

### Smoking

The school has a strict "No smoking" Policy.

### First Aid

Teaching Assistants in school are qualified first aiders and first aid boxes are located around the school.

All accidents and incidents should be reported to Jackie Watkins (nominated first aider) and forms completed with senior staff.

### Policies and Procedures

Core Policies can be found in the PPA room. Additional Policies are available from the school clerk.

### Safeguarding and Security Arrangements

The school has a job security system. Fobs will be issued to supply staff by the school clerk. These **MUST** be returned daily.

If you have concerns for the welfare and safety of our learners please report to:-

Safeguarding officers

**Sian Blackmore or Theresa Evans-Rickards**

### Health and Safety

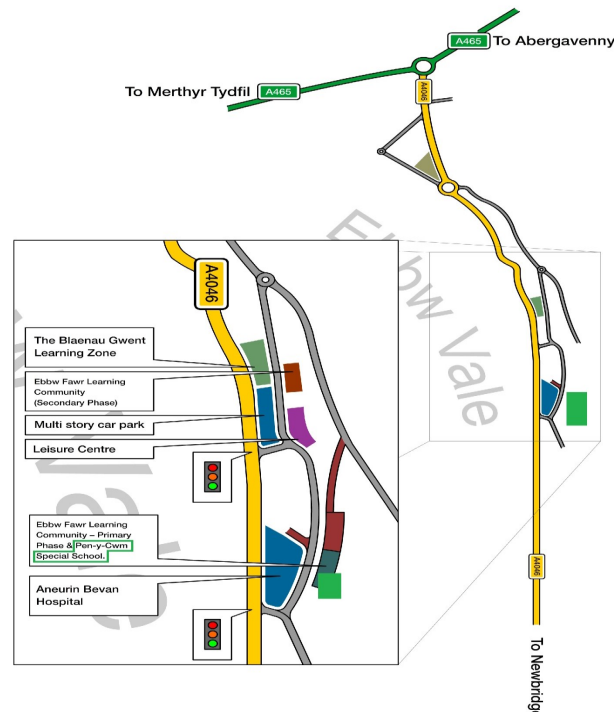
If the fire alarm sounds, leave the building as quickly as possible through the nearest exit. As a visitor you have a legal responsibility to care for your own health and safety arrangements.

A professional manner is expected at all times. Sensitive and confidential information must not be discussed out of school.

Pen-y-Cwm is a day school for pupils aged three to nineteen years who have a range of severe learning difficulties and in a number of cases profound and multiple learning difficulties. Many of the pupils have additional difficulties such as physical and/or sensory impairment or have autistic spectrum disorder. Some pupils have significant medical difficulties and need full or part-time nursing support throughout the school day.

At Pen-y-Cwm School we believe that each pupil should have the opportunity to learn and develop to the full within an environment where they are happy, supported and challenged to achieve as much as possible.

We believe that every child has the right to an education of high quality and seek to create an environment where everyone is valued, whatever their ability.



## PEN-Y-CWM SCHOOL



Pen-y-Cwm Special School

Strand Annealing Lane

Ebbw Vale

Blaenau Gwent

NP23 6AN

## Supply Staff and Volunteer Information

### Senior Leadership Team

**Head Teacher**

Mrs D. S. Brill-Williams

**Deputy Head Teacher**

Mrs T Evans-Rickards

**Assistant Heads**

Mrs C Buck

Miss S Blackmore

*To be recognised to be  
outstanding in everything we do.*

### **Outline of School Day**

8.55	Staff arrive at School
9.05	Pupils start coming into school
9.10	Registration
9.15	Lessons commence
11.00*	Pupils' morning break
11.15	Lessons re-commence
12.15	Lunchtime/Play activities
12.45	Lunchtime/Play activities
1.15	Afternoon school begins
2.25	Break for the pupils
2.30	Lessons resume
3.35	End of School Day – pupils leave.
3.50	Staff leave school

\* Staff are entitled to a 15 minute break between 10.45am and 11.15am

### **Transport arrangements at the school**

Most, if not all of the pupils at Pen-y-Cwm Special School are transported to and from school on mini-buses or taxis. The procedure of loading/unloading pupils must be carried out as safely and efficiently as possible.

### **Car Parking**

Please refrain from parking in the minibus and disabled bays. Please park in the main car park and sign in at reception.

### **Lunchtimes**

Teaching assistants, students and volunteers are entitled to a 30 minutes lunch break.

Teaching staff are entitled to one hour.

Staff should ensure they are not late to start their duty at 12noon, 12.15pm or 12.45pm.

**Lateness leads to all sorts of difficulties and is unfair to other members of staff doing a preceding duty.**

### **Confidentiality**

All staff are reminded of the need for confidentiality in all matters relating to school or individual pupils.

Breaches of confidentiality will be taken very seriously.

### **Absence**

In the event of absence, staff are required to telephone the school giving reason for the absence.

### **Telephone**

Staff should ensure that all mobile telephones are switched off during teaching time. Mobiles are not permitted in classrooms.

Calls on mobiles should be made or received at break and lunchtime only.

### **Welfare**

Manual Handling can only be undertaken if you have received training which can be proved.

### **STAFF DRESS CODE**

#### **Essential**

Staff must ensure that clothing and footwear are appropriate and fit for purpose.

Clothing should take into account modesty and footwear must be safe and practical in line with the School's Health and Safety Policy.

Jewellery is to be minimal. Tattoos and body piercings (other than the ears) should be covered.

#### **Highly desirable**

Flat shoes/trainers

Full length trousers/tracksuit bottoms

Smart, professional work wear

School logo polo shirts/short sleeved t-shirts/sweatshirts

#### **Not allowed**

Shorts (other than for P.E.)

Skirts/dresses above knee level

Short tops revealing midriff

Vest or similar tops

Denim garments\*

Low cut trousers revealing flesh or undergarments

Clothing bearing inappropriate slogans etc.

"Flip flop" type sandals

Denim can be worn on out of school activities or training days, it must be dark in colour and in good condition .

*To be recognised to be outstanding in everything we do.*