



Ceredigion County Council

Information for Parents about Ceredigion Schools

T. Gareth Jones
Director of Education and Community Services

December 2007



Letter from the Director

December, 2007

Dear Parent/Guardian,

In accordance with the law all Local Education Authorities have an obligation to provide an opportunity for parents/guardians to express a preference when choosing a school for their children. This is one of the most important decisions you will take on behalf of your child.

This information document which outlines the policies of Ceredigion Education Authority has been prepared to assist parent. Governors and Headteachers may provide supplementary details related to their schools.

As a parent/guardian you have a right to expect your child to receive a good education, but also important is your interest in your child's work at school which will provide encouragement for the school and complement the efforts of teachers. Many schools will have a Parents' Association or P.T.A. which you may join and which will give an opportunity for you to have a closer involvement with the school and with the Education Service in Ceredigion.

You may be interested to know that there are parent representatives on the Governing Body of each school and that these are elected by the parents themselves, normally every four years. Each year you will receive a written report of the work undertaken by the Governing Body of the school and a meeting will be held for the purpose of giving parents an opportunity to discuss this Annual Report with the Governors.

I hope that your child will settle easily into his/her new school and that he/she will derive many benefits from the opportunities offered.

I trust that this booklet will prove to be informative and useful and that it will promote a greater understanding between parents/guardian and the education service as a whole.

Yours faithfully,

T. Gareth Jones

Content

	PAGE
PART I: BACKGROUND INFORMATION	
INTRODUCTION	1
FURTHER INFORMATION	2
THE EDUCATION SERVICE IN CEREDIGION: A BRIEF OUTLINE	3
USEFUL DETAILS	
• What about school terms?	4
• What is meant by year groups and key stages?	5
PART II: ADMISSION OF PUPILS TO SCHOOLS	
PARENTS RESPONSIBILITIES	
• Must my child receive full time education?	6
• Who has parental responsibility for the child?	6
TYPE OF SCHOOLS	
• What are the different types of Schools in Ceredigion?	6
CHOOSING A SCHOOL	
• When can my child start school?	7
• What are the dates by which my child has to reach the right age before being allowed to go to school and by when must I apply?	7
• How do I choose a school for my child?	8
• Do schools have a limit upon the number of pupils that can be admitted?	8
• Who controls admission to schools?	8
• What if there are a number of applications to attend a particular school?	8
• Must the Education Authority provide a place for every child who wishes to be admitted to a particular school?	9
• Can my child be placed on a waiting list?	9
• Does the school select its pupils?	9
NURSERY EDUCATION	
• Is it possible for my three year old child to receive nursery education?	9

ADMISSIONS TO A RECEPTION CLASS OF A SCHOOL WITH A NURSERY CLASS/UNIT

- Must I apply when my child is ready to move from the nursery class or unit in a school to the reception class in the same school? **9**

ADMISSION TO A RECEPTION CLASS IN PRIMARY SCHOOLS FOR 4 YEAR OLDS

- When can I apply for my child to be admitted to a primary school? **9**

ADMISSION TO A JUNIOR SCHOOL (CARDIGAN TOWN)

- Must I apply for my child to attend the Junior School when they finish the Infant School? **9**

ADMISSION TO A SECONDARY SCHOOL

- When should my child start in the secondary school? **10**
- How do I choose a Secondary School for my child? **10**
- How many Secondary Schools are there in the county? **10**
- Can I opt for another Secondary School for my child? **10**
- What if I would like my child to attend a Designated Bilingual Comprehensive School? **10**

ATTENDING A SCHOOL OTHER THAN THE LOCAL SCHOOL

- What if I would like my child to attend a school other than that which serves the area in which we live? **11**

REFUSAL AND APPEAL

- What if my request is refused? **11**
- What happens if my child cannot be admitted to the school which is the one which I prefer? **11**

INFORMATION THE SCHOOL WILL NEED

- What information will the school need from me? **11/12/13**

PART III: HOW ARE SCHOOLS ORGANISED AND WHAT PUPILS ARE TAUGHT - THE CURRICULUM

GENERAL

PRIMARY EDUCATION

- How are Primary schools organised? 13
- What are school year groups within the County's primary schools? 13
- What will my child be taught in the Primary School? 13/14

SECONDARY EDUCATION

- What will my child be taught in the Secondary School? 14/15

TESTS AND EXAMS

- What about public examinations? 15

THE LANGUAGE OF LEARNING

- Does every child have to learn Welsh and English? 15
- What is the County's policy on the teaching of Welsh and English in its primary schools? 15
- What is meant by a Category "A" and Category "B" schools? 16
- What are the principles governing the teaching of Welsh and English in the County's secondary schools? 16

RELIGION

- What about religion at school? 16

COMPLAINTS ABOUT THE CURRICULUM

- What should I do if I have a complaint to make about the Curriculum and related matters? 17

PART IV: SPECIAL EDUCATIONAL NEEDS (SEN) AND INCLUSION SERVICES

SPECIAL EDUCATIONAL NEEDS (SEN)

- What provision can a child with special needs expect in Ceredigion? 17
- How are the needs of pupils with SEN identified, assessed and provided for? 17/18
- What if I need support and advice regarding SEN provision for my child? 18
- What if my child with special needs has to travel to a school other than the local school? 18
- Where can I obtain further information on SEN? 18

OTHER PROVISIONS

- If my child is admitted to hospital what education facilities are available there? 18
- Is there any occasion when home tuition is provided by the Authority? 19

EDUCATION INCLUSION OFFICERS

- What is the role of the Education Inclusion Officer? 19

PART V: OTHER INFORMATION WHICH MAY BE USEFUL

RECORDS

- Are records kept on my child? 20

ILLNESS

- What if my child is ill and cannot go to school? 20

HOLIDAYS DURING TERM TIME

- Can I take my child on holiday during term time? 20

SCHOOL MEALS AND MILK

- Are meals available in all schools? 20
- Can I get free school dinners for my child? 20
- Do pupils have free milk in school? 21

CLOTHING AND MAINTENANCE GRANTS

- Can I apply for clothing and uniform grants? 21
- Can I qualify for a maintenance grant? 21

PERSONAL PROPERTY

- What if my child takes personal property to school? 21

CHARGES FOR EDUCATION

- Will I have to pay for my child's education? 21

CAREERS GUIDANCE

- Are pupils offered any advice on possible careers? 22

SCHOOL LEAVING DATE

- When are pupils allowed to leave school? 22

TRANSPORT

- Is every child provided with free school transport? 22

TRUST FUNDS

- Could my child benefit from other services of support from within the County? 22

ANNEXES

- Annex 1:** Statement on Public Examinations 24
- Annex 2:** Charges for School Activities 24/25
- Annex 3:** Statement on Home to School/College Transport 25/26/27
- Annex 4:** The Careers Service 27
- Annex 5:** The County Education Service 27/28
- Annex 6:** School Governing Bodies 28

PART I: BACKGROUND INFORMATION

INTRODUCTION

As a parent you have a responsibility to make sure that your child between the ages of 5 and 16 is provided with a suitable education. The parents of the vast majority of pupils in Ceredigion have decided for their children to be educated in schools which Ceredigion Education Authority maintains.

You will want the best for your child, so take every opportunity to learn as much as possible about the Education Service and what it offers and most important make sure you find out as much about the school which you wish to apply for your child to attend. The governors and staff at the school will look forward to working with you to help to develop your child's potential ability. They too want the best for your child.

This booklet aims at providing parents/guardians and others with general information about primary and secondary education in Ceredigion. The booklet contains the basic details on how pupils are admitted to the schools and some of the policies support given by the Local Education Authority.

A list of primary and secondary schools is provided with this booklet.

Each school on the list will have its own school prospectus which will describe in detail the school, its aims and its organisation. If you are interested in learning more about a particular school then ask the headteacher of the school for a copy of the prospectus.

The information in this booklet refers as far as possible, and the information is correct at the time of publication, to the school year beginning in September, 2008.

FURTHER INFORMATION

Where can I get more information?

Parents are encouraged to contact schools and speak with the headteachers and to read the schools' prospectuses which are available from the school or from the Education Department. If further information or assistance is required the staff at the Education Office will help wherever possible.

Enquiries relating to Primary and Secondary Education should be addressed to the **Director of Education, County Offices, Marine Terrace, Aberystwyth, Ceredigion. SY23 2DE.**

Tel: 01970 633656.

As from the school year 1999-2000 the procedure for admissions has changed and **ALL** parents are requested to express a preference for a school(s) prior to a school place being allocated by the Director of Education.

Church Schools

General enquiries about Church Schools should be made to:

Church in Wales Schools

Reverend Canon D. Evans
Diocesan Director of Education
The Rectory
Scarrowscant Lane
Haverfordwest
SA61 1EP

Tel: (01437) 763170

Catholic Schools

The Rt. Rev. Mark Jabalé, OSB.
Bishop of Menevia
Curial Office
Diocese of Menevia
115 Walter Road
Swansea
SA1 5LE

Tel: (01792) 644017

or

Sister Angela Murray
Diocesan Director of Education
St Mary's Roman Catholic Church
Union Street
Carmarthen
SA31 3DE

Tel: (01267) 237205

The Education Service in Ceredigion:

A Brief Outline

The County Council has a legal obligation to ensure that all 5 to 16 year olds receive appropriate full-time education. Approximately 10,500 pupils attend the Authority's schools.

Ceredigion County Council maintains 70 primary schools. About 60% of the Authority's primary schools have 50 pupils or fewer on roll. In most of these schools, Welsh is the main medium of the life and work of the school. At secondary level the Authority promotes 7 comprehensive schools, varying in size from 330 pupils to 1400 pupils. Two of these schools are designated as bilingual schools where a large number of subjects are taught through the medium of Welsh.

In order to cater for children with special educational needs, the Authority has a wide range of provision, including special units, some of which are attached to mainstream schools. In addition to these facilities, a range of specialist support staff assist in ensuring that, wherever possible, children with special needs are educated in mainstream schools. Certain pupils are supported to attend specialist establishments within and outside the County.

The Education Authority no longer has responsibility for Further Education Colleges of which there is one such establishment within the County which is Coleg Ceredigion. However, the Education Authority retains responsibility for assessing students' eligibility for financial support for loans, grants and tuition fees in higher education as well as various discretionary grants for students in further education.

Ceredigion Community Education Service is based on a philosophy of life-long educational opportunities for all members of the community. This service forges links with both the school and college sectors to provide youth work, adult education, adult basic skills, Welsh language opportunities, training, sports and leisure facilities and numerous community development projects. In addition there is a community education establishment based at Penparcau; a wide range of youth and community provision centred on the activities of the Theatre at Felinfach; a series of youth clubs located at Cardigan, Aberaeron and New Quay and numerous sports/leisure centres within the County.

The County's Education Authority not only concerns itself with what happens in the classroom, it also provides a whole range of associated services including school transport and meals, cleaning, training, buildings, development, educational advice, governors support and school library services. Although the Careers Service is not directly provided by Ceredigion County Council, the Education Authority continues to support career guidance throughout the education service. Careers Wales has been formed as an independent provider and provides a career guidance service in Ceredigion.

The Department of Education and Community Service which includes Education, Cultural & Leisure Services employs in the region of 2,000 people and is the largest of the County's departments with an annual budget in excess of £56.3 million of which £52.3 million (for 2007/2008) is directed to Education. The administrative headquarters for the education service in Ceredigion is situated at **Education and Community Services Department, County Offices, Marine Terrace, Aberystwyth**, and provides a focal point of contact for parents, pupils, students, elected members, staff and the general public. In addition to advice on the services noted above which can be obtained from the Education and Community Services Department a number of support agencies such as advisors, educational psychologists and welfare officers are also located at the County Offices.

Useful Details

What about school terms?

The school year runs from 1st September of one year to 31st August the following year and consists of three terms. Dates for the commencement and ending of the school terms vary from year to year but broadly they are:

Autumn Term - September to December

Spring Term - January to March/April (depending on when Easter falls)

Summer Term - April to July

Each term is divided into two with a week's half-term holiday.

These usually occur in October, February and May/June.

The 2008/2009 School Year

TERM	BEGINS	HALF-TERM		ENDS	No. SCHOOL DAYS
		BEGINS	END		
Autumn 2008	Wednesday 3rd September, 2008	Monday 27th October, 2008	Friday 31st October, 2008	Friday 19th December, 2008	73
Spring 2009	Tuesday 6th January, 2009	Monday 16th February, 2009	Friday 20th February, 2009	Friday 3rd April, 2009	59
Summer 2009	Monday 20th April, 2009	Monday 25th May, 2009	Friday 29th May, 2009	Tuesday 21st July, 2009	61
				TOTAL	193

The above dates may change.

i) **Tuesday 2nd September, 2008 & Monday 5th January 2009** will be designated INSET days for all Maintained Schools. The remaining 3 INSET days to be taken will be at the discretion of each individual school.

ii) All schools will be closed **Monday 4th May, 2009** for the May Day Bank Holiday.

What is meant by year groups and Key Stages?

The pupil's progression through years of compulsory education is divided into four key stages. The key stages are the same no matter what the local pattern of school organisation. The table below shows the key stages against the corresponding pupil ages and year groups.

KEY STAGE	DESCRIPTION OF YEAR GROUPS			AGE OF THE MAJORITY OF PUPILS AT END OF SCHOOL YEAR
	Nursery	-	part time	3
		-	full time	4
KS1	Reception	-	1st year Infant	4 - 5
	Y 1	-	Infant	5 - 6
	Y 2	-	Infant	6 - 7
KS2	Y 3	-	1st year Junior	7 - 8
Y 4		-	Junior	8 - 9
Y 5		-	Junior	9 - 10
Y 6		-	Junior	10 - 11
KS3	Y 7	-	1st year Secondary	11 - 12
	Y 8	-	2nd year Secondary	12 - 13
	Y 9	-	3rd year Secondary	13 - 14
KS4	Y 10	-	4th year Secondary	14 - 15
	Y 11	-	5th year Secondary	15 - 16
Sixth Form (KS5)	Y 12	-	1st year/Lower Sixth	16 - 17
	Y 13	-	2nd year/Upper Sixth	17 - 18

Y - Year

It must be noted that some children may be taught in classes with children of a different age group. Headteachers can answer queries with reference to this.

PART II: ADMISSION OF PUPILS TO SCHOOLS

Parents Responsibilities

Must my child receive full-time education?

Yes. By law parents must ensure that their child receives full-time education from the beginning of the term following the child's fifth birthday until he/she is of school leaving age at 16. Parents can be taken to court if they do not carry out this legal requirement.

The County Council has a legal obligation to ensure that all 5-16 year olds receive appropriate full time education.

Who has parental responsibility for the child?

You should be aware that following changes made to the law about children by the Children Act 1989, which became law in October 1991, schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education.

- Mothers always have parental responsibility.
- Fathers also have parental responsibility for a child if married to the mother at the time of the child's birth, (and this continues after any divorce/separation/remarriage) even if the child lives apart from them.
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

Any reference to parents within this booklet extends to include anyone having responsibility for pupils.

Types of Schools

What are the different types of schools in Ceredigion?

Most schools in Ceredigion are maintained by Ceredigion County Council through the Ceredigion Education Authority. These include one infant school, one junior school, (both in Cardigan town), 68 primary schools and seven secondary schools. Amongst these, there are two voluntary aided primary schools within the county, namely St. Padarn's R.C. School, Aberystwyth (Catholic) and Llanwenog V.A. School, Llanwenog (Church in Wales).

Choosing a School

When can my child start school?

In Ceredigion a child may be admitted to a primary school at the beginning of the term following his/her fourth birthday. If there is a nursery class at the school, children may start at the beginning of the term following their third birthday - usually on a part-time basis. However, legally children do not have to start school until they have attained their fifth birthday.

Children commence their secondary education in the September following their 11th birthday.

Please note: Parents have to apply for a place at whatever school(s) they would like to send their child. Details of when to apply are indicated on the grid below. Applications forms are available at schools and the Director of Education and Community Services.

What are the dates by which my child has to reach the right age before being allowed to go to school and by when must I apply?

Type of School	Age of child	Date by which the appropriate age must be reached	Submit application by	Term for admission
Primary schools with a Nursery	3 years old	31st December 2008 31st March 2009 31st August 2009 31st December 2009 31st March 2010 31st August 2010	30 April 2008 30 April 2008 30 April 2008 30 April 2009 30 April 2009 30 April 2009	Spring 2009 Summer 2009 Autumn 2009 Spring 2010 Summer 2010 Autumn 2010
Infant and Primary Schools without a Nursery	4 years old	31st December 2008 31st March 2009 31st August 2009 31st December 2009 31st March 2010 31st August 2010	30 April 2008 30 April 2008 30 April 2008 30 April 2009 30 April 2009 30 April 2009	Spring 2009 Summer 2009 Autumn 2009 Spring 2010 Summer 2010 Autumn 2010
Reception Class of an Infants or Primary School where there is an associated Nursery Class or Unit	4 years old	31st August	1st May	Autumn
Junior school (Cardigan Town)	7 years old	31st August	1st May	Autumn
Secondary school Autumn	11 years old	31st August	Parents to be advised of date	Autumn
Sixth Form (Year 12)	16 years old	31st August	Discuss with the school	Autumn

Remember to submit your application by the dates indicated above

How do I choose a school for my child?

Within Ceredigion most parents send their child to their local school. Traditionally each school has an area which it serves and pupils within that area attend the local school. However, parents may express a preference for a different school. Parents should read the school prospectus or arrange with the Headteacher(s) to visit the school(s) prior to expressing a preference.

Parents may express a preference:

- when their child starts school at the infant stage
- when their child transfers to the junior school
- when their child transfers to the secondary school
- at any time parents wish to transfer their child to another school

Parents should express a preference for more than one school. **The reasons have to be stated in writing**, failure to do so might mean that your child could be allocated to a school which is not your preference.

Do schools have a limit upon the number of pupils that can be admitted?

Yes. All schools must admit pupils up to their published admission level.

The admission level will reflect the capacity of the school and your child will be allocated a place at a school unless it is full. Once the admission level has been reached, requests for a place at the school have to be refused.

Applications are allocated according to criteria (Please see below)

Who controls admission to schools?

The admission of children to school is controlled by an "Admission Authority". In the case of community schools in Ceredigion the Admissions Authority is Ceredigion County Council (the Local Education Authority or LEA). In the case of a Voluntary Aided School the Admissions Authority is the Governing Body of the school. (Llanwenog and St Padarn Schools)

What if there are a number of applications to attend a particular school?

Where there are more children wishing to enter a particular school than there are places, the following factors will be taken into consideration - in order of priority:-

1. written expressed preference and reasons of parents;
2. the number of pupils that can be admitted to the school;
3. the geographical area which the school normally serves;
4. looked after pupils;
5. specific and exceptional medical and social reasons;
6. sibling links.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted.

Must the Education Authority provide a place for every child who wishes to be admitted to a particular school?

No. The Admission Authority must meet the preference if it can, but certain factors will be taken into account. These include:

- the efficient use of resources and accommodation
- the character of a school (generally religious)

It is possible that parents may not be successful in gaining a place at their first choice school. It is important therefore to understand that the Education Authority can only admit pupils within the resources available.

Can I be placed on a waiting list?

No. The Education Authority as the Admission Authority does not allow waiting lists to be established. Every application is considered at the appropriate time according to the criteria set.

Does the school select its pupils?

No. None of the schools are allowed to select pupils.

NURSERY EDUCATION

Is it possible for my three year old child to receive nursery education?

There are a number of designated nursery classes linked to the Infant Department of a few Primary Schools (please refer to school list). Unfortunately there is insufficient provision of facilities within the county to enable all 3-year-old children to be provided with free part time nursery education within all primary schools. However it is the aim of the National Assembly for Wales that all children in the term following their third birthday will receive free part time education if their parents so wish. To this end the Ceredigion Early Years and Childcare Partnership have set out criteria for non-maintained sector providers to provide this provision on behalf of Ceredigion LEA. Please ask your local playgroup / day nursery for further details

ADMISSION TO A RECEPTION CLASS OF A SCHOOL WITH A NURSERY CLASS/UNIT

Must I apply when my child is ready to move from the nursery class or unit in a school to the reception class in the same school?

Yes. Being a pupil in a nursery class or unit does not automatically make your child eligible for admission to the reception class in the same school.

ADMISSION TO A RECEPTION CLASS IN PRIMARY SCHOOLS FOR 4 YEAR OLDS

When can I apply for my child to be admitted to a primary school?

Where there is no nursery class or unit a child may be admitted the term after he/she has reached the age of 4 years.

ADMISSION TO JUNIOR SCHOOL (CARDIGAN TOWN)

Must I apply for my child to attend the Junior School when they finish the Infant School?

Yes. If you live in Cardigan there is both an Infants and Junior School. You will have to apply if your child is 7 years old on or before 31st August in order to transfer from the Infants to the Junior School.

ADMISSION TO SECONDARY SCHOOL

When should my child start in the secondary school?

Pupils usually transfer to a Secondary School at eleven years of age. Pupils reaching the age of eleven by 31st August will transfer from primary to secondary school at the start of the next academic year i.e. 1st September.

Some pupils may be allowed to transfer before the age of 11 if an assessment carried out by professional staff shows that the child has exceptional intellectual ability and that his/her physical, emotional and social development is appropriate for secondary education to be followed.

How do I choose a Secondary School for my child?

During your child's last year in primary school you will receive a form from the Director of Education and Community Services giving the name of the secondary school the Authority would expect your child to attend - this is usually the secondary school nearest to your home. You will need to confirm acceptance of the named school and give reasons for your preference for your child to attend the named school.

How many secondary schools are there in the county?

There are 7 comprehensive schools in Ceredigion, varying in size from about 330 pupils to 1400 pupils. Two of these schools, namely Ysgol Gyfun Gymunedol Penweddig and Ysgol Gyfun Gymunedol Ddwyieithog Dyffryn Teifi, are designated as bilingual schools where the majority of subjects are taught through the medium of Welsh

Can I opt for another Secondary School for my child?

If you want to make a preference for a school other than the one named by the Authority you should express your preference by following the appropriate guidance and completing the form you are sent and give a reason for your preferences.

If it is not possible for the Authority to agree to the request then you will be given details of how to appeal against the decision.

What if I would like my child to attend a Designated Bilingual Comprehensive School?

There are two designated bilingual schools in the county - Ysgol Gyfun Gymunedol Penweddig, Aberystwyth and Ysgol Gyfun Ddwyieithog Gymunedol Dyffryn Teifi, Llandysul. If you would like to consider the admission of your child to a bilingual comprehensive school you should, in the first place inform the Headteacher of the primary school which your child attends. If you live in the area normally served by one of the bilingual schools, as defined by the LEA, you will be informed of the opportunity which exists for such an education and you will be invited to state your preference.

If it is not possible to allow your child to be admitted to the school of your stated preference, then you may appeal against the decision.

ATTENDING A SCHOOL OTHER THAN THE LOCAL SCHOOL

What if I would like my child to attend a school other than that which serves the area in which we live?

You will have to submit your request in writing to the headteacher of your preferred school and also to the Director of Education and Community Services giving your reasons for the request.

Consideration will have to be given to your application if there is space available or if there are a number of children seeking admission and space is limited then the following criteria will be considered.

1. the geographical area which the school normally serves;
2. looked after pupils;
3. specific and exceptional medical and social reasons;
4. sibling links.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted.

The Education Authority will inform you whether your request has been granted.

If your request is granted you need to be aware that **you as parents will be responsible for the transport arrangements and the cost of transport to and from that school.**

REFUSAL AND APPEAL

What if my request is refused?

If your request is refused then you may appeal against the decision. The Education Authority has established an Independent Appeals Panel to consider appeals from parents whose application for a preferred school has not been approved. Appeals Panels will normally be held in private but parents will be given an opportunity of presenting their case either directly or with the assistance of their chosen representative.

N.B. There is no appeal against non statutory nursery provision.

What happens if my child cannot be admitted to the school which is the one which I prefer?

That is why it is important for you to tell us which other school you would wish your child to go in case there is not enough space in the school which you would most wish your child to attend.

INFORMATION THE SCHOOL WILL NEED

What information will the school need from me?

You may be asked for evidence of your child's date of birth such as a birth certificate or medical card. The school will also need to know who has parental responsibility for the child. This is to ensure that proper authority is given should the school need to have parents permission at any time e.g. in an emergency. The school also has a legal responsibility to make sure that persons with parental rights are provided with school reports and are given the opportunity to take part in the child's education.

The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example;

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfers or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and Schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individual certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on you, although some information can sometimes be legitimately withheld;

- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Act Protection 1998 and you person suffer damage;
- in some circumstances a pupils' parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

PART III: HOW ARE SCHOOLS ORGANISED AND WHAT PUPILS ARE TAUGHT - THE CURRICULUM

GENERAL

PRIMARY EDUCATION

How are Primary schools organised?

Primary schools in Ceredigion are organised in two ways:

- a) Infant/Junior schools, with infant and junior departments under one Headteacher.

These are normally called primary schools. In Ceredigion there are 68 such primary schools catering for both infant and junior children from 4 to 11 years of age.

- b) Separate Infant and Junior schools with two Headteachers.

In Cardigan town, there is one infant school (for children from 4 to 6+) and one junior school (for children from 7 to 11+). Both schools are on the same site.

There are 8 primary schools in the county with designated nursery classes attached to them. (The letter 'N' on the school list indicates the schools with nursery classes.)

About 60% of the authority's primary schools have 50 or fewer pupils on roll. In the majority of schools, the Welsh language is the main medium of life and work of the school.

What are school year groups within the County's primary schools?

Following the National curriculum different age groups are given specific year designation - reception, Year 1, Year 2 and so on to Year 6. (See Page 5)

When they have had their birthday at 11 years of age all pupils should transfer to the secondary school.

What will my child be taught in the Primary School?

All pupils of compulsory school age in schools maintained by Ceredigion Education Authority follow the National Curriculum. The National Curriculum is organised on the basis of four Key Stages - Key Stages 1 and 2 for primary schools and Key Stages 3 and 4 for secondary schools.

Key Stage 1 appertains to Years 1-2 and to pupils aged 5-7

Key Stage 2 appertains to Years 3-6 and to pupils aged 7-11

In all schools in Wales the following subjects are included in the National Curriculum at primary level:

Core subjects - Mathematics, Science, Welsh, English (except at Key Stage 1 in Welsh medium classes).

Foundation subjects - Geography, Art, Music, Physical Education, Design/Technology, Information Technology, History.

Programmes of Study set out what pupils should be taught at each Key Stage and Attainment Targets set out the expected standards in pupils learning.

The amount of time to be given to each subject has been stipulated. More teaching time is given to the core subjects than the foundation subjects.

Pupils are also taught Religious Education.

Pupils under five years of age have a separate and different curriculum to follow. Their curriculum is based on '**Desirable Outcomes for Children's Learning before Compulsory School Age**' and concentrates on six areas of learning, these being:

Language, Literacy and Communication Skills

Personal and Social Development

Mathematical Development

Knowledge and Understanding of the World

Physical Development

Creative Development

N.B. Information about the curriculum at each school is included in the school's prospectus.

Should you have any queries, please contact the Headteacher of your local school.

SECONDARY EDUCATION

What will my child be taught in the Secondary School?

All pupils of compulsory school age in maintained schools follow the National Curriculum. The National Curriculum is organised on the basis of four Key Stages (KS) - Key Stages 1 and 2 for primary schools and Key Stages 3 and 4 for secondary schools.

Key Stage 3 relates to Years 7-9 and to pupils aged 11-14

Key Stage 4 relates to Years 10-11 and to pupils aged 15-16

In all schools in Wales the following subjects are included in the National Curriculum at Key Stage 3 level:-

Core subjects - Mathematics, Science, Welsh, English.

Foundation subjects - Geography, Art, Music, Physical Education, Modern Language, Religious Education, Design/Technology, Information Technology, History.

Programmes of Study set out what pupils should be taught at each key stage and Attainment Targets set out the expected standards in pupils learning.

The amount of time to be given to each subject has been stipulated. More teaching time is given to the core subjects than the foundation subjects.

At Key Stage 4 pupils must study the Core subjects and may choose from a range of additional subjects to GCSE level. Many schools offer many courses leading to different qualifications such as GNVQ. All the schools have such forms where A level, GNVQ and other types of courses are offered. All pupils follow Religious Education, Physical Education and Personal and Social Education courses in addition to the National Curriculum.

Information appertaining to the curriculum is included in each school's prospectus.

Should you have any queries, please contact the Headteacher of the respective school.

TESTS AND EXAMS

The Authority will comply with the requirements of statute. All examinations for which pupils are prepared in school time must be approved by the Schools Examination and Assessment Council. The Authority will enter pupils for such examinations after appropriate consultation with parents, and in accordance with the school's recommendation. The timetable for the majority of these external examinations is arranged by the WJEC (Welsh Joint Education Committee).

(See Annex 1)

THE LANGUAGE OF LEARNING

Does every child have to learn Welsh and English?

For schools in Ceredigion the teaching of Welsh and English, either as a first or second language, is an **essential requirement reflecting the National Curriculum**.

However, special provision may be made for the following groups:

- i) pupils who have moved into the area recently - for whom extra tuition in the Welsh language will be provided at nearby language centres.
- ii) pupils who are officially assessed to be suffering from learning difficulties and where the introduction of a second language may impede educational development and for whom education through their first language is essential.
- iii) overseas pupils for whom the first language is neither Welsh nor English and where the introduction of a third language may impede educational development and for whom the acquisition of English is essential.

What is the County's policy on the teaching of Welsh and English in its primary schools?

Ceredigion Education Authority has a firm policy on the teaching of Welsh and English in its schools. The Authority's aim is to educate pupils so that they are thoroughly bilingual by the time they leave the primary school. In this way pupils will find that they are able to participate fully in the bilingual community of which they are a part.

What is meant by Category 'A' and Category 'B' schools?

Certain areas of the county have distinctive cultural and linguistic characteristics which need to be taken into consideration when evolving an effective language policy for Ceredigion as a whole.

The policy has been implemented by introducing two categories of schools.

Category A schools - in the Traditional Welsh Speaking Areas (within which the majority of schools are situated). Also included are Yr Ysgol Gymraeg (the designated Welsh medium school) in Aberystwyth and the Welsh Language Streams in the larger primary schools.

In these schools/streams Welsh is the main medium of life and work within the nursery and infant classes. This is to ensure that pupils are given a sound foundation in the Welsh language. When they transfer from the infant to the junior department, English is introduced so that pupils have the opportunity to develop an equal competence in both Welsh and English by the time they leave the primary school. Welsh, however, shall remain the main medium of life and work within these schools/streams.

Category B schools - in Less Welsh Areas, Urban Areas and 'B' streams in the larger primary schools.

In these schools/streams Welsh should be used as a medium in the life and work of the nursery and infant classes thus setting a basis for the continued development of the learning of Welsh in the junior department. This should ensure that both Welsh and English are used as a means of communication in the life and work of the Junior classes.

What are the principles governing the teaching of Welsh and English in the County's secondary schools?

The Education Authority is aware of the need to secure continuity in language teaching between primary and secondary schools if the Language Policy is to be fully effective.

Secondary School Governing Bodies have established policies for Language provision to meet the requirements of the National Curriculum where pupils will be expected to study Welsh as a subject to the age of 16. A number of schools also meet the demand for subjects to be taught through the medium of Welsh.

Details regarding the policies of each school are to be found in the individual prospectuses prepared by respective schools.

RELIGION

What about religion at school?

All religious education in the Authority's county and controlled schools is in accordance with the Agreed Syllabus which is required by law. Although Religious Education must be non-denominational, teaching about denominational differences is allowed and religious education must be provided for all pupils. Each school must hold a daily act of collective worship. The Standing Advisory Council on Religious Education (SACRE) has prepared advice and guidance to schools on this.

Parents have the right to withdraw their children from religious education and may do so shaving informed the Governing Body in writing.

COMPLAINTS ABOUT THE CURRICULUM

What should I do if I have a complaint to make about the Curriculum and related matters?

If you have any concerns you should in the first instance discuss them with the Headteacher.

However should you wish to make the complaint formal, the Authority has procedures in place a copy of which is available at the school or at the Education and Community Services Department, County Offices, Aberystwyth.

Where appropriate those who make a formal complaint may make representations before an Appeals Panel.

(Please contact the respective school or the Education and Community Services Department for further information).

PART IV: SPECIAL EDUCATIONAL NEEDS (SEN) AND INCLUSION SERVICES

SPECIAL EDUCATIONAL NEEDS (SEN)

What provision can a child with special needs expect in Ceredigion?

There is a variety of support systems available for children with SEN in both the primary and secondary sectors.

- i) The majority of children receive appropriate support in their local mainstream school. Depending on the severity of need this can range from class/subject teacher support to Learning Support Assistants and/or specialist teacher input.
- ii) **Specialist Attached Units.** These units cater for children with more severe disabilities and are staffed by specially qualified and experienced teaching and support staff.
- iii) For a very few children with severe and complex needs, consideration can be given to out-of-county placement.

The Authority also has a **Sensory Service** which supports children with hearing and/or visual difficulties.

The County's **multi-agency Disabled Children's Team** also provides advice and support to the parents of pre-school and school-children with disabilities.

How are the needs of pupils with SEN identified, assessed and provided for?

It is important to identify the needs of children with SEN at the earliest possible opportunity.

Pre-school children who may have SEN are usually referred to the Education Authority via the NHS Trusts, Disability Team or Social Services Department although the referral might come from the parents themselves. The child's needs may be assessed by the Educational Psychology Service and/or other agencies and as a result appropriate provision is made for him/her after full discussion with the parents.

A child already in school would have his/her special educational needs identified by the teaching staff through close observation and recording or by a professional involved with the child.

The SEN Code of Practice for Wales provides practical advice to local education authorities, maintained schools, early years settings and others carrying out their statutory duties to identify, assess and make provision for children's special educational needs.

The general principles are that:

- a child with special educational needs should have their needs met;
- the special educational needs of children will normally be met in mainstream schools;
- the views of the child should be sought and taken into account;
- parents have a vital role to play in supporting their child's education;
- children with special educational needs should be offered full access to a broad, balanced and relevant education.

What if I need support and advice regarding the SEN provision for my child?

In the first instance you should contact the headteacher and/or Special Educational Needs Co-ordinator (SENCO) at your child's school. If your concerns are not addressed at this level, the LEA does make arrangements for a SNAP (Special Needs Advisory Project) Parent Partnership Service and a Dispute Resolution Service.

Your right to appeal to the SEN Tribunal for Wales (SENTW) is not affected by entering into the above services.

What if my child with special needs has to travel to a school other than the local school?

When the LEA names a school in a child's statement, which is different from the one serving the area where you live, the LEA is responsible for providing transport. It is open to the LEA to name the school preferred by the child's parents, so long as the parents meet the transport costs.

Where can I obtain further information on SEN?

Any further information can be obtained from **Director of Education and Community Services, County Offices, Marine Terrace, Aberystwyth, Ceredigion, SY23 2DE**

OTHER PROVISION

If my child is admitted to hospital what education facilities are available there?

Education facilities are made available in hospitals where children are admitted for treatment and may be patients for more than a few days. The hospital education service maintains close contacts with the child's usual school to ensure there is continuity of education.

Is there any occasion when home tuition is provided by the Authority?

Home tuition is provided for some children, such as those who are at home recovering after a stay in hospital, or who have medical problems and are temporarily unable to attend school.

If home tuition is felt to be necessary, a request will be sent to the Director of Education and Community Services by the child's Headteacher or the Education Inclusion Officers (EIO) for the area.

EDUCATION INCLUSION OFFICERS

What is the role of the Education Inclusion Officer?

Ceredigion is served by a team of Education Inclusion Officers (EIOs) who provide a link between the school, the Education Department, the families of pupils and the children/young persons.

They have quite a different role to play from teachers and their aim is to ensure that children are helped in getting full benefit from their education. Most of their work comes from schools but you can speak to an EIO any time you wish to have advice about:

Your child's education/school attendance

Changing schools

Employment of children (that is when your child has a job) Performing (that is when your child is taking part in films, plays, pantomime, etc. during school hours)

Pre-school admissions

Your child's illness

Other support services

EIOs also do court work for the Local Education Authority. Once registered in a state school a parent commits her/himself to the law regarding school attendance and therefore if they fail to ensure good attendance the EIO may well take court action at the Magistrates court, which could result in a fine being imposed to a maximum of £1000.

EIOs are also responsible for applying at the Family Proceedings Court for Education Supervision Orders. A leaflet explaining what this means is available from the Education Department (Tel: 01970 633634) for a copy.

EIOs are also responsible for co-ordinating the Alternative Curriculum in Key Stage 4. This initiative allows certain children in Years 10 and 11 the opportunity to engage in work experience, training and projects during school time. The school will refer the pupil to the scheme if they feel that it would be of benefit to the pupil.

EIOs also undertake the monitoring of the educational progress of Looked After Children that are under the care of the local authority.

An EIO also represents the Education Department on the "Ceredigion Youth Offending Team".

PART V: OTHER INFORMATION WHICH MAY BE USEFUL

RECORDS

Are records kept on my child?

Yes. All schools, along with the Local Education Authority keep records on every child at school. These will include personal information such as addresses, names of parents, family doctor, place of contact should the need arise. Schools also keep records of pupils' achievements in each area of the curriculum. You will receive a report at the end of each school year giving you information on your child's general development and his/her progress in each subject.

ILLNESS

What if my child is ill and cannot go to school?

If your child is ill, even if only for a day, you should try and let the school know immediately. You can explain the circumstances to the teacher when your child returns to school. If your child is ill for a longer period of time you should telephone or write to the school explaining your child's absence. It is important that children attend school regularly. If the school thinks a child is absent without good reason it may ask the Education Inclusion Officer to call and discuss the situation with the parents.

HOLIDAYS DURING TERM TIME

Can I take my child on holiday during term time?

Parents do not have an automatic right to withdraw pupils from school for a holiday and, by law, have to apply for permission in advance. Only the headteacher, at his/her discretion can grant such permission. The LEA actively discourages holidays in term time in that they are damaging to the pupils continuity of learning.

SCHOOL MEALS AND MILK

Are meals available in all schools?

Yes. Your child may buy dinner at the school. However, if your child has any medical dietary requirements you should discuss the matter with the headteacher so that the child is served appropriate meals. Children may wish to bring a packed lunch from home. If so they will be allowed to eat it in school and will be supervised.

Can I get free school dinners for my child?

If you are in receipt of Income Support, an income-based Job Seekers Allowance or Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual taxable income that does not exceed £14,495 [new rates will apply from April 2008] and your child attends a school in Ceredigion on a full-time basis, you will be able to claim free school meals for your child. You can ask for an application form at your school or, alternately, you can contact the Awards, Payments & Salaries Team at the Department of Education & Community Services, County Offices, Marine Terrace, Aberystwyth SY23 2DE (tel: 01970 633632 or e-mail: rhodrib@ceredigion.gov.uk).

Do pupils have free milk in school?

In accordance with the Welfare Food Regulation 1988 the authority provides milk free of charge to pupils under the age of five. The Authority also provides milk for pupils attending Key Stage 1 (Years 1 and 2) in accordance with the National Assembly scheme. Children attending the County's special needs units also have free milk.

CLOTHING AND MAINTENANCE GRANT

Can I apply for a school uniform grant?

Yes. If your child is entering Year 7 and with an existing eligibility to Free School Meals you will be entitled to the Welsh Assembly Government's School Uniform Grant. Applications will be received from 1st July with a deadline of 31st October each year. For families moving into Ceredigion from outside Wales after the beginning of term have an extended deadline of 31st January.

Vouchers will be issued as a contribution towards the cost of articles of uniform that is deemed acceptable by the school governing body.

Can I apply for a maintenance grant?

An Education Maintenance Allowance (EMA) is an incentive allowance paid to eligible young people who stay on at school or college after school leaving age, attend regularly and achieve learning goals.

The Welsh Assembly Government recognises that some young people from low income households need extra support and encouragement to continue in education after school leaving age in order to make the best of their learning and development opportunities.

For more information contact your secondary school or search for 'EMA' in the website: www.studentfinancewales.co.uk

PERSONAL PROPERTY

What if my child takes personal property to school?

The pupils themselves are responsible for the security of their personal possessions. Parents will need to be aware of the policy of individual schools with regard to the use of mobile phones on school site.

CHARGES FOR EDUCATION

Will I have to pay for my child's education?

No. All state schools are free for all children. The school will supply free of charge equipment needed including books, papers, pens and pencils.

You may be asked occasionally to make a voluntary contribution towards some school activities that take place during school hours.

(See Annex 2 for more details)

CAREERS GUIDANCE

Are pupils offered any advice on possible careers?

Yes. Careers Wales, offer the service through the secondary schools.

(See Annex 4 for details)

SCHOOL LEAVING DATE

When are pupils allowed to leave school?

When your child reaches the age of 16 during a school year, he/she can leave school on the last Friday in June.

TRANSPORT

Is every child provided with free school transport?

No. The Local Education Authority provides free school transport for children of statutory school age on the following basis:

- i) pupils under eight years of age who live over two miles from the nearest appropriate primary school
- ii) pupils over eight years of age who live over three miles from the nearest appropriate primary school.

There are a number of discretionary circumstances where transport may be provided.

(Please See Annex 3 for more details)

TRUST FUNDS

Could my child benefit from other financial support offered by the County?

The Education Authority administers a number of charitable trust funds which can offer assistance to certain pupils and to former pupils who intend continuing their education at higher and further educational establishments. These trust funds have been established mainly for the benefit of pupils who have attended a specific secondary school within the County. Initial enquiries should be made with your child's head teacher.

The Coe Memorial Education Foundation and the Cardiganshire Intermediate & Technical Fund are administered by the Awards, Payments & Salaries Team at the Department of Education & Community Services, County Offices, Aberystwyth SY23 2DE (tel: 01970 633569 or e-mail: lindajon@ceredigion.gov.uk). They offer assistance towards the cost of attending Colleges or Universities; equipment etc. in preparation for a profession, trade or calling; studying music or other art or educational travel in this country or abroad. Applications for these prize funds are invited in advertisements that appear in the local press at the beginning of September each year. Applicants must be past or present pupils of a Secondary School or maintained establishment of Further Education within the County of Ceredigion.

ANNEXES

ANNEX 1

STATEMENT ON PUBLIC EXAMINATIONS

The Education Authority would support the Governing Body's policy in securing that each registered pupil at the School is entered, at such time as they consider appropriate, for each prescribed public examination for which he/she is being prepared at the School at the time in question in each syllabus for that examination for which he/she is being so prepared.

The Governing Body shall not be required to secure that a pupil is entered for any examination, or for any examination in any syllabus for that examination, if either:-

- (a) the Governing Body consider that there are educational reasons in the case of that particular pupil for not entering him/her for that examination or (as the case may be) for not entering him/her for that examination in that syllabus; or
- (b) the parent of the pupil requests in writing that the pupil should not be entered for that examination or (as the case may be) for that examination in that syllabus.

Neither is the Governing Body required to secure that a pupil is entered for any examination in any syllabus for that examination if the Governing Body have secured that pupil's entry for another prescribed public examination in a corresponding syllabus.

Further information may be obtained from the school.

ANNEX 2

CHARGES FOR SCHOOL ACTIVITIES

The objectives of charging provisions in the Education Reform Act 1988 (as incorporated in subsequent Education Acts) came into force from 1st April, 1989, are:-

- to maintain the right of free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LEA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of LEA's and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The circumstances where charging is permitted can be divided into four categories though in each category there are exceptions where charging is not allowed. The categories are:-

(i) Individual Instrumental Music Tuition:

The Education Act 1993 (as amended by succeeding Acts) permits charging for Instrumental Music Tuition in particular circumstances. (This must be provided free where it forms part of the syllabus for a prescribed public examination);

(ii) Board and Lodging;

(iii) Education outside School Hours (Optional Extras);

(iv) Recovery of Examination Fees:

Where a pupil is entered for an examination for which he or she has not been prepared by the school e.g. has received private tuition, or where pupil re-sits an examination for which no additional preparation has been given since the examination, the examination entry fee can be passed on to parents.

If a pupil fails to fulfil the examination requirements of a public examination (prescribed or otherwise) without good reason (as defined by whichever body paid the fee), the LEA or Governing Body may recover from the parents any fees paid.

The Education Reform Act 1988 (as amended in succeeding Acts) requires LEA's and Governing Bodies to draw up their own policies in respect of charges and remission arrangements. The charging policies determined by the Governing Body should not be less favourable than the policy of the LEA. Should further information be required the Headteacher or the Director of Education and Community Services can provide a copy of the policy document.

ANNEX 3

STATEMENT ON HOME TO SCHOOL/COLLEGE TRANSPORT

1. PUPILS

The obligation on the LEA to provide free transport to facilitate attendance of pupils at school is provided for in Section 509 of the Education Act 1996.

- a) Free transport is generally restricted to pupils who attend the school designated by the LEA as serving the area in which they live and who reside the necessary distance from the school.

The relevant distances being:-

UNDER 8 YEARS OF AGE – if living 2 miles or more from School.

8 YEARS OF AGE AND OVER – if living 3 miles or more from School

Distances are measured by the shortest walking route between home and school.

- b) Assistance may be provided for pupils in certain circumstances on the grounds of:-
- Safety;
 - Medical Condition;
 - Statement of Educational needs;
 - A change of residence in a final examination year;
 - Continuation of an advanced course of study not being available at the designated school;
 - Religious beliefs: In the light of the requirements of the Education Act 1993, parents are advised to contact the Director of Education and Community Services to obtain further information prior to expressing their preferred school based on the nature of the religious education provided at that institution being the same as that of the religion or denomination to which the parent adheres.
- c) Pupils who do not qualify for 'free transport' as defined in a) and b) above may be allowed following a written application to the Director of Education and Community Services, to travel on LEA contracted vehicles **if there are spare places available.**

THIS CONCESSION COULD BE WITHDRAWN AT ANY TIME (E.G. SHOULD THE VEHICLE BECOME OVERSUBSCRIBED) AND THE RESPONSIBILITY FOR TRANSPORT WOULD REVERT TO THE PARENTS

2. STUDENTS OF FURTHER EDUCATION

Assistance for individuals aged 16 to 19 attending College will be provided by the most economic basis similar to pupils aged 16+ attending Secondary Schools. Please contact the Education and Community Services Department for further information.

3. GENERAL

- 3.1 To help ensure that the vehicle loadings remain within the legislative requirements each pupil is issued with their own 'travel ticket' indicating the vehicle to which they have been allocated.

Whilst there is some lee-way given at the beginning of the Autumn Term, generally pupils who are not able to display the ticket will not be carried by the contractor. [It is important therefore that if a parent thinks his/her child qualifies for "free transport" that the appropriate application form is submitted to the education and community services department **no later than 1st February, 2008.**)]

- 3.2 The majority of pupils entitled to assistance will be conveyed by vehicles specifically contracted to the LEA however use may also be made of public passenger transport or a fixed rate mileage allowance may be made for parents/pupils making use of their own vehicles.
- 3.3 Booklets are available from the Department of Education and Community Services offering advice and guidance for pupils/students and parents on what they can do in order that the journey to and from school/college may be undertaken safely.

- 3.4 Where contract or public passenger vehicles are used then it is not always possible to arrange the routes of vehicles to pass close to the homes of all pupils. Parents may therefore be required to make their own arrangements for their children to get to and from the nearest 'pick-up' point of the vehicle. Every effort is made to keep this distance as short as possible and it should not exceed 1.5 miles. IN THESE INSTANCES THE ASSISTANCE OF PARENTS IN ESCORTING PUPILS SAFELY TO AND FROM VEHICLES IS SOUGHT.
- 3.5 Parents are requested to note that they may appeal against a decision to refuse to provide free transport. Such an appeal should be submitted with any supporting evidence to the Director of Education and Community Services within 28 days of being notified of the original decision.

ANNEX 4

THE CAREERS SERVICE

Careers Wales aims to help young people make those difficult decisions about their future. It has up-to-date expert knowledge of education, training and employment and usually pupils are seen by Careers Advisers in school from Year 9 (formerly the third year) of the Secondary School onwards, to help them plan their future by:-

- advising what subjects to study and the significance of their choice;
- assisting them to formulate a plan of action for progression in education and training;
- giving information about jobs, careers, further education, higher education and the many training courses available;
- informing them about job vacancies, training opportunities and college courses, entry requirements and applications;
- providing specialist help for those with disabilities and promoting equality of opportunity, irrespective of circumstances.

Careers Wales seeks to ensure that parents and guardians are aware of all the services on offer and actively encourages parental involvement throughout the careers guidance process. To secure parental involvement, the Careers Wales offers a flexible service which is responsive to parents' needs in terms of time, place and context and includes individual discussions with parents at schools, careers centres or at parents' evenings and careers events.

Careers Officers may be contacted through the school.

ANNEX 5

THE COMMUNITY EDUCATION SERVICE

The Authority is committed to lifelong learning. The service offers opportunities to all the people of the area to improve their quality of life. The activities on offer are aimed to meet the needs of the youth (through the statutory and voluntary sector) and the adult sector.

Daytime and evening classes are run in a number of educational establishments throughout the County. Further information is available from the Community Education Officer based at the Education Department, County Offices, Marine Terrace, Aberystwyth

ANNEX 6

SCHOOL GOVERNING BODIES

Since 1st September, 1999 each school has had its own governing body which comprises members of the local community, parents, teachers and representatives of the Local Education Authority. Governing Bodies of Church Schools (Voluntary Aided and Voluntary Controlled) are also represented by the church authority.

When vacancies arise for parent governors, information is circulated via "pupil post" and to be eligible to be nominated as a parent governor, a person must have a child registered at the school for which the Governing Body is responsible. The term of office for governors is four years and a parent governor can, if he/she so chooses, serve the full term of office even if his/her child is no longer a pupil at that school.

Governing Bodies are required by law to meet at least once a term but can meet more frequently in order to discuss specific matters.

In recent years, a succession of Education Acts has greatly increased the roles and responsibilities of Governing Bodies and also the accountability for their actions. The day to day running of a school is still the responsibility of the Headteacher but governing bodies have general oversight of the schools, in particular to matters pertaining to the curriculum, discipline, finance and staffing.

In order to assist governors in carrying out their duties, the Authority provides extensive support and a comprehensive training programme or all aspects of governors' responsibilities.

Further information regarding governing bodies can be obtained from the Director of Education and Community Services.

Annual Parents Meetings

Governing Bodies are required by law to prepare a report which summarises the actions taken by them in the discharge of their duties and responsibilities during the previous year. The report is presented to parents at the Annual Parents Meeting where an opportunity is afforded to them to discuss with the Governors the content of the report and to ask any questions concerning the running of the school. If the necessary quorum is achieved, that is, 20% of the number of pupils at the school, the meeting may make formal resolutions for consideration by the Governing Body.