



SCHOOL PROSPECTUS 2024/2025



PENGELLI PRIMARY SCHOOL YSGOL GYNRADD PENGELLI

**Station Road
Grovesend
Swansea
SA4 4GY**

TEL: 01792 892736

email: [Pengelli.primary@swansea-edunet.gov.uk](mailto: Pengelli.primary@swansea-edunet.gov.uk)

website: <https://www.pengelliprimaryschool.com/>

Your best is always good enough.

Pengelli is a small and extremely busy, successful school, at the centre of a village community. We pride ourselves on the opportunities we offer, the results we achieve and the atmosphere that permeates throughout.

Our children are at the centre of everything we do and our last ESTYN inspection report reflected this when inspectors stated, “The care, support and guidance provided for pupils is a strength of the school”.

We believe that, whoever you are, wherever you are from and whatever your level of ability, your best is always good enough and we reflect this throughout the school where children are encouraged to give of their best academically and socially and through extra-curricular activities. We believe that by showing we expect the best, the children always give of their best and their reward comes in the successes they achieve.

Visitors to the school constantly comment on the friendly atmosphere and the excellent behaviour of the children, a situation we are justifiably proud of, but we never forget that our ultimate aim is for the children to achieve their full potential.

Children learn in an atmosphere free from fear of failure – challenged yet nurtured. Everyone has something to offer in life and is capable of achieving goals and every child can achieve their potential



through equal access to an appropriate, balanced and relevant curriculum. Our children are encouraged to offer ideas and respond to developments and we attach a great deal of importance to

developing confident children who can contribute to the wider world. We work hard to develop self-assurance, and self-belief and the confidence to move forward independently.

Helen Talaat (Head teacher)

Mission Statement

At Pengelli, we believe that it is essential to support every child with their next steps for progression and learning.

We believe that a happy child is a successful one and are, therefore, committed to providing a positive, safe and stimulating environment for children to learn, where all are valued. Pengelli Primary provides a safe environment which puts relationships first. We believe that education should take place in a fully inclusive environment with equal opportunities for all and that all children should learn to value religious and cultural differences.

Children need to be engaged in discussion, debate and the celebration of moments. We feel that this is supported through project-based learning. It is important to provide a curriculum that equips children with the necessary skills for the 21st century, encouraging perseverance and providing opportunities for worthwhile application of literacy, numeracy and digital skills which promote higher order thinking and learning. We aim to provide a broad and balanced curriculum that is equipping children not just with the basic core skills but also with the chance to develop their creativity and express their feelings and ideas. There is no 'one size fits all' as children have a variety of skills and learn in a variety of ways.

Above all, we look to provide a relevant and balanced curriculum designed for pupils to realise their full potential. We intend that all children should enjoy their learning, achieve their potential and become independent life-long learners

Aims:

Our commitment to the mission means that we aim to:

- create a welcoming environment that promotes confidence and self-belief.
- provide an enriched, authentic curriculum which is appropriate for our learners
- provide opportunities for every child to become ambitious, enterprising, confident and healthy learners utilising opportunities for developing creativity, problem solving, organisational and effectiveness skills
- utilise every opportunity to develop the skills of numeracy, literacy and digital competence enabling each child to experience achievement at all levels.
- support the development of our learners' sense of identity in Wales through language, history and culture.
- build resilience and develop strategies which will help individuals manage their well-being
- challenge learners to the particular needs of the individual at a particular time
- develop the ability to work effectively with others
- incorporate assessment for learning at all levels
- respond to learners' needs, experiences and input through pupil voice
- promote equity and respect for everyone, irrespective of belief, race and gender

GOVERNING BODY

LA Governors

Mrs. J. Curtice

Parent Governors

Mrs. J. Burns (Vice-Chair)

Mrs. F. Jenkins

Mr. H Richards

Ms S. Smith

Community Governors

Mr. D. Cole

Mrs. Y Hamilton

Mr C Scott (Chair)

Mr P Card

Staff Governors

Mrs. S. Morgan-Sullivan

Mrs. L. Foley

Headteacher

Mrs. H. Talaat

Clerk to the Governing Body – Miss S. Jenkins

(School Clerk at Pengelli Primary)

Pengelli Primary School,

Tel. 01792 892736

The Chair of Governors – Mr. C. Scott,

Mr. Scott can be contacted via the School Office,
Pengelli Primary School,
Station Road,
Grovesend,
Swansea,
SA4 4GY.

Governing Body Functions

Throughout the academic year, the Governing Body holds three full meetings, three training meetings and several sub-committee meetings. At each meeting, the Governors receive and consider reports on school organisation, curriculum development, inter-school liaison, staffing, in-service training of teachers, pupils' attendance, notable events, school visits and Special Educational Needs Provision.

The governors delegate responsibility for many of their functions to the Chair and Vice-Chair or other designated sub-committees. These functions include Curriculum, Premises, Performance Management, Pay, Personnel, Finance, short-listing and appointment of teaching and non-teaching staff and other urgent matters.

The Governors keep under continuous review, and report to the Local Education Authority on, the condition and state of repair of the school premises and have kept the Director of Education informed about matters affecting the school.

The Chair and governors attend Pengelli School frequently. The Chair and Vice-Chair are also readily available for consultation with the Headteacher. The Headteacher and the Chair have a formal meeting once a month to review all aspects of school life.

Finance

The Finance Sub-Committee and the Headteacher meet with the LA Primary Support Officer to monitor and make decisions regarding the budget according to priorities in our School Development Plan.

School Organisation

Pengelli Primary is a county co-educational school with an age range of pupils from 3 years to 11 years. At present, there are 110 ft and 14 pt pupils on roll.

The four classes from September 2021 are assigned to the following teachers:-

Nursery/ Reception/ Year 1	Mrs S. Morgan-Sullivan	Supported by Miss S. Jenkins (Teaching Assistant) Miss K. Verallo (Teaching Assistant)
Year 1/ 2	Mrs. Newport	Supported by: Mrs. S. Hughes (Teaching Assistant)
Year 3/ 4	Miss K. Gooch	
Year 5/ 6	Miss R. Banscherus (Deputy Headteacher)	
ALN/Pastoral Support Manager	Mrs L. Foley	Mrs. A. Rosser (Teaching Assistant)

School Clerk

Miss S. Jenkins

The school hours are as follows:-

F.P. and K.S.2 8.50am – 12 noon and 1:00p.m. – 3:20p.m.

Nursery, morning 8.50a.m. – 11.20a.m.

Wraparound 11:20a.m. – 1.00 p.m.

Nursery, afternoon 1.00pm – 3.20pm

During these times the children receive 23.75 hours per week of teaching including Religious Education, but excluding the statutory daily act of worship, registration and breaks.

School meals are prepared, cooked and served on the premises by two cooks (Mrs. D. Hughes and Mrs. A Capp). Packed lunches are also eaten in the hall. There are three lunch-time supervisors (Mrs. M. Howells, Miss S. Jones and Mrs. A. Rosser) and the Headteacher or Deputy Headteacher is on hand throughout the break. Please speak to Miss Jenkins if you think your child is eligible for free school meals and you have not received notification.

Fruit

Foundation Phase children pay a weekly charge to the class teacher and this is arranged via Dojo messages.

Breakfast Club

Paid Early Childcare runs from 7:50 a.m. until 8:20a.m. at a cost of £1 per morning – Free Breakfast Club starts at 8:20 (children are asked to arrive by 8:30 a.m.)

Attendance

We take attendance very seriously and request that parents / carers make every effort to ensure their children attend school whenever possible. This includes avoiding absences through taking holidays during term time and ensuring children are always in school when well enough to attend. Every absence means that children miss learning experiences, and this can result in gaps in their understanding, which can make subsequent learning difficult.

Attendance %	Impact on Learning	Impact on Learner
95% – 100%	Best chance of success	Your child is taking full advantage of every learning opportunity
90% - 95%	At least 2 weeks of learning missed	Your child will have to spend time at home catching up on missed learning.
85% - 90%	At least 4 weeks of learning missed	Your child is at risk of under achieving and will need extra support from you to catch up on missed learning.
80% - 85%	At least 5 ½ weeks of learning missed.	Your child's poor attendance is having a significant impact on learning.
Below 80%	At least 7 ½ weeks of learning missed.	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

It is important that you contact the school (by 9.00am if possible) if your child will not be coming to school due to ill health or other problems. PLEASE TELEPHONE THE SCHOOL (892736) AND LEAVE A MESSAGE ON THE ATTENDANCE LINE. In this way, we can be sure that your child has not been involved in an accident on the way to school. We contact the home by 10.00 am if the class teacher is concerned about an unexplained absence.

In the event of a longer period of absence, please let us know if your child is well enough to cope with any homework. Similarly, we need to be aware of medical, dental, optician appointments so that absences are recorded as authorised. A WRITTEN NOTE NEEDS TO BE SUBMITTED WHEN EARLY RELEASE FROM SCHOOL IS REQUESTED.

Mrs. S. Watkins is the Educational Welfare Officer attached to Pengelli Primary School and regularly visits the school to monitor school attendance. Mrs. Watkins can also act as liaison between parents and school at times of difficulty in a supportive role. She will undertake punctuality spot checks, scrutinise registers for absence patterns and talk to classes and the whole school about the importance of regular attendance and punctuality. A note of the annual holidays will be issued at the beginning of the new school year and a copy will be available for any new parents.

School Admission Policy

The school follows the Admission Arrangements stipulated by the LA. These are reviewed by the LA on an annual basis. Children have the opportunity to start at Pengelli the day after their third birthday. We are happy to give you and your child a tour of the school before this. Please contact the office (01792 892736) for an appointment.

All new parents/pupils will receive a Welcome Pack, together with all the relevant paperwork which is available from the school office. Parents who are considering sending their child to our school are encouraged to visit first to tour the school.

Below is the statutory admissions information for Swansea. You will notice that schools in Swansea have an obligation to offer a Nursery place to children the term after they turn 3.

"In Swansea all primary schools provide part-time nursery education for parents who would like their child to attend a nursery class. The policy of the Local Authority is to provide part-time nursery education only. A nursery place will be available for your child from the term following their third birthday although it may not be in the school nearest to your home address. You can apply for a place at your catchment school or any other school for which you may have a preference. Parents may wish to visit schools before they make a decision about which school they wish to apply for and visits to school should be arranged directly with the head teacher of the relevant school. School websites also provide useful information about schools as does the Welsh Government website My Local School www.mylocalschool.wales.gov.uk and the City and County of Swansea website www.swansea.gov.uk

If there is not a place immediately available in your preferred school you may have to put your child's name on a waiting list. You will be offered a place in an alternative school. There is no right of appeal against the refusal to offer a nursery place in a specific school.

It is also important to note that children attending the nursery class of a school will not have an automatic right of admission to full time education in Reception at the same school"

Safeguarding Arrangements

Pengelli Primary School is a caring establishment that takes the welfare and well-being of all pupils extremely seriously and it will always be the intention of the school to work closely with families in order to address any issues. However, there may be occasions when a pupil will disclose to a member of staff a matter that could be a potential child protection concern. As a result, there may be occasions when the school will need to contact other agencies (such as Social Services or the Police) in order to discuss those concerns. In some circumstances, those discussions will take place without firstly contacting the parents if it is felt that by doing so, the child could be placed at further risk of being harmed.

The Child Protection Officer is the Headteacher (**Mrs. Helen Talaat**)

The Deputy Child Protection Officer is the Deputy Headteacher (**Miss R. Banscherus**)

The Child Protection Governor is the Chair of Governors (**Mr. Chris Scott**)

School Uniform

Parents have agreed that they would prefer a school uniform. The uniform list is kept as brief as possible and with as much variation within the list as is reasonable, to avoid undue expenditure on the part of parents. Full school uniform can be purchased at Sew and Sew Embroidery and Printing Services (High Street Gorseinon) - <https://www.sewandsew.online/>

Your child should wear clothing appropriate for the weather conditions as we regularly take the children outside to work. This should include hats and sun cream for the summer, warm jackets and gloves for the winter and a waterproof coat for all year!

A PE kit is also required for weekly PE sessions – your child will be informed of the times of lessons. T-shirt, shorts for PE/ Tracksuit and trainers for games.

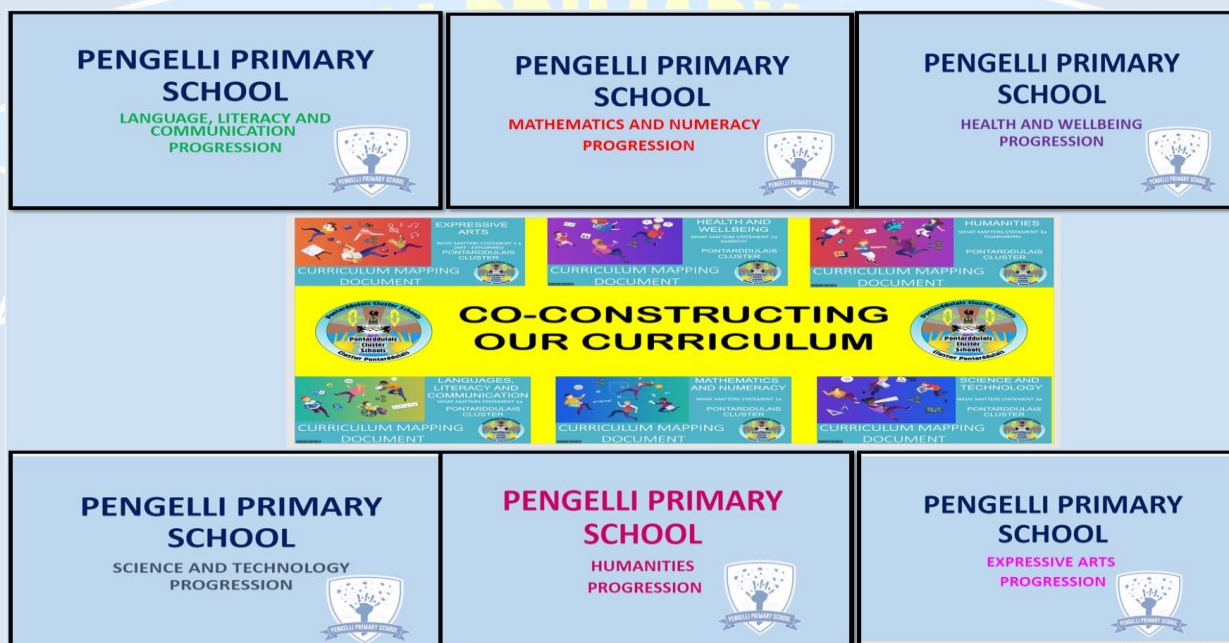
Children should not wear jewellery, other than a watch and stud earring, in school. They can be dangerous during practical lessons and at play times and cause upset when lost or damaged. Children may wear stud earrings only but these must be removed for safety reasons during PE, swimming, Drama and Games lessons.

Please ensure all clothing is clearly labelled with your child's name. Unfortunately, we cannot accept responsibility for any lost items – although we would advise you to check the lost property box if any items of clothing 'disappear'.

Curriculum

We have been working hard with our cluster schools to map out a curriculum that is equitable and transferable for all whilst still maintaining the individuality that is Pengelli. The school website has information on the work carried out so far on the new curriculum - <https://www.pengelliprimaryschool.com/>

As an individual school we have produced a syllabus to deliver the curriculum and which allows subsidiarity to study themes that are particularly relevant to our pupils and village.



All children follow a themed approach to learning and children throughout the school are involved in the planning process.

Children learn, practise, develop and refine a range of skills in our school. Some of these skills are specific to certain subjects; others are universal key skills and support learning in all subjects. These key skills underpin learning throughout the school. We aim to equip children with these key skills so that they can be as successful as possible in the future.

Pupils are taught ICT skills and are given opportunities to consolidate skills through highly motivating cross-curricular activities. We are fortunate to have 30 laptops, 20 Chromebooks and 20

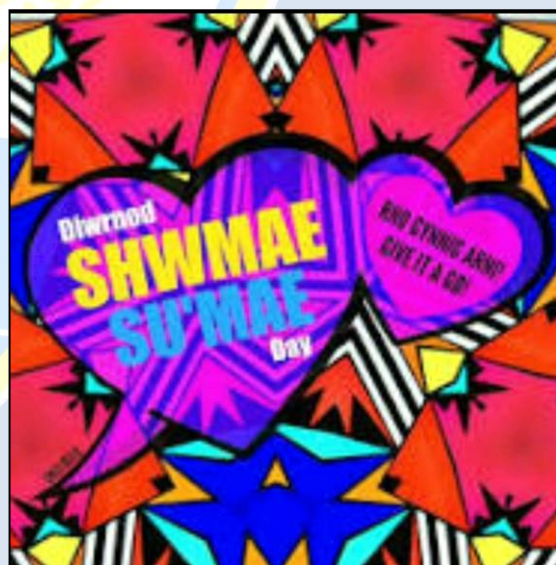
i-pads which are distributed throughout every class in the school. The overall aim is to produce learners who are confident and effective users of Information Communication Technology and to ensure that teachers develop confidence and competence to use Information



Communication Technology to facilitate effective teaching.

Welsh is a vital part of the curriculum at Pengelli Primary School. The children are immersed in the basic patterns from their early days in the school. A ten minute 'slot drillio' Welsh lesson is scheduled each day where pupils practise patterns and vocabulary relevant to the scheme of work

English is the first language taught at the school. Welsh is taught as a second language with emphasis on oral proficiency before developing reading and writing skills. The school has taken on board LA and Welsh Government advice that pupils should be immersed in the Welsh language for 90 minutes per week in an attempt to meet their aim to increase bilingualism in Wales. A specialist Welsh teacher (Mrs. Nerys Jones) visits the school to provide expert guidance on the scheme of work for Welsh where required. The School has achieved Y Siarter Iaith – Bronze Award and is now working towards the Silver Award. Cwricwlwm Cymreig is promoted throughout the school, developing the children's awareness of their own culture (Cynefin) and its contribution to the world around them.



The New Curriculum focusses on what a child has learnt and how much progress they have made. As a school we summatively assess, using a spelling, reading and number test and the children complete the WG personalised assessments. These only give a snapshot of a particular day so for a more formative view of a child's progress we use Assessment for Learning strategies using evidence and feedback to identify where pupils are in their learning, what they need to do next and how best to achieve this. In practice, this means obtaining clear evidence about how to drive up individual attainment; understanding between teachers and pupils on what they need to improve, and agreement on the steps needed to promote sound learning and progress.

ATTAINMENT	PROGRESS	EFFORT
B Your child is generally working beyond the expected level for a child of this age	1 Your child has made sustained progress, beyond expected	A Your child puts in a high level of commitment across this area.
W Your child is generally working within the expected level for a child of this age.	2 Your child has made expected progress, usually sustained	B Your child puts in an appropriate level of commitment. across this area
T Your child is generally working towards the expected level for a child of this age	3 Your child has made below expected progress.	C Your child puts in a variable level of commitment in this area.

Our Health and Wellbeing Curriculum aims to develop the underpinning qualities and skills that help promote positive behaviour and effective learning. We have also established nurture groups for children who need to further develop social skills.

WORKING WITH YOUR CHILD AT HOME.

You do not have to have achieved academic success yourself to ensure your children achieve it. Genuine interest and active engagement are what count. Essential parental involvement would be:

- Reading to children when they are young
- Engaging in conversations that promote critical thinking
- Setting a good example (e.g. reading for pleasure)
- Rather than "I can't do that"....."I can't do that yet".

VALUABLE HOMEWORK ACTIVITIES:

Listen to your child read—talk about what they have read

Practise number bonds/tables

Talk about activities you have done together

Ask what they learned today that they didn't know yesterday

Practise letter formation/handwriting

Identify the time on an analogue clock

Discuss events of the day as they get older, discuss news issues.

Sport



. All pupils have two hours of PE per week. They undertake gymnastics, dance, games, athletics, swimming and outdoor adventurous activities. The school takes up swimming lessons at Penyrheol Leisure Centre. We aim for all children to leave the school with confidence in water skills.

We have a Trim Trail on site as well as

extensive grounds for orienteering. We make full use of our sports field and large playgrounds. Our teams took part in a variety of matches last year

We also have the benefit of a WRU qualified rugby coach who works in the school.

Our Sports Day is a highlight of the summer and is extremely well attended by the community.



Extra-Curricular Activities

Extra-curricular activities are promoted at the school and pupils are encouraged to participate in Foundation Phase and Key Stage 2 after school or lunch time sessions. The school takes part regularly in a variety of inter-school competitions.



The Eco-Committee and School Council meet weekly. We have always appreciated the importance of such activities not only to develop an interest for life but, more importantly, increasing self-esteem.

It is essential that latent talent and interests are encouraged and as many children as possible are always involved in extra-curricular activities. Children

often perform in community concerts and entertain the elderly. All children take part fully in our annual Christmas Concerts which are always extremely well attended. Many children continue to demonstrate their dramatic and musical talents in the Comprehensive School.

We have a very busy extra-curricular programme of activities at the school:

Parents are asked to complete consent forms for after school clubs and return them to school.

The consent forms are sent home on a termly basis. We ask parents to make clear on the form if their child is allowed to walk home unaccompanied.



GOOD AFTERNOON
 After-school Clubs will begin on Tuesday 23rd April. Unfortunately, we will be limiting the number of pupils for each club to 20, this will be based on a first come first served basis. Please remember this is an extra-curricular club not a school care facility, we had children staying last term who clearly didn't want to be there and this prevents children who want to attend taking part.
 Summer Term 2024

TUESDAY	(3:30-4:15)	Netball/ hockey Y4/Y5/Y6	MISS BANSCHERUS
WEDNESDAY	(3:30-15)	Zumba R/Y1/Y2 Y3/Y4/Y5/Y6	MRS. NEWPORT
THURSDAY	(3:30-15)	Games R/Y1/Y2 Y3/Y4/Y5/Y6	MISS MORGAN
		Club Hwtl R/Y1/Y2 Y3/Y4/Y5/Y6	MISS GOOCH

Forms will come out tomorrow to gather names and collection details.
 Please don't contact us via Dojo—as there are limited places we want everyone to have the same opportunity to put their names forward



PRIMARY



Assessment and Target Setting

Children undertake a baseline assessment on entering school in the Nursery. This is totally non-threatening and informal but provides an accurate overview of what your child can do on entering formal education.

Children are constantly being assessed by their teachers and diary entries record teacher observations. If a teacher has any concerns about a child's progress parents are contact immediately.

Welsh National personalised Assessments in Procedural Maths, Reasoning and Reading are held every year for years 2 to 6.

Educational Visits

The school strongly believes that children learn best from first-hand experience based on gaining understanding. We highly value visits that enhance and stimulate children's development. These are incorporated into the current theme.

We are always happy to welcome visitors to the school who are willing to contribute their own areas of knowledge and expertise to the children's development. Our locality also



provides a stimulating source for the children's education with the use of village trails, the river and our own nature reserve which has recently been upgrade by an extremely supportive parent. Residential visits also contribute greatly to the child's experience.

The school follows LA and WG policy guidelines with regard to charging for visits. Following these guidelines all contributions must be voluntary. No individual child will be excluded from an excursion or activity if the means to pay is not there. However the school budget does not support visits and

if we do not receive sufficient funds a visit may have to be cancelled.

Given notice, we would be happy to arrange payment by instalments.

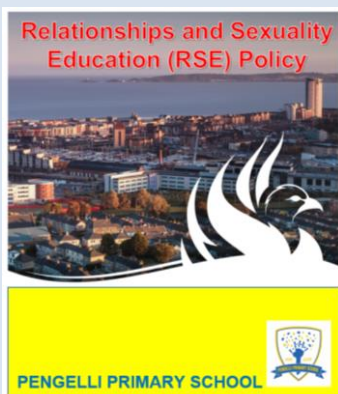


Y5/6 RESIDENTIAL



SRE (Sex and Relationships Education)

The Governing Body has worked with the headteacher to produce an SRE policy document and statement of intent



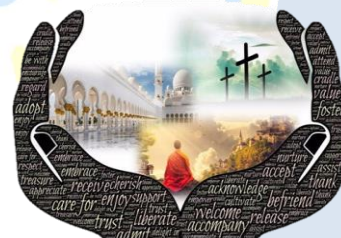
Relationships and Sexuality Education (RSE) at Pengelli Primary School

Our school curriculum embraces the RSE Code. Our RSE provision will have a positive and empowering role in our learners' education and will play a vital role in supporting them to realise the four purposes as part of a whole-school approach. Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. In accordance with Welsh Government legislation, there is no right to withdraw from RSE.

Arrangements for Religion, Values and Ethics

A summary

- Name change in the CfW: Religion, Values and Ethics (RVE)
- The right to withdraw has been removed
- RVE must be taught objectively and pluralistically and must incorporate philosophical and non religious philosophical convictions
- RVE is mandatory for all learners age 3-16
- RVE must be provided at post 16 if requested
- Curriculum design for RVE must developed with the CfW guidance (4 purposes, what matters statements), as well as having regard to the RVE guidance (link above)
- RVE remains locally determined; Swansea SACRE/ SACRVE have the responsibility to design a locally agreed syllabus for RVE which will becomes the statutory syllabus for schools to follow
- The RVE curriculum must reflect the fact that the religious teachings in Wales are in the main Christian while taking account of the teaching and practices of the other principal religions, and non-religious philosophical convictions held in Wales.



NB:

Collective worship is outside of curriculum reform, so no changes will have been made in line with the new curriculum.

Arrangements for Additional Learning Needs

We believe that all children are entitled to a full curriculum and we aim to meet their needs fully within the classroom environment. However, some children require additional support for a variety of reasons.

- Specific learning difficulties e.g. dyslexia, dyspraxia, general learning difficulties
- Speech and language difficulties
- Emotional and behavioural difficulties
- Physical difficulties
- Medical needs
- More Able and Talented pupils

The help of outside agencies is sought whenever necessary. There is close partnership with the Educational Psychology Service and Integrated Support Services, eg Visual Impairment, Hearing Impairment and Speech and Language Specialists

PUPIL VOICE

The Rights Respecting Schools Award (RRSA) recognises achievement in putting the United Nations Convention on the Rights of the Child (CRC) at the heart of our planning, policies, practice and ethos.



Pengelli Primary School has successfully completed the bronze and silver awards and the Green Flag of the Eco Schools Scheme on three occasions. We have now also renewed our fifth Platinum Award

Pupils successfully influence decisions about the day to day management of the school through School Council, Eco-committee, Rights Respecting School projects, Criw Cymraeg, Digital Detectives, Learning Detectives, theme planning, assembly participation, and AFL.

ECO SCHOOL

Pengelli Primary School is committed to educating about caring and respect for the environment and developing responsible citizens that are able to make valuable decisions. The Eco-Committee at Pengelli Primary School has a key role in achieving this and is a paramount part of our Eco-Schools Programme. Pupils apply and are interviewed to become members of the ECO Committee.



SCHOOL COUNCIL

Pengelli Primary School is an inclusive school. We try to make sure that everybody is included in all our learning, games and activities. We don't want anyone to feel left out. This year our school council has further reviewed the learning environment and continues to work with Llys Y Tywysog. They are currently working with Room 2 Grow and are looking to develop an exciting community project.

To this end, Pengelli Primary School encourages children's voices to be heard through the School Council. Pupils apply and are interviewed to become members of the School Council.



Transition

Pupils transferring from home to Nursery are encouraged to visit the school with their parents prior to their start date. A Welcome Pack is distributed for all new parents to support them through the early weeks and months of their child starting school. We operate an open-door policy so parents are encouraged to communicate with staff and vice versa to ensure that the pupils' transition from home to school is as smooth and trouble free as possible.

Transition from class to class and Key Stage to Key Stage is taken very seriously at Pengelli Primary School. Staff meet at the end of the Summer Term to discuss pupils transferring to their class in September and all records and tracking information is passed on so that staff are fully informed and plans can be made to allow pupils to settle into their new class as smoothly as possible. Our transition cycle runs hand in hand with Y6 transition to the comprehensive school..

The arrangements for transition to our feeder secondary school, Pontarddulais Comprehensive, are second to none. They are held as an example of excellence by the LA and the Welsh Government. Pupils have the opportunity to visit the Secondary School at regular intervals during their time in Year Six. During the Summer Term, Year Six pupils spend a whole week at the Secondary school experiencing what will be on offer in Year Seven. A transition project is undertaken in the Summer Term which has been planned by Ks2/3 teachers and children from each school in the cluster. The Secondary School organise for their older pupils to visit the Year Six pupils in their own environment. The Year Seven Head of Year visits the school as does the Secondary School Additional Learning Needs Coordinator and nurse prior to transition. As required by the Welsh Government, a Plan is put in place every year to ensure smooth transition.



School Discipline

The school policy is to create a warm, secure atmosphere and an aesthetically pleasing environment in which the welfare and the development of the child is the central focus

The school uses Restorative Practice to implement a strong behaviour code and this has proved to be extremely successful in recent years. Pupil discipline is essential to allow all pupils equal access.

Persistent poor behaviour can lead to a Behaviour Report book being implemented, which will be sent home on a daily basis. More serious behaviour issues can lead to a referral to the LA Behaviour Support Team following consent from parents or possible fixed term exclusion. These are in extreme cases.

Disabilities

Access to the school curriculum and the school building for any person with a disability is dealt with in the school's Strategic Equality Plan incorporating the Accessibility Statement and Plan. No stakeholder will be discriminated against in terms of their accessing any aspect of school life, in line with these documents. Reasonable adjustments will be made to allow equal access for all stakeholders. Two purpose-built ramps provide easy wheelchair access for anyone who requires it.

All our policies relating to Equality and Accessibility are available for perusal at the school or on our website.

Pastoral Care Arrangements

Pastoral care of the pupils is the concern of all class teachers with the Headteacher having overall responsibility.

In the event of a pupil being taken ill the parents will be contacted as soon as possible and asked to collect their child from school. In the case of minor accidents, staff trained in first aid will administer first aid in school and the parents will be informed.

Where injuries require medical attention the parents will be asked to transport their child to the nearest Health Centre or Hospital Casualty Department. If this is not possible, alternative arrangements will be made to ensure the child receives appropriate care. The school will ensure that it is safe for a car to collect an injured pupil from the most appropriate point in the school grounds. **For this reason it is essential that all details are up-to date in school and we ask that you advise us immediately of any change in circumstances.**

Administration of medicines will only be considered following a written parental request – forms are available in the school office or online. Asthma pumps will be stored in classroom cupboards away from children but quickly accessible to the teacher in emergencies/panic situations. All medicines and pumps should be clearly marked with the child's name and directions for use.

Regular visits are made by the support agencies of the local Health Authority, eg School Doctor, Nurse, Dentist, Education Welfare Officer and the School Psychology Service.

Complaints

We always endeavour to do the very best for your children at all times. We recognise, however, that there are times when you may be unhappy with an issue. The school's procedure for dealing with complaints is:

1. Speak to your child's teacher about any concern you may have.
2. If you are not happy with the response, take your concern to the Headteacher.
3. If you are not satisfied with the Headteacher's response, take your concern to the Governing Body.
4. If you are not happy with the Governing Body's response, take your concern to the Local Authority.

A formal complaints policy is available from the school office or online. Further advice can also be obtained from the Local Authority Parent and Governor Unit (01792 636000)

Health and Safety/Security Arrangements

A Health and Safety inspection is undertaken by the caretaker termly. The staff and Governors ensure that the Health and Safety guidelines are adhered to (policy can be viewed on request) and continually review arrangements to provide a safer environment. Water is tested weekly for Legionella by the caretaker. Physical Education equipment is used under direct supervision and is safety checked annually.

Secure areas for Foundation Phase outdoors activities have been developed **all visitors/parents are asked to ensure the gate is locked following use.**



Fire drills are carried out routinely. Fire precautions/alarm systems and equipment are inspected regularly as is our electrical system and appliances.

The school enjoys a peaceful location where parents feel welcome at any time. However, certain measures have been adopted (in line with LA policy) to safeguard the security of all within the school. A single entry system is electronically operated via the school office.

Parents are reminded that cars should not be brought into the playground when bringing or collecting children (unless due to medical emergency – see Pastoral Care Arrangements) for the safety and wellbeing of all pupils. All visitors are required to sign the visitors' book and wear a badge on entry. Children who arrive late are also asked to enter the main entrance to ensure they are recorded as present on the computerised system.

Although instances of theft/vandalism are relatively low some measures have been installed, eg shutter at main door and anti-climb guards. The school has a security alarm system.

Generic risk assessments for everyday activities have been written. Risk assessments for trips are routinely written and are reviewed on return. Staff have undertaken Health and Safety and Fire Safety training.

Following requests from parents, the New Road gate is locked from 9:15a.m. - 3:10p.m., ensuring there is only one access point for visitors. The main entrance Gate is also locked during the school day and visitors have to ring Reception to gain entry.

Parent Liaison

The school operates an open door policy whereby parents are encouraged to maintain communication with the staff of the school. We understand that there are times where you **need** to speak to your child's teacher but we ask that you do this before 8:50 or after 3:20 where possible to avoid encroaching on classroom time. If possible, it would be helpful if you could make an appointment

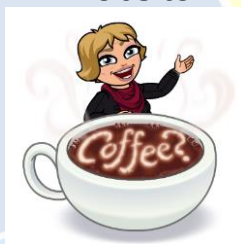
Parents can help by keeping us informed of any significant details relevant to their child's education, eg health problems or personal circumstances. This will be regarded as confidential and help us to care all the more appropriately for their child.

We endeavour to keep parents fully informed of developments in the school through:

- Regular Parents' evenings - October/November – Settling Meetings
March/April – Progress Meetings
July – Meet the Teacher meetings
- Feedback on Reports – Pupil Reports are handed out in July. Parents are given the opportunity to discuss any issues that have been raised.
- Workshops – information sharing workshops are held in response to new developments or parental requests for information. These prove extremely beneficial for helping your children with their school work.
- Newsletters keep parents informed of any developments.
- Dojo. Every parent is invited to join Dojo – our main communication system and this keeps parents informed of school/class/individual news. It has proved to be an invaluable tool for communication.
- Website – The school website also provides a great deal of information relating to the school and downloadable forms etc.. I would encourage parents to visit the website to gain necessary information and forms.
- We hold coffee mornings where parents can speak to the Headteacher about any concerns and receive up to date information on any developments.



Dojo is really good great for all the news about the school and so lovely to see what the children get up to.



Parents are encouraged to participate in school activities as often as possible. The school has always been extremely fortunate with the level of support it has received from parental and community support and we hope that this will continue to grow.



Photographs/Videos

A Microsoft FORM will be shared with parents at the beginning of the year informing them of the likelihood that there will be events throughout the year where pupils will have their photograph taken by members of staff for school or website use. Parents are asked to indicate on the form whether they are in agreement.

Equal Opportunities

All at Pengelli Primary School will be given equal opportunities to benefit from the range of experiences we offer irrespective of race, religion or gender. A copy of the Equal Opportunities Policy can be viewed on request or via the school website. Any incidents are recorded and reported to the LA if they occur.

Your views being heard

Stakeholders' views are important to us. We regularly send out parental questionnaires for analysis. Pupils' views are also heard through the Pupil Voice Groups. Coffee mornings are also used to air views and answer questions.

Finally

We wish your child a happy and successful time with us. We will do all we can to ensure that this is so. If you have any queries regarding any of the information included in this document please do not hesitate to contact the Headteacher at the school.





1916

2016

PENGELLI PRIMARY SCHOOL
STATION ROAD
GROVESEND
SWANSEA
SA4 4GY

01792 892736

email: pengelli.primary@swansea-edunet.gov.uk

