

Penygaer Primary School



2025-26
Prospectus

This prospectus has been put together to give you information about Penygaer School. It tells you how the school is organised and, hopefully, something about the character of our school. We hope you will find it helpful.

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1. Penygaer School



Penygaer School is a happy school, and we are proud of the good reputation of our children.

Penygaer School is classified as an English medium community primary school that is co-educational (for boys and girls).

Our Vision

At Penygaer our aim is to ensure that we provide valuable opportunities to support and inspire our children to achieve their best and reach their potential in a happy, caring, inclusive, healthy and safe environment.

Our Values

Kindness
Respect
Honesty
Trust
Happiness
Fairness
Friendship
Caring
Successful
Safety
Inclusive

Mission Statement

We do this by:

- Creating an innovative, exciting and relevant curriculum which engages and stimulates all learners
- Planning enriching learning experiences.
- Ensuring all pupils develop their literacy/communication, numeracy and digital skills to enable them to be successful in life
- Promoting the Welsh language as a living, relevant language.
- Developing links with the community to prepare learners for adult life and life-long learning.
- Understanding Llanelli's place in Wales and the World.
- Robustly challenging and assessing our pupils.
- Developing all practitioners within school and acknowledge our accountability .
- Building partnerships with all parents and stakeholders.
- Learning to understand, manage and express emotions appropriately.
- Developing well-being, ambition and self-confidence.
- Working creatively, independently and collaboratively.
- providing regular physical education lessons within school time and to offer, when possible, after school sporting activities which would include team and co-operative games.
- Promoting a healthy lifestyle.



Our motto is
“Be Safe, Be kind, Be Successful”



2. The school building

Penygaer School was opened in 1976. It shares a campus with Ysgol Gymraeg Dewi Sant, a Welsh medium primary school.

Our school caters for mainstream children between the ages of 3 and 11. It is a bright and cheerful place with six classes.

1. One small intervention class
2. Year 5/6 (Mixed cohort)
3. Year 4/5 (Mixed cohort)
4. Year 2/3 (Mixed cohort)
5. Year 1/2 (Mixed cohort)
6. Early Years (Nursery/Reception)

In addition to the classrooms, the school has a hall (used for assemblies, P.E., dinner, Breakfast Club, concerts etc.), three rooms for teaching small groups, a small kiln room and the 'Cwtsh' (A room for meeting parents and community activities)

We're delighted to announce the launch of a bespoke ASD (Autism Spectrum Disorder) class this September 2025, welcoming eight pupils into a supportive and tailored learning environment. The class will be staffed by a full-time teacher and three dedicated teaching assistants, ensuring a high level of individual support. Admissions to this specialist provision are managed by Carmarthenshire Local Authority. Building work began for this provision over the Summer holidays of 2025.

Penygaer School has a wonderful outside area which would be the envy of many schools. A grass slope with woodland at different stages of development has a dipping pond, an active play area, a gardening area and meadow areas. All these areas are linked by all-weather paths. It is truly an inviting and inspiring environment for play and outside learning.

Our large hard surface area includes an open space for active play (with a kick-wall), and areas for less active socialising where children can enjoy the use of games tables and other seating areas. The Foundation Learning area has its own play areas. The school is, of course, ideally placed next door to Penygaer playing fields.

The school is a single storey building on a level site and it is accessible to disabled pupils or adults. There is a toilet for disabled pupils/adults. The school grounds are mostly level and all parts are easily accessible apart from the steeper parts of the grass bank.

The school building and all of the school grounds are strictly non-smoking areas.

3. Admission to Penygaer School

Every school is given what is called a designated catchment area. There are rules which have to be followed when admitting children to school. For instance, there are limits on the number of children we can take in. For 2024, Penygaer School's capacity was 233 pupils with an Admission Number of 29 pupils for each academic year. This has been reduced slightly due to the new ASD provision.

Full, and up-to-date information about applications to, and admission to, Carmarthenshire County Council's school is found here: [School Admissions and Changing Schools \(gov.wales\)](#)

The Local Education Authority (LEA) has now set dates by which parents should request admission for the following school year:-

Important information: Children Born before 1st September 2021				
Children born before the 1 of September 2021 can start full time education at the beginning of the term of a child's 4th Birthday should their application be successful.				
Date of Birth range	Starting school	Deadline for application	Notification date	Appeals closing date
1st September 2020 to 31 August 2021	September 2024, January or April 2025	31 January 2024	16 April 2024 or the next working day	30 May 2024
Children Born on or after 1st September 2021				
Following consultation, the decision was made to remove the rising 4's policy and admit full time learners to primary schools in the school term following their fourth birthday, starting in September 2025. Children born on or after 1 September 2021 can apply for full time primary education and start in the term following their 4th birthday.				
Date of Birth range	Starting school	Deadline for application	Notification date	Appeals closing date
1st September 2021 to 31 August 2022	January, April, September 2026	31 January 2025	16 April 2025 or the next working day	14 May 2025

Applications for admission should be made online at <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-admissions-and-changing-schools/apply-for-a-full-time-primary-school-place-4-years-olds/>

We will be pleased to arrange visits for any prospective parents. Please contact us to arrange.

Looking ahead

Admission to Secondary School follows the same catchment area guidelines. Penygaer School is part of the Bryngwyn "family" of schools, but this does not mean that children from Penygaer automatically go to Bryngwyn School. *It is the home address of the pupil which is the determining factor.* Secondary school applications for current Year 6 children must be made by a date in December 2025. (TBC)



When your child can attend our Nursery

Children are admitted in the term following their **third** birthday and attend **part-time** for three terms.

Full-time education begins in the term following their **fourth** birthday. We are proud of the way our Foundation Learning class helps a child to develop. The secure, happy atmosphere gives children a good start. Parents are invited to visit the school before their child joins the class. Our Foundation Learning class is self-contained having its own toilet area and its own outside area for physical development.

May I visit?

Parents and prospective parents are always welcome to visit the school. To arrange a visit, please contact the office using the contact details towards the end of this document.

4. Arrangements for the admission of pupils with disabilities

All schools are required to include in their prospectus arrangements for the admission of pupils with disabilities. Under the terms of the Disability Discrimination Act 2005, the school has compiled a Disability Scheme and an Accessibility Plan to ensure that no child or adult will be at a disadvantage through attending or visiting Penygaer School. If your child has a physical disability, please contact the school as soon as possible so that we can make any special arrangements that may be necessary.

5. School times

	<u>Morning</u>	<u>Afternoon</u>
Nursery (part-time)	9.00 – 11.30 am	12.55 - 3.25 pm
Nursery (full-time)	9.00 - 11.45 am	12.55 - 3.25 pm
Reception	9.00 – 11.45 am	12.55 – 3.25 pm
Years 1 and 2	9.05 - 11.45 am	1.05 - 3.25 pm
Years 3, 4, 5 and 6	9.05 - 12.15 pm	1.10 - 3.30 pm
ASD class	9.15 – 12.15pm	1.15 – 3.15pm

6. Coming and going

a) **Arriving at school**

Mainstream school starts at 9.00a.m in Early Years and 9.05am for years 1 and above. The school runs a very popular FREE pre-school Breakfast Club, starting at 8.20a.m. (please see **18.** for full details).

Any children in the Foundation Learning class who are not attending the Breakfast Club should be taken to the class for the start of the school day - there are sheltered areas for waiting parents and children.

Any older children not taking advantage of the Breakfast Club should come onto the school yard where, from 8.55a.m., they will be supervised by members of staff. Although we appreciate that parents of the younger children may feel a little nervous, experience has shown that it is a lot easier

for staff, parents and pupils if parents remain at the school gates and send their children onto the school yard. A member of staff will be on duty near the school gate from 8.55a.m. (other members of staff are in class from this time).

Some parents of older children, due perhaps to work commitments, send children to school (but not to Breakfast Club) before 8.55a.m. **If you do this, it must be on the understanding that they will not be able to enter school premises, and will not be supervised, until 8.55a.m.** If it is raining, children are able to go straight to their classrooms, via the main entrance, where they will be supervised by members of staff.

b) Leaving school

Early Years pupils should be collected from the gate leading to the Early Years outdoor learning area at the end of the school day (or session, if part-time).

The intervention class go to the main hall doors.

Class 1&2, 2&3, 4&5 and 5&6 parents are to come onto the main school yard to collect outside their classroom.



We impress upon our pupils that if the person expected to meet them is not there, they should inform their teacher. They will then be brought back into school to wait to be collected.

Please let us know if you are likely to be late collecting your child. Likewise, it is important that we are told if your child is to be met by someone who is not known to us at the school.

Older pupils (Year 5 and Year 6) may be released to walk home unaccompanied by an adult only with this online form below.

<https://forms.office.com/e/X8WDAHiCAD>



for years 5&6 permission to walk home from school.

c) **Paid for after school club**

Starting on Monday 15th September 25 there will be a new paid for after school club.

It will be every Monday, Tuesday and Wednesday until 5.15pm. £7.50 per session.

Booking and payment are required for each session. Bookings and payments must be completed through the Menter Cwm Gwendraeth Elli website (link below).

- To guarantee a space for your child, bookings, along with payment, must be made by 12:00pm on the day of the session.

- A maximum of 16 spaces will be available per day, so we encourage early booking to secure your child's place. First come, first serve.

- The school will not handle any bookings or payment related matters.

- All enquiries and payments should be directed to Menter Cwm Gwendraeth Elli.

If you have any questions or require further information, please contact Menter Cwm Gwendraeth Elli directly on 01269 871600

You can book on the link below or scan the qr code.

<https://www.ycwtsh.com/booking-calendar/clwb-hwyl-ysgol-penygaer>



Paid for After School Club.

7. The way the school is organised

As of September 2025

	Progression Step 1	Progression Step 2		Progression Step 3	
	(Nursery / Reception)	Year 1/2	Year 2/3	Year 4/5	Year 5/6
Pupil Numbers	20 (9 full-time and 11 part-time)	24	28	28	29
Teachers	Gemma Pegler	Helen Conway (1 day PPA/SLT Cover)	Kate Jones (1 day cover)	Victoria Hinsley (1 Day PPA/SLT Cover)	Mandy Williams (1.5 days: PPA/ALNCo Cover)
	Mrs McKenzie and Mr Williams Roach will cover PPA, senior leadership activities, courses and Intervention groups.				
Teaching Assistants	Emma Watkins	Samantha Harries Linda Pollock (0.5)	Anna Morgan AN Other	Kay Williams	Alex Jones
Well-being Support (part-time)		Linda Pollock (0.5)			

Class	ASD Class	Intervention Class
Pupil Numbers	8	5
Teachers/HLTA	Mrs Laura New (Teacher)	Jessica Evans (HLTA)
Teaching Assistants	Charis Brooks Stephanie Taylor Laura Phillips	Colette Abdelkader

Mixed-age classes are necessary to accommodate either large or small cohorts. A variety of teaching strategies are used in all classes: there are whole class lessons, group activities and also individual learning opportunities. Most lessons are given by the class teacher, although, occasionally, teachers change classes to make use of subject expertise. All teachers are entitled to 10% Planning, Preparation and Assessment (PPA) time away from the classroom. Other teachers will teach your child during these sessions.



In September 2023, our children were taught, and learned, in accordance to the Curriculum for Wales. To find out more about how the new curriculum is organised, please see here:

[A new curriculum in Wales: a guide for parents - Hwb \(gov.wales\)](https://gov.wales/guidance/a-new-curriculum-in-wales-a-guide-for-parents)

Pupils in Year 2 through to Year 6 sit personalised assessments (Welsh National Tests) every year: Reading, Numeracy (Procedural) and Numeracy (Reasoning).

8. Some things we have to tell you

The government has decided that schools should provide information on the following:

a) **Religious Education and Collective Worship**

The Education Act states that children should have R.E. and Collective Worship—wholly or mainly of a broad Christian character. The R.E. teaching in Penyaer follows LA guidelines. Children are taught about the Bible, Christianity and also given information about other major world faiths.

Assemblies (class, part-school, or whole school) are held every day. They are mainly based on Christian teaching, and we like to talk about such things as kindness and perseverance. The opportunity is taken to congratulate children for any achievements.

Under the Education Act, you have the right to withhold your child from R.E. and Collective Worship. Please contact the Headteacher if this is your wish.

b) **Sex and Relationships Education**

All schools are required to have a Sex and Relationships Education Policy. After careful consideration, the Governors of our school have decided that the teachers should provide, as part of Health and Personal and Social Education, some carefully chosen information. The aim will be to provide younger children with basic information about their bodies, and to prepare older pupils to cope with the physical and emotional challenges of growing up, giving them an elementary understanding of human reproduction.

Any information or answers to questions will be carefully designed to meet the maturity, age and needs of the children.

c) **Equal Opportunities**

Penyaer School has an Equal Opportunities policy which aims to provide every child with the chance to achieve his or her potential. This policy requires all children to have the same curricular opportunities regardless of gender, disability, race or cultural background.

In preparing our children for life in our local and national communities, we encourage children to respect others, and in our assemblies and in our teaching of Personal and Social Education we emphasise the importance of fairness and tolerance.

d) **Additional Learning Needs (ALN)**

It is very important to us at Penyaer that all our children are able to reach their potential, and this may sometimes require some extra support for some pupils. We do keep in mind that children develop at different rates - with our Nursery and Reception cohorts, in particular, we take great care not to rush

pupils into learning activities before they are ready. However, we do put great emphasis on identifying those who are experiencing difficulties of any sort, (whatever the age of the child) *and it is our policy to provide support as soon as possible* – the greater the delay before giving support, the harder it is for a child to “catch up”.

If, at any time, a child’s understanding does not progress at the expected rate, a class teacher will pay closer attention to that child. If, despite this extra attention, progress remains significantly slower than that of classmates, the child may be supported in his or her learning by access to our support programmes (universal provision or additional learning provision)

We want to make sure that:-

- children and their parent’s views, wishes and feelings are listened to when decisions are being made about how to help children
- the right support is put in place quickly to help children with ALN
- everyone works together to help children with ALN, including education and health services
- most children with ALN can continue to go to our school if it is right for them
- children and their families can access learning support even before they start school
- children and their parents understand the additional learning provision (ALP) being offered
- if children and their parents are not happy with decisions about ALN, there are rights in law to help them do something about it
- children with ALN get help in Welsh, wherever possible, if they need it

Funding

The school receives funding for ALN from the Education Authority under a grant formula. This is supplemented by funds from the general school budget, and this money is then used to provide a Support Teacher, Teaching Assistants and specialised teaching resources.



For further information click on our website

<https://www.penygaerschool.co.uk/page/?title=ALN+%2D+Additional+Learning+Needs&pid=40>

e) Welsh

Penygaer is a Category 1 - English Medium School

English is the main language for internal communication as well as communication with parents and carers. We recognise that creating a Welsh ethos within the school will support and encourage positive attitudes towards the use of Welsh. A learner will be able to read, write, speak and listen in English according to their age and ability, and will have some understanding of the Welsh language. The Welsh language is taught and assessed as part of the Area of Learning and Experience for languages, literacy and

communication. At least 15% of learners' school activities (curricular and extra-curricular) will be in Welsh.

It means that most lessons are taught through the medium of English, with Welsh being taught as a second language. Teachers also introduce Welsh incidentally in everyday situations.

We feel that it is important that our children learn about their culture and heritage, and emphasis is placed on teaching children about things that are relevant to us in Wales.

The school regularly takes part in competitions arranged by Urdd Gobaith Cymru, which is a youth movement that promotes the use of the Welsh language.

f) **Use of the Internet**



Information Technology skills are fundamental in the society our pupils will be entering, and pupils' learning at Penygaer must, of needs, include the use of the internet. The following is a brief summary of important points in the school Internet Policy. These points concern responsibility and protection of the child.

- Teachers will be expected to make use, where appropriate, of information resources provided on the internet.
- Where appropriate, pupils will be informed of their responsibility as internet users. Pupils will be expected to show good behaviour when using the internet, as in any other school situation.
- Independent pupil use of the internet will only be allowed in a situation where an adult can supervise.
- Pupils will be guided towards the use of suitable web sites and pages.
- The school will use a service provider which filters information for content.
- Pupils' use of the internet is controlled by filtering software
- Staff will reserve the right to review pupils' communications.
- When children are not at school, parents/guardians will need to be responsible for a child's use of any communication skills taught at school.

g) **Sporting Aims**



At Penygaer, we like to develop enthusiasm and talent in sport. Taking part in sport helps personal development and gives children an understanding of fair competition.

Younger children are taught the important skills that are needed in all sorts of games, whilst older children play mini-versions of football, netball, rugby, rounders, cricket, tennis and hockey. They also take part in athletics and swimming, and receive bowls tuition. The school invites coaches from outside organisations to work with our children.

Friendly games are arranged against other schools and we are proud of the success of our children who have won competitions at local, county and national level.



h) **Teaching Time**

Children in Year 1 and Year 2 are taught for 21 hours a week. Those in years 3 to 6 classes are taught for 23.5 hours a week. (These totals do not include assemblies, registration, lunch time and breaks).

i) **Policies/Documents (Freedom of Information Act)**

Many documents and policies are on the school website.



[Ysgol Penygaer School - Policies](#)

If you require further information, the school can make available many documents and policies relating to the curriculum and other educational matters.

j) **How to complain**

We very much hope you won't need to, but it is important that you know the correct path to follow if you are unhappy about something. Please let us know about any concerns so that we can try and sort out the problem as quickly as possible.

If you are not satisfied, the Governing Body has agreed a Complaints Procedure which can be found on the school website. You may seek further advice from the Chairperson of the Governing Body (see appendix) or from the Education Department, Building 2, St. David's Park, Job's Well Road, Carmarthen SA31 3HB Tel: 01267 234567.

k) **Looked After Children (Now known as CLA)**

The well-being and progress of children who are looked after by the Local Authority is monitored by the CLA Coordinators Mr. Alun Stephens and Mrs M. Williams.

l) **Child Protection and Safeguarding**

Ensuring the wellbeing and safety of our pupils is at the heart of everything we do. When a member of staff has a concern for the wellbeing or safety of a child (whether that be at school or at home) the matter is discussed with the Designated Safeguarding Person (DSP), Mr. Alun Stephens who is also the headteacher. Areas of concern are recorded and when necessary, advice is sought from Social Services.

Parents or relatives with any concerns about the wellbeing of pupils at Penygaer should speak with Mr. Alun Stephens.



Ysgol Penygaer School Designated Safeguarding Person (DSP) Information



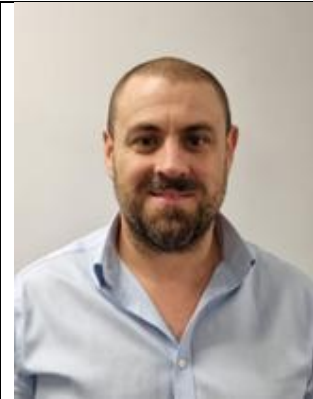
Alun Stephens
Headteacher
stephensa7@hwbcymru.net



Helen Conway
Deputy Headteacher
conwayh@Hwbcymru.net



Mandy Williams
ALNCO & SLT
williamsm201@hwbcymru.net



Richard Samuel
Governing Body Chairperson
samuelr31@hwbcymru.net

Designated Safeguarding Person (DSP): All schools have a designated member of staff with responsibility for co-ordinating action on child protection and to act as a source of expertise and advice for staff. At Penygaer, **Alun Stephens** is the DSP. In his absence, **Helen Conway or Mandy Williams** is the DSP. **Richard Samuel**, Chairperson of the Governing Body, oversees Safeguarding matters on behalf of the Governing Body.

Recognising Child Abuse: Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. A child or young person can suffer abuse or neglect and require protection via an inter-agency Child Protection Plan. Child Protection procedures apply to children and young people up to the age of 18 years. Categories – Neglect, Physical Abuse, Sexual Abuse and Emotional Abuse.

Safeguarding Concerns: All safeguarding concerns **MUST** be reported. Staff with access to 'MyConcern' must submit a report themselves when they identify a safeguarding concern linked to a child. Staff or visitors without access to 'MyConcern' must report concerns to the child's class teacher or the DSP who will record the concern on their behalf.

Concerns About Colleagues: The abuse of children by a member of staff can be a particularly difficult and damaging matter to deal with within schools. If you have any concerns about a colleague, you must be prepared to "Think the Unthinkable". Any information, doubts or uncertainties that you may have should be discussed with the DSP at once. The DSP will ensure the matter is discussed with a member of the senior management team of the L.E.A. who will be able to offer further guidance and advice.

Concerns About the DSP:

Concerns About the Headteacher: If the alleged abuse involves the Headteacher the matter should be referred immediately to the chair of governors (**Richard Samuel: samuelr31@hwbcymru.net**) or **CRT 01554 742322**

9. Extra activities for your child



We aim to enhance your child's education through a wide variety of experiences, and many visits are organised. These might include short trips e.g. to the Fire Station, or whole-day excursions to such places as the Museum of Welsh Life.

In addition, Year 6 children are given a chance to enjoy a

residential stay at a campsite and a biannual overnight stay in London.



We are not allowed to make a direct charge for educational visits, so we have to rely on voluntary contributions. We ask for this support on the understanding that no child is penalised if a parent does not contribute. (We are grateful that, over the years, parents have been co-operative with contributions.) We will try to give plenty of notice about any visits, and will recommend the contributions that would be required to cover the cost of transport, admission fee etc. Unless all pupils taking part give this voluntary amount, the visit may not be viable and might have to be cancelled.



As previously mentioned, your child will have many opportunities to take part in sporting activities. Children will also be given the chance to participate in concerts and in Urdd activities.



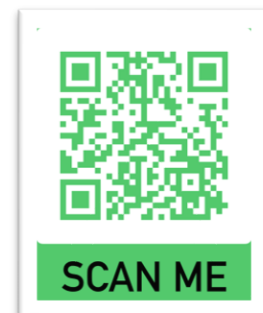
Older children also have the opportunity to participate in after-school activities designed to provide them with the chance to develop social skills or to nurture particular talents or interests.

10. Links between home and school

We value the close links that already exist between the school and our children's families. School and home are linked by the following arrangements:

a) **Home/School Agreements**

All schools are now required to have a Home/School Agreement (you will find ours at the back of this prospectus). These agreements have been introduced to help build stronger partnerships between home and school. This prospectus gives you the information you need when considering the agreement, and we hope you will be happy to sign this online form.



<https://forms.gle/Zfu5ByoP64jCYVMGA>

b) Homework

Homework provides the chance for children to build on the skills and knowledge learnt at school, and it helps them to develop their individual learning skills. We concentrate on giving homework activities that will develop literacy and numeracy, although there might be extra tasks linked to particular topics or projects. Often homework is completed online using Google Classroom. Your child's teacher will provide information to your child on how to access Google Classroom.

It can be upsetting if a child is set homework which is too difficult, and every effort will be made to avoid this. We will not set tasks that make excessive demands on pupils' time - **quality is more important than quantity!** You can best help your child:

- by giving him/her the opportunity to work where he/she can concentrate
- by showing interest in what he/she is doing
- by making sure that the work is neatly presented
- by making sure that the work is brought to school on time

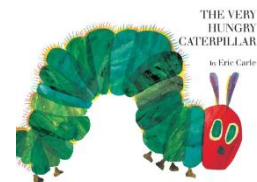
We want you to feel confident that you can help your child in his or her learning. Please feel welcome to contact your child's teacher for advice.

Please encourage your child to look after any school resources that are brought home. Books can be expensive, and we would hope that parents would replace any that are damaged or lost.

c) Reading at Home

Listening to your child read at home is a powerful way to foster literacy skills and strengthen your parent-child bond. By engaging in shared reading, you not only provide a supportive environment for your child's learning but also contribute to language development. Actively listening to your child read builds up confidence but also instils a lifelong love for learning. Ultimately, the time spent listening to your child read at home creates a positive and nurturing atmosphere that enhances educational outcomes.

We'd actively encourage your child to read books that are sent home from school.



d) Meetings with Parents

Every year the school Governing Body distributes its Annual Report for Parents. Parents may request a meeting with the Governing Body to raise any matters for concern.



Parents' Evenings are held twice every school year to give opportunities for parents to discuss children's progress with the class teacher. Last year, we held a family afternoon in the Spring Term

where parents and carers did activities with the children and looked through the work and activities the children do. It was a lovely informal time. We envisage doing that again this academic year.

Extra reviews may be held for parents of pupils who have additional learning needs. These meetings will give you detailed information on your child's progress through his/her One Page Profile.

School reports are sent home at the end of every school year. In this report, parents are offered a third meeting to discuss the content of the report.

When appropriate, meetings are also held to provide information about particular initiatives or projects.

Remember, if you do have a particular problem or concern, please do not wait for a meeting. Contact the school as soon as possible so that we can arrange for you to see your child's teacher, or the headteacher.

e) Parents' Association

Our Parents' Association committee arrange fund-raising and social events throughout the year, and the money raised has provided the school with many vital resources.

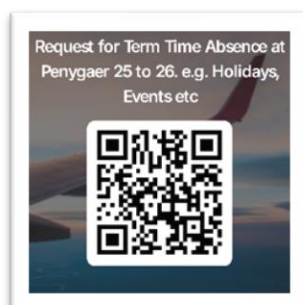
Your support for these events would be very much appreciated, and if you could help the committee in any way, please let us know!

11. In school - and on time!

If your child is ill, please contact us as soon as possible, preferably by phone, by email, by letter or in person. We can then enter the absence as authorised - if we are not informed, we have to enter the absence as unauthorised, and we are then required to record this on your child's report. When attendance falls below 92%, all absence is recorded as unauthorised unless appropriate evidence for the absence is provided (e.g. note from the surgery, medical appointment card etc.)

Children benefit from regular attendance, and make better progress. If you allow your child occasional days off, without good reason, you could be planting the seed for future problems such as truancy or underachievement.

Your child also benefits from arriving at school on time. Important work is often done first thing in the morning, and quite simply, punctuality is a good habit for life!



Parents/guardians **do not** have a *right* to withdraw children from school for family holidays. If a holiday (including a day trip) is taken during school time, permission must first be sought from the headteacher (either send in a letter or use the Holiday Request form on the school website below).

<https://forms.office.com/e/S7r2i8Fgcs>

It is at the headteacher's discretion to authorise an absence. However, permission will not be granted if the holiday absence causes attendance to fall below 92%.

We appreciate that term-time holiday prices can be very tempting, *but please remember that your child's progress can be affected*, especially at important times such as the beginning of term, during national tests and near end-of-year assessments.

The school closely monitors attendance, emphasising the importance of regular and punctual attendance and praising and rewarding excellent attendance. Pupils with attendance below 80% will be referred to the Education Welfare Service.

12. Your child's safety at school

a) Security

Penygaer School shares a site with Ysgol Gymraeg Dewi Sant. The school campus is surrounded by security fencing and Penygaer's grounds are fenced off within the site. Gates are kept closed and locked when children are using the outside area. When children are in class, all outside doors are locked (all doors can be easily opened from the inside in an emergency). Entrance to the school building is via the locked main entrance, which is fitted with an intercom system. This means that nobody should be able to enter the school without being admitted by member of staff.

b) Arriving at, and leaving school

If using a car, PLEASE think of the safety of other children, and use the main car park in Bryndulais Avenue. Please do not do 3-point turns near the school gates as there is a clear risk to children using the pavement or crossing the road. At no time should parents drive on to school property without permission.



Young children crossing from the car park to the Early Years class need to cross the access road beyond the school gate. And please keep in mind that visibility is restricted on rainy days. *It is easier to dry clothes than to set bones!*

If your child is walking to school, please make sure that he/she crosses the road, if necessary, with the crossing patrol. Older children are allowed to come by bike or scooter, on the understanding that parents realise that there is heavy traffic near school (cyclists must wear helmets). There is a bike rack near to the main school gates, but the area is unsupervised, and it is essential that locks or chains are used.

c) **Playtime**

The school has many pleasant areas for children to play and socialise. At playtimes, children are expected to leave the school building so that they can be safely supervised by members of staff.

During rainy playtimes, children stay in their classrooms and are supervised by members of staff and older children. At lunchtime, mid-day supervisors look after pupils in the dining hall and on the yard.

d) **Accidents / Illness**



If your child has a minor accident at school, you will be informed by telephone, accident note or in person. This information may reach you after school, but if the injury is more serious, parents/guardians will be contacted as soon as possible. The school keeps a record of contact numbers - **please let us know of any changes**. If a hospital visit seems advisable, and no contact with parents/guardians can be made, the school will seek the appropriate medical advice.

Please do not send your child to school if he/she is too ill to be in school. There is no comfortable place for children to rest if they are unwell, and they could easily pass any infection to other children. If your child becomes ill in school, we will contact you so that you may take him/her home. Children who have vomiting or diarrhoea should not return to school until 48 hours after the last bout have passed.

Please tell us if your child suffers from a medical problem such as an allergy, asthma, epilepsy etc.

From time to time, the school is visited by medical and dental services - you will receive prior notice if your child is to be seen by a doctor, nurse or dentist.

e) **Medicines/Sun Tan Lotion**

Members of staff may give **prescribed** medicines to pupils but only upon completion of a form that can be picked up from the office or download one from the website and fill it in.

[Ysgol Penygaer School - Administering Medicine Form](#)



Members of staff are not allowed to apply sun tan lotion. In hot, sunny weather, please ensure that your child is protected from the risk of sunburn by applying sun tan lotion before school or by giving your child a cap/hat to wear.

f) **Jewellery**

For reasons of safety, children are not allowed to wear jewellery at school. (Temporary permission, upon request, is given to children whose ears have recently been pierced). Children wearing jewellery will not be allowed to participate in P.E. lessons or competitive games.

g) **Water**

As a healthy school, children should only have bottles of water to bring into school and not soft drinks or squash. Exceptions can be made for sugar free squash but please send a letter to the school stating that my child is using sugar free squash. There can be some rare exceptions where medically it cannot be water, but in those cases, written permission needs to be granted.

13. Behaviour

We have high expectations of our pupils, and stress the importance of showing respect for others, and for the property of others. We encourage politeness, and praise considerate behaviour and honesty, using assemblies to promote such good values. We use systems, popular with pupils, that reward children for good behaviour.

If children do misbehave, there are consequences (normally resulting in loss of some playtime) that the children can understand as fair. The child is told what he/she should do in the future. Parental support is valued and parents may be contacted if there is an ongoing problem.

14. Worried about your child?

The most important thing is to let us know!

Children sometimes worry about their classwork, their homework or relationships with other children. Please feel welcome to contact us at any time so that we can work together to tackle any problem in its early stages. We want all our children to be happy at school so that they can develop their full potential.

Instances of bullying are rare at Penygaer, but, of course, we do have squabbles and disagreements. These disagreements are usually sorted out by the class teacher or headteacher.

However, if you do suspect that your child is being bullied in any way, please let us know at once. Your concerns will be taken seriously and will be acted upon in line with our Behaviour and Bullying Policies.

15. Uniform/Clothing

There are many arguments for and against uniform but consistency in school uniform will raise the profile of the school in a positive manner. It creates a sense of belonging and unity. A smart uniform presents an image of high standards and high expectations.

A number of years ago stakeholders were consulted on the way forward with regard to uniform. The survey revealed that 95% of parents agreed that pupils should be expected to wear uniform. The governing body fully agreed that we should change our policy on uniform.

We request that all pupils wear school uniform every day unless there is a valid reason.

Your child's name should not be printed on the back of a sweatshirt or hoody. This is a child protection matter (please consider the potential risks of a stranger with bad intentions finding out your child's name).

Items of school uniform with badges can be obtained from Picton Sports or Toppers, although unbadged items are also easily available from other retailers.

P.E. tops can only be bought from the school using Parent Pay.

Picton Sports <https://www.pictonsports.co.uk/>

Toppers <https://toppers-wales.com/>

Penygaer's Uniform

Red or White Polo Shirt or White Blouse or Shirt
Red sweatshirt/Hoody/Red Cardigan
Black or Grey Skirt/Trousers/Shorts
Black Shoes/Dark Trainers



P.E. Kit

Indoor/Outdoor

Black shorts or sgorts

Red t-shirt/polo shirt (**Purchase from School on Parent Pay**)

Plimsolls/trainers (outdoor only)

Outdoor during very cold weather

Track suit/jogging bottoms

Warm sweatshirt

Plimsolls/trainers



Kit is normally provided for children who are representing the school in games and competitions.

We do request that if a child is representing the school in a public performance, his/her clothing and appearance should be appropriate. If, in the opinion of the member of staff in charge, it is not appropriate, it is possible that the child may be prevented from participating.

16. Lost property

Children can be very good at losing things! Please let us know if any mislaid possessions cannot be found.

We do find it helpful if parents put a child's name on his/her possessions. If your child brings something special to school, it should be given to the class teacher for safe keeping.

17. School dinners and Free School Meals

Universal Primary Free School Meals and Free School Meals

Free School Meal (FSM)

A free school meal (FSM) does depend on your household income you receive certain benefits. If you meet the eligibility criteria it is extremely important that you claim for this.

PLEASE, PLEASE check if your child is eligible for FSM, even though every child has UPFSM. (see below) You benefit with financial contribution towards school uniform and the school also benefits financially too.



<https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-meals/free-school-meals/>

Universal Primary Free School Meals (UPFSM)

Currently all children in primary school have been offered a Universal Primary Free School Meal (UPFSM). This provision was extended to all in the Summer Term 2024.



Carmarthenshire County Council's Catering Section has led the way with the introduction of healthy menus for pupils, and excellent value meals are prepared at the school. Space is provided for children who bring packed lunches.

Even though all meals are free they still need to be ordered using ParentPay.

Children in the Foundation learning (Nursery to Year 2) receive free milk.

18. Breakfast Club

Penygaer School runs a very popular FREE Breakfast Club offering a healthy choice of non-sugared cereal, milk, fruit juice and toast. There is a great deal of evidence that shows that children who eat a filling, healthy breakfast are able to concentrate far better in school.

a) Where and when

- The Breakfast Club is held in the school hall.
- The club starts at 8.20a.m. and finishes at 8.55a.m.
- Children can arrive for breakfast any time between 8.20a.m. and 8.50a.m.
- No breakfast will be served after 8.50a.m.
- At 8.55a.m. the children are taken to their classrooms where they will be supervised by teaching staff until the start of the school day.
- Breakfasts do not need to be ordered in advance. The club will be held at the start of every school day, but you and your child can choose which days to attend – it might be every day, just one day or any number in between.

Arriving

- The only entrance to the Club is through the outside doors to the school hall.
- This means that all children coming to the club will need to enter the school grounds via the small pedestrian gates alongside the access road, and not through the usual gates.
- It is very important (with cars arriving onto the school campus at this time) that children arriving from Penygaer fields and the public car park cross the access road only at the marked crossing points.
- Children arriving from the school side of Bryndulais Avenue will need to follow the footpath to the hall doors (the Crossing Patrol Officer will be on duty on Heol Goffa before 8.20a.m.).
- Parents of younger children will need to bring their children to the hall door.

Breakfast Club Supervision

- Children who attend the club will be supervised by our Breakfast Club staff.
- Once children have entered the school hall they must remain in the hall until they are taken out at 8.55a.m.
- The only reason for leaving the hall will be to go to the toilet (following permission).
- The youngest children will be taken to the infant toilet by one of the supervisors.
- All other children will use the junior toilets that are just outside the hall.
- It is very important that children understand that, apart from going to the toilet, no child will be allowed to leave the school hall until 8.55a.m. when they will be taken either to the school playground or to their classes – **they will not be allowed onto the playground until this time.**

Breakfast club activities

A range of activities is provided for those children who finish breakfast before 8.55a.m., but children may bring something to entertain themselves.

Behaviour

One last important point needs to be made - attendance at the club is reliant on good behaviour and any children who misbehave or spoil breakfast for other pupils will not be allowed to continue attending.

Not yet, thanks

If you do not want to take advantage of the Breakfast club straight away, there is no problem about joining later. Just let us know a day or two in advance, and then just turn up!

19. Communications



<https://home.classdojo.com/#/signup>

We normally send information via **Class Dojo**, our communications app or by ParentPay. Occasionally, we send letters by 'child mail'. Normally, each child receives a letter, but on occasions some letters are sent one per family with the youngest child - *please check your child's bag from time to time!* Most letters are also published on the school website. Other, more informal, communications may happen using apps such as Facebook and Twitter.

Please follow us on Facebook, Youtube and X (Formally Twitter)
Facebook is particularly good for celebrating the work your children do.

The school postal address is:

Penygaer Community Primary School,
Bryndulais Avenue,
Llanelli
SA14 8RS



The school telephone number is 01554 750900
The e-mail address is admin@penygaer.ysgolccc.cymru
The school website address is www.penygaerschool.co.uk

APPENDIX

THE SCHOOL STAFF

Headteacher:

Mr Alun Stephens

Deputy Headteacher:

Mrs Helen Conway

Senior Leadership Team:

Mrs Mandy Williams, Mrs Victoria Hinsley

Teaching Staff from September 2025

Year 5/6 - Mrs M. Williams

Year 4/5 - Mrs V Hinsley

Year 3/4 - Mrs K Jones

Year 1/2 - Mrs H Conway

Early Years - Mrs G Pegler

Additional Learning Needs Coordinator - Mrs M. Williams

PPA Cover - Mrs L McKenzie, Mr Tomas Williams-Roach

ASD Class - Ms Laura New

Intervention Class

Ms J Evans, Ms C Abdelkader

Teaching Assistants:

Year 5/6 - Ms A Jones

Year 4/5 - Mrs K Williams

Year 2/3 - Mrs Anna Morgan, Supply TA

Year 1/2 - Mrs L Pollock & Ms S Harries

Early Years - Mrs E. Watkins

ASD Class - Ms C Brooks, Mrs S Taylor, Mrs L Phillips

Positive Play, Relationship Based Play and ELSA - Mrs L Pollock

Administrative Officer:

Mrs C Jones

Caretaker:

Mr. S Williams

Kitchen Staff:

Mrs. T. Bowen, Mrs. H. Green, Ms K. White & Ms L Ayres

Mid-Day Supervisors:

Mrs. S. Reardon Owen, Ms C Abdelkader, Mrs L. Hurman, Mrs. M Jones-Haddock, Ms S Nouri, Ms L Evans, Ms Kath Lloyd Ms M McFarlane, Mrs S Holborn.

Car Park Supervisor:

Mr. C Abdelkader

School Crossing Patrol:

Mr. R Thomas

School Cleaners:

Ms K Davies & Ms D Williams

THE GOVERNING BODY

Chair of Governors 2023/24: Mr Richard Samuel

Vice-Chair of Governors 2023/24: Mrs Gaynor Price

As at 1st September 2025, the members of the Governing Body are:

<p>Chairperson: Mr R Samuel Vice Chairperson: Mrs Gaynor Price</p> <p>LEA Representatives Mrs J. Isaac Cllr. A Bragoli</p> <p>Minor Authority Representative Cllr. Mr. P. Warlow</p> <p>Headteacher Mr Alun Stephens</p> <p>Teachers' Representative Mrs H Conway</p>	<p>Parent Representatives Ms Natalie Prideaux-Collins Ms Jodie Evans Mrs Chloe Pomeroy Mr Richard Samuel</p> <p>Community Representatives Mrs Gaynor Price Mr Ben Hodgetts</p> <p>Staff Representative Colette Abdelkader</p>
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Clerk to the Governors: Wendy Evans
Carmarthenshire School Support Officer
Education and Inclusion Services

SCHOOL TERMS AND HOLIDAYS

School term and holiday dates for the academic year 2025-26 and 2026 to 2027

Term	Term begins	Half Term	Term Ends
Summer 2025	Monday 28th April	Monday 26th May – Friday 30th May	Monday 21st July
Autumn 2025	Tuesday 2nd September	Monday 27th October to Friday 31st October	Friday 19th December
Spring 2026	Monday 5th January	Monday 16th February to Friday 20th February	Friday 27th March
Summer 2026	Monday 13th April	Monday 25th May to Friday 29th May	Monday 20th July
Autumn 2026	Wednesday 2nd September	Monday 26th October to Friday 30th October	Friday 18th December
Spring 2027	Monday 4th January	Monday 8th February to Friday 12th February	Friday 19th March
Summer 2027	Monday 5th April	Monday 31st May to Friday 4th June	Tuesday 20th July

IN-SERVICE TRAINING DAYS FOR TEACHERS

In addition to the listed holiday dates and designated INSET days (1st September 2025), the school will be closed for five further INSET days.

You find dates on the school website's calendar.



[Ysgol Penygaer School - Calendar](#)

SCAN ME

Parents/carers will be notified of other INSET dates during the year. They are on the calendar but are subject to change. You will be given notice of any change.

ATTENDANCE 2024/25

From: 02/09/2024 To: 21/07/2025

School Summary

	Unauthorised Absence	Authorised Absence	Attended	Total
Sessions	2018	4158	52706	58882
Percentage	3.43%	7.06%	89.51%	100.00%

School Summary By Sex

	Unauthorised Absence	Authorised Absence	Attended	Percentage
<i>F</i>	3.10%	6.26%	90.64%	48.22%
<i>M</i>	3.73%	7.81%	88.46%	51.78%
Percentage	3.43%	7.06%	89.51%	100.00%

School Summary by Class

	Unauthorised Absence	Authorised Absence	Attended	Percentage
<i>Social Class</i>	11.15%	18.46%	70.38%	2.74%
<i>Early Years</i>	3.88%	6.65%	89.46%	14.21%
Year 1	3.86%	12.02%	84.12%	14.40%
Year 2/3	2.76%	5.42%	91.83%	17.37%
Year 3/4	2.86%	6.45%	90.69%	16.56%
Year 4/5	3.40%	4.63%	91.98%	16.74%
Year 6	2.74%	6.09%	91.17%	17.97%
Percentage	3.43%	7.06%	89.51%	100.00%

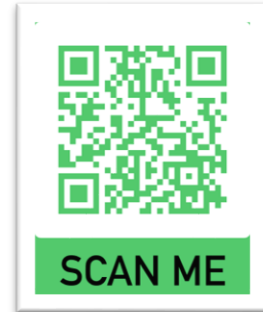
School Summary by FSM

	Unauthorised Absence	Authorised Absence	Attended	Percentage
<i>FSM</i>	5.83%	10.59%	83.59%	30.67%
<i>No FSM</i>	8.02%	8.40%	83.57%	4.49%
<i>UPFSM</i>	1.97%	5.30%	92.72%	64.84%
Percentage	3.43%	7.06%	89.51%	100.00%



HOME SCHOOL AGREEMENT
(THIS CAN BE FILLED IN ONLINE HERE)
<https://forms.gle/Zfu5ByoP64jCYVMGA>

We regard good home-school links as a vital part of school life at Penygaer. Although many of the important links between home and school are informal, schools are now required to have in place a Home-School Agreement.



Below you will find the Home-School Agreement for Penygaer. It is based on the information to be found in the School Prospectus. By signing the document, you are showing your support for our policies and rules, and the way we set out to educate your child. We hope you will feel happy to sign it.

If you do not wish to sign the document, it will not affect your child's right to attend Penygaer School.

PENYGAER PRIMARY SCHOOL

HOME-SCHOOL AGREEMENT

The Prospectus for Penygaer School sets out the school's policies on:

Teaching the Curriculum for Wales	Equal Opportunities
Behaviour	Admission
Bullying	Additional Learning Needs
Regular and Punctual Attendance	Welsh
Homework	Sport
Safety Rules	Collective Worship
Sex and Relationships Education	Religious Education
Use of the Internet	Educational Visits
Clothing	
Information that the School and Parents will give to one another	

At Penygaer school we commit to:

- Ensuring that all pupils are able to learn, develop and succeed within a positive, well-resourced and friendly environment valuing each learner individually.
- Teach effectively in a disciplined environment setting the highest standards in work and behaviour.
- Providing broad and balanced learning experiences conducive to learning and to spiritual and moral growth.

- Providing an education based on high expectations ensuring that all learners thrive and progress.
- A high standard of teaching, support and personal guidance.
- Supporting Learners to truly benefit from a bilingual / multilingual education providing wider skills development, broadening cultural experiences and positively impacting on career prospects.
- Encouraging regular communication with pupils and parents in relation to learners' progress, wellbeing and engagement.
- Help pupils to leave school able to make the best possible contribution to the community at large.
- Providing a variety of authentic learning experiences, including extra-curricular and enhanced opportunities.
- Care for each child when at school as a good parent/guardian of a large family.

As a Parent/Carer I commit to:

- Encourage honesty, respect and good citizenship in my child.
- Maintain a good line of communication between the Home and school, including discussing my child's progress.
- Ensuring that my child has adequate time and a place in which to complete work at home.
- Ensuring that my child goes to school punctually every day and is properly equipped, communicating with the school if this is a challenge.
- Make the school aware of any concerns or problems that might affect my child's health, wellbeing and learning, including reasons for absence.
- Support the school's policies and expectations in relation to agreed ways of behaving and supporting each other.
- Supporting the school's Welsh language policy and bilingual education.

I have read the information above and agree to my responsibilities.

Penygaer Primary School and _____ (Parent's Name)

agree to work together so that the above policies will benefit

_____ (Pupil's Name)

while he/she is a pupil at this school

Signed: _____ Headteacher

Signed: _____ Parent/Guardian