

Smoking & Vaping

The school has a strict "No smoking, No Vaping" policy. Staff should leave the school site if they wish to smoke at break or lunchtime.

When out on trips, staff must ensure that no person is put at risk should a cigarette break be granted.

Staff pupil ratio must be maintained at all times.

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 are available from the school secretary.

Security Arrangements

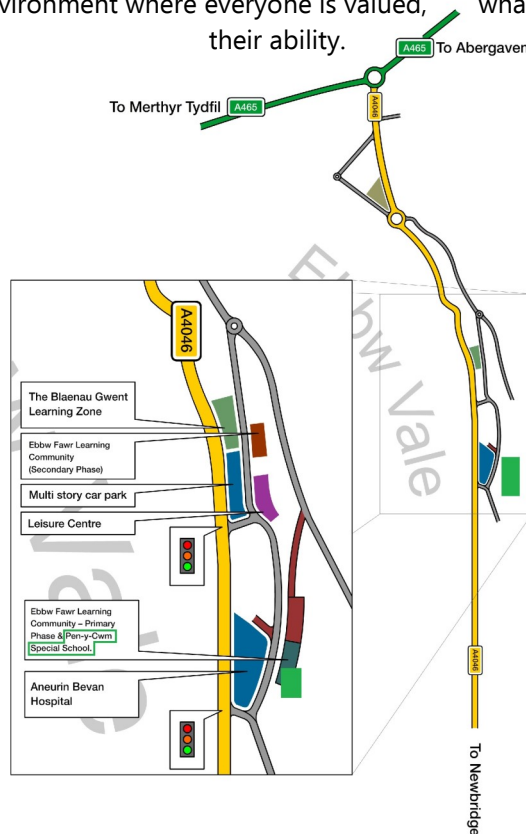
The school has a FOB security system. FOBs will be issued to visitors and supply staff at reception when you sign in and **MUST** be returned daily.

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 Special School

Strand Annealing Lane

Ebbw Vale

Blaenau Gwent

NP23 6AN

01495 357758

Supply/Student/Volunteer Information

Head Teacher

Mrs D Herald

Acting Deputy Head Teacher

Miss S Blackmore

Acting Assistant Head

Mrs R Hodson

Outline of School Day

Students/Volunteers need to be in school for 8.30.

Report to main reception

Sign in and you will be issued with a fob.

Pupils will begin arriving from 8.50

Students/Volunteers are entitled to a 15 minute morning break as advised by the class teacher.

Lunchtime is between 11.30 - 12.30

Primary Pupils begin leaving school from 1450 and

Secondary pupils from 1500.

Lunchtimes

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

Students/Volunteers are not permitted in the staff room but may take breaks in the Bistro area.

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, please telephone the school to inform them of your 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.

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.

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

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.