



YSGOL BENDIGAID WILLIAM DAVIES  
BLESSED WILLIAM DAVIES  
CATHOLIC PRIMARY SCHOOL



**SCHOOL  
PROSPECTUS  
2023-2024**

**Ysgol Bendigaid William Davies**  
**Blessed William Davies Catholic Primary School**  
Bodnant Crescent  
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Headteacher: Lucy Phillips

Chair of Governors: Michael Hendry

Our school is a  
Voluntary Aided Catholic Primary School

Director of Wrexham Diocesan Education Service:  
Wendy White,  
Education Office,  
Bishop's House,  
Sontley Rd.,  
Wrexham  
LL13 7EW

Head of Conwy Education Service:  
Dr Lowri Brown,  
Education Department  
Government Buildings  
Dinerth Road  
Colwyn Bay  
LL28 4UL

## MISSION STATEMENT

**“As God’s Family, we live, love and learn happily together, trying our best in all we do”**

At Blessed William Davies Catholic Primary School we:
strive to recognise each individual’s worth and talents and develop self-esteem and self-respect based on the model of Christ in the Gospels.
provide a loving atmosphere, encouraging respect and care for each other following Christ’s example.
provide a quality physical, spiritual, moral, academic, social and cultural education for all learners, allowing them to reach their full potential.
develop a knowledge of faith through Christ’s teaching; set in the context of our caring, Catholic environment.
work in partnership with local Churches and develop positive relationships with the wider community.
review the school's progress regularly, identifying and celebrating successes and planning and acting upon areas for development.

### **We provide a curriculum which will:**

- *Inspire and encourage all children’s’ enthusiasm, imagination and interest in order to develop skills across all areas of learning experience.*
- *Plan and prepare rich learning opportunities in order to increase knowledge, develop reasoning skills and encourage resilience when approaching challenges.*
- *Encourage our children to be **ambitious and capable learners** and enable them to develop their spiritual and moral awareness.*
- *Assist our children to live as **ethical, informed citizens**, working with others in our school’s community and beyond.*

- *Enable our children to become **enterprising and creative contributors** through imaginative, entrepreneurial and innovative learning experiences.*
- *Help our children to become **healthy and confident individuals** through provision of a range of quality learning experiences, both indoors and outdoors.*

### The Governors

The Governors of the school are responsible for the staffing, finance, premises, curriculum and future planning of the school and work very closely with the Headteacher in making decisions about school life.

As the school is a Voluntary Aided school of the Catholic Church, the Bishop appoints Foundation Governors who form the majority group among the Governors. The policy of admission to the school must be one that gives priority to the children of parents who are members of the Catholic Church. The Governing Body has the support and guidance of the Diocesan Education team.

Chairperson/Foundation Governor	Michael Hendry
Vice chairperson/ Parent Governor	Alice-Mair Rodrigues
Foundation Governors	Joann Pikciun-Carrapito Elaine Charter Kasia Korniak Alessandra Anonam
Parent Governor	Katie Hender
County Councillor	Gerry Sweeney
Town Councillor	Angie O'Grady
Teacher Governor	Victoria Flynn
Staff Governor	Clere Harris
Headteacher	Lucy Phillips
Clerk to Governors	Ioan Ap Dewi
Parish Priest	Father Innocent Ebonyi
	Father Ebuka

## **Staff – September 2022**

Role	Staff member
Headteacher and ALNCo	Lucy Phillips
Nursery Staff	Fleur Williams Karen Newton Cara Newman Lucy Phillips
Reception and Year 1 staff	Julie Bridges Clere Harris Karen Newton
Year 2&3 staff	Victoria Flynn Michelle Doran Cara Newman
<i>Year 4&amp;5 staff</i>	Jennifer Jones Fleur Williams Cheryl O’Neal
<i>Year 5&amp;6 staff</i>	Michelle McManus Ashleigh Williams Cheryl O’Neal Fleur Williams

### **Support Staff**

School Secretary: Linda Breeze  
School Meals: Linda Breeze  
Caretaker: Matthew Rivers  
Cleaner: Eve Brown  
School meals team: Mandy Lumby and Jane Roberts  
Mid-Day Supervisors: Michelle Doran  
Clere Harris  
Fleur Williams  
Ashleigh Williams

### **Breakfast Club:**

Cook: Mandy Lumby  
Supervisors: Clere Harris  
Fleur Williams

## **Admissions Policy**

The school caters for children from Nursery (3 years) to Year 6 (11 years)

The school is a Voluntary Aided Catholic Co-Educational Primary Day School maintained by the LA and the Diocese of Wrexham in accordance with the relevant legislation. Blessed William Davies School serves the following parishes:

Our Lady Star of the Sea, Llandudno

Most Holy Family, Llandudno Junction

St. Mary of the Angels, Llanfairfechan

Applications are accepted from parents of other faiths. If oversubscribed the oversubscription criteria will be used.

A place in our part time Nursery does not guarantee a place in the Reception class.

## **Pupils with Disabilities**

The Governing Body recognises its duty to ensure that pupils with disabilities are not treated less favourably than other children.

All pupils have equal access to all aspects of school life. When considering the needs of a child with a disability, the school will take a sympathetic approach and make reasonable adjustments to meet the particular needs of that child.

We will do all we can to develop and sustain a safe and secure environment where all individuals are encouraged to learn and achieve their true potential.

We will endeavour to ensure that any disabled pupils are fully integrated into the school community. We will also endeavour to make reasonable adjustments to ensure that any disabled parents or carers are catered for.

## The Organisation of the School Day

	NURSERY	Foundation Phase	KEY STAGE 2
Morning session:	8.55am – 11.20am	8.45am – 12.00pm	8.45am- 12.00pm
Afternoon session		1.00pm - 3.15pm	1.00pm - 3.15pm

Regular breaks and outdoor learning sessions are part of every school day. We ask that you ensure that your child is at school on time and collected promptly at the end of the day. Should unforeseen or exceptional circumstances prevent this, please telephone to let us know. Please also let us know which adults are allowed to pick your child up from school.

### Attendance:

Parents are requested to telephone the school as soon as possible on the first morning of absence. If no contact is received, school will contact the parents/ carers by telephone on the first morning of absence.

All absences from school must be explained by the parent/carer. The Headteacher will then decide whether to authorise the absence or not.

Absences from school will be authorised for the following reasons:

- Sickness
- Unavoidable dental/medical appointments
- Exceptional family circumstances such as bereavement
- Days of religious observation.

Absence from school will **not** be authorised for the following reasons:

- Shopping
- Haircuts
- Missed bus
- Oversleeping
- Lack of uniform
- Birthdays.

N.B. All medical/dental appointments should be made outside of school hours as far as possible.

An explanation is required for every absence. If one is not forthcoming the absence will be treated as unauthorised.

## **Family holidays during term time**

In law, parents have to apply for permission in advance to withdraw pupils from school for a holiday. All requests for holiday leave must be in writing. The appropriate forms are available from the Headteacher. The Headteacher and Governors will only agree to a holiday during any one school year in exceptional circumstances and for a maximum of 10 school days or 20 sessions. Where parents fail to apply for permission, the time taken will be treated as unauthorised absence from school.

## **School Meals**

Delicious and nutritionally balanced school meals are offered from our school kitchen. The weekly cost of School Meals is £2.75 per day or £13.75 per week. School meal money should be paid regularly using the 'Parent Pay' system.

If you wish to apply for Free School Meals – Form PY1 is available on request from school. Obviously, this procedure is strictly confidential. Children from Reception to Year 2 may access a free school meal every day from September 2022.

Children may also choose to bring a packed lunch from home. Please note that due to allergy risks, packed lunches should **not** contain any nuts or products containing nuts.

## **Our CURRICULUM**

The school cannot succeed without the support of parents. We therefore urge you to take an interest in your children's education and to support the school in its work and its public activities.

Parents or carers who wish to discuss any aspect of their children's education can arrange to do so by contacting the Headteacher by letter, email or telephone.

Essential skills are integral to all areas of the curriculum and are acquired through a balance between independent learning and teacher intervention and direction. The children will be taught mainly through the medium of English with Cymraeg (Welsh) taught as an additional language. Cymraeg has a high priority in our school and our aim is to work towards bilingualism. This curriculum policy is set within the context of our Mission Statement and a framework that expects and



seeks to attain high achievement from all pupils. We are currently working towards our Gwobr Arian (silver award) in Cymraeg.

Each class is organised for learning, using a range of teaching and learning strategies, the class may be taught as a whole, the children may work in groups, in pairs or individually. Work will be set according to the child's individual progress and in response to particular strengths or areas for development. The school has formulated a curricular framework with Catholic curriculum at its heart. We are currently developing and changing our planning and provision as we work within the Curriculum for Wales framework.

We aim to offer a broad and balanced curriculum which promotes the spiritual, moral, mental and physical development of pupils at the school and which will prepare the children for the opportunities, responsibilities and experiences of adult life.

### **RELIGIOUS EDUCATION, VALUES AND ETHICS**

We are a Catholic school and Religious Education Values and Ethics is a core subject allocated 10% of the learning timetable. Our curriculum R.E.V.E. planning forms the basis of all parts of the wider curriculum for Wales. We are supported by the Diocesan R.E. Education team and we follow the guidelines for assessment as given by the Diocese.

### **COLLECTIVE WORSHIP**

We have a detailed programme of Collective Worship. Our celebrations may be as a class, a key stage or as a whole school. The theme of our Collective Worship is often inspired by our R.E. topic or an aspect of the liturgical year. We have Mass in school regularly in class, as a whole school, in school, at Church or online.

### **PERSONAL AND SOCIAL DEVELOPMENT**

Our school ethos emphasises caring and considerate attitudes inspired by Gospel values. We develop respect for the individual, value achievements and enable children to make a positive contribution to, and live harmoniously with, others in the community. Opportunities are provided for responding to the needs of others by supporting charities and appeals both on a local and international level.

As part of our provision of the Health and Well-being area of learning experience and in Personal, Social and Health Education lessons, we provide opportunities for children to increase their understanding about their bodies and how they work, hygiene, diet, fitness, use/misuse of drugs, healthy lifestyles, their personal responsibility for achieving this and factors which promote it. As a fundamental part of the personal, social and emotional development of the child, a programme for relationships and sex education is planned using Tenten R.S.E. programme and 'Journey in Love'. These programmes consider the maturity levels of the children and are integrated into cross-curricular topics. Our R.S.E. provision is supported by our Diocese and has the full approval of our Bishop. Parents and carers are welcome to view these resources at school.

### **Additional Learning Needs (ALN)**

We aim to deliver equal curriculum opportunities for children with disabilities and/or additional learning needs and therefore fulfil all children's entitlement to learning support. This will enable all children to participate in school life, whatever their individual needs. The school accepts that some children require special long or short term provision for their educational needs. Learners are identified by the class teacher in co-operation with parents and carers and referred to the ALN Co-ordinators. Support is then agreed and arranged within school or with the help of outside agencies.

Progress is reviewed regularly and One Page Profiles and Individual Education Programmes of work or Individual Development Plans are prepared for those who receive extra help. We use the Eclipse system to plan and record this provision. Parents and carers are kept informed when children need extra help and at each stage of the process. Continuing in September 2022, the ALN system will be undergoing changes and all those involved will be kept informed of these changes.

A report on the ALN provision in the school is provided annually to the parents by the Governors. ALN provision is undergoing a period of change and school is accessing training and resources to keep in line with these changes.

## **CYMRAEG**

Welsh is taught as part of our daily curriculum and, as a school, we are working towards our Gwobr Arian (Silver) award as part of our Cymraeg Campus work in line with the Siarter Iaith. This work aims to increase the amount of spoken, read and written Welsh used by children and staff in our school both within lessons and outside the classroom. We have an active Criw Cymraeg and we are currently developing our Clwb Cymraeg learning spaces to raise the profile of spoken Welsh even further.

## **School Uniform**

<b>WINTER/SPRING</b>	<b>SUMMER</b>	<b>P.E. AND OUTDOOR LEARNING</b>
White shirt with collar and school tie	As winter /spring or	Plain white t shirt
White polo shirt		Plain black shorts
Maroon jumper or cardigan	Charcoal grey shorts	Plain black joggers
Plain socks or tights	Maroon and white gingham summer dress	Plain black tracksuit bottoms
		Plain black leggings
Charcoal grey trousers		Plain maroon or black hoodie
Charcoal grey skirt		Plain socks
Charcoal grey pinafore		Black P.E. pumps
Black shoes		Black trainers

Maroon school sweatshirts and cardigans with school logo are available to purchase from school if you wish.

School ties are available to purchase from school if you wish.

Please remember to label all items with your child's name.

## **Medical Care**

The school is supported by the School medical service and you will be invited to register your child as part of this service. Your child will be monitored (height, weight etc.). Vision, dental and hearing tests are also

carried out at the school. Our School Nurses work closely with families and keeps them informed.

If a child is unwell and receiving medication from the doctor, then parents should consider very carefully whether or not their child should be attending school. Medication cannot be given in school. However, should a life threatening situation arise, medication will be administered.

### **Headlice**

If you find that your child has contracted headlice they should be treated immediately. Families are asked to check their child's hair on a daily basis. Regular combing with a 'nit comb' and conditioner can help. If families experience recurring problems, please contact the school nurse, for further help and advice

### **Healthy Snacks**

As part of our Healthy School programme, we are strict about break time snacks being fruit or vegetables only. Children may bring fruit or vegetables as snacks and should also bring a bottle of water which can be refilled at school.

### **Jewellery**

A wristwatch is allowed. It is better not to wear earrings for school but if children have pierced ears, they should wear small studs or small sleeper earrings. These must be removed or covered up for P.E. lessons.

### **Hair**

Long hair should be tied back at all times.

### **Charging Policy**

The Governors have agreed the following policy:

School Visits: Parents will be asked to make a voluntary contribution towards the cost of educational visits during term time. If not enough contributions are forthcoming, the proposed trip may have to be cancelled, as the school budget cannot cover all the costs involved.

Swimming: Parents will be asked for a voluntary contribution per journey towards the cost of supplying transport (where appropriate) for the children to and from the swimming baths.

Residential Trips: The school offers the older children the opportunity of a residential visit to either Glan Llyn or Nant B.H. Parents are asked to make

a contribution to the cost of this visit. Parents receiving certain benefits may be able to claim remission.

Music Tuition: In order to maintain the range of music tuition currently available, parents are asked to pay in advance for lessons from peripatetic music teachers.

### **Travel Policy**

If the pupils are taken out of school then coaches with seat belts are always used. Booster seats are available for use in staff cars which are insured to carry pupils.

To help us address Road Safety all pupils follow the Kerbcraft Scheme when they are in Year 1. Pupils in Year 5 and 6 may also access Cycling proficiency training

### **Extra Curricular Activities**

Extra curricular activities usually run in six week blocks. These include:

Netball	Izak9	Rosary
Football	Prayer group	STEM
Athletics	Clwb Cymraeg	Clwb Crefft
Art	Gardening	
Club Cuginio	Chess	
Choir	Clwb Lego	

### **AFTER SCHOOL CLUB**

Blessed Wiliam Davies Playclub After School Club provision runs from Monday to Thursday. Children from Nursery to Year 6 may attend until 4.30pm or until 5.45pm. Sessions must be paid for in advance. Payment details are available from Claire Marshall at Playclub or the school office.

### **SPORT**

Our school takes part in local, Diocesan and National sporting competitions. Pupils in KS2 are also given the opportunity of taking part in residential, educational experiences.

Our school promotes health and fitness and pupils are encouraged to participate in the various sporting activities offered throughout the year. Examples include orienteering, football, netball, tag rugby, cricket, hockey, swimming, the Commonwealth Games and tennis.

### **Homework**

When homework is set, it is usually to reinforce a new area of learning or help to overcome a particular problem. Homework may be given to enable

children to complete unfinished work, practise spellings, gather materials or research information for class work. Daily homework tasks include reading and multiplication tables practice and children can access regular revision and practice tasks using their Hwb account.

### **Dropping off and picking up**

Parents who drop off or collect their children by car should not park or stop on the designated yellow **“SCHOOL KEEP CLEAR”** area, outside the school gate.

### **Dogs on the School Premises**

Dogs are not allowed on the school premises (except for guide and hearing dogs).

### **No Smoking**

**Please do not smoke on any part of the school premises or at the school gate.**

### **Friends of the School**

Our 'Friends of the School' group is always ready to welcome new members. Family members can volunteer their time to help with fund-raising and organising school events. Information about this group is available from school.

### **Transport**

Taxis are provided to transport the children as the school covers a wide catchment area. Children attending Catholic schools are entitled to **FREE TRANSPORT** if living beyond 2 miles from the school.

If you wish to apply, please contact the School Transport Section, Education Dept., Coed Pella, Colwyn Bay. Tel: 01492 544261 or ask for an application form from the school office.

### **Transfer Arrangement**

Within the catchment area of the school pupils may make an online application to transfer to Christ the Word School in Rhyl, to continue their Catholic education or any of the local secondary schools. Close liaison is maintained between all local schools so that a smooth transition takes place when your son or daughter moves on to continue their education. You may contact the School Transport Section using the details above if you wish to use their service for your child's transport to Christ the Word.

### **Parental Responsibility**

It is important that your child feels confident about coming to school. The school wants an effective partnership with parents by valuing your help in the following ways:

- Coming to school on time both at the beginning and end of the day. The bell for registration rings at 8.55am and gates close at 9am
- Getting to know your child's teacher so that you can share in their achievements and concerns.
- Attending all Open Evenings and parent/ carer appointments.
- Reading regularly at home with your child.
- Ensuring that homework is completed and returned to school.
- Checking information sent via Parentpay emails and Twitter and reading any letters that your child brings home
- Keeping us informed of any changes to circumstances which may affect your child at school.
- Taking your child to Mass and visiting Church
- Praying together and talking about the Gospels at home

Effective partnerships with parents and carers help all children to make the most of school life and encourage positive attitudes and successful learning.

### **Parental Concerns/Complaints Procedure**

If you have any concerns, you are encouraged to raise them initially with the Headteacher who will be able to discuss them either there and then or at a mutually agreed time.

The Local Education Authority, in accordance with the requirement of the Secretary of State, under Section 23 of the 1988 Education Reform Act, has established a procedure to consider complaints concerning the way schools' Governing Bodies and the Education Authorities act in relation to the school's curriculum and other related matters. This procedure is outlined in a document in Welsh and English, which is available from the Education Authority.

It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Headteacher. This is the first reasonable step, and the

Governing Body would expect that this step would have been completed before presenting the complaint formally in exceptional cases.

An appointment can be made to discuss any complaint with the Headteacher by contacting the school.

### **Open Evenings**

Open Evenings will take place each term when parents will have the opportunity to talk to the class teachers about their child's progress and to discuss their report in the Summer term. These may be in person, by telephone or via video call.

### **Health, Safety & Security**

For our own records it is important that we know the full name of the child, the names of the parents or carers. Early in the new term we will send home a form seeking details about name, address, telephone numbers, etc. We ask your co-operation in returning this promptly. In addition, prompt notification as to any subsequent changes will be most helpful.

Medical information is also very important in that it gives a clear picture of the child and of any particular difficulties they may be experiencing. We would also like the name and address of your doctor.

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident. Minor accidents and illness are dealt with in school and the incident recorded.

From time to time it may be necessary to contact parents quickly, therefore we need to know your home telephone number and where appropriate that of your work place. Injuries requiring further treatment require immediate consultation with you. For more serious injuries / incidents emergency accident procedures are set into operation.

**Please ensure school has up to date information with regard to your contact details.**

Children who have asthma keep their inhaler and spacer in school. Inhalers need to be clearly labelled. If there are medical circumstances which affect your child please discuss these with the Headteacher as soon as possible.



The school is responsible for the safety and security of your child during school hours. If you intend to withdraw your child from school during school hours e.g. to visit the dentist or doctor, please inform your child's class teacher in advance. If you think you may be delayed in collecting your child at home time, please contact the school to let us know of any changes in arrangements you have made.

A member of staff is always on duty each morning from 8.20am for breakfast club and from 8.45 a.m. to welcome the children.

4 Midday Supervisors are on duty during the lunch break.

### **Equal Opportunities**

At Blessed William Davies we are aware that equal opportunities should be given to all pupils. The chance to develop as an independent and unique child of God is essential for all pupils.

The Governing Body in partnership with the Diocese and LEA supports the LEA's policy on Equal Opportunities and welcomes its duties under the Race Relations (Amendments) Act 2000. We seek to enable the children to understand and appreciate the multi-cultural nature of society and cultural diversity.

### **Child Protection Procedures**

Blessed William Davies School recognises that Child Protection is a statutory duty within all schools. The safeguarding, well-being and protection of all children is of paramount importance to all members of staff. If there are any significant concerns about any child, staff are required to report them to the designated safeguarding lead. We hope that parents and children will feel free to talk about any concerns and will see school as a safe place especially if there are any difficulties at home. We have a policy of partnership between home and school but, with child protection issues, our first and only responsibility is to the child. This means that parents may not be consulted in some instances if concerns are such that referral must be made.

### **Term Dates 2022 - 2023**

\*\*Staff training days

Thursday 1<sup>st</sup> September 2022

Friday 2<sup>nd</sup> September 2022

School opens for children	Monday 5 <sup>th</sup> September 2022
School closes for Half Term	Friday 28 <sup>th</sup> October 2022
School reopens	Monday 7 <sup>th</sup> November 2022
School closes for Christmas	Thursday 22 <sup>nd</sup> December 2022
Staff training day	Friday 23 <sup>rd</sup> December
School opens for children	Monday 9 <sup>th</sup> January 2023
School closes for children	Thursday 16 <sup>th</sup> February 2023
Staff training day	Friday 17 <sup>th</sup> February
School reopens	Monday 27 <sup>th</sup> February 2023
School closes for Easter	Friday 31 <sup>st</sup> March 2023
School reopens	Monday 17 <sup>th</sup> April 2023
May Day – school closed	Monday 1 <sup>st</sup> May 2023
Bank Holiday for Coronation*	Monday 8 <sup>th</sup> May 2023
School closes half term	Friday 26 <sup>th</sup> May 2023
School opens	Monday 5 <sup>th</sup> June 2023
Last day of term	Wednesday 19 <sup>th</sup> July 2023
Staff training day	Thursday 20 <sup>th</sup> July 2023
End of term	Thursday 20 <sup>th</sup> July 2023

- *\*To be confirmed*
- *\*\* Staff training days to be confirmed – please look out for updates*

Please contact school if you have any questions and we will be happy to help. 01492 875930

You can follow us on Twitter - [@blessed\\_davies](https://twitter.com/blessed_davies)

Our website is currently undergoing a period of maintenance but you can access it at [www.bwilliamdavs.conwy.sch.uk](http://www.bwilliamdavs.conwy.sch.uk)