YSGOL PENYGLODDFA SCHOOL

LÔN YR YSGOL/SCHOOL LANE

Y DRENEWYDD/NEWTOWN

POWYS SY16 2DF





Ffon/Tel: 01686 626715

E-bost: office@penygloddfa.powys.sch.uk

Website: www.penygloddfa.powys.sch.uk

LOCAL EDUCATION AUTHORITY

Powys County Council

Education Department

County Hall

Llandrindod Wells

Powys

LD1 5LG

The contents of this school prospectus are believed to be correct at the time of publication

Updated July 2021



**PENYGLODDFA**

**SCHOOL CREED**

Let there be peace in school

And let it begin with me

Let there be peace in school,

The kind that was meant to be.

With God as our teacher,

Pupils all are we,

Here at Penygloddfa

We work in harmony.

Let there be joy in school,

Let this be the moment now,

To try our very best

Let this be our solemn vow,

To care each moment

And share each moment

Whether at work or play,

Let there be love in school

And let it begin today

|  |  |  |
| --- | --- | --- |
| **Headteacher** | Mr Jim Macdonald |  |
| **Deputy Headteacher** | Mrs Heather Bent |  |
|  |
| **Dosbarth/Class** | **Year** | **Teachers** | **Teaching assistants** |
| **Gwdihw** | Reception | Mrs S Pemberton (Foundation phase leader) | Mrs C GrantMrs H ThomasMrs E LewisMiss L WilliamsMrs S Thorne Mrs R BlissMrs M RobertsMrs R Davies |
| **Draenog** | Reception & Year 1 | Miss J Wilcox and Mrs J Morgan |
| **Llygoden** | Year 1 | Miss E Evans |
| **Y Ddraig** | Year 1&2 | Miss M DaviesMr C Webster – summer term |
| **Pili Pala** | Year 2 | Mrs T Crees (Senior Leadership Team) & Mrs S Hamer |
|  |
| **Celynnen** | 3&4 | Mrs H Bent and Mrs J Morgan | **Key stage two**Mrs S RogersMrs S EvansMrs S HollowayMrs P ThomasMrs A StephensMiss K JonesMrs C HutekMr L Gerrard |
| **Derw** | 3&4 | Miss E Jones & Mrs R Plumridge |
| **Afallen** | 3&4 | Miss M Pryce (maternity cover) |
| **Y Don** | 5&6 | Mrs R Roberts (Senior Leadership Team) |
| **Seren** | 5&6 | Miss E ParryMr G Thomas – summer term |
| **Mynyddog** | 5&6 | Mr D Thomas |
|  |
| **PPA Teachers** |  Mrs R Owen, Mrs P Thomas (HLTA); Mrs S Thorne (HLTA) |
| **Midday Supervisors** | Miss J Thomas, Mrs E LewisMrs M Roberts, Mrs L Williams, Miss K Jones |
| **Breakfast Club** | Mrs C Grant, Miss J. Leary, Mrs G Stephens |
| **Cleaners** | Mrs J Webster, Miss J Thomas, Mrs C Friend |

**School Staff from September 2021**

Office Secretary

Office Secretary

Additional Learning Needs Coordinator

Family Support Coordinator

Head Cook

Cleaner-in-charge/Crossing Patrol Officer

School Maintenance Person

Mrs Jane Bowen

Miss Catrin Parry

Mrs T Crees

Mrs R Carter

Miss J Leary

Mrs J Webster

Mr Bob Jones

**Welcome to Penygloddfa C P School**

We welcome you as parents and look forward to a happy and successful association over the coming years.

Confidence in a school comes from knowing and understanding what is happening within it. We hope you will extend your knowledge through contact and discussion with myself and other members of staff and take advantage of the occasions for consultation. It is important that mutual understanding and trust should be the basis of our shared responsibilities.

***"Quality Opportunities and Provision for All"***

**Our General Aims**

* Provide a safe, stimulating and caring environment where all pupils are valued and respected.
* Provide a wide range of rich learning opportunities that will equip and develop 'the whole child' for their place in the 21st century.
* Foster trust, encourage partnership and understanding with families in order that all pupils fulfil their potential at Penygloddfa.

The information given is correct at the time of publication and meets Regulations about reporting school and pupil information document: National Assembly for Wales Circular 14/01

Mr Jim Macdonald, Headteacher

**Background Information**

# The school at Penygloddfa (one translation is the quarry end), has a tradition for education going back to 1847 and is one of the largest in Powys. The site is situated behind All Saints Church which is near the end of Commercial Street. The school is a Community Primary, catering for approximately 300 pupils aged from four to eleven years, who, on attaining this age, transfer to secondary education. The children are taught in two main areas:-

* A semi-open plan foundation phase department with five classrooms
* A two-storey key stage two department with six classrooms, a library, music area and ICT suite.

The school also has a canteen and multi-purpose hall.

The site is of a sloping nature with three playgrounds, an adventure playground and a grassed sports area

We also have a preschool playgroup on site, School lane Children’s Centre which run morning and afternoon sessions.

The Local Education Authority are in control of admission numbers into school. Parents must enrol their child stating first and second choice of school, Places are allocated according to availability

Since April 1990 the school has been responsible for controlling its own financial budget and administration.

The Governors recognise the need for provision of facilities for disabled access and facilities within the school. This would be reviewed should the need arise.

***Aims and Objectives***

Our basic intention is to try to help each child realise his/her potential. We attempt to do this by:-

* Providing a learning environment where:-
* *Each child is valued for what s/he brings to school*
* *There is pleasure, security and success*
* *Opportunities are equal for all*
* Providing a curriculum that is/will:~
* *Broad, balanced and relevant*
* *Flexible enough to respond to the need for change*
* *Equip each pupil for the challenges of the future*
* Helping children to learn that courtesy, good manners and consideration for others are still very important qualities.
* Developing good, positive attitudes and values to all aspects of life.
* Creating a good team of teaching and non-teaching staff who:-
* *Work well together*
* *Use their expertise to the full*
* *Accept the strengths and weaknesses of others within the unit*
* *Have as the first priority the needs of all pupils in the school*
* Underlining that in the education of their children:-
* *School and home are engaged in co-operative understanding*
* *Work together for the same goal and thus provide the best educational opportunities the school can produce*

#### **The Governing Body**

At Penygloddfa we have a very supportive and proactive governing body. Their role is to oversee the activities of the school and ensure that the policies promote our ethos as well as help to ensure an enriched, high quality education for each child. The governing body plays an important role within our school and help to support and enrich the lives of our pupils.

#### **Parent Governors**

Parents who have a child in school may elect parent governors, who may serve up to four years on the governing body. Every parent has the opportunity to be elected and is notified by letter when each election is due. Alongside half termly governor meetings there are also sub-committee meetings that take place. Being a parent governor is a good opportunity to make a positive contribution to school life.

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| Mrs J Van Lill |  (Parent rep.) | Mrs A Davies | Chair (Parent Rep.)  |
|  |  | Mrs C Rimmer (Parent rep.) |  |
| Mrs S Bonsall | (Community) | Mrs J Bowen | (Clerk) |
| Mrs S Jones  | (LEA Rep.) | Mr P Hough  | (Community) |
| Mrs A Morgan | (LEA Rep) | Mr C Webster | (Teacher Rep.) |
| Mr M Barnes | (LEA Rep) | Mrs R Carter | (Staff Rep) |
| Mrs S Smout | Vice-Chair (Parent rep.) | Mr J Macdonald | (Headteacher) |
| Mr M Childs | (Community) |  |  |

**Wellbeing and Care, Support and Guidance**

This is seen by the school as one of the most important aspects of our provision for pupils who attend our school. Much has been done to ensure a consistent approach by staff to enhance the wellbeing and happiness of all pupils both within the formal and perhaps more importantly within the informal or “hidden” curriculum. Wellbeing pervades all areas of school life. Having a positive and supportive structure for wellbeing in place enhances the opportunities for all pupils.

Given the above statement it is fitting that the last Estyn inspection of the school (June 2017) carried out by a team of inspectors recognised and highlighted our efforts in this crucial area.

Key Question 1. – Wellbeing:

*‘Nearly all pupils have a good understanding of how to eat and drink healthily and they know the importance of taking regular exercise. They feel safe in school and treat each other and adults with respect. Nearly all pupils behave very well during lessons and around the school. They are polite and courteous, and they take responsibility for their own actions’.*

Key Question 2. – Care, support and guidance:

*‘The school provides a supportive and caring environment where all pupils feel safe and secure. There are appropriate arrangements to promote healthy eating, drinking and regular exercise. Staff foster the benefits of healthy living effectively through the curriculum and the wide range of extra-curricular activities’.*

 *‘The school supports pupils’ spiritual, moral, social and cultural development well. The emphasis on positive values and respect for others is a prominent feature of school life. These values underpin the daily acts of collective worship and the personal and social education curriculum’.*

**Child Protection and Safeguarding**

Penygloddfa CP Schoolfully recognises the contribution it makes to child protection and safeguarding. We have child protection and safeguarding policies which are updated annually. The policies apply to all staff, governors and volunteers working in the school.

**The Designated Lead for Child Protection/Safeguarding for the School is: Jim Macdonald - Headteacher**

**The Deputy Designated Teacher for Child Protection/Safeguarding for the School is: Heather Bent – Deputy Headteacher and Mrs Rhian Carter, Family Support Coordinator**

**The Nominated Governor for Child Protection/Safeguarding for the School is: Angela Davies**

**Site Security**

We take the security and health and safety of pupils, staff and visitors very seriously.

The arrangements for maintaining site security are as follows:-

* Most external doors to the school have an electric fob-entry system
* The school gates are locked during the school day.
* All visitors must report to reception and sign in. They will be given a visitor badge.
* All staff and volunteers wear ID badges which contain details of the child protection officers.
* The school has secure perimeter fencing and gates.
* The KS2 playground is supervised from 8.45 a.m each morning

***General Organisation & Curriculum***

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| --- | --- |
| We have eleven classes in school |  |
|  |  |
| ☺ five foundation phase classes | (infants) |
| ☺ six key stage two classes | (juniors) |

Classes in KS2 are of mixed ability: three year 5&6, three year 3&4.

Classes in foundation Phase: one reception, reception and year 1, year 1, year 1 and 2, year 2.

They go through from reception class (age 5) to year 6 (age 11).

The headteacher does not have a teaching commitment. There is a deputy headteacher and three other members of the Senior Leadership Team (SLT)

We also have

* a Family Support Coordinator
* two Higher Level Teaching Assistants
* learning support assistants throughout the school
* two school secretaries

A pupil's years of schooling are in four key stages, with foundation phase and key stage two only applying to primary education. At the end of foundation phase and key stage 2 pupils are formally assessed and results (teacher assessment) compiled for LEA and Welsh Assembly Government.

**Pupils with Additional Learning Needs (ALN)**

All children with ALN regardless of the severity or complexity of their learning difficulty or disability will be entitled to a statutory support plan called an ‘Individual Development Plan’ (IDP). Children with ALN will receive support called additional learning provision (ALP) which will be set out in their IDP. Children with individual development plans will be given the opportunity to develop and progress (at their rate) in areas of the curriculum with support and encouragement from members of staff both inside and outside the classroom.

**Core Subjects** **Foundation Subjects**

Mathematics Technology (including ICT. & Design)

English Welsh, History, Geography

Science Music, Art & Physical Education

The Curriculum Planning Guidance document no: 091/2013 sets out the school approach for the implementation of the Literacy and Numeracy Framework. Literacy and numeracy will be developed through the Foundation Phase Areas of Learning and across all subjects in Key Stages 2 to ensure that all learners have opportunities to develop and refine literacy and numeracy skills.

Provision is made for Religious Education. We hold acts of collective worship in our school each day, with the whole school coming together on those days. The National Curriculum is not, or should not be, the whole curriculum for there are other areas that are very important to a child's education. These include school visits, visitors who come to school with certain expertise and of course, there is also 'the hidden curriculum' that plays a very prominent part in our school. It is of vital importance to our pupils that the curriculum we provide is broad, balanced, relevant and perhaps most important of all -differentiated, with each child working at his/her own level and achieving their full potential.

**Extra-Curricular Activities**

All children are actively encouraged to participate in P.E. lessons and games activities. The following clubs exist, mainly for KS2 children:-Football, Netball, Rugby, Gardening, Cookery, Gymnastics, Maths, Music, Art/Craft, Choir, Disco/Creative/Folk Dance.

**Behaviour and anti-bullying**

Our behaviour and anti-bullying policy details our approach to behaviour and discipline. At Penygloddfa CP School we expect everyone to behave well and to work hard. The children of Penygloddfa School make the school a happy place by following our golden rules:

:

Our school rules are based on ‘show me five’ from Incredible Years Dina School which is taught in every foundation phase class: children, all staff, parents and governors should adhere to the school rules which are set out below.

  **Foundation Phase Key Stage Two**



The rules for foundation phase are also based on the Incredible Years programme which is taught through Dina School. The ‘show me five’ rules from Dina School are as follows:



Penygloddfa is a KiVa school and we follow KiVa anti-bullying procedures Our Aims:

* To prevent bullying at Penygloddfa C.P. School.
* For everyone – children, parents and staff to be more aware of bullying.
* To make everyone secure enough to report bullying without fear.

**Complaints**

Any concerns you may have about school should first be discussed with the headteacher Mr. Macdonald.

The governing body have appointed a complaints officer and any complaints should be addressed to them in the first instance. A copy of our complaints policy is available from the office or the school website.

**Equal Opportunities**

The school has an equal opportunities policy and an equality plan with these key principles:

At Penygloddfa CP Schoolwe are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy & maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

**Sex Education**

Children receive sex education appropriate to their age. Sex education is taught within the context of science and PSE, not as a separate subject. It is incorporated into a two-year programme, as are the other subjects. The resources used are available in school and parents can discuss the content of the lessons with the class teacher, if it is felt to be appropriate. Children are taught about body changes, feelings and relationships, according to their age. Parents are able to withdraw their child from sex education, except that which is part of the Science National Curriculum requirements.

Our sex education policy is available on request.

**Welsh**

No formal lessons are taught through the medium of Welsh other than Welsh as a second language. Every Thursday we hold a whole-school assembly through the medium of Welsh, this is led by our ‘Criw Cymraeg’.

The use of incidental Welsh throughout the school is encouraged.

**Music**

Children are given the opportunity to begin instrumental lessons in year 3. Lessons can be taken in piano, violin, cello, guitar and woodwind. They are given by specialist peripatetic teachers.

**Authorised & Unauthorised Absences**

Parents are asked to telephone school or contact the office through Parentmail before 9.30a.m. to report their child absent. Failure to do so results in an unauthorised absence. The school has a very low annual rate of unauthorised absences and is unable to authorise holidays taken during term time other than for exceptional circumstances.

Poor or unauthorised attendance may lead to a fixed penalty notice being issued from our educational welfare officer (EWO).

|  |  |
| --- | --- |
| The percentage attendance for school year 2018 - 2019: | 96.81% |
|  |  |
|  |  |

***Admission and Transition Procedures***

**Powys admission procedures**

Unless other acceptable arrangements are made, a child is required to attend school full-time from the beginning of the term following the fifth birthday. From the commencement of the Autumn Term, September 2019 in Powys a child may be admitted to school, at the parents’ request, on either a full-time or part-time basis at the beginning of the Autumn Term following the fourth birthday. (One intake each academic year).

Applications for a school place can be made through the Powys County Council website on the admissions page.

**Criteria for Admission to a School (L.E.A.)**

Priority of criteria for admission is as follows:

1. the presence of an elder brother or sister in the school when the home remains in the allocation area of the school which applied in the year the elder child was first admitted
2. the location of the home in relation to the school and alternative

schools

1. any special medical & social needs relating to the individual child
2. the presence of a brother or sister at the school when the family

home is not in the original or current allocation area for the school

Within each criterion, places will be allocated on the basis of the shortest walking distance to the school, in strict order of distance, up to the number of places available, the highest priority being given to the pupil living closest to the school.

**Transfer**

When pupils, who are already in school join us by transfer from another school, we endeavour to arrange a visit so that they can spend some time in their new class, thus helping to avoid stress and concern that can arise with a change of school. Parents wishing to transfer their children to a different school of the same phase, except through change of residence, should be advised to discuss the matter with the Headteacher of their current school, in the first instance, to explain their reasons for requesting a change of school.

**Transition**

* Children moving into our reception classes will have two ‘moving up’ days. Parents have an opportunity to join our Incredible Years school readiness group in the term before their child starts school.
* At the end of the school year when they are seven they move into the key stage 2 department of the school.
* At the end of year 6 pupils will transfer to a local high school for secondary education.

• During the Summer Term, before the transfer to secondary education, High School staff visit the school to meet and discuss the pupils concerned in transfer. Pupils spend transition days at their chosen high school, with parents visiting the school for an open evening. In the summer term we run a transition programme for parents of year 6 children called ‘Smooth Moves’.

**Parental Participation**

**Contacting the School**

Parents wishing to discuss any matters are free to contact the school at any time, but it is helpful if parents telephone to make an appointment.

The Headteacher is available on most occasions and other staff usually at the end of the day.

Formal invitations to school are valuable, but in no way can they replace the chat at the time of the problem or anxiety. In order that we can contact parents we ask you to furbish us with information on places of work, telephone numbers, etc. which are placed in an easily accessible record card system and used, if required, in an emergency. Any information or communication to parents is conveyed by letter, via pupils.

**Open Evenings**

‘Meet the staff’ evenings occur in the summer term. These give both staff and parents opportunities to get to know each other early in the school year. Parents are invited to open evenings during the autumn and spring term in order to discuss progress, see work and air any problems.

In the foundation phase and key stage two classes these take the form of a confidential appointments system.

Each child receives a school report at the end of the Summer Term.

Parents are invited to share in other school events like concerts, Christmas productions, sports day, leavers’ assembly etc.

**Parental Involvement**

The school truly appreciates the excellent support and co-operation given by parents. This year parents have helped in the classroom and with a variety of events. This has been appreciated by us all. We hold our own school sponsorship with the finances raised being used for the extras that all schools require.

We use an email and text system called Parentmail in order to ensure that parents/carers are kept up to date with school events. News can also be found on our Facebook page and the school website.

**Parent Partnership**

The parent partnership is for any parent or carer of children attending Penygloddfa School. Every half term we hold an informal parent partnership coffee morning in the school hall. Members of the Senior Leadership Team, our Family Support Coordinator Mrs Carter and a representative of the governing body may also attend meetings.

A typical agenda includes:

* Items identified by parents and carers for discussion
* Items identified by the governing body and Leadership Team for discussion

**Friends of Penygloddfa School**

This organisation is essentially fund-raising in its objectivity. It has provided the school with money to purchase additional resources. Parents are warmly invited to join this group.

**Governing Body**

We have at Penygloddfa a very informed and conscientious governing body under the guiding hand of Chairperson, Mrs Angela Davies.

It includes four parent governors who are always ready to listen and bring forth any issue raised.

**School Uniform**

In order to maintain a strong sense of identity and belonging within our school, we require all pupils to wear school uniform which consists of;

* Red sweatshirt (with the school logo on).
* Red cardigan (with or without the school logo on)
* Yellow polo shirt (with the school logo on)
* Dark grey or black trousers– no jeans, jogging bottoms or leggings.
* Dark grey or black skirt (same options for tights)
* Dark grey pinafore dress
* Black or dark blue flat sensible, safe, shoes or trainers (with no markings)
* Black or brown flat boots as a winter option

**Summer Options**

* Dark grey shorts
* Sandals with socks (no open toes please)
* Red gingham dresses
* Any cap to protect from the sun

**PE Kit**

* Plain white T-Shirt or polo Shirt (foundation phase pupils only)
* Red Penygloddfa sports shirt (key stage 2 pupils)
* Plain black shorts
* Trainers for outdoor games only
* Tracksuit for outdoor games

Optional additional items with school badge: (available from school)

* Fleece, Book Bag, Backpack, Document Case,

Baseball Hat.

All items ***must*** be clearly marked with child's name.

More details can be found in our school uniform policy.

School uniform can be bought from Contructiv Clothing [www.constructiv.co.uk](http://www.constructiv.co.uk)

**Illness in School**

* Every effort is made to contact parents
* Serious injuries are dealt with at the Emergency Clinic, Park Street
* Staff with First Aid qualifications & Emergency Aid training
* Injuries recorded in accident book
* Pupils with symptoms of sickness or diarrhoea must not return to school until at least 48 hours after the last symptom – this is to reduce the risks of spreading any viruses.

**Charging**

* Visits, productions, transport, music tuition, etc. take place with the help of parent financial support**.** Our charging policy is available on request
* All fees for visits, breakfast club, trips and music tuition are payable through the Parentpay online system. Please ask at the office for registration details.

**School Lunch**

* Most pupils eat school lunches in the hall
* All dinner money is payable through the Parentpay online system. Please ask at the office for registration details.
* Information regarding free meals, school transport etc. provided at school office

**Home School Agreement**

* A copy of our current Home School Agreement is enclosed. When your child starts school you and they will be asked to sign a second copy and return to class teacher.

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| --- | --- | --- | --- |
| **School Session Times** |  |  |  |
|  | a.m. | Lunch | p.m. |
|  |  |  |  |
| Foundation Phase | 8.55 – 12.00 | 12.00 - 1.00 | 1.15 – 3.30 |
| Key Stage Two | 8.55 – 12.15 | 12.15 - 1.15 | 1.15 - 3.30 |

Registration is at 8.55a.m. School ends at 3.30p.m

Pupils can arrive in school from 8.45 am

**Breakfast Club times and fees**

Opens 8.00 am and runs until 8.45 am

Arrival from 8am - £2.00 a day

***CONCLUSION***

 *At Penygloddfa School we continue with the traditions of making the best use of all of our facilities. We aim to ensure that our school and grounds are not only safe, but rich in learning resources, with an environment that is warm, stimulating and well organised, with the children always in mind. We believe that the quality of relationships among children, staff, parents, governing body, L.E.A. and other agencies is of paramount importance. We sincerely hope that Penygloddfa School is a caring community, built on warmth, trust and mutual respect where everyone feels fairly treated. This in turn lends to good relationships with local community where we welcome opportunities to play our part.*

*Jim Macdonald* *Headteacher*

**2021/22 Term dates**

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