

Headteacher's Welcome

Croeso'r Pennaeth



Being special is at the heart of all of our thinking at Pen-y-Cwm School.

We firmly believe that all of our learners deserve the very best and Person Centred Planning is at the core of all that we offer.

Pen-y-Cwm School is a caring, friendly, supportive environment that encourages pupils to thrive and to reach their potential.

Our strong, focused and committed Governing Body challenges and supports the school to provide the best possible educational opportunities for all.

Our experienced, dedicated and inspirational leadership team, combined with an enthusiastic and vibrant staff team is the bedrock of a happy and successful school.

In this prospectus, I seek to provide a snapshot of the wealth of opportunities available to all learners, the dynamic nature of the learning experience and the extraordinary breadth of our individual development programmes, supported by a fantastic 21st Century learning environment.

As well as providing high quality education, safeguarding is of paramount importance. We are immensely proud of our new Thrive programme and this is providing detailed assessment of pupils' well-being and their readiness to learn.

Health issues and care needs are high on the agenda and are well-supported by our broad team of professionals who augment our educational staff team.

Parents and carers are hugely important and we work closely with 'parents as partners', believing that together, we can achieve so much more! We provide extensive support to parents in a variety of ways, and hope that in return, parents will support us by providing a stable, secure, pleasant and well-ordered environment for your child.

We have a small but very supportive group of parents who are actively involved in fundraising and support the PTFA (Parents, Teachers, Friends Association).

Also, we have a committed and hardworking team of parent governors who support the school by serving in a wide range of Governing Body Sub Committees as well as carrying out the day to day roles and responsibilities of a school governor.

The school has an 'open door' policy and parents and carers are encouraged to contact the school at the point of concern. A member of the SLT is available daily to discuss matters relating to any child with a parent/carer.

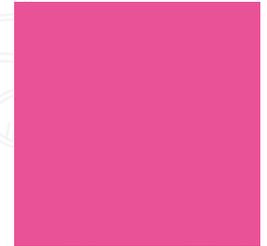
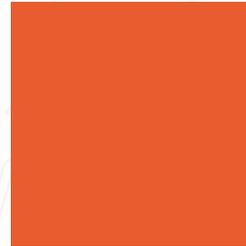
Welcome to the family of Pen-y-Cwm School; you are valued as a partner on your child's educational journey.

Very best wishes,

Darya Brill-Williams, Headteacher

Pen-y-Cwm School

Ysgol Pen-y-Cwm



Pen-y-Cwm School is an English medium Blaenau Gwent Local Authority School. It was established in 1976 and caters for pupils with learning difficulties.

Some of the pupils have additional needs such as Autistic Spectrum Disorders and physical or sensory difficulties. Pen-y-Cwm School was once based on the same site as Beaufort Hill Primary School but in November 2012 the school moved and was co-located along with Ebbw Fawr Learning Community Primary Phase, the Integrated Childrens Centre and Little Stars Nursery, a purpose built facility based on the former steel works site in Ebbw Vale.

The design of the new Special School is bold, welcoming and accessible. The building is on two floors which creates a very different feel for the Primary and Secondary aged pupils.

The school is landscaped to enhance and protect local biodiversity, landscape and water resources.

The main entrance to the school will be shared with the Primary phase and the Integrated Childrens Centre.

The school can accommodate 120 pupils and the following facilities are available:

- Hydro pool
- ICT facilities
- Sensory Rooms
- Rebound Therapy Room
- Gym and Learning Bay
- Life Skills Room
- Augmentative and Alternative Communication
- Specialist teaching areas such as: food technology rooms and art and craft studios.



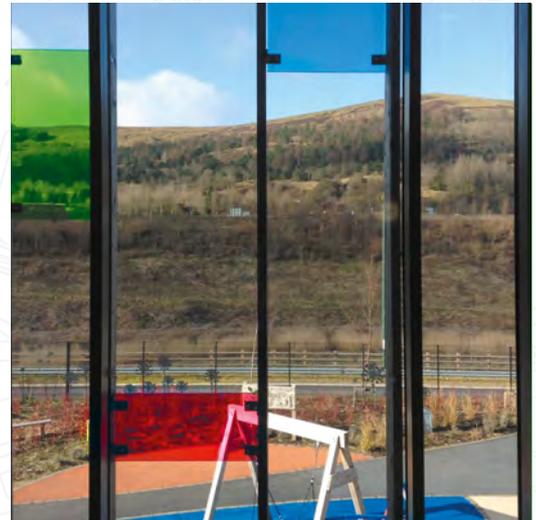
Admission Procedure

Trefn Derbyn



The catchment area for Pen-y-Cwm School is predominantly from the County of Blaenau Gwent but pupils from neighbouring authorities may also attend the school. Pupils are admitted to Pen-y-Cwm School through a partnership between the school, the education authority and parents. After an assessment involving parents, educational psychologist and other relevant professionals a Statement of Educational Needs will need to be compiled. On the basis of this statement, recommendation for admissions to Pen-y-Cwm School may be made.

A visit is arranged for a prospective pupil and parents to view the school via the Local Authority (LA). The LA Inclusion Panel makes a decision on the placement. Should the placement be granted a start date is agreed upon and appropriate arrangements made.



Ethos and values of the School

Vision

To be recognised as outstanding in all that we do.

Mission

To empower and support individuals to be resilient and independent and to develop skills to reach their potential.

Core Values

We are a school characterised by a commitment and ambition to be recognised as outstanding in all that we do. Our values are fundamental in ensuring that we achieve our vision and mission.



School Security/ Health & Safety Arrangements. Diogelwch Ysgol / Trefniadau Iechyd a Diogelwch



The Headteacher and governors are aware of the concerns of parents regarding security and safeguarding. The following protocols are in place:

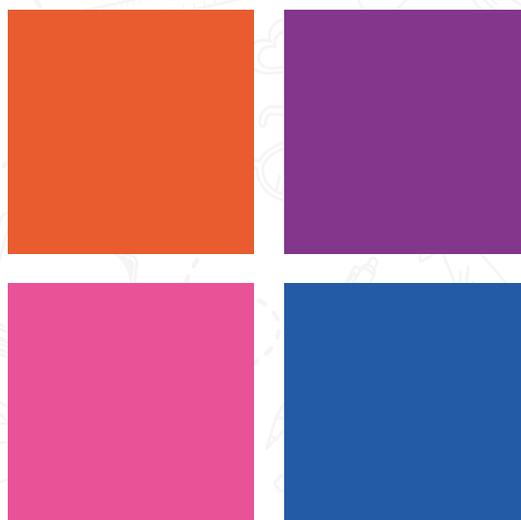
- The school has a fobbed security system which is connected to all external and some internal doors. Each fob is individually programmed to access specific areas within the building.
- Perimeter fencing is in place.
- All staff are allocated an identity fobbed badge.
- Visitors must sign in and out at the main reception desk and will be escorted around the school.
- Regular visitors will also have to sign in and out and will be given an identity fobbed badge to access appropriate areas.
- Appropriate DBS checks are made on all staff employed or regularly working at the school.
- Supply staff and placement students must provide an up to date DBS check.
- Fire drills take place termly and fire equipment is checked and serviced regularly. A full fire risk assessment has been carried out and is updated annually in consultation with the local fire safety officer.
- The school is fitted with a sprinkler system, fire safety lifts and evacuation chairs.
- Designated Safeguarding Officers are responsible for the welfare and safety of all pupils.
- All accidents and incidents are reported and dealt with accordingly.



Governing Body

The Governing Body is made up of people who wish to make a positive contribution to the children's education. No special qualifications are required, but enthusiasm, commitment and interest in education are important qualities to being a Governor. Governors voluntarily give of their own time to undertake training and enable them to fulfill their role effectively. Governors pay regular visits to the school.

Chair of Governors - Wayne Evans



Attendance, Illness & Punctuality

Presenoldeb, Salwch a Phrydlondeb



Emergency Closure For School

Situations may arise when it will become necessary to close the school.

Reasons may include poor weather conditions, failure of water supply or failure of the schools heating system.

It is the Headteacher's responsibility to decide whether the school can open or should close early in the light of prevailing circumstances.

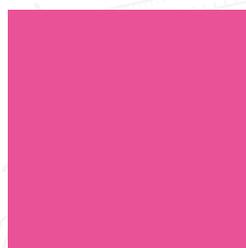
Transport contractors will determine the safe operation of buses. In the event of transport not collecting pupils for school, parents are advised that they should only bring a child to school if they are available to collect them should it be necessary to close school early.

Parents of registered pupils of compulsory school age are under a legal duty to send their children to school regularly and risk prosecution if they fail to do so. If your child is absent for any reason, please inform the school.

If your child has a hospital or other appointment and will be either arriving late or leaving early please inform the school. Family holidays are not permitted to be taken during term time.

If your child becomes ill during the school day the nurse or first aid trainer will assess the pupil and attend to him/her. If necessary they will contact you to collect your child. First aid will be administered if your child has an accident at school. It is vitally important that we always have up to date contact numbers.

The Education Regulations 1991 state all schools must report on the rate of unauthorised/ authorised absence which are included in national league tables published annually. Please see enclosed current attendance data for Pen-y-Cwm School.



School Information

Gwybodaeth Ysgol



School Meals

All the food provided by Blaenau Gwent Catering Team at lunchtimes has been nutritionally analysed against the nutrient based standards to ensure your child can choose from a healthy balanced variety of foods at lunch time. At Pen-y-Cwm school an adapted menu can be provided in order to meet a range of dietary requirements. If you think your child is entitled to Free School Meals please contact the school for further details.

School Transport

Transport is usually provided by the Local Authority. Mini-buses or taxis with Escorts transport pupils to and from school. For further information please contact your Local Authority, Transport Department.

Transport Departments

Blaenau Gwent: 01495 355435

Monmouthshire: 01633 644777

Torfaen: 01495 762200

Newport: 01633 232357

Charging Policy

Parents are asked for voluntary contributions for cooking and class snacks. There is a charge made for residential visits and some of the activities the pupils participate in such as visits to the theatre.

School Council

Pen-y-Cwm School council is group of students who are elected to represent the views of all pupils and to improve their school.

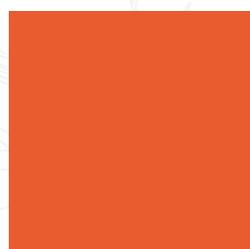
The school council have regular meetings with a staff member present to discuss and sort issues important to the pupils. These may include school lunches, behaviour or ideas for fundraising events.

Members of the school council will be responsible for carrying out the ideas that have been agreed, such as planning discos, writing newspaper articles or meeting with catering staff.

Pen-y-Cwm School council always aim to represent the views of all students and gets things done.

Supporting Pupils Who Are Looked After

The designated member of staff responsible for promoting the educational achievement of looked after children is the Assistant Headteacher. The school's policy on supporting looked after children is available at the school or on the school's website.



Pen-y-Cwm School Day

Diwrnod Ysgol Pen-y-Cwm



8.55am

Class preparation

9.05am

Registration

9.15am – 10.00am

Lesson 1 (45 minutes)

10.00am – 10.45am

Lesson 2 (45 minutes)

10.45am

Break

11.00am – 11.45am

Lesson 3 (45 minutes)

11.45am – 12.15pm

Lesson 4 (30 minutes)

12.15pm – 1.15pm

Lunch

1.15pm

Registration

1.20pm – 2.05pm

Lesson 5 (45 minutes)

2.05pm – 2.50pm

Lesson 6 (45 minutes)

2.50pm – 3.35pm

Lesson 7 (45 minutes)

Collective worship is taught daily in classes.

School Term and Holiday Dates

Dyddiadau Tymor a Gwyliau



School Term and Holiday Dates 2015/2016

	Term Begins	Half Term	Term Ends
Autumn Term 2015	Tuesday 01/09/15	Monday - Friday 26/10/15 - 30/10/15	Friday 18/12/15
Spring Term 2016	Monday 04/01/16	Monday - Friday 15/02/16 - 19/02/16	Thursday 24/03/16
Summer Term 2016	Monday 11/04/16	Monday - Friday 30/05/16 - 03/06/16	Wednesday 20/07/16

School Term and Holiday Dates 2016/2017

	Term Begins	Half Term	Term Ends
Autumn Term 2016	Thursday 01/09/16	Monday - Friday 24/10/16 - 28/10/16	Monday 19/12/16
Spring Term 2017	Tuesday 03/01/17	Monday - Friday 20/02/17 - 24/02/17	Friday 07/04/17
Summer Term 2017	Monday 24/04/17	Monday - Friday 29/05/17 - 02/06/17	Friday 21/07/17

Inset Days

Inset days will be taken within the terms. These dates will be provided in advance and will be available on the website.

Curriculum Cwricwlwm



Pen-y-Cwm School offer a broad, balanced, appropriately adapted and differentiated curriculum. Learning opportunities are planned and delivered based on the requirements of the foundation phase, performance levels, national curriculum and the individual needs of our children.

Schemes of work are used throughout the school to promote, share and reflect best practice in learning and teaching. The Pen-y-Cwm School curriculum is monitored, reviewed and developed in line with new initiatives. We adopt a theme based approach to cover national curriculum subjects and focus primarily on communication, literacy, numeracy, ICT and independent living skills.

Multi-sensory Base

This area focuses on a sensory curriculum and uses Routes for Learning for assessment. This tool supports schools in assessing the early communication and cognitive skills of learners with profound learning difficulties and additional disabilities. Routes for Learning meet the very individual needs of learners incorporating possible learning pathways.

Key Stage 2 - 4

These stages provide a well planned, vibrant, broad curriculum which is strengthened by a knowledge of each individual child.

The curriculum is timetabled and supported with planning using a thematic approach. The following subjects are delivered through the Foundation Phase areas of learning.

- English
- Maths
- Science
- Design and Technology
- History
- Geography
- Art & Design
- Music
- Physical Education, including swimming
- ICT
- Welsh
- PHSE

Foundation Phase

Children learn through first-hand experiential activities with the serious business of 'play' providing the vehicle. Through their play, children practise and consolidate their learning, play with ideas, experiment, take risks, solve problems, and make decisions individually, in small and in large groups. First-hand experiences allow children to develop an understanding of themselves and the world in which they live. The development of children's self-image and feelings of self-worth and self-esteem are at the core of this phase.

Post 16

At Pen-y-Cwm School we aim to develop a programme for the Post 16 students, which enable pupils to develop their independence and build self-esteem and self-confidence.

The senior curriculum focuses on Personalised Learning. The pupils will be fully involved with the Planning, Performing and Evaluating their work. Each pupil will have a programme that suits their individual needs. Their rights as young adults will be respected and recognised at all times and the curriculum will provide opportunities to practically apply their learnt skills within a wide range of settings.

Pupils' additional needs are supported as appropriate with physiotherapy, rebound therapy, hydrotherapy, sensory activities and communication.

Assessment

Pupils are assessed across the curriculum using Performance Scales and National Curriculum levels/Foundation Phase Outcomes.

Each child will have an Individual Education Plan (IEP) which highlights priority learning needs and is reviewed termly.

Curriculum Continued

Cwricwlwm Parhaus



Religious Education & Collective Worship

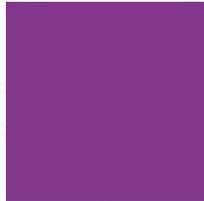
Religious education is a compulsory subject within the whole national curriculum and is taught in accordance with the school scheme of work.

It is compulsory for all pupils to attend collective worship daily, which is broadly Christian in narrative with short reflective time. Parents may make a special request for their child to be excluded from such activities.

Personal, Health and Social Education (PHSE) & Sex and Relationships Education (SRE)

Pen-y-Cwm School is committed to providing an effective framework for sex and relationship education within the school as well as ensuring the highest standards of Health and Safety for staff and pupils.

Our main purpose is to give our pupils the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle and relate these to their own situations both now and in the future. Parents will be consulted on the content and delivery method of the SRE curriculum and will be reminded of their right to withdraw their child from this aspect of the curriculum.



Sport

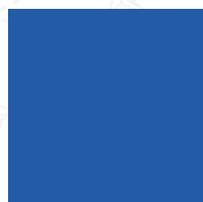
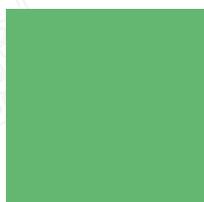
Children's physical development, enthusiasm and energy for movement is continually promoted in Pen-y-Cwm School and all pupils take part in a wide range of differentiated physical activities each week.

Physical activities include sports and games, gymnastics, dance, swimming, hydro therapy, rebound therapy, archery and horse riding.

Pen-y-Cwm School has links with Gwent Outdoor Centres providing individuals with residential experiences such as canoeing, caving and orienteering.

Pupils also have the opportunity to take part in an annual sports day, sporting competitions and coaching awards.

The school has a gym, access to a grass field area and a playground which incorporates fitness equipment. PE kits are provided by the school, parents are asked to provide suitable footwear.



Welsh & Cwricwlwm Cymreig

Pupils will experience and learn incidental Welsh through a range of activities. All pupils are involved in activities to develop an awareness of their Welsh heritage and culture.

Careers Education & Work Experience

Pen-y-Cwm School creates a learning environment which allows and encourages many individual pupils to tackle real life challenges. We aim to develop individual decision making, team building and problem solving skills.

Pen-y-Cwm School offers activities that relate to work-focused learning such as visits to local employers, employers giving classroom presentations and industry-linked challenge activities.

School Uniform

Gwisg Ysgol



There are many advantages for our pupils wearing school uniform and we recommended that it is worn at all times.

All items should be clearly labelled. For health and safety reasons, jewellery and piercings are not allowed in school other than a watch and one pair of ear studs. We ask for your support in ensuring that your child comes to school in uniform without jewellery or piercings. All uniforms can be purchased through the school.



Uniform

- White polo shirt
- Royal Blue Sweatshirt with logo
- Black Skirt/Trousers
- Black Shoes/Trainers
- Royal blue Fleece/Jacket with logo (optional)

Post 16 Uniform

- White Polo Shirt
- Navy Sweatshirt with logo
- Black Skirt/Trousers
- Black Shoes/Trainers
- Navy Blazer (optional)



Parental Involvement Gweithio Gyda Rhieni

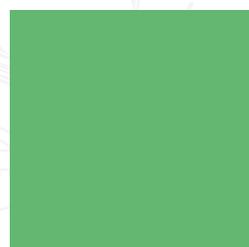
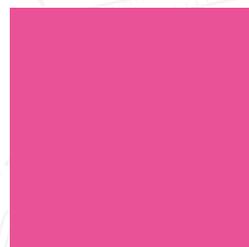


Parental involvement is considered very important to Pen-y-Cwm School and we always aim to develop a partnership between home and school. Pen-y-Cwm School operates an open door policy and welcomes parents to discuss the progress of their child.

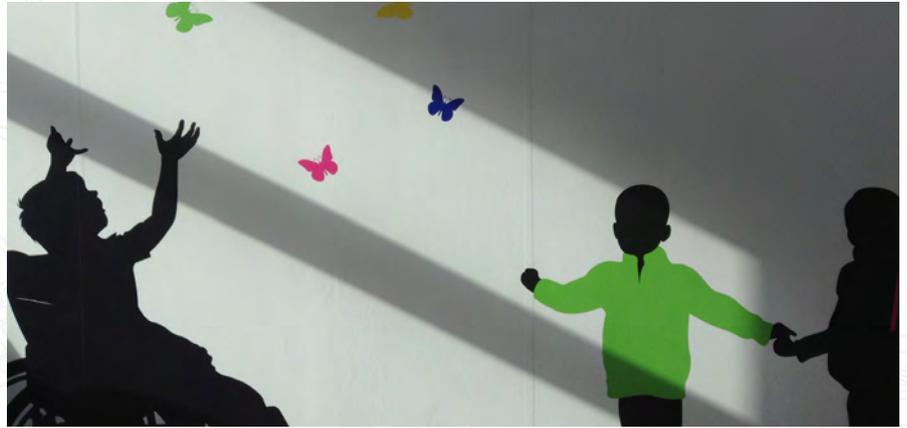
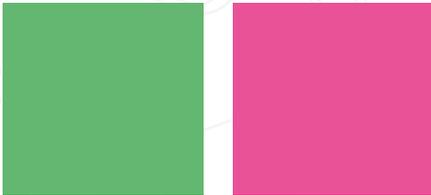
- The school has a texting service which is used to inform parents of any school news.
- Messages are delivered via our transport escorts, verbally and through the transport diary.
- A daily home/school book may be provided if required.
- The school has a home/school liaison system whereby class teachers are available to meet parents at home or school or to speak to parents on the telephone.
- Termly newsletters are distributed to keep parents informed of school events.
- Parent consultations are held termly with the class teacher to discuss pupil progress.
- Annual reviews take place in order to discuss a child's Statement of Educational Needs.
- Informal coffee mornings are held regularly and all parents are welcome.
- Parenting courses are offered on a regular basis.

Pen-y-Cwm Parents, Staff & Friends (PSFA)

The school has a small but very supportive PSFA. The group meet regularly to discuss issues and to develop fund raising initiatives for the benefit of Pen-y-Cwm pupils. Anyone interested in helping is welcomed and should contact the school.



Provision Darpariaeth



Inclusion

Pen-y-Cwm School provides specialist educational provision as an integral part of the continuum of educational provision in Blaenau- Gwent. We aim to be inclusive in our practice by providing our learners with educational opportunities in their community mainstream school, we currently link with a large number of schools within the LA.

Thrive Base

At Pen-y-Cwm School we have a Thrive Base. Thrive is a specific way of working with all children that helps to develop their social and emotional well-being, enabling them to engage with life and learning. It supports them in becoming more self-assured, capable and adaptable. It can also address any troubling behaviours providing a firm foundation for achievement.

Independent Living Skills

Independent Living Skills support is for young people who require extra guidance to develop essential skills and prepare themselves for life after Pen-y-Cwm School. The support is provided by Learning Coaches.

Transition

The first Annual Review following your son/daughter's 14th Birthday is called the 14+ Transition Review, whereby all involved start looking at a Transition Plan. A pupil centered plan is discussed and developed over the next few years.

The plan is to identify your child's education and support needs after 14 years of age. Staff at Pen-y-Cwm School help find out and record what is important to the young person now and in the future.

Communication Support

Pen-y-Cwm School has a well-resourced Communication Support room which is managed by a specialist Teaching Assistant who works in conjunction with Speech and Language Therapist under the direction of ESLT.

ICT Support

At Pen-y-Cwm School we have a specialist Teaching Assistant to support Information Communication Technology (ICT) across the whole school. ICT can be used to enable learners to communicate, participate in lessons and learn more effectively.

Additional Services

Gwasanaethau Ychwanegol



Occupational Therapy

The Occupational Therapy Team who work with us at Pen-y-Cwm School consists of three Occupational Therapists. Two from health and one from social services. The Occupational Therapists are based at Nevill Hall Children's Centre in Abergavenny and the social services Occupational Therapist is based at Blaenau Gwent Social Services in Ebbw Vale.



Visual Impairment Service

Gwent Visual Impairment Service (GVIS) is a regional specialist education service supporting children across South East Wales. Pupils who require VI support are seen in school to advise on the learning environment, resources and strategies.

Educational Psychology

Educational Psychologists work with children and young people aged 0-19, their families and schools. They promote the emotional well being, development, behaviour, learning and the rights of ALL children and young people.

Physiotherapy

The physiotherapists visiting the school work with all class based staff to help the children reach their potential in the areas of mobility, function and independence.

Speech and Language Therapy

The Speech and Language Therapy service (SALT) Paediatric Special Needs Team is part of the Aneurin Bevan Health Board.

Nursing

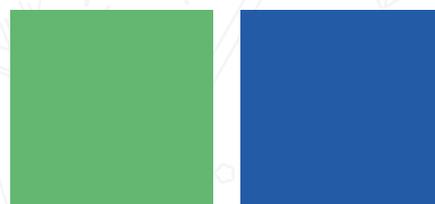
The Community Nursing Service employed by Aneurin Bevan provide nursing staff and a professional service to Pen-y-Cwm School.

CAMHS

CAMHS (Child and Adolescent Mental Health Services) are specialist NHS services. Pen-y-Cwm School have a link with the specialist CAMHS Learning Disability Team, who visits the school regularly.

Gwent Hearing Impaired Service

The Gwent Hearing Impaired Service provides advice on communication skills, language development and the management of a hearing impaired child, also guidance and support to the family or child with hearing impairment.



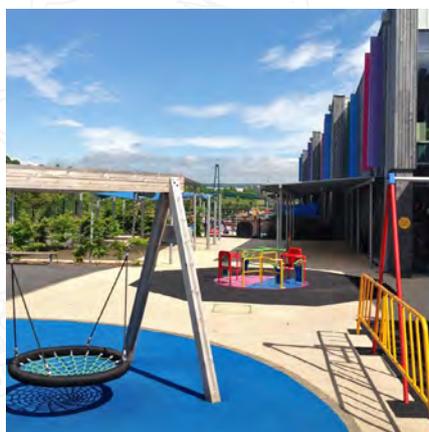
Home/School Agreement

Cytundeb Ysgol a Chartref



What you can expect from us:

- Our pupils to be taught in a safe and pleasant environment where they are able to achieve their full potential.
- Provision of a broad, balanced and differentiated curriculum where our pupils are able to succeed.
- Opportunities for our pupils to develop their moral and social and spiritual awareness where they are able to respect the rights and feelings of others.
- An annual report on the child's progress and termly updates of your child's experiences.



What we expect from parents:

- Give your child continual encouragement and praise for effort.
- Ensure your child attends school every day unless unwell. Please inform the school of reason for any absence.
- Encourage your child to wear school uniform.
- Ensure your child follows the school rules.

What we expect from pupils:

- Treat everyone and everything with respect.
- Always be polite, co-operative and helpful.
- In class, behave in a manner that allows the teacher to teach and the pupils to learn.
- Take pride in your appearance and wear appropriate school uniform.
- Move around the school in an orderly manner.
- Keep the school clean and tidy.
- Remember that you represent the school when out and about in the community.
- Work hard to the best of your ability.

Complaints Procedure

The school has a clear policy for dealing with general complaints; this is located on the school website. Our procedures ensure that anyone with an interest in the school can raise a concern which will be heard and if well founded, will be addressed in an

appropriate, fair and timely fashion.

To address the different types of complaints we have a three stage complaints process. This is in line with current guidance and procedures from the Welsh Assembly Government.

