



SCHOOL PROSPECTUS

2025-2026

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YSGOL SANTES HELEN

1. General

1.1 Management Structure

HEADTEACHER:	Mrs Eirian Bradley-Roberts B.A., M.Ed.
Chairman of Governors:	Mrs Maria Sarnacki
Parish Priest:	Father Savi Menachery

Ysgol Santes Helen

Twtil

Caernarfon

Gwynedd

LL55 1PS

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Although the particulars in this document are correct at the time of publication, it should not be assumed that there would be no change affecting the relevant arrangements before the start of or during the school year or in relation to subsequent years.

1.2 The School

Ysgol Santes Helen is a Voluntary Aided Roman Catholic Primary School. The school is fully maintained by the Local Education Authority, Gwynedd Council, in accordance with the Education Act 1944.

Ysgol Santes Helen is the only Catholic school in Wales where the principal language of the education is Welsh, a reflection of our position at the heart of a mainly Welsh speaking community. We cater for Catholic children, many of whom have moved to the area from all parts of the globe, and seek to provide them with a foundation in the teachings of Christ while integrating them into the community in which they live. We provide education for children from nursery age to eleven years and also welcome non-Catholic children.

1.3 Ysgol Santes Helen's Governing Body

Chairperson	Mrs Maria Sarnacki
Vice Chairperson	Mrs Julie Andrews
Clerk	Mrs Brenda Parry

Foundation Governors

Mrs Annie Stephen	Mr Antonio. dos Remedios
Ms. Danuska Rycerz	Mrs Julie Andrews
Ms Klaudia Jugas	Mr Peter Rainbow

Headteacher	-	Mrs. Eirian Bradley-Roberts.
Parent Representative	-	Mrs Eirian Davies
Teacher Representative	-	Miss Sian Jones
Town Council Members-		Councillor Maria Sarnacki
Community representative		Mrs Sian Thomas
Ancillary Staff	-	Mrs Sharon Thomas

Designated Governor responsible for child protection-Julie Andrews.

The school's designated Child Protection Officer is the Headteacher Mrs Eirian Bradley-Roberts. The school implements statutory requirements in respect of Child Protection. The school will refer cases to Social Services/Police where necessary and in conjunction with the school Child Protection Policy.

1.4 Gwynedd Education Authority

Department of Education and Culture
Council Offices
Caernarfon
Gwynedd
LL55 1SH.

Meetings

The full Governing body meets at least twice a term.

2. School Ethos and Values

Our Mission

Ysgol Santes Helen aims to create a child-centred, caring, Christian community in which each child feels valued, confident and secure. The academic, cultural and physical development of each child is to be accompanied by a development in sharing with, and caring for, others in addition to a growth in spiritual awareness.

Our aim is that in this environment of trust, openness and respect, loving relationships between children and all members of the school community will be encouraged. In this way we will reflect Jesus' commandment :

"Love your neighbour" : John 13:34

Our Objectives

We have adopted the following key objectives for our teaching in order to develop spiritual and moral awareness amongst the children.

- *To provide real experience of prayer, liturgy and worship for each child in order to contribute to the development of the faith within the school community.*
- *To establish a vital link between the home, the parish and the school that will prepare pupils for life so that they can develop into responsible, confident members of society.*
- *To provide education of the highest possible standard which reflects the requirements of the local authority, the Welsh assembly government as well as society in general.*
- *To enable each pupil to be fluent in both Welsh and English so that they can contribute and partake fully in the bilingual community.*
- *To ensure equal opportunities and access to a curriculum that is balanced, relevant and enriching*
- *To foster in each individual the knowledge, attitudes and skills which will enable them to live their lives fully as useful members of society.*

3 Admission

3.1 Admission Policy

The school takes in new pupils once a year only, in September, and in accordance with Gwynedd Education Committee's policy i.e.

- i. part time from September after his/her third birthday or
- ii. full-time from September after his/her fourth birthday.

During the summer term the parents of new pupils are invited to bring their children to the school to spend an afternoon in the reception class to encourage the children to settle down quickly at the beginning of their school career. During these afternoons parents are invited to meet the Headteacher, staff and other new parents to discuss the practical arrangements for starting school and any other important information to ease the children's passage into school.

Parents are invited to an Open Evening each term to discuss their children's progress and to see some of the work of the term.

If parents have any serious query or concern about their child or the school at any time they should approach the Headteacher to discuss the matter in the first instance, at the earliest opportunity.

To ensure that the children are receiving a good "all round" education the Headteacher and all members of the staff are pleased to see parents to discuss any matters relating to their children or to the life of the school. This is best done, if possible, by an appointment made through the School Secretary.

Catholic and non-Catholic children are welcome and accepted at the school.

3.2 Catchment Area

The Parish of St Helen's & St David's R.C. Church is the school's catchment area.

3.3 Criteria for Admission

The Board of Governors determines all admissions. The Board has entrusted the Headteacher with the right to admit Catholic children but retains the right to decide on non-Catholic children.

3.4 Appeals against Governors' Decision

In accordance with the Education Act 1980 a parent may appeal against the decision of the Governors. Such appeals should be submitted to the Secretary of the Appeals Board

c/o Headteacher of the School

or c/o The Director of Education

4. Practical Arrangements

4.1 The School Day

Morning session	Nursery	9.00 a.m- 11 00 a.m
	Foundation phase	9.00 a.m. - 12.00 p.m.
	Juniors	9.00 a.m. - 12.00 p.m.
Afternoon session	Foundation phase	1.00 p.m. - 3.00 p.m.
	Juniors	1.00 p.m. - 3.30 p.m.

Children are expected to attend regularly and be punctual. Parents are requested to notify the school in writing of the reasons for any absence. School begins at 9.00 a.m and the doors are opened at 8.50. There are staff members at the gate to welcome the children. Children enter through the front door. If children arrive before 8.50 a.m. parents should note that **there is no supervision** for the children at that time on the yard. If parents want childcare before this time then they can register online for their children to attend the breakfast club. [Here is the link to the app to register for the breakfast club.](#)

At the end of the day all pupils should be off the premises by 3.40 unless some extra-curricular activity is arranged.

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4.2 School Facilities

The school has four classrooms together with a good-sized hall. As well as a dining area the hall is used for assemblies, P.E., drama and dance, musical activities and concerts.

4.3 Play Area

This consists of a hard-core playground and a playing field surrounded by a high steel fence.

4.4 Parental Contributions

The Governing Body has endorsed a policy for parental contribution. The main obligation of this policy is that parents are kindly asked to contribute financially towards the cost of hiring transport to take pupils to swimming classes, educational visits and musical instrument lessons. These activities are also subsidised by the "Friends of the School".

4.5 The Curriculum

The function of the school is to foster and encourage the child's development as an individual and as a member of society.

As an individual one has to encourage physical, mental and moral growth and give the child an opportunity to develop fully. A child is also a member of society and he must be prepared for playing a full role in that society.

The school implements the requirements of the National Curriculum - the classes at present are organised as follows:-

Dosbarth/Class	Blwyddyn /year	Oed/Age	Athrawon/Teachers* Cymorthyddion/Assistants
Cyfnod Sylfaen - Plant o dan 7.	Meithrin , -Bl 2	3-7 oed	Mrs E.Bradley-Roberts* Mrs S. Thomas Ms E. Roberts
Adran Iau- Plant dros 7.	Bl 3-6	7-11 oed	Miss S. Jones* Mrs S. Thomas

* Teachers

Our aim is to try and ensure that the child, by the time he is eleven years old, is a child who is fluent and able to read and write in both languages, a child who is aware of the world around him as well as being a child who, in the course of his school career, has had every opportunity to develop fully according to his age, ability and aptitude.

Children from Nursery-Year 2- Children are mainly taught in groups within their classroom and outdoors

Juniors- At this level children are taught through a combination of whole class, small groups and individual teaching.

4.6 Additional Learning Needs (ALN)

Ysgol Santes Helen has adopted a whole school policy to facilitate full entry to a broad and balanced curriculum for each child based on the based on the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and also the reviewed National Curriculum.

There is a whole school strategy of identifying children with additional learning needs and we also encourage parents' input in all discussions about their child.

Miss Sian Jones is the ALN Co-ordinator.

The level of additional support for the children who are on the ALN Register varies according to the child's needs. Some children who are on the ALN register receive help from the school within an intervention group. They receive additional sessions in reading or spelling led by an assistant. Others on the ALN register will receive input in the form of resources or intervention strategies from an assistant or specialist teacher from outside the school. Children with profound needs will either receive help from a specialist teacher or get help from an ALN assistant. With very talented children, the class teacher, in consultation with the curriculum leaders, prepares suitable work.

Our current ALN policy is available at the school.

4.7 Disabled Pupils

Any disabled child would be helped by the school to experience school life with the least amount of difficulty. Every effort would be made to make the child a fully integrated member of the school. There is a specially designated school (Ysgol yr Hendre) in the catchment area that has been modified for children who are in a wheel chair. However, Ysgol Santes Helen has an access plan outlining modifications needed to facilitate access for all. These modifications are being gradually phased in. There is a ramp for access by wheelchair, handrails have been installed and the steps outside have been painted. The education department's access officer was consulted when drawing up the plan. A copy is available in the school.

4.8 Equal Opportunities

We seek to ensure that all pupils are afforded equal access to the whole curriculum and to all services and facilities in the school. A policy outlining this equal access is available in the school.

4.9 Pastoral Care and Discipline

Care for the children is the responsibility of all staff, but each child is placed in the specific care of a class teacher. The school encourages self-discipline and self-esteem and looks to the parents for support in this. There are meetings twice a year where parents are invited into school to discuss their child's progress.

Parents are always welcome and encouraged to visit and spend time in the school and to set an example for their children by offering their service to the school in various ways. We have a P.T.A. entitled "Friends of the School", which is composed of parents of pupils in the school.

4.10 Visiting Time

You are welcome to call at the school any time but if possible please make an appointment to see the Headteacher, Mrs. Bradley-Roberts as she is a teaching head.

4.11 Complaints about the Curriculum

Parents should first contact the Headteacher. Every effort will be made to deal fairly with any complaint. There is a complaints policy in the school and on the school website based on Welsh assembly guidelines and the school follows the procedures recommended.

4.12 Sex Education

The school has bought into the Ten Ten Life to the full programme which has been approved by the Catholic Bishops and this is used to deliver the new RSE requirements.

4.13 Religious Education

We seek to be a true Christian community where the Catholic Faith is both taught and lived, and great emphasis is placed on close co-operation between parents, teachers and priests. A new Religious Education directory was published in 2023 and this will be used in accordance with Diocesan policy. All classes take their turn in helping with the assemblies

4.14 Mass

Masses are held in the school or Church when a priest is available. Children take part in Masses by reading from the liturgy, saying prayers, taking the offertory procession to the altar and singing hymns.

4.15 Confession

Parents of Catholic children, who have made their First Holy Communion are encouraged to make their own arrangements to ensure that their children attend confession, especially during Advent and Lent.

4.16 First Holy Communion

Every year, Catholic children from Year three make their first Holy Communion, and first Confession. Mrs Eirian Bradley Roberts prepares the children for the occasion.

Meetings are arranged with the parents before the children make their first Holy Communion.

4.17 Stations of the Cross

During Lent the teachers take the children to Church to follow the Stations of the Cross.

4.18 Extra Curricular Activities

A number of extra Curricular Activities take place after school, from 3.30 onwards e.g football, and Kick It. The time of the Urdd club has now been moved to a lunchtime session. The school encourages children to participate in the Urdd activities - Eisteddfod, summer camp and sports. Several educational and cultural class outings take place during the school year.

4.19 Instrumental lessons.

Children from Year three onwards are offered instrumental lessons at a subsidised rate of £40 a term. Most children having lessons have choose to learn to play the piano or guitar but the school can try and arrange lessons for a child on other instruments subject to the availability of a teacher

4.20 Sporting and Cultural Activities

Children take part in the following activities.

1. Urdd competitions e.g creative music group, singing group.
2. 7 a side football and rugby competitions involving local schools and the diocese.
3. Netball competitions involving local schools and the diocese.
4. Inter school swimming gala.
5. Urdd sports competitions.
6. School sport competitions and Catholic Schools Sports Day.
7. Piano and violin lessons.

4.21 Cylch Meithrin Twtil

There is a pre school nursery group (Cylch Meithrin) which has recently moved its premises into the school. Children from the nursery class in the school can also attend the lunch club at 11.00 and then stay until 3 in the afternoon. It is open from Monday –Friday during term time.

Lunch club.	11.00-12.30 pm
Nursery sessions	12.30-3.00 pm

The Cylch Meithrin is registered with both the "Mudiad Ysgolion Meithrin" and the CSSIW and can take up to 7 children a session from the age of 2 at present. There are plans to move the group into a larger room and they will then be able to accommodate a larger number of children.

Here are the contact details

Email : cylchmeithrintwtil@gmail.com

Phone: 07587537609

4.22 Breakfast Club

The school has a breakfast club which is open during term time. Details of the breakfast club are as follows

8.00-8.25- £1.00 per session

8.25-8.45- Free

Parents are kindly reminded of the need to register their child before attending either session on the [Schoolcomms app](#). **Here is the link to the app.**

4.23 After school club

There is an after school club for children from 3.00 – 5.15 pm which is open to all children. Staff from the school run the club. The club charges £5.00 an hour.

4.24 Diocesan School Building Fund

As the school is classed as a Catholic Voluntary aided school, building work to the outside of the school is not the responsibility of the Local Authority. An annual grant is received by the diocese from the Welsh Government and the school, in common with the other Catholic schools, has to bid for money for renovation and maintenance work. The grant pays 85% of the costs of approved works. The remaining 15% has to be provided by the school. The school's portion comes from money raised through fundraising.

4.25 School Uniform

This school has a new school uniform since 2018, and though children are not compelled to wear the uniform we believe that doing so sustains pride in the school as a sense of belonging to it.

The uniform is as follows:-

GIRLS

Black skirt or Pinafore. Purple t.shirt.

Green (Jade) cardigan or sweatshirt.

Black trousers.

Summer Uniform

Purple and white small check gingham dress.

Black shorts.

BOYS

Black trousers. Purple t.shirt.

Jade sweatshirt.

Summer Uniform

Short black trousers.

P.E clothes

Parents are also asked to supply children with P.E. shoes- pumps or trainers and also a P.E. kit shorts/leggings/jogging trousers, tee-shirt and jacket if needed.

Parents are also asked to ensure that all items of uniform are clearly marked with their child's name as we have many items of clothing left behind every Summer.

5. School Welfare

5.1 Playtime - Healthy Eating Policy

Children are allowed to bring fruit to eat at playtimes This is in order to encourage children to eat healthy snacks.

Children in the school are entitled to free milk every day.

5.2 School Meals

These are cooked on the premises and are free of charge for all pupils. Facilities are provided for those children who bring packed lunch.

5.3 Medical Examinations

During your child's primary school career he/she will be seen by the School Doctor for a full medical examination to which you will be invited. The school nurse Jackie can be contacted by the school to give advice if there are concerns about child health issues by parents or staff.

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5.4 Sickness

If your child should become ill or have an accident during school hours it is essential that we should be able to contact you immediately. We therefore need a current phone number and a family/neighbour's telephone number as well as that of your place of work, for the school records.

The Education Authority and the Health Authority do not approve of giving medicine to pupils in school unless the circumstances are exceptional. If there is a need for medicine to be administered in school we must have a letter signed by the parent authorising this is.

5.5 Leaving school during the day

Only those children who go home to lunch are allowed out of school premises. In such cases, the parents of children under 7 yrs old must fetch them from the class, but children in yrs 3-6 living near the school are allowed to go on their own only with the written consent of their parents.

Pupils are **not allowed** to leave the school during the day without permission.

5.6 Absence

1. If a child is absent from school, **it is imperative** that the parent sends a note or phone's the school to explain why the child is absent. If the school is not informed of the reason for a child's absence the school will contact parents to ask for an explanation As the school registers are electronic and are monitored centrally by the Education Office the school will be contacted by the Educational welfare officer if it is noted that a child is frequently absent. Similarly, the Education Office will be notified when there are continual and/or regular cases of late arrival at school. Each parent will be notified in writing at least once a year regarding the attendance/absence of their child/children.
2. Pupils are allowed a fortnight's absence within a school year in **special cases**. Also, parents are expected to make every reasonable effort to take their holidays at the same time as the school holidays, so as not to affect their children's educational development.
3. In cases where parents have to take their children to dental or medical clinics, the children are allowed out of the school for the appointment. In such cases, parents are requested **not to keep** children at home all day if this can possibly be avoided.

4. If a child is absent because of illness for a lengthy period, the parents should contact the school in order to arrange a programme of homework.
5. Pupils late for school must note that the register will be closed at 9.30 in the morning and at 1.15 in the afternoon.
6. Pupils wishing to be excused from P.E./games/swimming must provide a parent's note (for a temporary period) or a medical certificate (for an extended or permanent period).

5.7 Medical

Parents are expected to inform the school of **any medical or clinical condition** that may affect their child.

This information will be confidential, but every member of staff at the school is expected to be aware of the condition of the child's health.

If a pupil has an accident at school, he/she will receive treatment from a person who is on duty. If a pupil has suffered serious injury, no effort is spared to contact the parents. If the school fails to contact the parents, then the pupil will have to be taken to hospital or to the doctor and then the parents contacted.

5.8 Discipline Policy

The school consults with children about the contents of the policy during the year. There is a copy of the current policy on the school's website.

5.9 Care of children's property

The child is responsible for his/her personal property. Coats and clothes should be clearly labelled so that the children recognise their own uniform.

The school cannot accept responsibility for any toy that is brought from home. Property should not be left at the school overnight.

5.10 School Rules - Health and Safety

School rules are kept to a minimum and are always for the general welfare of the children and the school as a whole.

1. Children are not to go out of the school area during school hours.
2. No child is to bring any glass container to school.
3. Children's names to be on their property (coats, bags etc).
4. All lunch boxes are to be kept in the school hall.
5. Pupils should not bring toys to school.
6. Children are only allowed to bring fruit to eat at break time.

5.11 Water

Children are encouraged to drink water at break times. They are allowed to bring a plastic bottle to school to fill with water but should clearly mark their name on the bottle

5.12 Visits outside school

The Governing Body of the school has adopted the policy recommended by the L.A. regarding taking pupils out of school.

Teachers take pupils on local visits within Caernarfon (church, swimming, rehearsals and library) on the Headteacher's approval ensuring the proper level of adults per child. Parents' will be asked to sign a blanket form of approval for these visits at the beginning of each school year.

Parent's permission is required for any visit involving transport (school trip, theatre visit etc)

Any overnight stays (Glanllyn etc) require parental permission, as well as the agreement of the Governing Body. The L.A. is always informed of such visits.

5.13 Food tasting

Classes sometimes do work which involves tasting food e.g fruit, pancakes. There is a blanket form issued at the beginning of the year asking for parental consent for children to taste foodstuff.

5.14 Road Safety:

We are concerned that all children can enter and leave the school safely. **Parents are asked not to park on the zigzag yellow lines outside the school gates.**

5.15 No Smoking Policy

There is a "No Smoking" Policy in school. We ask all parents to co-operate by not smoking in the School Building or Grounds

6. Links with the community.

6.1 Friends of the school.

A group of parents called Friends of the school liaise with staff to organise social events and help raise funds for the school. There is a warm welcome to any parent who wants to attend meetings and help with arrangements.

6.2 The church

Apart from Parish Masses the school works with the church on fundraising projects, namely coffee mornings to raise money for Macmillan and also donation Christmas boxes towards Operation Christmas child. The school also informs the Parish of any forthcoming concerts or community events in which it is involved through the Parish newsletter.

6.3 The local community

The school takes part in all community events promoted by the town council. Children also take part in events arranged by the local Twtil group, local chapels and churches.

6.4 The Urdd movement.

There is an opportunity for the children to join the Urdd in year 3. They compete in the local and national Eisteddfod, tournaments and sports. The school holds a club for members at lunchtime every fortnight. Children in year 5 and 6 have the opportunity to visit two of the centers run by the Urdd every other year. Glanllyn is on the shores of Lake Bala and the Millennium Center in Cardiff. Parents receive information about these months in advance so that they can pay in instalments.

6.5 The Secondary school

We work closely with the local Syr Hugh Owen High School to ensure a smooth transition for children at the end of year 6. Children visit the school one afternoon during the Autumn term and parents of Year 5 and 6 children are invited to an open evening. Then, the children visit the school for three days in June to taste lessons. The head of year 7 also visits to answer any concerns children may have. Children whose parents choose a school outside the catchment area are given time off to visit a school of their choice.

6.6 Cylch Meithrin Twtil.

Pre-school children at "Cylch Meithrin Twtil" are familiar with the school as they are now located on site. They join the school at lunchtime in the canteen by having their lunch at the same time as the older children. They have full access to the school grounds for outdoor activities. They are also invited to join the school for special events such as Children in Need, Christmas dinner and Sports. New Nursery children are also invited to attend the taster day in June.

6.7 Business links.

The school has links with a local businesses in town. Children are regularly invited to visit two supermarkets in the town for Educational purposes.

7. General Policies

7.1 The School's Language Policy

Gwynedd Education Authority operates a bilingual policy in all its schools.

The aim is to develop the ability of pupils and students within the county to be confidently bilingual in order that they can be full members of the bilingual society of which they are a part.

In the Nursery and Reception classes pupils are encouraged with great skill and sensitivity to learn Welsh and express themselves more fluently. Welsh is the main language for all activities in the Reception Class and Year 1. Each and every child is encouraged to progress according to his or her general aptitude and ability. In year 2 pupils are introduced to English according to each pupil's aptitude though most of the activities of the class are in Welsh. From Years 3 to 6 pupils are taught in English and curricular activities are presented in both languages .

Older children from English speaking homes who move into the area are encouraged to attend the special Welsh unit in Maesincla school` for a term. They are taught to speak, read and write in Welsh.

As the social life of the school is Welsh it is not envisaged that a pupil be exempt from learning Welsh within the National Curriculum unless particular circumstances prevail.

The Headteacher, in consultation with his/her staff, will prepare and regularly review a document, which states how the school intends to operate the Education Authority's language policy as outlined above.

7.2 Homework

The children are given homework in this school. Children from year 1 upwards are given a reading book to read at home. It is also hoped that the children's interest in particular themes and subjects will often extend to after-school hours. When this happens it is hoped that the home will co-operate to encourage the child in his work.

In years 3-6 children are sometimes given occasional activities to practice at home at different times during the school year. From time to time a particular activity requires information by parents, relations and neighbours, or requires interviewing and research work by the child. It is appreciated that the child is the responsibility of the parents or guardians during these hours and their willingness to co-operate will be understood in view of this responsibility.

Occasionally a particular teacher may ask a child to do additional work in order to overcome some weakness or to concentrate on a special aspect of work. At such time it is hoped that the full co-operation of the home will be forthcoming together with encouragement to the child to do the work.

7.3 Documentation

Parents have a right to see a number of documents such as Welsh Government circulars, Local Education Authority policies, the policies and curricular aims of the Governors, H.M.I. reports on the school, schemes of works, subject syllabuses and the annual report to parents. Parents may contact the Headteacher during school hours to arrange a convenient time to see these documents. Although the particulars in this document are correct at the time of publication, it should not be assumed that there would be no change, which affects the relevant arrangements before the start of or during the school year. If any changes do occur, information will be provided at the annual meeting of Parents and Governors.

7.4 Pupil Records

The school keeps a record of curricular information about each pupil. Parents have the right to see this information about their child.

8. Holidays 2025-2026

Schools will re-open for teachers only on the 1st and 2nd of September and on **Wednesday 3rd of September for the children.**

There is one more training day for teachers on 22nd of June 2026

Holiday	Starts on	Finishes on
Autumn half term	24 th October 2025	31 October 2025
Christmas holidays	22 December 2025	6th January 2026
Spring half term	16 th February 2026	20 th February2026
Easter holidays	30 March 2026	10 th April 2026
May Day (bank holiday)	4 th May 2026	
Summer half term	25 th May 2026	29 th May 2026
Summer holidays	17th ^t July 2026	31 st August 2026

9. Privacy Notice

YSGOL SANTES HELEN PRIVACY NOTICE

We take your privacy very seriously therefore we urge you to read this policy carefully because it contains important information about:

- Who we are
- What information is collected
- How and why we collect, store and share personal information
- Your rights in relation to your personal information
- How to contact us and supervisory authorities in the event that you have a complaint

Who we are

Ysgol Santes Helen ('we') collect, use and are responsible for certain personal information about you as the 'data controller'. When we do so, we are regulated under the General Data protection Regulations which apply across the European Union (including the United Kingdom) and we are responsible as the 'data controller' of that personal information for the purposes of those laws.

The personal information of pupils we collect and use:

- Personal identifiers and contacts (name, date of birth, gender, address, unique pupils number (UPN), email address, emergency contact details)
- Characteristics (ethnicity, nationality, home language, free school meal eligibility)
- Dinner Money Payments and child's meal pattern
- Safeguarding information (court orders, professional involvement and reports - social Services and child protection, relevant background family information)
- Special educational needs (needs and ranking including 'More able and talented' information)
- Attendance (sessions attended, number and reason of absences)
- Medical and administration (doctors information, allergies, medication and dietary requirements)
- Assessment and attainment (results from statutory and non statutory tests, educational history, expected levels of achievement, annual and term reports)
- Behavioural information (exclusions and any provisions put in place)
- Timetable and classes attended (including musical instrument lessons)
- Permission for school trips and published photographs (including name and date of permission giver)
- Details of person(s) permitted to collect pupil from school

We collect and use pupil data for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our Services
- To keep children safe (food allergies, emergency contact details, CCTV images, details of permitted collector)

- To meet statutory requirements for use with data collections

We may use your information for automated decision making, including profiling. This is where we make a decision automatically about you without human intervention

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person
- Processing is necessary for the purpose of a task carried out in the public interest or in the exercise of official authority vested in the controller

In addition, concerning any special category data

- Processing is necessary for the purpose of carrying out obligations and exercising specific rights of the controller or of the data subject providing for appropriate safeguards for the fundamental rights and the interests of the data subject
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. This shall be proportionate to the aim pursued, respect the essence of the right to data protection and safeguard the fundamental rights and interests of the data subject.

The legal obligations for processing pupil information are :

- The Education (school information) (Wales) Regulations 2011
- The Education (pupil information) (Wales) Regulations 2011
- The Education (school performance and absence targets) (Wales) Regulations 2011
- The Education (Head of Parents and Adults Report) (Wales) Report 2011
- Data Protection Act 1998
- General Data Protection Regulation and Data Protection Act 2018
- Freedom of Information act 2012
- Additional Learning needs and the Educational Tribunal (Wales) Act 2018
- The Government of Maintained Schools (Wales) Regulations 2005
- Social Services and Wellbeing Act 2014
- Equality Act 2010
- The Regulation (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Order 2005 (PEEPS forms are completed and these include details of any disabilities that a child / staff has)

Collecting Pupil Information

We collect pupil information via registration forms when starting at the school and receive some data via a Common Transfer File (CTF) if a child is transferring to us from another school

Although most information about a pupil you provide for us is compulsory, some will be provided on a voluntary basis

In order to comply with data protection legislation, we will inform you whether you will be required to provide us with specific information about a pupil or if you have an option to do this.

If you provide information on a voluntary basis, we will ask you to give specific permission and give you the option to withdraw the permission at any time

Storing Pupil Data

We hold pupil data securely for the set amount of time as shown in our data retention schedule. For more information on our data retention schedule please ask the Head Teacher for a copy of the Data Protection Policy.

Who we share pupil information with

We routinely share pupil information with:

- Schools attended by the pupils when they leave us
- Gwynedd Council, Local Authority - School Counselor, Welfare Officer, Social Services, Leisure, Transport, Finance, Derwen,, Additional Learning Needs and Inclusion,
- Betsi Cadwalader University Healthboard – School nurse, dentist, Camhs
- Estyn
- Police and the youth offending team
- Language Centres and/or therapists (where necessary)
- Welsh Assembly Government
- School Governors (only as applicable)
- Cynnal –via SIMS (school information managemnet system)
- Wrexham Diocese

Agencies we commission to provide Services on our behalf

- Welsh Assembly Government (via HwB)
- Cynnal
- Capita – SIMS
- Bromcom
- SchoolComms
- SchoolGateway
- My Concern
- Teachers2Parents
- FischerFamilyTrust (FFT)
- Antur Waunfawr (disposing of confidential waste)
- Edufocus via Evolve
- Boxall
- Google Drive
- G-Suite
- PASS
- Tempest.
- Traciwr

Relevant Companies that promote the administration and learning experiences of our pupils

- Welsh Assembly Government- via HwB
- Further Education Colleges Coleg Menai, Coleg Meirion Dwyfor, Coleg Llandrillo
- Bangor University
- Plas Menai
- Athletics
- Seesaw

- Class Dojo
- Urdd Gobaith Cymru
- Google Classrooms
- Facebook
- Twitter
- William Mathias
- Traciwr
- Lighting the Path R.E scheme.
- Ten ten

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share data about pupils with the Welsh Assembly Government on a statutory basis. Sharing data in this way underpins school funding and monitors educational attainment.

We are required to collect data under The Education (Pupil Information) (Wales) Regulations 2011 and The Education (School Performance and Absence Targets) (Wales) Regulations 2011.

We are required to share information about our pupils with our Local Authority of Gwynedd Council and the Assembly Government under The Education (Pupil Information) (Wales) Regulations 2011

Request to Access your personal data

Under the Data protection legislation, parents and pupils have the right to request Access to the information we hold about them. To apply for your personal information, or request Access to your child's educational record, please contact either of the following:

Headteacher
Ysgol Santes Helen
9 Dwyrain Twthill
Caernarfon
Gwynedd
LL55 1PF

Schools Data Protection Officer
Cyngor Gwynedd Council
Castle Street
Caernarfon
Gwynedd
LL55 1SH

You also have the right to:

- Object to personal data being processed that is likely to cause, or causes damage or distress
- Preventing anything from being processed for direct marketing purposes
- Oppose decisions that are made by automated methods
- Correct, Obstruct, eliminate or destroy incorrect personal data in certain circumstances
- Claim compensation for the damage caused as a result of breach of Data Protection Regulations

If you have concerns about the way we collect or use your personal data, we ask you to raise your concern with us in the first instance. Alternatively, you can contact the information Commissioner's Office (ICO) through <https://ico.org.uk/concerns>

Updating this privacy notice

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated **26th of June 2025**

Contact

If you would like to discuss anything in this privacy notice, please contact either of the following:

**Headteacher
Ysgol Santes Helen
9 Dwyrain Twthill
Caernarfon
Gwynedd
LL55 1PF**

**Schools Data Protection Officer
Cyngor Gwynedd Council
Castle Street
Caernarfon
Gwynedd
LL55 1SH**