



# Ysgol Gynradd Gymraeg Bryniago Admissions Pack

## Admissions Information Booklet

In this booklet you'll find useful information on joining our Primary School

Page	Contents
3	Welcome / Admissions Application Details
4	iPay payment and communication system
5-7	ICT Acceptable Use Policy
8	Use of Digital Images
9	Parental Photography / Videos
10	Local Visits / Collection from school / Swimming

**Please keep this booklet for your record**

**YGG Bryniago**  
**Lower James Street, Pontarddulais, Swansea SA4 8JA**

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**Email:** [ygg.bryniago@swansea-edunet.gov.uk](mailto:ygg.bryniago@swansea-edunet.gov.uk)

**Website:** <https://yggbryniago.co.uk>



**@YsgolBryniago**

**Croeso,**

We are pleased that your child will be attending our school. We're really looking forward to working with you to ensure that your child has a fantastic time with us at YGG BryniagoSchool.

All the information listed in this leaflet can be found on our school website under Admissions : <https://yggbryniago@swansea-edunet.gov.uk>

You will find lots of information about our school on our website [yggbryniago@swansea-edunet.gov.uk](https://yggbryniago@swansea-edunet.gov.uk) and also in our Prospectus and Early Years Booklet which you will receive with this pack.

**Local Education Authority (LEA):**

You can find a link to the LEA admission form here: [admission-form-lea](#) or apply for a place online here <https://www.swansea.gov.uk/admissions>

The LEA will confirm your place with you via letter/email and send a copy to us.

**Completing our School Admission Pack**

Please complete and return this as soon as possible prior to your child starting our school. This will enable us to put your child's information on to our Database. If your child has attended another school we will be able to contact them to obtain any relevant results and tracking information which helps us to assess their progress to date.

It is important that you ensure any medical information is reported to us in detail in the Admission Pack, particularly if your child has any regular medication eg. Inhaler, Anti-histamines, please let us know and we will give you the appropriate forms which need to be filled in. We'd be grateful if you could let us know if your child has any food allergies, not just for school dinners but also for when pupils take part in cooking lessons as part of the curriculum.

Please ensure you complete all sections of the Admissions Pack. When you return the pack to school we also request to see your child's birth certificate which we will photocopy to keep on file at school.

**Data Protection & Information Sharing**

YGG Bryniago needs to hold certain personal information about students. Information will be held in accordance with the **Data Protection Act 1998, GDPR (May2018)** and the School Data Protection and Accessing Records Policy. Personal data will be used and shared for a variety of purposes that YGG Bryniago considers to be of benefit to pupils including (but not restricted to) monitoring academic performance, statistical reporting, awarding qualifications and provision of services. YGG Bryniago complies with the 'Data Sharing Code of Practice' here: - [https://ico.org.uk/media/fororganisations/documents/1068/data\\_sharing\\_code\\_of\\_practice.pdf](https://ico.org.uk/media/fororganisations/documents/1068/data_sharing_code_of_practice.pdf)

Please see our school website, privacy notices in your admission pack and / or [www.ico.gov.uk](http://www.ico.gov.uk) for further information.

**Dim ond ein gorau glas sy'n ddigon da.**

## iPay

*The school uses the online payment programme, iPay to pay for everyday items.*

iPayimpact offers a simple and secure way for parents and guardians to pay for all school purchases, including **school dinners, trips, events, tickets, and school shop.**

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*Daily snacks are prepared for children in the Foundation Phase for £3.00 per week. Health snacks can be purchased by pupils in Years 3 to 6 daily at a cost of 60p per item.*

*Drinking water is available to all children at the school throughout the day.*

*We kindly ask parents who prepare lunch at home (lunch boxes) to follow the school's guidelines and to ensure that the food in the lunchbox is healthy - which is a part of a child's balanced diet.*

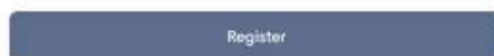
### Step 1.

Within your web browser, navigate to [www.ipayimpact.co.uk](http://www.ipayimpact.co.uk) . It will take you to main iPay webpage as per the image below.



### Step 2.

Click on the "Register" option.



### Step 3.

Make sure you have your onboarding letter to hand. You will need the "Account Ref" code provided by your child's school for the next step.

**Dim ond ein gorau glas sy'n ddigon da.**



C I T Y   A N D   C O U N T Y   O F   S W A N S E A  
D I N A S   A   S I R   A B E R T A W E

## YGG BryniagoSchool - ICT Acceptable Use Policy

### School Policy

The internet and communications technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. These technologies are powerful tools, which open up new opportunities for everyone and can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**All users should have an entitlement to safe internet access at all times.**

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### Acceptable Use Policy Agreement for all pupils

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my own personal safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my 'toothbrush' – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", (i.e. chatting to an unknown person who could be lying about themselves in order to gain your confidence and trust), when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

**Dim ond ein gorau glas sy'n ddigon da.**

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school ICT systems are primarily intended for educational use and that **I will not use the systems for personal or recreational use unless I have permission to do so.**
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- **I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so.**

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.

**Dim ond ein gorau glas sy'n ddigon da.**

- I will only use my personal hand held / external devices (mobile phones / USB devices / iPods etc.) in school **if I have permission**. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- **I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.**
- I will **not** use chat and social networking sites at any time on the school premises.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include temporary **loss of access to the school network / internet**, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

The wording we use with Foundation Phase pupils is as follows although the above still stands.

**This is how we stay safe when we use computers:**

- I will ask a teacher or another adult from the school if I want to use the computers
- I will only use activities that a teacher or another adult from the school has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or another adult from the school if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

**Please sign and date the agreement document (in the admissions pack on pages 5 & 6) to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return the agreement, access will not be granted to school ICT systems.**

**Dim ond ein gorau glas sy'n ddigon da.**

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Our school make use of photography and video a wide range of activities. These include evidencing pupil classwork and attainment and inclusion in our promotional material.

Some photographs taken and videos recorded may be necessary as part of our legal obligations, conditions of contract, and necessary to perform public tasks. These photographs will not be shared publicly and only used for their intended purpose.

For example; to submit work to an examination organisation.

Images may also be used to celebrate success through their publication in newsletters, on the school website, social media (eg Twitter) and occasionally in the public media. Photographs may be used:

- **on display boards around the school**
- **on the school website**
- **on the school's social media (eg Twitter)**
- **in school blogs**
- **in the school prospectus (digital and printed)**
- **School policies (digital and printed)**
- **School newsletters (digital and printed)**
- **marketing eg concerts, sports events, fete etc**
- **in the press eg Evening Post**

In addition, our school may invite an external photographer to the school each year to take official school photographs.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents are requested to sign the permission form below **to allow the school** to take and use images of their children.

### Conditions of Use

- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail, postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany that article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels such as 'a science lesson' or 'making Christmas decorations'.

**Dim ond ein gorau glas sy'n ddigon da.**

- We will only use images of pupils who are suitably dressed to reduce the risk of such images being inappropriately used.

### **Parental Photography:**

We understand that parents are very supportive of their children. Photographs taken and video recordings by parents and relatives of children at our school should be for **personal** use only; “**personal use**” photographs and videos **must not** be sold, shared online, or publicly in any other format.

There may arise occasions when our head teacher requests that photographs and videos are not taken. A copy of our Photography and Video Policy is available upon request. If you have any concerns, please contact our school office

### **Local Visits**

At YGG Bryniago we provide opportunities for our children to gain exposure to a range of learning experiences both in and outside the classroom. Class trips to venues in the local area make up a considerable part of outside the classroom learning. This form is to give consent for your child to attend trips to venues in the local area. Some of these venues will include:

- Pontarddulais Library
- Parc Coed Bach
- Pontarddulais town
- Buildings within Pontarddulais e.g. chapels, churches, shops

We will inform you of any trips and visits we make in the locality, but will not require additional permission unless the visit also involves transport.

### **Collection from school**

It is important that the school knows who has permission to pick your child up other than yourselves as parents / guardians.

We understand that child care for many parents means that children may be picked up by different people through the week. Please inform your child’s class teacher of the routine for pick up and ensure that the teacher is aware if there is a change to arrangements. We also appreciate that plans may change during the day, we ask that you let us know of any changes to arrangements as early as possible – the office is very busy at the end of the day and it is sometimes difficult to pass on messages to staff if we are notified late in the day.

As your child progresses through school you may decide that they can walk home independently, perhaps in Y5 and Y6. If you decide that your child is ready for this step please speak to their class teacher to inform them of your decision.

### **Consent for Swimming Lessons**

**Dim ond ein gorau glas sy'n ddigon da.**

Throughout their time in KS2 pupils at YGG Bryniago will have opportunity to take part in swimming lessons in Penyrheol Leisure Centre as part of the PE curriculum. All teaching staff are qualified to teach swimming and have the appropriate water safety training.

You can apply for free school meals online at [www.swansea.gov.uk/freeschoolmeals](http://www.swansea.gov.uk/freeschoolmeals)  
Application for Free School Meals

**Dim ond ein gorau glas sy'n ddigon da.**