor learning on children's physical and emotional development.

Sessions are not timetable or workbook led but driven by the learners themselves, drawing on their interests and imagination. Through carefully structured sessions with supportive intervention by qualified leaders, Forest School can bring learning to life in a real and tangible context. A qualified leader Forest School is run by a qualified Level 3 (either BTEC or Agored Cymru) Forest School Leader. To qualify, through a rigorous training course that equips them with both the practical and theoretical knowledge to run Forest School sessions.



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### Core Principles of Forest School Education

Forest School education is guided by several core principles that focus on the holistic development of children. One of the primary principles is the encouragement of hands-on learning, where children engage with the natural environment. This approach supports critical thinking and problem-solving.

Another essential tenet is child-led learning, meaning activities are tailored to meet the interests and needs of each child. This promotes a sense of ownership and responsibility, aiding in skill acquisition and boosting confidence. Additionally, the curriculum supports personal development and social skills, providing opportunities for teamwork and collaboration in group settings. Through these principles, Forest Schools aim to nurture a lifelong appreciation for the natural world.

### The benefits of Forest Schools

There are many benefits of integrating a Forest Schools programme into our school. As well as the enjoyment of being outdoors year-round, pupils benefit from:

- ✓ Improve self-esteem and self-confidence
- ✓ Improve social skills
- ✓ Improve physical motor skills
- ✓ Contribute to the development of language and communication skills
- ✓ Improve motivation and concentration
- ✓ Contribute to learners' knowledge and understanding of the environment
- ✓ New perspectives for teachers, leaders, parents and learners



## Additional Learning Needs (ALN) Policy Summary

At Ysgol Bro Carmel we have always aimed to ensure that the tasks we set our pupils match their abilities. Also within this policy document we acknowledge the following specific objectives:

- ✓ The Governing Body and teaching staff will set clear procedures for identifying and assessing pupils in order to determine which have a special educational need requiring special educational provision.
- ✓ The Governing Body and teaching staff will use their best endeavours to provide support for pupils with ALN.
- ✓ The Governing Body and teaching staff will regularly monitor/review identification procedures, resources and the individual progress of children with ALN.



### Duties of the Governing Body with regard to ALN

The Governing Body must:

- ✓ do their best to secure that the necessary provision is made for any pupil who has special educational needs
- ✓ secure that, where the "responsible person" - the Headteacher or the appropriate governor - has been informed by the LEA that a pupil has special educational needs, those needs are to be made known to all who are likely to teach him or her
- ✓ secure that teachers in the school are aware of the importance of identifying, and providing for, those pupils who have special educational needs
- ✓ consult the LEA and the governing bodies of other schools, when it seems to them necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
- ✓ report annually to parents on the school's policy for pupils with special educational needs
- ✓ ensure that the pupil joins in the activities of the school together with pupils who do not have special educational needs, so far as that is reasonably practical and compatible with the pupil receiving the necessary special educational provision, the efficient education of other children in the school and the efficient use of resources
- ✓ have regard to the Code of Practice when carrying out their duties toward all pupils with special educational needs.
- ✓ deal with complaints received in accordance with their policy on complaints.
- ✓ The success of the ALN policy will be reported to the Governing Body.



### **Pupils with disabilities**

Arrangements may be made for pupils with disabilities to receive additional support, for example by the employment of an Ancillary Support Worker (ASW). Unfortunately, the school does not have full disability access as we have many sets of stairs.

## Complaints

The Education (Schools) Act requires me to inform parents that a copy of the school's complaints procedure is available from the school.

There may be times when you as parents and we as teachers have different views. The important thing to remember is that we encourage open communication between home and school. Please feel free to speak in confidence to the Headteacher about anything that is causing concern.

## Equality and Diversity Policy Summary

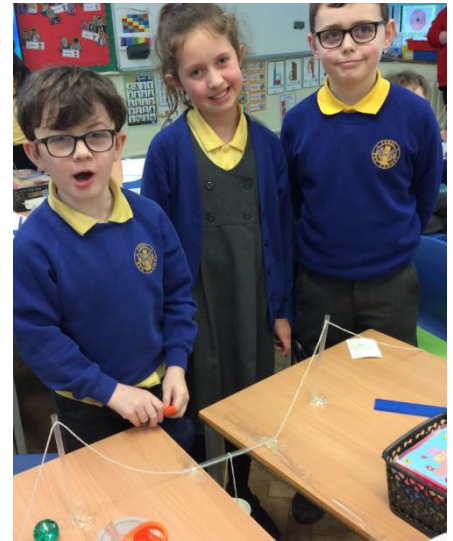
The school believes that all people are of equal value. With this in mind, the school will endeavour to provide equality of opportunity for pupils and staff, thus enabling them to fulfil their maximum potential. We celebrate Cultural Diversity through service and by celebrating special occasions and our Personal and Social Education programme.



## School Security

This important area has led to the school putting in place a number of precautions and procedures. Among these are:

- ✓ Locking of all external doors during school hours
- ✓ Issuing a remote security alarm to staff on playground duty etc.
- ✓ Equipping visit leaders with a mobile telephone
- ✓ Regular fire drills
- ✓ Annual lockdown drill
- ✓ Termly inspections of the premises with specific regard to Health and Safety matters
- ✓ Attendance of all staff on First Aid courses.



## Community Links

The many and varied activities which take place in the school provide parents, relatives and friends of the school with opportunities to join with the children and the school. On other occasions, members of the community who visit the school contribute to the children's learning. We greatly value opportunities to strengthen the links that have been forged with the community of which we are a part. We are also proud to support a number of local, national and international charities. You can see here our school choir, singing festive favourites at Carmel Village Hall for the attendees of the monthly Carmel Coffee Morning!



## Admissions

Visits to the school are welcomed and can be arranged by contacting the school office. All necessary admission and transfer forms are also available from the office team.

The school provides education for Nursery-aged pupils, from 08:45 – 11:15. It is open to registered 3-year-olds who will have their fourth birthday before 1st September.

Four-year-olds who will attain age 5 before 1st September will be admitted full-time into school. The school operates a policy of open enrolment subject only to there being sufficient vacancies within the appropriate age-range. As there are several flights of steps within school, parents of pupils who have mobility difficulties will wish to discuss the matter with the Headteacher. The LA is responsible for placing children with Statements of ALN to the school best able to meet their special needs.



## Discover & Do

Discover & Do is well equipped and staffed by qualified carers and is available from 07:45 and closes at 17:30 on school days. Discover & Do also offer child care for children during school holidays between 08:00 – 17:00. For details, including the tariff, contact the school office.

## Playgroup Plus

This is a scheme that allows a Nursery pupils to remain on the school site over the midday period until the Pre-School Playgroup. This is run by Carmel Playgroup. There is a small charge for this facility.



## Fundraising

We are indebted to the pupils, parents and community of the school for their tremendous generosity and enthusiasm in supporting our fundraising activities throughout the year. The funds raised provide valuable extra resources and equipment for the benefit of all pupils. We have different streams of fundraising:

### School-Led:

These activities are organised by the teachers and children to raise money for our "School Fund" for example Autumn Fair/Summer Fair/Sleepover

### Discover & Do and Carmel Playgroup

Both organisations are independent of the school but raise funds with our school population. The money they raise is kept by them for the children in their care.



## Attendance

Every minute matters in school to ensure our children reach their potential. We are fully committed to ensuring that no child is disadvantaged by poor attendance or punctuality. Our school day starts at 08:45 and finishes at 15:00 (Foundation) and 15:15 for KS2.

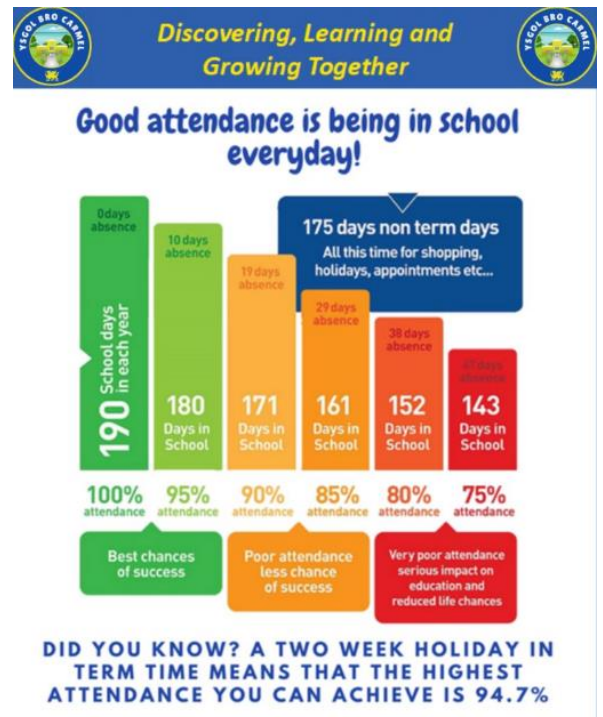
### Different types of absences

They are classed as *unauthorised absence* and *authorised absence*.

The Head Teacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences may be authorised for the following reasons:

- ✓ Illness
- ✓ Religious observance
- ✓ Medical/Dental appointments during school hours
- ✓ Fixed term and permanent exclusions
- ✓ Holiday agreed by the Head Teacher
- ✓ Agreed Flexi schooling
- ✓ Legitimate Dual Registration



Absences should remain unauthorised for the following reasons (Not Comprehensive):

- ✓ Truancy
- ✓ Late after the close of registration
- ✓ Staying at home for no legitimate reason – condoned absence
- ✓ Shopping for school uniform
- ✓ Birthdays
- ✓ Holiday not agreed by the Head Teacher

Our school office monitor attendance daily. Phone calls are made to parent/carers if their child is absent through our first day response system. Every minute counts, and we don't wait for a child's attendance to drop below a certain level before we intervene. Our procedures follow Flintshire LA's attendance policy and if attendance and punctuality is not meeting Welsh government and Local Authority expectations, parents will be offered support in improving this before a formal meeting is planned. If attendance and punctuality fail to improve the Educational Welfare team will be contacted.



## Behaviour Policy

Our Behaviour policy emphasises self-discipline and self-esteem together with the virtues of honesty, mutual respect and courtesy. We encourage children to take responsibility for their behaviour by using “the language of choice.” Misbehaviour can result in the loss of privileges, loss of playtime or referral to the Headteacher. Where there is serious concern about a child’s conduct, parents are invited into to discuss the problem and appropriate action.



We recognise the harm that can arise from bullying.

There is a whole-school approach intended to ensure that bullying does not become a problem at Ysgol Bro Carmel.

We have a “partnership agreement” which we expect every parent to support. It sets out what we will do and what we expect in return. A copy of the agreement can be found at the end of this prospectus.

## School Uniform

The wearing of school uniform is strongly encouraged at Ysgol Bro Carmel; it helps children to feel that they are part of a team and fosters a sense of identity and pride in themselves and in our school.

From a parent’s point of view there are many reasons why your child should wear school uniform, not the least being the fact that, over the years, it is much less expensive to equip children with sensible, hard-wearing items of uniform than to attempt to keep up with changing fashions.

We recognise, however, that there is scope for a degree of individuality even in the wearing of uniform and therefore we suggest that pupils wear items selected from the following mix/match list:



- ✓ Grey trousers, gold/yellow polo shirt, school sweatshirt with logo. Black shoes (not trainers).
- ✓ Grey skirt or pinafore, gold/yellow polo shirt, school sweatshirt or cardigan with logo. Black shoes.
- ✓ PE kits are white t-shirts and black shorts / leggings. Black tracksuit bottoms can be worn during the winter season.

All items of uniform are available through school or directly from 1st Class Clothes, Prestatyn. We would be grateful if all items of clothing could be clearly marked with your child’s name.

## Extreme Haircuts

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

## Jewellery

Rings, bracelets, necklaces and, especially, earrings are a source of danger during PE and at playtime. We therefore ask parents to support us by not sending children to school wearing jewellery of any kind.



## **School Meals**

Meals are cooked in our own kitchen and are eaten in the dining room. There is usually a choice of meal. The LA offers free meals to children whose parents are receiving Income Support. Application is via the Flintshire County Council website.

Facilities are available for children who wish to bring packed lunches to school (please do not send drinks in cans or glass bottles). We are a nut-free school and it is our support staff who supervise the children during the lunch break.

## **Medicals**

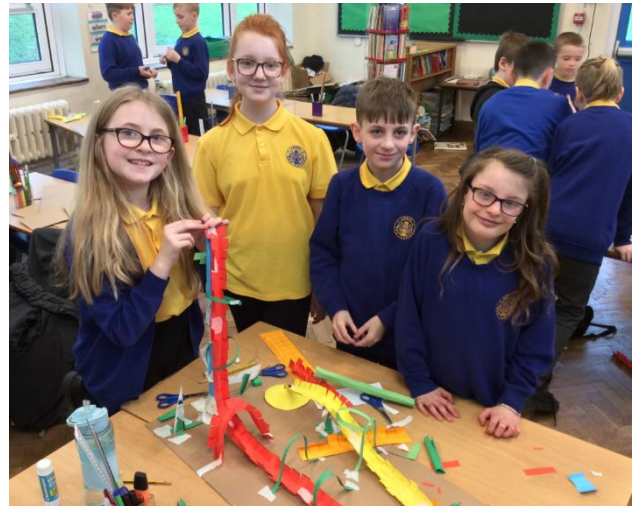
Flintshire has a comprehensive School Health Service provided by North East Wales NHS Trust. The aim of this service is to promote the health of your child in the widest sense and to identify any health problems that may develop.

The primary contact with the School Health Service is through the School Sister and/or the School Doctor, both of whom have specialised training in educational medicine, community paediatrics and child health. These specialists are able to liaise directly with all other areas of Flintshire's Health Services and other agencies should the need arise.

Your child will not be examined by the School Doctor without your permission, except in a medical emergency. All Health interviews are strictly confidential and your consent will be sought before discussing any issue with the school teaching staff. It would be in your child's best interest for the teaching staff to be aware of any medical condition that may affect his/her progress in the classroom.

Parents' attendance at school health interviews is highly valued, especially at primary age. You will receive, in advance, a written invitation and a consent form to sign.

- ✓ When your child is in Reception the School Nurse will check his/her vision, hearing and growth.
- ✓ In Year 2, your child's vision, height and weight will again be checked.



Thereafter, the School Nurse visits regularly to check the children's general health, to promote healthy lifestyles and to liaise with the school staff regarding any health problems. If you have any concerns with any of your older children, do feel free to approach the School Sister to discuss them. The school nurse can be contacted through Flint Clinic.

There is a regular dental inspection of all pupils. Parents will be informed by letter of any visits by the School Medical or Dental Officers.



### Administering Medicines to Children in School Summary

Children who are unwell should not be in school. This is for their own welfare and to prevent infection. There may be occasions, when a child is recovering and is no longer infectious, that he or she may return to school whilst taking medication. In these circumstances we would ask you to administer the medicine yourself around the school day e.g. if the dosage is 3 times a day, your child could have medicine administered before school, at the end of the day and before bed. Alternatively, parents may come into school to administer the medicine yourself (or give permission to a friend/relative and inform the school.)

A member of staff will only be able to supervise the taking of medication under the following circumstances:

- ✓ if a child is on long term medication such as Ritolin (in these circumstances an identified member of staff would have to be given training by a qualified medical professional e.g. school nurse)
- ✓ if a child has a long term/terminal illness
- ✓ if a child requires an EIPEN for the emergency treatment of anaphylactic shock
- ✓ if a care plan has been agreed and signed by the parent and school.
- ✓ if your child has asthma a member of staff may supervise them administering it themselves and make a note of the time.
- ✓ If a child is on medication that requires administration four times a day, parents must complete and sign the appropriate paperwork, before the identified member of staff will administer it. Only 3 members of staff are able to administer or supervise administration: Headteacher, Deputy Headteacher and Fully Qualified First Aider. If paperwork is not completed, the school will not administer medication.



In all instances, it is parent/carers responsibility to ensure medicine is in date and to inform the school of any changes to their child's health.

## Safeguarding & Child Protection

In school, there are very clear procedures for us to follow to ensure that we keep your child safe. We have a Child Protection Policy and Safeguarding policy, both of which are available on request.

Our duty of care means that on occasions we may need to involve other agencies such as social services if there is a concern about your child. This is to ensure your child's safety and wellbeing both inside and outside school. Leaflets are available in the Reception Area which explain the Child Protection procedures.



## Children Looked After (CLA)

Children Looked After are children who are in the care of the authority, for example in foster care, being adopted or are in care. The Headteacher is the Children Looked After Officer. Her role is to promote the educational achievement. This role involves liaising with agencies such as Social Services to ensure that the duty of care is fulfilled. The monitoring of the provision and learning of is the responsibility of the CLA officer. The Child protection policy and Safeguarding policy are available from the school office.

## Transfer to Secondary School

The children transfer to a variety of High Schools, Holywell, Flint, Mold Alun and Richard Gwyn. The schools liaise closely to ensure that the progression to secondary education is as seamless as possible.

Parents may also choose to express a preference for the Welsh-medium High Schools at Mold or St Asaph.

## Planned Changes to Prospectus

There are no planned changes to take place regarding details in the prospectus after 1st September 2025.

