

**PENYWAUN PRIMARY SCHOOL**

**PROSPECTUS 2023/4**



**Believe we can achieve**

## WELCOME

### **A message from the Head Teacher.**

On behalf of all staff, governors and parents we are delighted to welcome you and your child to Penywaun Primary School. We aim to make your time with us a happy and successful one. The information in this prospectus is intended to help introduce you and your child to the school.

This prospectus is intended to help you know more about the life and work of the school, a school which serves the interests of the children in the area and fosters their all-round development. As a school we are proud of the emphasis we show for the wellbeing of the children in our care, both academically and pastorally. We believe that every child has a right to fulfil their potential in a safe environment. Throughout the school year we have many visitors to the school and invariably we receive very positive feedback to how the children learn, and the positive environment in which this takes place. This is due to the immense effort made by all members of the Penywaun School community.

We also believe that we can only achieve the best for your child through close cooperation between home and school. Throughout the time your child spends at Penywaun Primary we hope you will support the school and share in your child's education. My staff and I are always available to talk to you about any aspect of your child's development.

We deliver a carefully planned curriculum with your child at the centre. We have highly experienced staff that constantly looks for ways of making learning not only beneficial, but relevant and fun. In addition to developing skills in literacy, numeracy, ICT, scientific, technological and artistic skills, we also deliver a personalised learning programme that enables your child to develop their independence. This in turn builds their self-confidence, ability to make independent decisions, and also social skills.

As parent/carers there are a number of ways you can help ensure that your child makes the most of their time here at Penywaun:

- Talk to your children about their day in school, asking them about the activities they have undertaken and the friends they are making.
- Keep the school informed of any important changes that might affect your child's education. For example, allergies, changes in health and **family concerns**. All details will be confidential and will help us to care for your child more effectively.
- Please inform the school if you have any concerns regarding your child's progress. This can be done through contacting the school. There might be times when you wish to discuss matters away from your child, when the teacher is free to talk to you.

All the staff here at Penywaun are highly skilled in assessing your child's development and then supporting them to make the next step in their progress. We believe this will help their self-esteem as individuals which will also help them to become more successful in all they do.

The information in the prospectus is accurate at the time of printing. However, from time to time we will need to send you further information as situations change.

Mr. C Prichard – Head Teacher

# **PENYWAUN PRIMARY SCHOOL**

## **Information for Parents**

|                                  |   |
|----------------------------------|---|
| <b>Name of School:</b>           | Penywaun Primary School   |
| <b>Address:</b>                  | Coed Glas<br>Penywaun<br>Aberdare<br>CF44 9DR                               |
| <b>Telephone:</b>                | 01685 661005  |
| <b>Email:</b>                    | admin@penywaunprimary.rctcbc.cymru  |
| <b>Website:</b>                  | <b><a href="http://www.penywaunprimary.com">www.penywaunprimary.com</a></b> |
| <b>Head Teacher:</b>             | Mr C Prichard   |
| <b>Classification of School:</b> | Local Authority   |
| <b>Age Range:</b>                | 3 – 11 Years  |
| <b>Number on Roll:</b>           | 177   |

**Chairperson of Governors:** Mrs Louisa Addiscott

### **Teaching Staff**

|                           |                         |
|---------------------------|-------------------------|
| <b>Headteacher</b>        | Mr C Prichard           |
| <b>Deputy Headteacher</b> | Mr R Mathieson          |
| <b>Nursery</b>            | Mrs E Pritchard         |
| <b>Reception/Year 1</b>   | Mrs F Pugh              |
| <b>Reception/Year 1</b>   | Mrs K Windmill          |
| <b>Year 2</b>             | Mrs Hancock/Mrs Higgins |
| <b>Year 3/4</b>           | Mr Mathieson            |
| <b>Year 4/5</b>           | Mrs A Marsh             |
| <b>Year 5/6</b>           | Mrs Rogers              |
| <b>LRB</b>                | Miss T Griffiths        |

**Child protection officer-Mr Prichard**

Senior Leadership Team-Mr Prichard, Mr Mathieson, Mrs Pugh, Mrs Hancock, Mrs Griffiths, Mrs Rogers

**Support Staff**

**School Administrative officer:**

Mrs A Morgan

**Teaching Assistants:**

Miss S Jones- HLTA

Ms E Pritchard –HLTA

Mrs M Pritchard – L3

Miss L Howells – L3

Mrs C Simons – L3

Mrs P Jackson – L3

Mrs. K. Cooper – L3

Miss L. Lloyd – L3

Miss H Ferguson - SNSA

Mrs. D. Edwards - SNSA

**Caretaker:**

Mr N. Brown

**THE GOVERNING BODY OF THE SCHOOL**

The Governing Body are elected and have the responsibility of ensuring how the school is run and that all legal requirements are fulfilled. The Governing Body meets regularly throughout the year. It consists of local council and community representatives, parents, and teachers at the school. Each member is elected for a four year period of office.

The following are the elected members of the Penywaun Primary School Governing Body

| Title | Forename | Surname   | Start Date | End Date   | Gov Type    |
|-------|----------|-----------|------------|------------|-------------|
| Mr    | Craig    | Prichard  | 26/05/2005 |            | Headteacher |
| Mrs   | Nicola   | Thornton  | 06/04/2021 | 05/04/2025 | Parent      |
| CBC   | Louisa   | Addiscott | 28/07/2022 | 27/07/2026 | LEA         |
| Mr    | James    | Woodward  | 28/03/2023 | 27/03/2027 | LEA         |
| Miss  | Tracey   | Griffiths | 04/06/2023 | 03/06/2027 | Teacher     |
| Mrs   | Lynnett  | Evans     | 08/11/2022 | 07/11/2026 | Community   |
| Mrs   | Kimberly | Glee      | 02/07/2024 | 01/07/2028 | Parent      |
| Miss  | Carys    | Hopes     | 02/07/2024 | 01/07/2028 | Staff       |
| Miss  | Kelly    | Taylor    | 30/09/2024 | 29/09/2028 | Parent      |

Throughout the year, the Governors have continued to show their commitment and enthusiasm by devoting much of their time and energy for the benefit of the school. No member of the Governor Body is claiming expenses as part of his or her attendance at meetings.

### **ACADEMIC AND SCHOOL DEVELOPMENT**

Below, you will see the vision statement, mission and values for our school. These have been developed through taking the views of children, parents, staff and governors:

#### **Vision (Our long term aim)**

**'I am important, I matter, I have a purpose'**

**Penywaun Primary School, we provide a nurturing, secure and happy environment where everyone is respected, valued and cherished. We develop a strong sense of community and belonging through our close links with all stakeholders. Everyone is encouraged to try their best and leave our school feeling they are important and have a valued place in society. All children at Penywaun are given the time they need with supportive adults to develop socially and emotionally in a warm and welcoming space. The school as a community strives to provide the best possible education for the children in its care, having high expectations, celebrating successes and valuing input from supportive parents who engage positively with their child's educational experience. We support all children in being ready, responsible and respectful.**

#### **Our Values**

**Be Ready, Respectful and Responsible**

### We aim:

- ❖ To develop a friendly, nurturing environment where children feel happy, secure and valued.
  - ❖ To develop self-confidence, self-esteem and a sense of self-worth.
  - ❖ To encourage children to co-operate with each other and with adults.
- ❖ To instil in pupils a respect for religious and moral values and encourage positive attitudes towards tolerance of other races, religions, disabilities and way of life.
  - ❖ To develop lively minds with a spirit of enquiry about the world around them.
- ❖ To help pupils to understand the world in which we live, to value their local community and acquire knowledge and skills relevant to adult life and employment in an ever-changing world.
- ❖ To promote high standards of behaviour, including politeness, respect, care and consideration for others.
  - ❖ To promote high standards of achievement.

### School Organisation

Nursery children are accepted after their 3rd birthday then enter the main school in the year that they are four. The nursery is currently a full time provision.

Throughout the school classes are grouped in chronological order. In our Foundation Phase Department there is the Nursery, two Reception/Year 1 classes and one Year 2 class. In our Key Stage 2 Department there is one Year 3/4 class, one Year 4/5 class and one Year 5/6 class.

The school also has 1 Local Authority class:

### School Hours

#### **Nursery**

|                          |                    |
|--------------------------|--------------------|
| <b>Morning Session</b>   | <b>8.55-12.00</b>  |
| <b>Afternoon Session</b> | <b>1.00-3.10pm</b> |

#### **Foundation Phase Department**

|                      |                               |
|----------------------|-------------------------------|
| <b>8.55am</b>        | <b>Morning Session begins</b> |
| <b>10.45-11.00am</b> | <b>Morning break</b>          |
| <b>12.00-1-00pm</b>  | <b>Lunch break</b>            |
| <b>2.20-2.30pm</b>   | <b>Afternoon break</b>        |
| <b>3.15pm</b>        | <b>End of school day</b>      |

## **KS 2 Department**

|                        |                               |
|------------------------|-------------------------------|
| <b>8.55am</b>          | <b>Morning session begins</b> |
| <b>10.45 – 11.00am</b> | <b>Morning break</b>          |
| <b>12.30-1.30pm</b>    | <b>Lunch Break</b>            |
| <b>3.20pm</b>          | <b>End of school day.</b>     |

### **Supervision**

The children are supervised each playtime by staff in both yards. During the lunch hour teaching staff and supervisory assistants are on duty. Statutory and recommended supervision ratios are followed.

### **Lunchtimes**

Children may eat a school lunch or bring a packed lunch. A drink is available with a school dinner or a drink may be brought to accompany a packed lunch. However, please do not bring glass bottles or fizzy drinks.

Meals are served from 12.00 to 1.00pm. Children may be entitled to free school meals and application forms can be obtained from the school office.

At Penywaun Primary we encourage a Healthy Ethos in all aspects of school life. If your child has a packed lunch; whether it is on a trip or in school each day, a “Healthy” option is encouraged. Fill your child’s lunchbox with healthy, tasty foods- like whole grain bread, fresh fruits, and vegetables, lean meats, low fat or fat free milk and 100% juice. Each child is encouraged to drink water in school in order to keep hydrated and to aid concentration.

### **Is There Homework?**

Though not compulsory, homework is regarded as an essential part of the children’s education. It encourages independent working skills and provides opportunities for learning to continue outside the school.

Parents/carers are encouraged to take an interest in the tasks set and provide continued support. Class Dojo is used by all class teachers to communicate with parent/carers regarding homework activities.

### **Healthy Schools**

Penywaun Primary School sees the promotion of health and wellbeing as central to the life of the school. Health is a precious resource for everyday living. Everyone deserves an equal chance to learn, work, live and develop free from discrimination, prejudice and fear.

We develop our health education in consultation with partners and stakeholders from the public and voluntary sectors and local communities. This work is monitored, evaluated and reviewed regularly.

We take into account local and national initiatives to ensure a collective working partnership. The areas we focus on as a school are as follows:-

Citizenship,

Physical Activity,

Hygiene,

Mental and Emotional Health and well-being – Thrive Approach

Healthy Eating,

Safety (including e safety,)

PSE, Personal Development and Relationships,

Environment,

Substance mis-use.

### **Context and Organisation of Sex Education Policy**

The school Governing Body has accepted the proposals for sex education as outlined in the LA guidelines. There is a set programme when matters are dealt with sensitively as they occur in the course of the child's time in school. Parents do have the right to withdraw their children from sex education.

### **Religious Education and Collective Worship at School**

Religious Education is a compulsory element within the curriculum and is taught in accordance with the latest guidelines.

Daily School/Class Assemblies give an opportunity for collective worship and incorporate hymns, prayers, stories and readings. Children are encouraged and given opportunities to participate in the services and we have a range of visitors who are also invited to participate and lead our time together.

Parents who object to their children receiving Religious Education, taking part or attending Collective Worship may withdraw them by informing the school by letter. Appropriate supervisory arrangements will be made for the children withdrawn.

## **How do we Cater for Children with Additional Learning Needs?**

In line with Local Authority Guidelines, the school takes into account the Additional Learning Needs Code of Practice and the new ALN Bill. This Code of Practice is a guide for schools about the practical help they can give children with Additional Learning Needs.

The school has a policy statement on Additional Learning Needs Provision. The children's needs are identified and action is taken to meet those needs as early as possible, working with parents and carers. An Individual Education Plan is composed for the child, whereby "next step" targets are set to help make progress. These plans are reviewed and updated three times a year at a minimum.

The Code of Practice recommends a graduated approach, through school action where pupils who require help are given a range of strategies to enable them to access the National Curriculum effectively.

This approach is designed to ensure the school systematically identifies, assesses and provides for the children with Additional Learning Needs. This is decided upon at ANF panels that meet every half term.

## **Assessment and Target Setting**

The Foundation Phase Profile is undertaken in our Nursery and Reception within the first 6 weeks of their entrance into that class. From this all pupil's progress is tracked through their school career. A combination of ongoing teacher assessment and more formal tests in Reading, Numeracy, Numerical Reasoning, and Non Verbal assessments are undertaken. These are marked internally. Pupils' progress is tracked, and this allows for early identification of pupils with Additional Learning Needs (ALN), and More Able pupils. These assessments give the evidence to identify what areas a pupil needs support in, or aspects of teaching to be developed.

## **Use of the Welsh Language**

The first language taught at Penywaun Primary School is English. Welsh is taught as a second language with emphasis on speaking skills before developing reading and writing skills. The school takes advice from advisory bodies as we aim to meet the Welsh Assembly Governments aspiration to increase bilingualism in Wales. Teaching staff are encouraged to attend courses run by the Local Authority. We have a specialist Welsh teacher who visits the school periodically to provide expert guidance and support on the scheme of work for Welsh. Cwricwlwm Cymreig is promoted throughout the school, developing the children's awareness of their own culture and its contribution to the world around them.

## **Transition**

Pupils transferring from home to the Nursery are visited by nursery staff prior to starting. During these visits they will receive information to support both parents and pupils 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 pupil's transition from home to school is as smooth and trouble free as possible. We have good links with our secondary schools and transition from Year 6 to Year 7 is well-planned.

### **Community Links**

Links with the community continue to be a strength of the school. Our community police play an important role in delivering aspects of our Personal and Social Education programme. There is a strong links with our local KS3 provisions and a comprehensive transition programme is undertaken in order for children to adapt to their new school environment. We are developing strong links with our community partners.

### **Premises**

We are very fortunate to have such good premises in which to educate all children at Penywaun Primary. The learning experiences of the children have greatly enhanced as a result of this superb learning environment.



The governing body has drawn up a Strategic Equalities Plan that ensures that all pupils have access to the curriculum and the activities that take place in school. School security is constantly reviewed. The access security system has been effective in ensuring that all visitors to the main school are monitored. C.C.T.V helps in this. Visitors are directed to the entrance where this system is fitted. The other entrance gates are locked. We appreciate parents giving the school due notice when children are picked up early for special appointments.

## **SOME GENERAL INFORMATION**

### **Admissions**

Admission to the Nursery is not based on school catchment area, and any parent/carer can apply to the LA for a place. For the rest of the school, if you are living in the schools catchment area, and the school is not at capacity then your child can be admitted to the school.

If you are living outside the catchment area, then your child can attend the school if it is your choice and there is room. All applications will have to be made to Pupil Admissions in the local authority. In all cases, whilst the Headteacher is pleased to talk to parents/carers about their child's education, the LA is responsible for all admissions to school.

### **Breakfast Club**

Breakfast Club is free, funded by the Welsh Government. Breakfast is provided in the school from 8.10am onwards with the last serving being at 8.40am, thereby allowing children 10 minutes to eat their breakfast before school starts at 8.50am. Enrolment forms can be obtained from the school office.

### **Charging Policy**

The school cannot charge for:

- a) Admission
- b) Education during school hours
- c) Education out of school hours connected to the National Curriculum

The school does charge for:

- a) Music tuition not part of the national Curriculum
- b) Board and lodging costs of residential trips

There may also be a request for a contribution towards a special activity. These will always be authorised by the Headteacher.

### **Complaints Procedures**

If you have a complaint about the school, you should approach the class teacher or the Headteacher in the first instance. If you wish to subsequently take the matter further, you should inform the Headteacher who will show you how your complaint can be made. Should you then still wish the matter to be pursued, there is a procedure that will involve the governing body hearing your complaint. A copy of this complaint procedure is available in the school. This covers the action of the governing body and the Local Authority. We hope parental concerns will be dealt with to your satisfaction.

### **Child Protection**

Penywaun Primary School has as its priority, the protection and wellbeing of all pupils in the school. Mr Prichard is the designated Child Protection Officer and acts as a source of advice and support to school staff and parents.

Our school also has a nominated child protection governor who has to ensure that the school has a child protection policy in place which is consistent with the All Wales Child Protection Procedures (2002) that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or are at risk of being abused, we have a duty to refer these concerns to the social services department or to the police without delay. We have no discretion in this matter.

Our first concern as a school is your child's welfare and where we have general concerns these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns we have about your child will then be fully discussed with you in a way which is consistent with your child's best interests.

### **Pupils with Disabilities**

Access to the school curriculum and the school building for anybody disabled is dealt with in the school's Accessibility Statement and Plan. No individual will be discriminated against in terms of their accessing any aspect of school life, in line with our disability Equality Scheme.

Our excellent facilities have been designed to allow access for all stakeholders. However, if necessary, reasonable adjustments will be made. The Accessibility Statement/Plan and Disability Equality Scheme are available at the school on request.

### **Equal Opportunities**

The school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural and religious backgrounds. The school is opposed to all forms of racial, gender based prejudice and discrimination. Language or behaviour, which is racist, homophobic and potentially damaging to any race or gender, will not be tolerated. The school recognises that Wales and the UK have diverse societies that are made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are adequately prepared to live in such a diverse society. All employees have a responsibility to read, understand and comply with this policy. Copies of the current policy are available on request.

### **School Uniform**

All pupils are expected to wear school uniform although it is not compulsory. This enhances a sense of unity as a school community. The school uniform consists of:

- White Polo shirt
- Grey Skirt/Trousers
- Blue Sweatshirt/Cardigan/Fleece
- Suitable footwear.

The school uniform may be purchased from the school. Order forms are also available from the office.

## **Medical Information**

Prescribed medicines or tablets are not normally allowed in school. However, a designated member of staff will administer medication when necessary. A permission form is needed for this to take place. This is available from the school office

## **Pastoral Care**

At Penywaun Primary School we are very proud of our approach to fostering good relationships. Our children are given, through example and through their learning experiences, opportunities to develop good social skills and behaviour. Each class teacher is concerned, for not only the educational progress, but also for the personal and social development of your child. We aim to combine high expectations with a sensitive approach.

Sometimes problems do occur and we involve parent/carers sooner rather than leave it until later and we hope you as parents, will do the same. Changes in circumstances can cause your child to behave differently in school; just as worry over school work or falling out with a friend can cause you problems at home. We guarantee the confidentiality of any discussion.

Pupils in their final year are given increased responsibilities and are encouraged to set a good example to younger pupils through displaying a mature attitude in their conduct and the way they relate to all adults and each other. We aim to foster a spirit of independence and self-discipline.

In the event of a pupil taken ill or sustaining a minor injury, the parent/carer will be informed and appropriate arrangements made. Emergency services will be summoned in the case of a major injury and parents/carers informed immediately.

## **Toilets**

Foundation Phase pupils have direct access from their classrooms to toilet areas where they are encouraged to become independent.

Key stage 2 pupils are encouraged to use toilet areas during break times and lunchtimes but are permitted to use the toilets at any time should the need arise.

A universal disabled toilet is available for children and staff who require it. It is situated by the main entrance.