

Ysgol Penmaes

School Prospectus

Head Teacher: Mrs Angharad Bryn-Jones

Chair of Governors: Ms Clancy Brett



Ysgol Penmaes, Canal Road, Brecon, Powys LD3 7HL

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Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		27.09.2023
Chair of Governors: Clancy Brett		27.09.2023
Next review date: Sept. 2024		

Croeso i Benmaes – Welcome to Penmaes

On behalf of the pupils, staff and governors, welcome to Ysgol Penmaes. This prospectus has been compiled to help you make an informed decision about our provision. We are situated in the cathedral town of Brecon and we are a busy, forward-looking school that provides high quality specialist education for pupils aged 3-19 with a wide range of additional learning needs. The Penmaes campus, completed in September 2006, includes a purpose built school, equipped with

sensory studio, interactive soft play room, hydrotherapy pool and specialist rooms for science, design technology and food technology. We also have a satellite provision based at Crossgates Primary School (Maple Class). This provision has been developed in line with the aspirations set out in the paper by Powys County Council in September 2020 entitled '*The Future of Special Educational Needs / Additional Learning Needs in Powys*'. Pupils are educated in their local community whilst remaining on roll at Ysgol Penmaes. They are taught by staff employed by Ysgol Penmaes and they access all specialist provision as required. A second satellite class is being developed in the north of the county which will facilitate learners' needs in dual-stream provision. On our main campus there is a small residential unit (Golwg y Bannau), run by the Local Authority. These integrated facilities provide pupils with the very best learning opportunities, experiences and resources which support the school as a centre of excellence.

Our Mission Statement is simple: Successful Healthy Individuals Nurturing Excellence (SHINE)

Our Vision is clear: At Ysgol Penmaes we continually strive to do more than just educate, it is our aim to offer every pupil the opportunity to achieve their full potential in a safe, secure and enriching environment. It is our intention to offer a curriculum that promotes ambitious, capable and informed pupils at a developmentally appropriate level. Penmaes places a strong focus on the well-being of all, facilitated through highly effective communication processes. Learning is delivered in a way that facilitates an immersive multi-sensory curriculum that is fun and provides real life authentic experiences which help to build resilience; positively impacting development, whilst ensuring the promotion of collaboration and independence. We as a special school ensure a common language for learning along with celebrating and embracing Cynefin/place whilst planning, teaching and learning ensures a broad, balanced and creative curriculum promoting the 4 purposes of the Curriculum for Wales and encouraging pupils to be the best they can be.

Our values are as follows:

- Friendship and kindness
- Resilience and perseverance
- Empathy and trust
- Communication and respect
- Responsibility and teamwork
- Positivity, creativity and tolerance

All of our values promote healthy, positive relationships. By modelling the values we aim to raise pupils' self-esteem and confidence in learning, whilst creating a positive school community environment for all.

We are fully committed to providing a caring, stimulating and vibrant environment where everyone is encouraged to reach their full potential. We strongly believe in working in close partnerships with parents and carers, the community, children's services, health professionals and other agencies to support all aspects of a child's development. Our curriculum is tailored to meet the individual needs of pupils, with the emphasis upon individual achievements to ensure all pupils experience success. We hope that you find our prospectus informative and we invite you to visit the school to experience its excellence at first hand.

I look forward to meeting you – Edrychwn ymlaen i gwrdd a chi.

Angharad Bryn-Jones

Pennaeth/ Head Teacher.



School Organisation

The school has eleven classes. Most pupils are grouped by age and there is one specialist class for pupils with Autistic Spectrum Disorder (ASD) which is split between two rooms (Oak/Acorn).

Ground Floor	Age Range
Ash	Reception- Y1
Sycamore	Yr 1- Y3
Larch	Yr 2 - Yr 5
Hazel	Yr 4 - Yr 7
Rowan	Yr 5 - Yr 7
Beech	Yr 8 - Yr 9
Oak	Yr 5 - Yr 9

Upper Floor	Age Range
Birch	Yr 10 - Yr 11
Willow	Yr 10 - Yr 13
Hawthorn	Y8 - Yr 13
Elder	Yr 13 - Yr 14

Satellite Provision	Crossgates
Maple	R - Yr 6

Penmaes has a Satellite Provision at Crossgates primary School. This is the first Satellite provision in Powys and is a really positive step forward. This class is for pupils who have an LA Individual Development Plan (Previously Statement of Special Educational Needs) and are of primary school age. All pupils at the satellite provision are included on Penmaes roll.

Staffing

All classes have 1 full-time teacher and at least 2 full-time teaching assistants.

Classes may have between 5 - 14 pupils depending on age, ability and complexity of additional learning needs. Levels of support are allocated given the needs of the classes. Where children experience inclusion sessions in an alternative provision, support staff from their Penmaes class would usually support them in situ.

School Information

School Day

The school day starts at 9.00 am and finishes at 3.15 pm.

Break time and lunchtime are organised into two sessions:-

BREAK	Primary Department	10.45 - 11.00 am
	Senior Department	10.30 - 10-45 am
LUNCH	Primary Department	11.45 - 1.00 pm
	Senior Department	12.00 - 1.00 pm

School Attendance

We are committed to pupils achieving their full potential. Regular attendance is linked to pupil achievement. We work closely with the Education Welfare Officer to ensure good attendance although the school acknowledges that some pupils may have extended periods of absence due to medical needs.

However, if a child is not well enough to attend school, parents are asked to telephone school or write a note on the Class Dojo messaging platform giving the reason for the absence. This can then be recorded as an Authorised Absence. The school attendance target for 2023/2024 is 95%.

When your holidays do not coincide with the school term dates it is necessary to complete a 'holiday request' form asking for permission to take your child out of school during term time. You can request a form by making a note in your child's home-school diary, or calling the school main office, however the expectation is that 28 days notice is given. Where multiple holidays are requested in an academic year no more than 2 holidays will be authorised.

School Meals

All school meals are cooked on the premises by Powys Catering Staff and they are able to undertake specialist preparation of food and cater for most dietary requirements.

All pupils use the cashless catering system 'ParentPay' to purchase school dinners. This system incorporates the latest technology and eliminates the need for pupils to bring cheques and cash into school. It allows for complete privacy for those pupils entitled to Free School Meals and the system automatically allocates the appropriate accounts with the free school meal amounts.

At present pupils between reception and year 3 are entitled to Universal Free School Meals however, the Welsh Government has stated that by 2024 all primary aged pupils will be entitled to Universal Free School Meals. Please click on the link to find out more: <https://www.gov.wales/universal-primary-free-school-meals-upfsm#:~:text=All%20primary%20school%20children%20in,child%20goes%20hungry%20in%20school>

Inclusion

Pupils from Penmaes may be included with their peers in mainstream schools directly or through the specialist centres. The inclusion may be for varying lengths of time and for a variety of activities depending on the pupils' educational needs. They receive support accordingly. Some pupils from mainstream schools may come to Penmaes to be included for specific curricular activities and groups are invited to join in celebrations and festivities. There are excellent relationships between the staff at Penmaes and local Primary and Secondary schools along with the PRU. Close liaison with parents is considered to be very important in ensuring the success of any inclusion. Within Penmaes, inclusion occurs across classes for various aspects of the curriculum including activities such as sensory work and outdoor pursuits. Penmaes pupils use many community facilities in and around Brecon and the school is in turn used as a community resource.

Outreach

Penmaes offers an 'Outreach' service to mainstream schools to support staff and parents with children with additional learning needs. This service is available to all Primary and Secondary schools within Powys. Penmaes staff visit the schools, carry out observations and discuss individual needs with staff (and parents when appropriate). They can offer advice on a range of issues including behaviour management, curriculum differentiation and specialist resources. All requests for Outreach must be made through the PIP panel.

Penmaes welcomes visits from staff from mainstream schools as part of the Outreach service and inclusion links can be set up for individual pupils who might benefit from the specialist teaching, facilities and resources available at Penmaes.

School Uniform

Penmaes has a school uniform and whilst we encourage the wearing of it, it is not compulsory as many of our children have sensory issues with certain materials and textures of clothing. Should you wish your child to wear school uniform, please see the link below:

<http://www.schooltrendsonline.com/schools/YsgolPenmaesLD37HL>

or

<https://www.pethauplant.com/penmaes>

Whilst school uniform is not compulsory, we do ask that ALL clothing is clearly labelled with the child's name as we cannot be responsible for any items which are damaged or are lost.

School Transport

Most pupils travel to and from school on transport with escorts provided by contractors to Powys County Council. Parents who do not wish their child to be brought to school on county transport may make other arrangements. Transport issues should be raised directly with the Transport Department at County Hall, Llandrindod Wells as the school does not manage any aspect of this provision.

Parents are asked to inform the class teacher or the office well in advance should they need to take their child out of school before the end of the school day. This is particularly important when the school needs to be informed of someone different collecting the child.

Inclement Weather

In the event of bad weather in the morning parents are requested to contact their transport contractor first. The contractor should have already been in contact with the school and will therefore know if the school is open or not. PLEASE DO NOT telephone the school as telephones will be in use implementing the "Inclement Weather" procedures. No child will be sent home early without the school contacting his/her parents/carers or named emergency contacts.

If the school needs to close this will be advertised through a variety of media:

- School website:www.penmaes.powys.sch.uk
- Powys County Council website:www.powys.gov.uk
- Class Dojo platform
- Local radio stations
- Through the 'My Powys' text and email service if you have signed up for this.

The School Curriculum

All pupils access a broad and balanced curriculum and this will continue to evolve as the new curriculum continues to be embedded. All of our pupils access the Digital Competency Framework (DCF), the Literacy and Numeracy Framework (LNF) along with Areas of learning and Experience

as outlined in the new Curriculum for Wales. The curriculum continues to be modified to meet individual needs. Pupils aged 14-19 have access to Learning Pathways where appropriate and in years 10–14 can access schemes externally accredited by WJEC Pathways or ASDAN (Award Scheme for the Development of Accreditation Networks) including the Bronze, Silver and Gold Awards, Towards Independence and Transition Challenge. However, curriculum pathways are determined by individual need as opposed to age and so many children at Penmaes may be learning outside their chronological phase, at a stage which is more meaningful to them. Where appropriate pupils may follow the Duke of Edinburgh's Awards and courses that lead to Entry Level qualifications.

Four purposes (underpin the design & development for Curriculum Wales 2022):

- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society
- Enterprising, creative contributors, ready to play a full part in life and work
- Ethical informed citizens of Wales and the world
- Ambitious, capable learners, ready to learn throughout their lives

Six Areas of Learning and Experience:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology

14-19 Learning Pathways

All pupils at Penmaes are entitled to a learning pathway framework, which will help them achieve. This has six key elements:

- Individual Learning Pathway to meet the needs of each learner
- A wider choice of programmes and ways of learning
- A learning core which includes skills, knowledge, understanding, attitudes and values and common experiences
- Access to personal support
- Impartial Careers advice and guidance

The developments that are ongoing include college vocational taster courses and where available and appropriate access to work experience programmes in local businesses and workplaces. ASDAN qualifications and Unifrog have been introduced and further opportunities to gain accreditation are being developed, for example through WJEC Pathways. Pupils with support produce their own Learning Pathway Plan using the “My Future” area of the Careers Wales Online Website.

Monitoring, Progression and Assessment

All pupils have their progress measured three times a year across all areas of study. Pupils may be involved in reviewing their own progress where possible and with the results of their teacher assessments they are helped (where appropriate) to agree IDP targets. Pupils' progress towards their targets is reviewed on a termly basis.

Penmaes has recently introduced a new tracking system which is aligned with new progression planning that has been implemented. Each pupil has their own electronic learning journey where their learning is captured. Evidence is not limited to the portfolio and can also be located in folders and books where appropriate. Observation and witness statement proformas have been introduced whereby staff record pupil's engagement in learning along with a photograph or piece/s of work.

At 14+, where appropriate, pupils follow the Bronze, Silver and Gold Awards, the Transition Challenge or Towards Independence Scheme and have their work moderated and verified externally by ASDAN. Pupils in years 10 to 14 may be entered for WJEC Pathways qualifications and these are also internally and externally quality assured.

Delivery of the Curriculum

At Penmaes, subjects can be delivered through a progression plan approach that offers cross-curricular experiences relevant to individual needs. The focus on a progression plan provides stimulation in a wide variety of situations affording opportunities for all pupils to develop and use a range of skills. Progression plans generally run for a term. Pupils' work may be in the form of displays, models, written work, class books, photographs, videos or other digital technology. Pupil voice is a real strength at Penmaes and every term pupils get to choose their own project week themes. So far this has been a great success and pupil engagement has been very positive.

Some key skills may be taught outside theme work if required depending on the needs of the individual, the theme work then provides focus and meaningful contexts for the skills to be used. Some specialist subjects may be taught separately (mainly in the senior department).


All pupils are encouraged to participate in a range of physical activity from physiotherapy through to inclusion with local mainstream schools where appropriate and there is availability. Joining clubs outside of school such as the Disability Sports Club is also encouraged. Swimming and outdoor activities using community facilities are pursued as well as school-based physical education and challenges within the Duke of Edinburgh Awards.

Penmaes has recently introduced a daily morning regulation session starting from 9.00am to 9:45am and the purpose of this is to support pupils to be able to regulate and in a place to learn. A variety of activities are available for pupils to engage with e.g. boot camp, scooters, bikes, sensory, reading, soft play and a small group check in session.

For some pupils with complex learning needs the curriculum is delivered through a therapeutic, developmental and sensory approach. This is supported by occupational therapists, physiotherapists and speech therapists as well as teachers from the Sensory Service. A sensory studio, interactive soft play room and hydrotherapy pool are available to support this area of work.

Teaching Approaches and Strategies

In the classroom situation the teaching approaches and strategies are based on the individual needs of the pupils and therefore class groups are small in comparison to mainstream. Teaching



is carried out in one-to-one, paired, small group and whole class situations. The teaching assistants in each class provide valuable support for pupils and teachers.

Opportunities are also provided for classes/groups and the whole school to combine for various activities and events.

Some pupils with Autistic Spectrum Disorder (ASD) may be taught in a specialist ASD class where there is a higher staff to pupil ratio. They are taught through strategies based on the TEACCH and SPELL approaches using symbol timetables and follow a highly structured routine.

Extra Curricular Activities

Penmaes values the breadth of different experiences available to our pupils and a range of activities are available to pupils every term. We aim to offer residential trips where appropriate and these may include cultural or outdoor activities in Wales, England or abroad.

The health and safety of pupils and staff is of paramount consideration when organising residential trips. Every effort is made to ensure that a range of trips are offered to meet the needs of all pupils.

School Sports

All pupils at Ysgol Penmaes have access to a wide range of experiences and activities that promote physical development and well-being. These experiences/activities include:

- swimming and hydrotherapy sessions
- football
- cricket
- rugby
- gymnastics
- trampolining
- dance
- games (including parachute sessions)
- a range of leisure activities (ASDAN accredited)
- outdoor pursuits
- Sportsability games
- Boccia
- Golf
- walking
- yoga

We join an annual Tag Rugby team tournament involving other special schools and local primary schools. We attend dance and football tournaments in Ebbw Vale and Caerphilly.

Health and Wellbeing

In the New Curriculum for Wales 2022 the Health and Well-being Area of Learning and Experience provides a holistic structure for understanding health and well-being. It is concerned with developing the capacity of pupils to navigate life's opportunities and challenges. The fundamental components of this Area are physical health and development, mental health, and emotional and social well-being. It supports pupils to understand and appreciate how the different components of health and well-being are interconnected, and it recognises that good health and well-being are important to enable successful learning.

Engagement with this Area helps us at Penmaes foster a whole-school approach that enables health and well-being to permeate all aspects of school life.

Relationships and Sexuality Education (RSE)

RSE is a positive and protective part of the Curriculum for Wales. It plays a central role in supporting pupils' rights to enjoy fulfilling, healthy and safe relationships throughout their lives. Central to the

Curriculum for Wales is an aspiration for every child and young person to achieve the four purposes of the curriculum. A rights and equity based RSE curriculum at Penmaes helps ensure that all pupils can develop an understanding of how people's faith, beliefs, human rights and cultures are related to all aspects of RSE and how these rights can contribute to the freedom, dignity, well-being and safety of all people. Therefore, schools and settings should discuss RSE in the context of the Rights protected by the United Nations Convention on the Rights of the Child.

RSE supports pupils to develop the knowledge, skills and values to understand how relationships and sexuality shape their own lives and the lives of others. Pupils are taught to be equipped and empowered to seek support on issues relating to RSE and to advocate where appropriate for themselves and others. RSE will be a mandatory requirement (2022) in the Curriculum for Wales for all pupils from age 3 to 16. This means that all pupils must receive this education. There will be no right to withdraw from RSE in the new curriculum.

At Penmaes we ensure that any RSE content provided is developmentally appropriate for pupils. We take account of a range of factors such as the pupils age, knowledge and maturity and any additional learning needs. The RSE needs to be developmentally appropriate for each learner.

Careers and Work Related Education

Careers and the World of Work is essential learning for all pupils and it is also part of the requirements of the Learning Pathways 14-19 Measure. Pupils access support and advice from the Careers Adviser from Careers Wales as and when required.

We aim to:

- develop the attitudes and values required for employability and lifelong learning;
- help pupils manage their individual learning pathways and make effective choices for their careers and lives beyond school;
- develop the skills required by employers;
- help pupils to become entrepreneurial;
- help pupils be motivated to face the challenges, choices and responsibilities of adult life.

Languages Literacy and Communication (LLC)

Wales is a country rich in cultural diversity and heritage. Becoming bilingual is an entitlement of all pupils in Wales. Pupils are made aware of the particular environment, traditions and culture in which they live. All aspects of teaching and learning acknowledge the cultural, economic, environmental, historical and linguistic characteristics of Wales. Promoting Welsh, Modern Foreign Languages and Makaton are an integral part of school life.

Throughout the year all aspects of Welsh life are celebrated; these celebrations include the school Eisteddfod, a Welsh twist to 'Penmaes has got Talent', St David's Day etc. Also, we hold a weekly Gwasanaeth Cymraeg (Welsh assembly) where our Criw Cymraeg chooses a theme or sentence or word of the week. Those using this phrase during the week receive a 'Tocyn Iaith' (language ticket) and add to their points in the Gwasanaeth Cymraeg the following week. Welsh is taught as a second language throughout the school. Incidental Welsh is encouraged throughout the school day. We have input from the Arthrowen Bro Service every half term and several members of staff

have received intensive training in Welsh 2nd Language. We have gained the Siarter Iaith Cymraeg Award - we are delighted with our success!

Languages are promoted throughout the school including the use of Makaton and pupils are provided with different experiences.

Penmaes fully promotes the development and use of Makaton signing. Nearly all pupils enjoy learning and using Makaton to support communication.

Religion, Values and Ethics (RVE) and Collective Worship

Ysgol Penmaes is not affiliated with any particular religion or religious denomination however RVE and Collective Worship are delivered to all pupils in accordance with the statutory requirements. Our provision broadly reflects the Christian ethos but as part of the broad curriculum offered to all pupils the major festivals from some of the other faith groups are also celebrated. We recognise that RVE and Collective Worship make a significant contribution to the school's aims and ethos. RVE is taught in all classes on a weekly basis and the school day ends in an Act of Collective Worship, otherwise known as a School Assembly. In addition, we hold weekly School Assemblies where we celebrate pupils' achievements.

Eco-Schools Committee and School Council

The Eco-Schools programme is made up of a number of elements providing a structure that enables schools to demonstrate good practice in environmental management. The committee meets weekly and their Eco-mission Statement is 'Make it green so our school stays clean'. Minutes are kept of the School Council meetings showing how decisions were made, pupils share the minute taking responsibilities with adult members. It is the council's responsibility to monitor and evaluate progress throughout the school that provides evidence for the Eco-Schools portfolio.

The School Council comprises primary and secondary pupils. The members are elected by class peers. The head boy and head girl are co-opted members. Meetings are held weekly. The school council sets its own agenda and takes (and disseminates) the minutes.

Whole School Mental Health and Well-Being (WSMHWB)

WSMHWB focuses on the following areas:

- Food and fitness
- Mental and Emotional Health and Well Being
- Personal Development and Relationships
- Substance Use and Misuse
- Environment
- Safety
- Hygiene

Pupils, staff and parents work together to ensure that Penmaes promotes a whole school approach to mental health and well-being. Pupils are encouraged to bring healthy snacks and drinks to school and take part in a range of physical activities; they are helped to develop the skills needed to lead a healthy lifestyle through the personal and social education element of the curriculum. A variety of agencies work with the school to support pupils' health and well-being.

Parent/Carer Partnerships

Our policy is to ensure all parents/carers receive a warm and friendly welcome at all times. We value parents and carers as partners in their child's education and we will do our utmost to respect their wishes and views, encouraging them to share their skills and knowledge with us.

Our aim is to build a positive two-way relationship with parents and carers within an atmosphere of honesty and mutual respect. We work within an "open door" policy where parents and carers are invited to a wide range of whole school events such as our annual harvest and Christmas celebrations, Eisteddfod, sports and achievement awards ceremony etc. In addition to the statutory Annual Statement Review meetings parents/carers are invited to our annual 'Meet the Class' afternoon in the autumn term and a parents/carers afternoon/evening in the summer term to review their child's progress and discuss future targets. Parents and carers may telephone the school at any time. Where possible they will be put through to the person they wish to speak with, however if staff are teaching or unavailable at that time then a return telephone call will be made as soon as is practicable.

Class Dojo (home to school communication)

We make effective use of the Class Dojo communication platform to enable parents/carers and staff to communicate about various matters. It can be used to 'talk' about the child's experiences and achievements either in school or at home and forms part of the child's school record. The information on Class Dojo remains the property of the school. Please do not put any sensitive information on the platform or any notifications of appointments etc as we are mindful of GDPR legislation. For any such matters, please telephone or email the school directly.

Admissions

Admission of children to Penmaes is through a referral process and parents are advised to look at the Powys ALN website for more detail on the processes and procedures. Referrals are made to the Statutory PIP Panel that meets every two weeks. Parents are informed of decisions shortly after the meeting in a letter from the Local Authority. All children must have a Local Authority maintained Individual Development Plan to be admitted to Penmaes.

Once a placement is agreed parents are encouraged to contact the school to arrange a visit and to talk to the Head Teacher and relevant staff prior to their child's admission. Young children may be admitted on a part-time basis initially.

Individual Development Plan Reviews (Statutory Annual Review)

- In accordance with the ALNET, the child's Statement of Special Educational Needs or Individual Development Plan (currently going through a conversion) is reviewed annually. The school arranges these meetings and parents are invited along with any other professionals involved with your child. When under restrictions due to coronavirus, the school operates virtual meetings and parents and professionals are invited to join by telephone or over a virtual platform e.g. GoogleMeet, Teams or Zoom. At the review meeting targets are agreed which are based on the long term aims for the child as identified in the Statement. These form the basis for your child's Individual Education Plan (IEP) which outlines how the targets are to be achieved and the responsibilities of each person involved.

14+ Transition Reviews for pupils in Year 9 and above are arranged to prepare and monitor transition plans. For post-school provision, Careers Wales and other relevant professionals (eg. adult services) are also invited to the meetings. At Penmaes we follow the format of person-centred reviews and this results in a person-centred plan (PCP) for each child/young person.

This process is changing and as new legislation is introduced, our processes will be amended accordingly.

Additional Learning Needs

Our policy and practice has been developed to ensure that:

- all pupils have their ALN needs met through the provision of trained staff, specialist resources, adapted equipment and differentiated curriculum;
- close working partnerships with other agencies support improved pupil outcomes and well being.

A few pupils may be considered as More Able and Talented in relation to the majority of pupils with ALN; these pupils may show greater ability in one subject area or they may show talent artistically, in sports or in performance. 'In every school there will be a group of pupils who require greater breadth and depth of learning activities than is normally provided for the usual cohort of learners'. We aim to support pupils with these skills and talents through links with mainstream schools if appropriate and through in-house additional provision. The Head Teacher is responsible for ensuring that pupils' Individual Development Plans are reviewed annually and that the allocation of staff in classes meets the needs of the pupils.

Children Looked After (CLA)

We have a duty to safeguard and promote the education of children looked after (CLA). These are children who are looked after by Powys or other Local Authorities.

Our Vision and Aims of education at Ysgol Penmaes are the same for all pupils and are encapsulated in our School Vision Statement. Within this we aim to:

- To provide a safe and secure environment; one which values education and believes in the abilities and potential of all children.
- To bring the educational attainments of our Looked After Children nearer to those of their peers. This said, there is currently no difference between the achievements of any groups of pupils at Penmaes.

Nominated CLA Coordinators:

Angharad Bryn-Jones	Headteacher
Luci-Anne Clark	Deputy Headteacher
Lucy Morgan	Assistant Headteacher

Strategic Equality Plan

At Penmaes we 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 and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in all aspects of school life.

The achievement of all pupils are monitored and we use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle any form of discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Penmaes we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit our school.

At Penmaes we recognise the diversity within our school and the community that it serves. Pupils, staff and governors come from a range of backgrounds and social groups. This diversity is reflected in a wide range of resources, in our approach to the school curriculum, along with our approach to pupils' individual programmes. In line with our inclusive school ethos we will act upon all inequalities.

We value and utilise the social, linguistic and cultural experiences which the pupils, staff and governors bring to Penmaes. We aim to understand and effectively meet the particular needs of all our pupils, being aware of their ethnic, cultural, linguistic and historical backgrounds.

A copy of the school's strategic equality objectives can be obtained from the school office.

Charging and Remissions Policy

The Penmaes 'Charging and Remissions Policy' operates under the Powys Guidelines taken from The Education (Remission of Charges Relating to Residential Trips) (Wales) (Amendment) Regulations 2011. No charge is made for any activity that takes place during school hours except for cookery (Food Technology) where a child will take home what he/she has cooked. Parents are invited to make voluntary contributions towards trips and other school-time activities to help cover costs of minibus, admission etc. No child will be left out of an activity if his/her parents cannot or will not make a contribution but, in common with other schools, if insufficient contributions are made then the trip or activity may not take place.

Pupils may be charged for board and lodging for residential trips.

Parents should seek advice from the Head Teacher for information on remission of charges for board and lodging if they are in receipt of Working Families' Tax Credits, Income Support, Job Seekers Allowance or Disability Working Allowance [Section 457 (4) 1996 Education Act].

Security

Every effort is made to ensure the security and health and safety of all pupils, staff and visitors to Penmaes. A security system operates at the main entrance ensuring the main doors are kept closed throughout the day. CCTV cameras operate in the car park, playground and some of the public areas within the school building. Some rooms and parts of the building are only accessible when a member of staff is present and can then be entered with a key, keycode or swipe card. All visitors must report to the reception office, sign the visitors' e- book on arrival and departure and wear a visitor's badge whilst on site. No visitor is able to access the main school area unless supervised by a Local Authority or NHS employee, i.e. somebody who works at, or for Ysgol Penmaes. All visitors must read the safeguarding procedures before entering the school.

Health and Safety

A copy of the school Health and Safety Policy is available from the main office. All staff receive regular training on Health and Safety issues, including Manual Handling, First Aid and some medical procedures; some staff have undergone MIDAS training for driving the school minibuses.

A school nurse is present on site intermittently. Occasionally she attends training, meetings and makes home visits and at these times trained staff support all pupils' medical needs. Risk Assessments are carried out for all activities to ensure the safety of pupils and staff whilst they are

on and off site. Any concerns may be raised with either of the nominated Health and Safety representative:

- Business Manager- Karen Moses

Pupil Welfare

Our pupils' vulnerability is clearly understood by parents/carers and the school has robust procedures to ensure that all pupils are safe and well supported. However, we know that accidents can occur and we will ensure that you are informed if your child has a fall, or has had a minor accident. Equally when we see unexplained marks or bruises we will discuss these with you. Good, open and honest communication will ensure that there are no misunderstandings.

Safeguarding

There are standard procedures that we must follow if any concerns are raised about the safety and wellbeing of a child and there is an information leaflet available in reception for all visitors to the school. Please inform us if you would like a copy sent to you. The full procedures are documented in the 'All Wales Child Protection Procedures'.

Our safeguarding policy applies to all staff, governors and volunteers working in school.

The Designated Senior Person for Child Protection at Ysgol Penmaes is:

Angharad Bryn-Jones (Head Teacher)

The Deputy Designated Senior Persons for Child Protection at this school is:

Luci Clark- Deputy Headteacher and Lucy Morgan- Assistant Headteacher

The Designated Governor for Child Protection at this school is:

Clancy Bevan (Chair of Governors)

Contact Packs

It is vital that we have up-to-date records of telephone numbers, emergency contacts etc, should we need to contact you during the day. A form is issued to parent/carers as part of our admissions pack and will be updated annually. Parents moving home or changing phone numbers should let us know as soon as possible.

When parents are separated or divorced and both partners have parental responsibilities, we will need to have details of both parents' addresses and telephone numbers.

Community Focused Schools

A Community Focused School is one that provides a range of services and activities, often beyond the school day, to meet the needs of its pupils, their families and the wider community. It is our aim to make Penmaes the focus of the local community.

Parent Training workshops are organised where appropriate and necessary at Penmaes not only for parents and carers of pupils who attend the school, but an invitation to some workshops may be extended to local schools, social services staff and other partnership agencies. Information about such events will be advertised through several different media, including Class Dojo, Friends

of Penmaes facebook page, Penmaes Facebook page, school website and display boards, emails and flyers.

The facilities that Penmaes offers are available for hire by community groups and other schools. The hydrotherapy pool is a very popular resource, as is the school hall and these are used by a range of external groups from the wider community.

Complaints Procedure

The Governing Body recognises that it is important that concerns and complaints are dealt with appropriately and aims to ensure that if anyone has a concern or complaint it is taken seriously and is dealt with quickly, fairly and thoroughly. If you have a concern about something which you think is happening, or not happening in school, you are encouraged to take this up informally with the class teacher who will usually be able to resolve your concern immediately, rather than use this procedure. However this policy and procedure is in place for you to use if your concern is not resolved informally, or if the matter is more serious. In this case, please put your complaint in writing for the attention of the Head Teacher.

If your complaint is about a Child Protection issue then it will be dealt with under the Wales Safeguarding Procedures: <https://www.safeguarding.wales/en/int-i/int-i-i1/i1-p1/>

Golwg y Bannau

Golwg y Bannau, known as Bannau, is a residential facility for children with Autistic Spectrum Disorder (ASD) and Severe Learning Disabilities (SLD) on the campus of Ysgol Penmaes. It has four beds and is open 52 weeks a year. Four beds provide residential accommodation for 52 week placements. The purpose of Bannau is to provide an extended curriculum for children and young people up to the age of 18. It aims to support children and their parents in developing the children's self-help, leisure and independence skills as well as addressing challenging behaviour through establishing appropriate routines. Bannau has two lounges, a kitchen/dining room, a play/games room, toilet and laundry facilities downstairs and four individual bedrooms and two bathrooms upstairs. Children can access the grounds and facilities of the school in the evenings and may also be taken out into the community and local towns.

Admission to Bannau is through referral to the Local Authority as all children accessing the residential provision must have a diagnosis of ASD or Severe Learning Disability and attend Penmaes.

Ysgol Penmaes Staffing

Our staff team includes:

- Head Teacher
- Deputy Headteacher
- Assistant Headteacher
- 3 TLR holders
- 13 Teachers
- 2 Higher Level Teaching Assistants
- 44 Teaching Assistants
- Business Manager

- 2 Administrative Assistants
- 3 Catering Staff
- 2 Caretakers and 6 Cleaners

Senior Leadership and Management Team

Head Teacher	Angharad Bryn-Jones
Deputy Headteacher	Luci-Anne Clark
Assistant Headteacher	Lucy Morgan
Team Leader Foundation/Primary Dept	Anita Thomas
Team Leader Senior Department	Su Pierce
Team Leader Satellite	Carla Bevan
Business Manager	Karen Moses

A range of personnel provide additional support. These include:

- Local Authority School Improvement Advisors
- Local Authority ALN Managers
- Local Authority Sensory Service — teacher for hearing impaired
- Local Authority Sensory Service — teacher for visually impaired
- Educational Psychologists
- Multi Sensory Impairment Service

Powys Health Teaching Board personnel include:

- School Nurse
- Physiotherapists
- Physiotherapy Assistant
- Speech Therapists
- Occupational Therapists
- Consultant Paediatricians
- Clinical Psychologist
- Specialist Nurse for children with learning disabilities
- Clinical Behavioural Specialist for children with learning disabilities

Other facilities offered by the school are:

- Hydrotherapy pool
- Sensory Studio
- Interactive Soft Play Room
- Conference Facilities
- Family Room

Penmaes School is a Community Focused School and is working towards extending the resourcing capabilities of the school to the local community. Close links have been established with:

- Welsh Universities
- Neath Port Talbot College Group, Brecon Beacons Campus,
- Health Services including Paediatric, Mobility and Orthotic clinics held at school
- Careers Wales
- Social Services in Brecon, Llandrindod Wells and Ystradgynlais
- Qualification Accreditation Centres e.g. WJEC Pathways and ASDAN.
- SWASSH - South Wales Association of Special School Head Teachers

School Governing Body

The Governors of Ysgol Penmaes meet every term and report to the parents at the end of each school year. Any member of the Governing Body may be contacted through the school. For further information please contact either the Head Teacher or the Chair.

Chair of Governors	Ms Clancy Brett
Vice Chair	Mrs Jenny Miller
Parent Governors	Helen Davies Parent governor vacancy Mandy Thomas
Local Authority Governor	Clancy Brett
Teacher Governor	Mrs Suzanne Pierce
Staff Governor	Beth Woods
Community Governor	Mrs Gill Abrams Reverend Stephen Griffith Mrs Dorcas Slaney



Head Teacher

Mrs Angharad Bryn-Jones

Useful Contacts

Education Department

Lynnette Lovell
Powys County Council
LLANDRINDOD WELLS
LD1 5LG

Tel: 01597 826422

ALN Manager

Mr Simon Anderson

Tel: 01597 826425

School Improvement Adviser

Mr Patrick Thomas

Tel: 01597 826705

Powys County Council
County Hall
LLANDRINDOD WELLS
LD1 5LG

ALN Inclusion Manager

Simon Anderson/Karen Jenkins
Powys County Council
County Hall
LLANDRINDOD WELLS
LD1 5LG

Tel: 01597 826724

Area Education Office

Neuadd Brycheiniog
Cambrian Way
BRECON
LD3 7HE

Tel: 01874 612211

Transport Unit Manager

Powys County Council
County Hall
LLANDRINDOD WELLS
LD1 5LG

Tel: 01597 826481

Principal Educational Psychologist

Dr Alun Flynn
Neuadd Brycheiniog
Cambrian Way
BRECON
LD3 7HR

Tel: 01874 612211

Educational Psychologists

Neuadd Brycheiniog
Cambrian Way
BRECON



LD3 7HR

Tel: 01874 612211

Consultant Paediatrician

Dr Lindoewood
Children's Centre
Brecon War Memorial Hospital
BRECON
LD3 7NS

Tel: 01874 615671

Paediatrician

Dr Prosser
Children's Centre
Brecon War Memorial Hospital
BRECON
LD3 7NS

Tel: 01874 615671

Social Services

Children's Disabilities Team
Neuadd Brycheiniog
Cambrian Way
BRECON
LD3 7HR

Tel: 01874 624298

Adult Disabilities Team
Neuadd Brycheiniog
Cambrian Way
BRECON
LD3 7HR

Tel: 01874 623741


Term dates 2023/2024

Autumn term:

- Monday 4 September 2023 to Friday 27 October 2023
- Half Term - Monday 30 October 2023 to Friday 3 November 2023
- Monday 6 November 2023 to Thursday 21 December 2023

Spring term:

- Tuesday 9 January 2024 to Friday 9 February 2024
- Half Term - Monday 12 February 2024 to Friday 16 February 2024

- 
- Monday 19 February 2024 to Friday 22 March 2024

Summer term:

- Monday 8 April 2024 to Friday 24 May 2024
- Half Term - Monday 27 May 2024 to Friday 31 May 2024
- Monday 3 June 2024 to Friday 19 July 2024

Non-pupil days:

- Friday 1 September 2023
- Friday 22 December 2023
- Monday 8 January 2024
- There will be three further non-pupil days, two in the autumn term and one in the summer term. Please check your school website for these details
- [Cluster Inset Days 2023-24 \(PDF\) \[139KB\]](#)

Useful dates:

- Good Friday - Friday 29 March 2024
- Easter Monday - Monday 1 April 2024
- May Day Bank Holiday - Monday 6 May 2024
- Spring Bank Holiday - Monday 27 May 2024
- Royal Welsh Show - Monday 22 July - Thursday 25 July 2024



