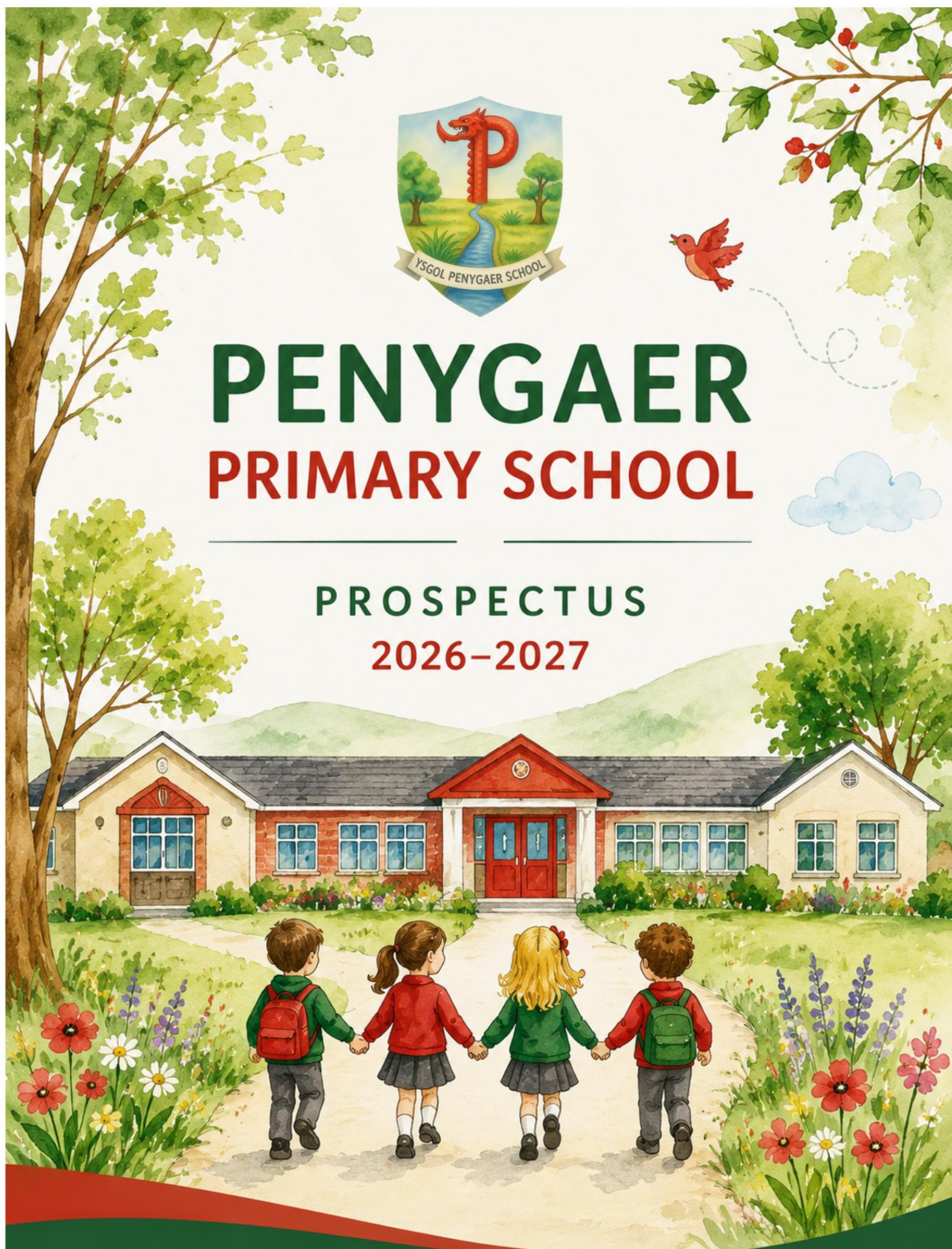




PENYGAER PRIMARY SCHOOL

PROSPECTUS
2026–2027



Be safe. Be kind. Be successful

This prospectus has been put together to give you information about Ysgol 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 School, 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
- Caring
- Successful
- Safety
- Inclusive

- MISSION STATEMENT

We do this by:

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

2. THE SCHOOL BUILDING

Ysgol Penygaer School was opened in 1976! It shares a campus with Ysgol Gwmraeg 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:

- One small Intervention Class | Intervention
- One small ASD Class | Canolfan Penygaer
- Early Years Class | Mixed cohort from N1 to Reception
- Year 1/2 Class | Mixed cohort
- Year 3 Class | Mixed cohort
- Year 4/5 Class | Mixed cohort
- Year 5/6 Class | Mixed cohort

In addition to the classrooms, the school has:

- Hall | Used for assemblies, P.E., Breakfast Club, dinner, concerts, etc
- Three additional small teaching rooms
- Small kiln room
- Cwtsh | Used for meeting parents, meetings and community activities

As of September 2025, Ysgol Penygaer launched a bespoke ASD (Autism Spectrum Disorder) class. We welcomed eight new pupils, into a supportive and tailored learning environment. This class is staffed by a full-time teacher and four dedicated teaching assistants, ensuring a high level of individual support. Admissions to this specialist provision are managed by Carmarthenshire Local Authority.

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, a dipping pond, an active play area, a gardening area and meadow areas. All these are linked by the all-weather paths. It is truly an inviting and inspiring environment for play and outside learning.

Our large hard surface area includes open space for active play (with a kick-wall for all the footballers), 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 to the 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 and adults. The school grounds are mostly level, and all parts are easily accessible apart from the steeper parts of the grass banks.

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

3. ADMISSIONS 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. Since 2024, Penygaer School's capacity was 233 pupils with an admission number of 29 pupils for each academic year. This has now been slightly reduced due to the new ASD provision.

Full, and up-to-date information about applications to and admissions to, can be found through Carmarthenshire County Council's website: www.carmarthenshire.gov.wales/council-services/education-schools/

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

Child's Date of Birth Range	Admission Term	Expected admission Start Date	Closing date for applications	Notification of decision date
1 September 2021 to 31 December 2021	Spring Term 2026	January 2026	31 January 2025	16 April 2025 or next working day
1 January 2022 to 31 March 2022	Summer Term 2026	April 2026		
1 April 2022 to 31 August 2022	Autumn Term 2026	September 2026		

Applications for admission should be made online through Carmarthenshire County Council School Admissions page. We will be pleased to arrange visits for any prospective parents. Please contact our office for further information and to arrange a visit.

- 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 School 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 the date issues by CCC in December (the year prior).

- WHEN CAN YOUR CHILD ATTEND OUR NURSERY?

Children are admitted in the term following their **third birthday** and attend **part-time for 3 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 great 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, entrance and its own outside area for play development.

Parents and prospective parents are always welcome to visit the school. To arrange a visit, please contact the office using the details in the prospectus, or found online.



4. ARRANGEMENTS FOR THE ADMISSION OF PUPILS WITH DISSABILITIES

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 complied with 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

The following chart is how a typical day runs at Penygaer School.

Class	Morning (AM)	Afternoon (PM)
Nursery (full-time)	09:00 – 11:30	12:55 – 15:25
Nursery (part-time)	09:00 – 11:45	12:55 – 15:25
Reception	09:00 – 11:45	12:55 – 15:25
Years 1 and 2	09:05 – 11:45	13:05 – 15:25
Years 3,4,5 and 6	09:05 – 12:15	13:10 – 15:30
ASD and Intervention Class	09:15 – 12:15	13:15 – 15:15

The break between AM and PM is their lunch break.

They also receive two extra breaks at 10:20 and 14:10, daily.

6. COMING AND GOING

a) Arriving at school

Mainstream school starts at 09:00, Early Years starts at 09:05. The school runs a very popular FREE Breakfast Club, starting at 08:20 (please see section 18 for more information).

Any children in the Foundation Learning Class who are not attending the Breakfast Club should be taken to their class for the start of the 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 08:55, they will be supervised by members of staff. Although we appreciate that parents of the younger children may feel a little nervous, experience shows that it is a lot easier for parents, staff 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 08:55 (other members of staff will be elsewhere on school grounds at this time).

Some parents of older children, due to other circumstances such as work commitments, send their children to school before 08:55 independently. **If you do this, it must be on the understanding that they will not be able to enter the school premises until 08:55 and will not be supervised before this time.** If it is raining, children are able to go straight to their classrooms, via the main entrance or classroom external doors, where they will be supervised by members of staff.

b) Leaving school

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

The Intervention Class go through the side school hall door.

Class 1/2, Year 3, 4/5 and 5/6 parents are to collect their child from the main school yard, by their classroom's external doors.

We impress upon our pupils that if a 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 in years 5 and 6 may be released to walk home unaccompanied. This can only be allowed if the pupils parent or carer fills out this form below:

QR CODE	URL
	https://forms.office.com/e/97wanN6BKy

c) Paid for after school club

After school club runs every Monday, Tuesday and Wednesday until 17:15. Each session is £7.50 and will need to be paid for online.

Booking and payment are required for each session. If you are unable to access the booking forum on a particular day, please contact the school office on the day your child would like to attend, and we can make alternative arrangements. Bookings and payments must be completed through the **Menter Cwm Gwendraeth Elli** website.

- To guarantee a space for your child, bookings and payment must be made by 12pm on the day of the session.
 - A maximum of 16 spaces is available per session and will be offered as first come first serve.
 - The school does not handle 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:

QR CODE	WEBSITE
	www.ycwtsh.com/booking-calendar/clwb-hwyl-ysgol-penygaer

7. THE WAY THE SCHOOL IS ORGANISED

As of September 2026

	Progression Stage 1	Progression Stage 2		Progression Stage 3	
	Early Year	Year 1 and 2	Year 3	Year 4 and 5	Year 5 and 6
Pupil Numbers	20 (12 full-time, 8 part-time)	23	18	29	29
Teachers	Gemma Pegler	Louise Mckenzie	Tomas Williams-Roach	Victoria Hinsley (1-day PPA/SLT cover)	Mandy Williams (1.5 days PPA/ALNCo cover)
	Miss Charis Brooks and AN other will cover PPA, senior leadership activities, courses and intervention groups.				
Teaching Assistants	Emma Watkins	Samantha Harris and Linda Pollock (0.5)	Anna Morgan and Leanne Walters	Kay Williams	Alex Jones
Well-being Support (part-time)			Linda Pollock (0.5)		

Class	ASD Class	Intervention Class
Pupil Numbers	10	5
Teachers/HLTA	Laura New (QTS)	Jessica Evans (HLTA)
Teaching Assistants	Laura Phillips Leanne Williams Victoria Newton	Collette Abdelkader

Mixed age classes are necessary to accommodate either large or small cohorts. A variety of teaching strategies are used in all classes:

- Whole class lessons
- Group activities
- Individual learning opportunities

Most lessons are taught 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 (such as PPA cover teachers) will teach your child during these sessions.

From September 2023, our pupils have been taught and learned through in accordance with the Curriculum of Wales. To find out more about how the curriculum is organised and managed, please visit:

hwb.gov.wales/curriculum-for-wales/curriculum-in-wales-a-guide-for-parents

Pupils in Year 2 through to Year 6 sit personalised assessments (Welsh National Tests) every year for the following:

- Reading
- Numeracy (Procedural)
- 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 Penygaer follows LA guidelines. Children are taught about the Bible, Christianity and also given information about other major world faiths.

Assemblies (classes, part-school, or whole school) are held every day. They are mainly based on Christian teaching, and we like to talk about things such as kindness and perseverance. This 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 being taught.

c) Equal Opportunities

Penygaer 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 circular 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 each other, and in our assemblies and teaching of Personal and Social Education, we emphasis the importance of fairness and tolerance.

d) Additional Learning Needs (ALN)

It is very important to us at Penygaer Primary School that all our children are able to reach their full potential, and this may sometimes require extra support for some pupils. We do keep in mind that children develop at different rates, for instance, in our Nursery and Reception cohorts, 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”.

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 their child.
- The right support is put into place quickly about how to help the children.
- Everyone works together to help children with ALN, including education and health services.
- Children and their families can access learning support even before they start school.
- 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 needed or preferred.

- Funding for ALN

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:

- Support Teacher
- Teaching Assistants
- Specialised Teaching Resources

For further information, please visit our website:
Home – Parents – ALN Additional Learning Needs.

e) Welsh

Penygaer is a Category 1 – English Medium School.

English is the main language used for internal communication as well as communication with parents and carers. We recognise that creating a Welsh ethos within our school will support and encourage positive attitudes towards the use of Welsh. A learner will be able to read, write 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' will be Welsh.

It means that most lessons will be 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 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 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 permitted in a supervised situation.
- Pupils will be guided towards the use of suitable websites 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, tennis, hockey, cricket and rounders. 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

Year	Teaching Time
Year 1 and 2	21 hours per week
Year 3 to 6	23.5 hours per 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 our school website.

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

Please scan the QR code or visit our website to access our policies.

Home – About us – Policies.



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 not happy 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, our Governing Body has agreed to a Complaints Procedure which can be found on our school website. You may seek further advice from the Chairperson of the Governing Body (see appendix) or from the Education Department:

Education Department, Building 2, St. Davids Park, Job's Well Road, Carmarthen, SA31 3HB

Or call 01267 234567.

k) Looked After Children (CLA)

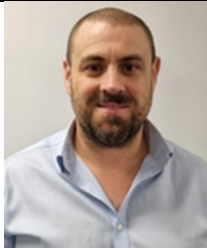
The well-being and progress of children who are looked after by the Local Authorities is monitored by the CLA Coordinators, Mrs H Conway (Headteacher) and Mrs M Williams (ALNCO and SLT).

i) 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 well-being or safety of a child (whether that be at home or at school), the matter is discussed with the Designated Safeguarding Person (DSP), Mrs H Conway who is our Headteacher. Areas of concern are recorded and when necessary, advice is sought from Social Services.

Parents and/or relatives with any concerns about the wellbeing of pupils at Penygaer should speak with Mrs H Conway.

Our Safeguarding Team

			
Helen Conway Headteacher conwayh@hwbcymru.net	Mandy Williams ALNCO and SLT Williamsm201@hwbcymru.net	Victoria Hinsley SLT hinsleyv@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, **Helen Conway** is the DSP. In his absence, **Victoria Hinsley** 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. 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:

a) Home/School Agreements

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

QR CODE	WEBSITE URL
	https://docs.google.com/forms/d/e/1FAIpQLSefJuFxaoOrNXpow0-hBboRAmUYNz9VZSUouZAGI2mbS__1A/viewform (This can also be found via our website).

b) Homework

Homework provides the chance for children to build on their skills and knowledge learnt at school, and it helps them develop their individual learning skills. We concentrate on giving them homework activities that will develop literacy and numeracy skills, 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 pupil's time- quality is more important than quantity!

You can best help your child by:

- Giving her/him the opportunity to work where she/he can concentrate
- Showing interest in what she/he is doing
- Making sure that the work is neatly presented
- Making sure that the work is brought to school on time

We want you to feel confident that you can help your child in her or his 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 are expensive, and we would hope that parents would replace any that are

c) Reading at home

Listening to your child read at home is a powerful way to foster literacy skills and strengthen your parent/carer-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 their confidence and 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 education outcomes.

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

d) Meeting with Parents

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

'Parent's Evenings' are held twice a school year, to give opportunities for parents to discuss their child's progress with the class teacher.

In the past, we have held Parent Evenings in the spring, where parents and carers did activities with the children and looked through the work and activities the children do. It is a lovely informal time.

Extra review 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 her/his '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 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!

10. 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 a whole-day excursion to places such as the Museum of Welsh Life. In addition, Year 6 children are given the 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 must 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 so grateful that parents have contributed over the course of their child being at Penywaer School). 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 may not be viable and may 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 can participate in after-school activities designed to provide them with the chance develop social skills or to nurture talents or interests.

11. IN SCHOOL- AND ON TIME!

If your child is ill, please contact us as soon as possible, preferably by phone, email, ClassDojo, a 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 proved (i.e. a note from the surgery, medical appointment 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 benefits from arriving to school on time! Important work is often done first thing in the morning, and quite simply- punctuality is a great 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 be first sought from Mrs H Conway (either send in a letter or use the Holiday Request Form on the school website).

QR CODE	WEBSITE URL
	https://forms.office.com/e/J8xPArbrhn This can also be found on our website.

It is at the headteachers 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 beginning of term, during national tests and near end-of-year assessments.

The school regularly monitors attendance, emphasising the importance of regular 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 campus with Ysgol Gymraeg Dewi Sant. The school campus as a whole is surrounded by security fencing, and Penygaer's grounds are fenced off within the site. Gates are kept close 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 inside of the building, in case of emergency). Entrance to the school building is via the locked main gates facing our yard, which is fitted with an intercom system. This means that nobody should be able to enter the school without being admitted by a member of Penygaer staff.

b) Arriving at, and leaving school

If using a car, PLEASE think of the safety of other children, and use the main carpark in Bryndulais Avenue. Please do not do a 3-point turn 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 she/he 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. Also, cyclists MUST wear helmets. There is a bike rack near to the main school 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 and Illnesses

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 appropriate medical advice.

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

Please let us know 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 and 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.

QR CODE	WEBSITE URL
	https://www.penygaerschool.co.uk/attachments/download.asp?file=32&type=pdf

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

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 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. 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.

14. 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.

15. 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.

16. UNIFORM AND 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

Supplier	Where to find them?
Picton Sports	Picton Sports, Dafen Industrial Estate, 1 Heol Aur, Dafen, Llanelli SA14 8QN www.pictonsports.co.uk/
Toppers	Unit D1, Llanelli Gate Business Park, Llanelli SA14 8LQ https://toppers-wales.com/

a) Penygae Uniform

- Red or white polo shirt
- White blouse or shirt
- Red sweatshirt, hoodie or cardigan
- Black or grey skirt, trousers or shorts
- Black shoes or dark trainers

b) P.E. Kit

Indoor/outdoor

- Black shorts or skirts
- Red t-shirt or polo shirt (purchase from school on ParentPay)
- Plimsolls or trainers (outdoor only)

Outdoor (during the very cold months)

- Track suit or jogging bottoms
- Warm sweatshirt
- Plimsolls or 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.

17. SCHOOL DINNERS AND FREE SCHOOL MEALS (FSM)

a) Free School Meals

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.

b) 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**.

a) Where and when?

- The Breakfast Club is held in the school hall.
- Children can arrive for breakfast anytime between 8:20 am and 8:50 am.
- No breakfast will be served after 8:50 am.
- At 8:55 am, when everyone has had a chance to finish, children from the nursery and reception classes will be taken to their classrooms ready to start 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.

b) Arriving

- The only entrance to the club will be through the outside doors to the school hall.
- The doors will not open until 8:20 am. Please do not arrive before this time.
- It is very important (with cars arriving onto the school campus at this time) that children and parents cross the access road only at the marked crossing points (there will be no car park attendant at this time).

c) The menu

- A healthy choice of non-sugared cereal, milk, fruit, toast and fruit juice.

If your child will not be coming to the club at the beginning of term, they can join anytime throughout the year. Just let us know when your child is ready!

More information on this club is available online on our website and in your welcome pack.

19. COMMUNICATIONS

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 or ClassDojo.

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.

School Postal Address	Other contact points
Ysgol Penygaer Primary School Bryndulais Avenue Llanelli SA148RS	Call on 01554 750900
	Email on admin@penygaer.ysgolccc.cymru
	Visit us on www.penygaerschool.co.uk

APPENDIX

Headteacher	Mrs Helen Conway
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Senior Leadership Team	Mrs Mandy Williams ALNCo and SLT Mrs Victoria Hinsley SLT
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Early Years Teacher	Mrs Gemma Pegler
Intervention Teacher	Miss Jessica Evans
ASD Canolfan Penygaeir Teacher	Miss Laura New
Year 1/2 Teacher	Mrs Louise Mckenzie
Year 3 Teacher	Mr Tomas Williams-Roach
Year 4/5 Teacher	Mrs Victoria Hinsley
Year 5/6 Teacher	Mrs Mandy Williams
PPA Teacher	Miss Charis Brooks

Early Years Teaching Assistant	Mrs Emma Watkins
Intervention Class Teaching Assistant	Miss Collette Abdelkader
ASD Teaching Assistant	Miss Laura Phillips Miss Leanne Williams Miss Victoria Newton
Year 1/2 Teaching Assistant	Mrs Sam Harris Mrs Linda Pollock
Year 3 Teaching Assistant	Mrs Anna Morgan
Year 4/5 Teaching Assistant	Mrs Kay Williams
Year 5/6 Teaching Assistant	Mrs Alex Jones

Positive Play, Relationship Based Play and ELSA	Mrs Linda Pollock
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Administrative Officer	Miss Charlotte De Slegte
School Caretaker	Mr Steven Williams
Car Park Attendant	Miss Collette Abdelkaer
School Crossing Patrol	Mr R Thomas

Cook In Charge	Tina Bowen
Kitchen Assistants	Ms Laura Ayles Ms Kally White Mrs Helen Green

Mid-day Supervisors	Mrs Sharon Owen-Reardon Miss Collette Abdelakder Mrs Lisa Hurman Mrs Mel Jones-Haddock Ms Sevgi Nouri Ms Laura Evans Ms Kath White Ms Mellissa McFarlane
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THE GOVERNING BODY

Chair of Governors 2026/2027	Mr Richard Samuel
Vice-Chair of Governors 2026/2027	Mrs Gaynor Price

Chairperson	Mr R. Samuel
Vice Chairperson	Mrs G. Price
LEA Representatives	Mrs J. Isaac Cllr. A. Bragoli
Minor Authority Representative	Cllr. Mr P. Warlow
Headteacher	Mrs Helen Conway
Teacher's Representative	
Parent Representative	Ms Natalie Prideaux-Collins
	Ms Jodie Evans
	Mrs Chloe Pomeroy
	Mr Richard Samuel
Community Representatives	Mrs Gaynor Price
	Mr Ben Hodgetts
Staff Representative	Ms Collette Abdelkader

Clerk to the Governors	Mrs Wendy Evans Carmarthenshire School Support Officer Education and Inclusion Services
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SCHOOL TERM DATES

Term	Term Begins	Half Term	Term Ends
Summer 2026	Monday 13 April	Monday 25 May - Friday 29 May	Monday 20 July
Autumn 2026	Wednesday 2 September	Monday 26 October - Friday 30 October	Friday 18 December
Spring 2027	Monday 4 January	Monday 8 February - Friday 12 February	Friday 19 March
Summer 2027	Monday 5 April	Monday 31 May - Friday 4 June	Tuesday 20 July
Autumn 2027	Thursday 2 September	Monday 25 October - Friday 29 October	Friday 17 December
Spring 2028	Tuesday 4 January	Monday 21 February - Friday 25 February	Friday 7 April
Summer 2028	Monday 24 April	Monday 29 May - Friday 2 June	Thursday 20 July

IN-SERVICE TRAINING DAYS FOR TEACHERS | INSET

In addition to the listed holiday dates and designated INSET DAYS, the school will be closed for five further INSET days. To find more information on when our INSET days will be, please check our school calendar on our website and ClassDojo- where they will be posted on the calendar there.

QR CODE FOR SCHOOL CALENDER	URL FOR SCHOOL CALENDER
	https://www.penygaerschool.co.uk/page/?title=Calendar&pid=38

ATTENDANCE FOR 2025-2026

School Summary				
	Unauthorised Absence	Authorised Absence	Attended	Total
Session Percentage				
School Summary by Sex				
	Unauthorised Absence	Authorised Absence	Attended	Percentage
Female				
Male				
Percentage				
School Summary by Class				
	Unauthorised Absence	Authorised Absence	Attended	Percentage
Intervention Class				
ASD Class				
Early Years				
Year 1/2				
Year 2/3				
Year 4/5				
Year 5/6				
Percentage				
School Summary by FSM				
	Unauthorised Absence	Authorised Absence	Attended	Percentage
FSM				
No FSM				
UPFSM				
Percentage				