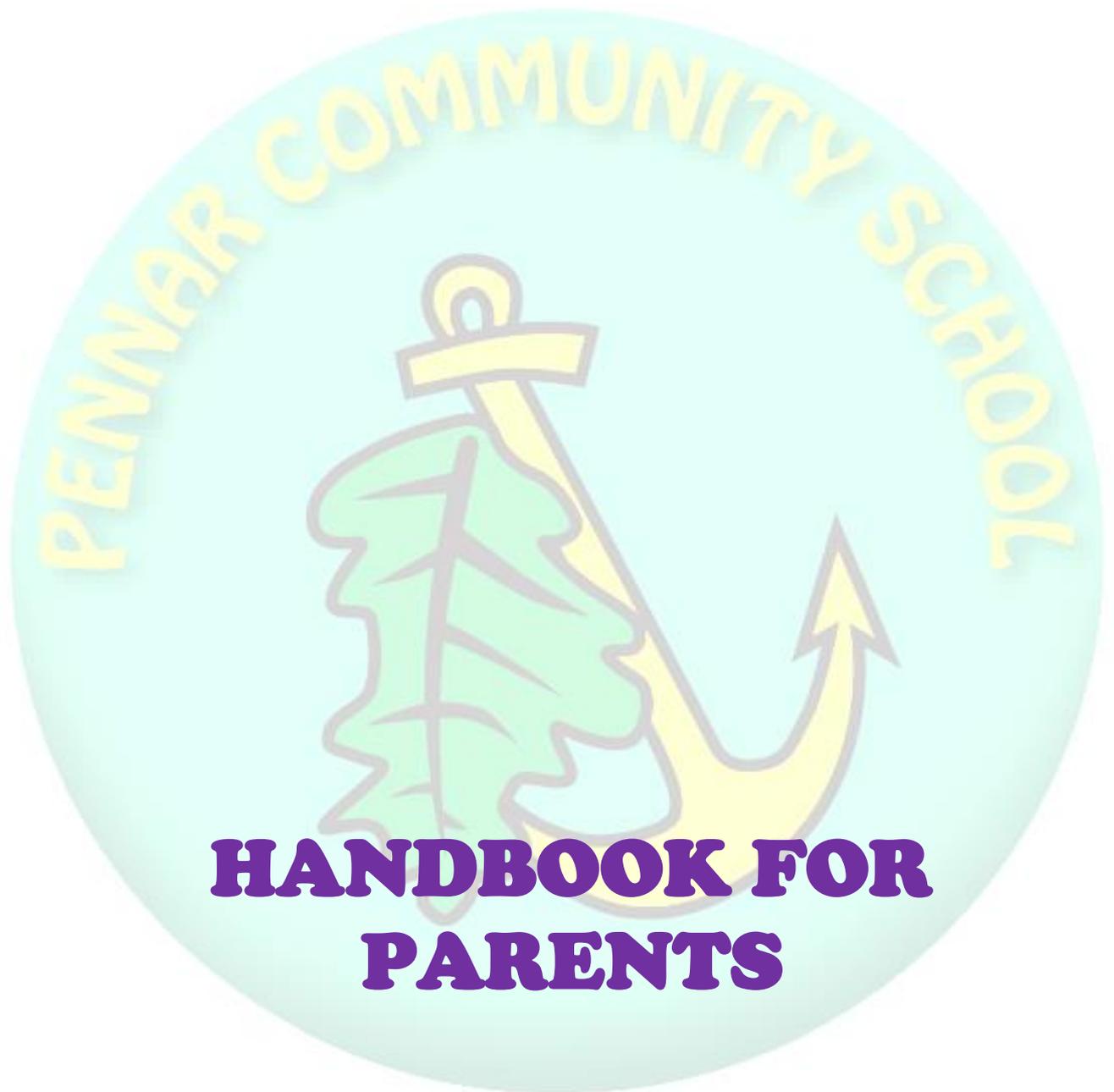


# ***Pennar Community School***



## **HANDBOOK FOR PARENTS**

**Mr D M McGarvie**

We Believe We Achieve We Succeed

# September 2021

## Pennar Community School

Owen Street  
Pennar  
Pembroke Dock  
Pembrokeshire  
SA72 6SL

Tel No: 01646 684402

Email: [head.pennar@pembrokeshire.gov.uk](mailto:head.pennar@pembrokeshire.gov.uk)

Web page: [www.pennarcommunityschool.co.uk](http://www.pennarcommunityschool.co.uk)

Follow us on Facebook

The academic year 2021/22

A school has been situated in Pennar for over 125 years, ever since Pennar Girls Board School was first opened in January 1874.

Since the merger of the separate Infant and Junior schools in September 2006 there has been a steady movement of children up to the Owen Street site, as the building there has benefited from 2 new builds, resulting in five new classrooms. Nursery to Year 6 are educated here. The Flying Start Playgroup joined the Owen Street site in 2020.

Flying Start, a provision for 2 - 3-year-old childcare is well established. Children are admitted the term after their 2<sup>nd</sup> birthday for up to five sessions of 2 hours 30 mins. This facility is free of charge. This facility is only available for people who live in the Pembroke or Pembroke Dock area at the moment.

We provide part-time education for children the term after their 3<sup>rd</sup> birthday. These children attend Part Time Nursery 9.00-11.30am or 12.30pm - 3.00pm.

The school experienced a full ESTYN Inspection in February 2014 report is available from the Headteacher, or it can be viewed online on the Estyn website. The report makes very positive reading and reflects the hard work of the pupils, staff, governors, and parents in making Pennar School what it is.

I had the pleasure of starting my teaching career at Pennar School in 1997, spending 12 years working with the children and their families. I am delighted to have returned as Headteacher; it was an immensely proud moment for me when I was appointed. I am looking forward to working with the pupils, parents, staff and governors to ensure the continued success of Pennar Community School and further enhance its proud standing in the community.

Your child could be in our school for 8 years and I look forward to working with you to ensure the best possible education for your child. I also look forward to meeting you on many occasions over the coming years. I am pleased to have such a pleasant and hardworking staff. The staff take great care in planning and organising their lessons and in their delivery, so that the children are well motivated and enjoy their school experience. Three of our teachers have been recognized for their excellent professional practice by being seconded by the L.A.

We expect high standards of behaviour and demand the children show respect for their peers, staff, visitors and property of the school.

New parents have commented positively on the warm welcome and atmosphere in our school and are pleased with the way their children settle into school life at Pennar.

I look forward to meeting new parents and their children this year.

**Damon McGarvie (Headteacher)**

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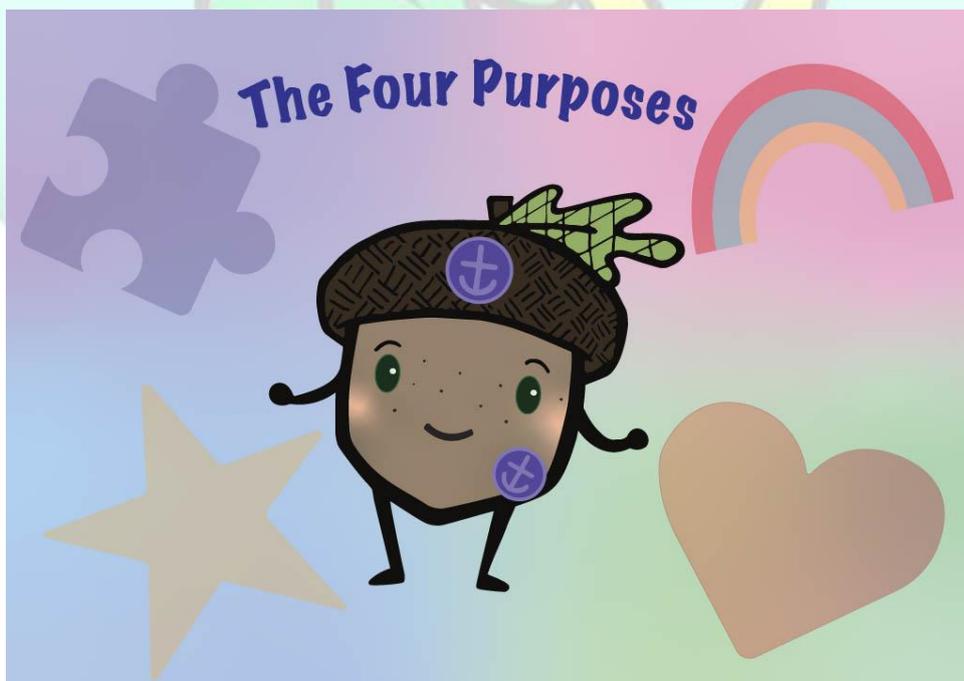
## School Vision

At Pennar Community School we value every member of our school community and each pupil's individuality.

We BELIEVE in providing the highest standards of opportunity using authentic, challenging experiences to enable our pupils to ACHIEVE their potential as ambitious, capable learners.

We will do this in a safe, happy and nurturing environment which promotes independence, enterprise and creativity, and facilitates high aspirations for lifelong learning.

Our aim is for our pupils to SUCCEED in becoming healthy, confident individuals who are ethically informed ready to lead fulfilling lives in the community and beyond.



## **ADMISSION**

The school caters for children aged 2 to 11 years.

### **Flying Start**

Children can enter the Flying Start Playgroup in the term after their second birthday.

They may attend up to a maximum of 5 mornings or 5 afternoons.

### **Nursery**

Nursery children are admitted on a part-time basis in the term after their third birthday.

The children are introduced to the first stages of learning through play, social interaction, developing skills etc.

Separate information brochures are available for parents of children entering Flying Start Playgroup.

A leaflet about your child entering full-time education is sent out in Reception class.

If you are thinking of applying for a place at the school please contact Mrs. Loftus, Family Liaison Officer, on 01646 684402.

Parents can now send their children to the school of their preferred choice regardless of where they live. This is, however, dependent on parents taking responsibility to transport their children to and from school. We currently have places available in most but not all classes in the school.

## **PUPIL PARTICIPATION**

We encourage pupils to get involved in pupil groups such as School Council, Criw Cymraeg, KiVa, Eco Club and School Ambassadors. An integral part of these roles will be to take part in events both in school and off-site, to undertake interviews and school tours with visitors and take part in publicity events. Pictures of members of these groups will be taken and displayed both in school, newspapers and on the school Facebook page.

## PHOTOGRAPHS

Photograph consent will be sought through induction documents. All pupils will have photographs taken annually when we have a visit from the school photographer. These photographs will form part of the pupil records held in school and may be used in relation to the pupil participation groups.

## AFTER SCHOOL CLUBS (Subject to COVID restrictions)

3:25 pm to 4:00 pm

	Autumn	Spring	Summer
Monday	Reading Club	Reading Club	Reading Club
Tuesday	Pyramid (Foundation Phase) Food Co-op PE Club	Pyramid (Foundation Phase) Food Co-op PE Club	Pyramid (Foundation Phase) Food Co-op PE Club
Wednesday	STAFF MEETING		
Thursday	Netball Club Buzz Club Homework Art Club Rugby Green Team	Netball Club Buzz Club Homework Club Art Club Rugby Green Team	Athletics Rounders/Cricket Samba Club Buzz Club Homework Club Art Club Green Team

We play sporting fixtures at both under 11's and under 9's. The emphasis will be on participation by all pupils who show interest and not by ability.

## **EQUAL OPPORTUNITIES**

We operate an equal opportunities Policy in the school. Our equality objectives are stated in the Strategic Equality Plan. This is constantly reviewed and updated and is available for parents to read if they so wish. (See website)

## **ETHOS**

We aim to help all pupils achieve in a safe, happy, caring and stimulating learning environment.

We aim to:

- Enable each pupil to have a happy time at school whilst working to their full potential.

Home/school agreements are designed to help children develop in supportive surroundings both at school and at home so that the child can make the most of opportunities available during his/her time in school. These home/school agreements are sent out to parents immediately after their child begins school life at Pennar.

## **FIRE DRILLS**

These are held termly at various times of the day, so that all staff and pupils are familiar with the procedures.

## GENERAL INFORMATION

### School session times

#### Flying Start

9.00am - 11.30am - Morning session  
12.30pm - 3.00pm - Afternoon session.

Nursery 9.00am - 11.30am - morning session  
12.15pm - 2.45pm - afternoon session

Please do not try to bring the children into these classes before the start times as staff will not be present to supervise pupils.

Foundation Phase 8.55am - 12.15pm  
1.00pm - 3.25pm

Key stage 2 8.55am - 12.35pm  
1.15pm - 3.25pm

Children should not arrive earlier than 15 minutes before the start of the session. Teachers are planning and resourcing the lessons for the day before this time. The school cannot take responsibility for children who arrive before that time.

Key stage 2 pupils will remain on the yard during fine weather but allowed in when wet.

Please note, the school operates an asymmetric week. This means that every Friday school finishes at 1.25pm. Parents are asked to make arrangements for their child to go home at this time.

## **Breakfast Club**

The Welsh Assembly FREE breakfast initiative commences as follows:

Monday to Friday from 8:00 am to 8:55 am. Breakfast is served from 8:00 am to 8:30 am. No children are admitted after 8:35 p.m. Nursery and Playgroup children are escorted to their classrooms at the end of Breakfast Club.

## **SCHOOL DINNERS**

School dinners are prepared and served on the premises. All children from Reception upwards can purchase a school dinner. You may be entitled to Free School Meals if you receive certain benefits. Please make enquiries at the school office for advice about where application forms are available.

**Lunchboxes.** Packed lunch boxes should be clearly marked with a child's name. We are a healthy eating school, so we ask that parents prepare a healthy packed lunch, e.g., no sweets. Cans or fizzy drinks are not allowed.

Dinners are paid for by a cashless system. Please login to accounts on the Pembrokeshire web site to pay for meals.

## **ATTENDANCE AND PUNCTUALITY**

Attendance is compulsory, the term after a child is 5 years old. It is now a legal requirement that all absences are:

- Notified by telephone in the first instance
- Confirmed in writing by parents or guardians
- Recorded in the child's records

We would appreciate it if you contacted the school to inform us of absences at the onset in order that we know where pupils are.

Attendance is now transferred to the clerk's central computer and provides the Head teacher with comprehensive information about attendance.

We will do our best to undertake a first day response and contact you if there is no explanation forthcoming about an absence. The reasoning behind this is to

prevent a child being truant when his parents think that he/she is in school, and the school may assume that he/she is ill at home. We rely on parents to ensure that children are only absent for genuine reasons.

**Parents are reminded that punctuality is an excellent quality to have, and pupils should be encouraged to arrive at school at the correct times.**

### **FAMILY LIAISON OFFICER**

Mrs. T Loftus has been appointed Family Liaison Officer. She is available every school day between 8:30 a.m. and 4:00 p.m. One of her main roles is to monitor pupil absence and late arrival. Parents are asked to contact the school on 01646 684402 as soon as possible in the morning to register their child/children absent through illness or other reason.

### **PTA - FRIENDS OF PENNAR SCHOOL**

A PTA was formed in September 2013. Several parents are already organising fundraising and charity events. If you would like to join our PTA, please see Mrs. J. Hinds, our Deputy Headteacher, for more information.

### **FACEBOOK**

You can follow events and school news on Facebook, just search for Pennar Community School. Please note that this is an information page and should not be used to contact the school.

### **ACCIDENTS AND ILLNESS**

Accidents do happen from time to time, even with the best supervision, and children are sometimes taken ill in school.

The school asks that each child should be provided with the name and address and telephone number of a responsible adult in case of emergency (2 numbers if possible). Will you please inform the school as soon as possible if there is a change in these contact addresses.

Children are sometimes sent to school:

- before they are completely well after illness
- knowingly ill

This is unfair to both the child and the teacher and often leads to complications.

Recent advice dictates that schools should not be administering medication unless it is identified under a Health Care Plan. **If your child has a specialised medical need a careplan will be put into operation in conjunction with the school nurse, G.P. and parents.**

All medication is kept securely locked in a medical cabinet in the school office. Below are suggested times for keeping children off school after certain illnesses.

### Exclusion periods

DISEASE	EXCLUSION PERIOD
Chicken Pox	For 5 days after rash appears
Conjunctivitis	None
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting
Hand, foot and mouth disease	None
Hepatitis A	Exclude young children for 7 days after onset of jaundice. There is no need to exclude older children with good hygiene
Impetigo	Until lesions are crusted or healed
Measles	For 5 days after rash appears
Mumps	For 5 days after the onset of swollen glands
Ringworm	Until treatment is started
Rubella (German measles)	For 5 days after the onset of rash
Scabies	Until treated

Scarlet fever	For 5 days after commencement of antibiotics
Threadworms	None
Tuberculosis	CCDC will advise on necessary action
Whooping cough	For 5 days after commencement of antibiotics

The school has an appointed person responsible for FIRST AID, Mr. D. McGarvie. He is the first point of contact for serious illnesses and accidents on the premises. Most staff members have been trained either in Emergency First Aid or to First Aid at Work level so there is always good coverage throughout the school.

Plasters will be used as a means of treatment, if you do not wish your child to have plasters, please make the school aware so that these details can be added to the medical details.

In the event of a child receiving an injury from the neck up, parents will be contacted and asked to decide if they would like to take their child for professional medical treatment. If parents decline this offer, the school may still seek professional advice if they are concerned. In all cases these phone calls will be logged, and a copy kept in the pupil's personal folder. In all cases of medical emergencies school staff WILL ACT.

### **Pastoral Care**

The Headteacher has overall responsibility for the running of the school and works closely with the Deputy Head teacher and the other members of staff. It is important that the school receives and has up-to-date records of pupil's addresses and parents' home and work telephone numbers, together with details of people nominated by the parents who can be contacted in the event of an accident or illness.

Should an accident occur during school time which necessitates medical treatment, every effort will be made to trace parents or their nominee. Failing this, pupils requiring treatment would either be seen by a doctor at school or conveyed by members of staff to the Outpatients Department of a local

hospital by ambulance. Two members of staff will always accompany pupils to hospital.

Minor accidents are dealt with by the duty teacher and the nature of the accident recorded. All members of staff have received emergency first aid training. Designated teachers have received the full First Aiders at work qualification.

Children are supervised for 10 minutes before the commencement of school.

## CONTACT WITH THE SCHOOL

Parent's evenings are held twice a year in the Autumn and the Spring. Here you will be able to discuss progress and your child's development with the class teacher. A written report on your child's progress is sent out in the summer term together with an invitation to discuss the report with the class teacher if you so wish.

It is important to note that we are available at any convenient time to discuss problems which may arise, but please in the first instance contact the head teacher before the class teacher, especially if the problem is of a serious nature.

If you are at all worried, please come into the school and let us share the problem. Children will not make progress if they are unhappy or anxious. We would like to address any problems at the earliest opportunity and not give it time to "fester." **Problems cannot be solved in the playground or outside the school gates with discussions amongst parents!**

A wide variety of documents relating to school and Governors are available for inspection at convenient times.

If you have any concerns, please contact the Head teacher. Our staff can be vulnerable at the end of the day to dismiss children directly to you.

If there is any complaint, please see the Head Teacher or Deputy Head teacher. The school has a zero tolerance to any abuse aimed at our staff and any difficulties should be dealt with in a calm and courteous manner.

Failure to comply with this request could lead to a ban from our premises.

## **COMPLAINTS ABOUT THE CURRICULUM**

These can be made to the Director of Education whose address is:  
**Steven Richard-Downs, Chief Education Officer,**  
**County Hall, Haverfordwest, Pembrokeshire, SA61 1TP.**  
**Tel. 01437 764551**

Other complaints or concerns can be made direct to the Headteacher or governing body.

## **LOST PROPERTY**

This is a problem. Clothes, jackets, coats etc. are expensive. Most lost property is never claimed, and we are unable to return it to its rightful owner. Please label your child's clothes clearly with his/her name and this will help us tremendously in terms of returning property.

## **Charging policy**

Educational trips usually involve no charge, although we may ask for a voluntary contribution to such places as the Torch Theatre. All such trips are subsidised by about 25%. No child from Pennar School will ever be excluded from a school trip if their parents do not make a voluntary contribution. The only exception to this could be our annual visits to Llangrannog and Sealyham.

Music lessons are free, but we charge a nominal sum for the hire of instruments bought by the school. The rental encourages commitment and is used to purchase new instruments.

## **Cheque payments**

Cheques for voluntary donations for school visits should also be made payable to Pembrokeshire County Council.

## Lettings

The school is available for use by community groups. A Lettings Policy has been agreed by the Governing Body and is available from school if anybody is interested in using the school as a venue for their organization.

## Debt Recovery

The school operates a debt recovery policy in respect of monies payable for services and or lettings. Where possible the school will work with parents and organisations to make any payments as easy as possible.

## STAFF ORGANISATION

Staffing levels are determined by the budget. The governors have agreed to the following teaching staff for the academic year 2019/20

Headteacher	Mr. D McGarvie	50% secondment to LA
Deputy Headteacher	Mrs. J Hinds	50% acting headteacher
Teaching staff	Mrs. A Gilbert (50% acting deputy) Mrs. S Taylor Mrs. E James Miss E Knight	Mrs. J Baker Mrs. E Evans Mrs. Rachel Davies Mrs. N Murray
LSA's	Mrs. H Allen Mrs. T Loftus (FLO) Mrs. D Kaijaks Mrs. A Lewis Mrs. C Roberts Mrs. D Russell Mrs. S Thomas Mrs. C Robinson Miss S Lovatt Miss R Hicks	Miss A Lewis James Miss G Thomas Miss M Wallace Mrs. K Jamieson-Broughton Mrs K Pook <b>FLYING START</b> Mrs. J Manning Mrs. J Griffiths Mrs. D Peart Mrs. S Roberts
Secretary	Mrs. L Asparassa	Finance - Mrs. H Lewis

Caretaker	Mr. S. Briskham	
Cleaners	Mrs. M Owens Mrs. M Harding Mrs T Gregory	
Kitchen Staff	Mrs. M Owens Mrs. K Lawrence	
Lunchtime Supervision	Mrs. M Harding Mrs. K Osborne Mrs. S Polkinghorn Mrs. L. Goodwin Mrs. M Miller Mrs. M John	Breakfast Club Mrs. M Harding Mrs. K Osborne Mrs. S Polkinghorn
School Crossing	Mrs. Miller	

### Governors

Mrs. A. Newman (Chair)  
 Cllr A McNaughton (Vice Chair)  
 Cllr Mrs. M. Colgan (Vice Chair)  
 Mr. D McGarvie (Headteacher)  
 Mr. A Wilcox (Local Authority)  
 Mrs. A Sturley (Staff)  
 Mrs A Gilbert (Teacher)  
 Mrs. J Hinds (In attendance)  
 Mrs. C Fortune (Parent)  
 Mr. I Mansell (Parent)  
 Rev L. Squires  
 Cllr G Manning (Additional Community)  
 Mrs. G McKinley (Parent)

**All correspondence should be addressed to the governors via  
 Steven Richards-Downes, Chief education Officer, County Hall,  
 Haverfordwest, Pembrokeshire, SA61 1TP. Tel: 01437 764551**

## Curriculum for Wales

The Curriculum for Wales is a continuum of learning from ages 3 to 16.

In Pennar Community School we are designing and delivering a curriculum that is unique to the pupils of Pennar.

The four purposes are at the heart of the curriculum and the work completed in school. The purpose of the curriculum is to enable learners to develop as:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Learners will be taught through customised topics that are meaningful to the pupils of Pennar. They will provide opportunities for the pupils to be taught about local, national and international issues.

The six areas of learning and experience (Aoles) will be taught.

- Expressive Arts.
- Health and Well-being.
- Humanities.
- Languages, Literacy and Communication.
- Mathematics and Numeracy.
- Science and Technology.

Literacy, numeracy and digital competence will be mandatory cross-curricular skills and are embedded in all curriculum work.

The following are mandatory elements of curriculum work:

- Religion, values and ethics.
- Relationships and sexuality education (RSE).
- Welsh.
- English.

## **Assessment**

Assessment plays a fundamental role in enabling each individual learner to make progress at an appropriate pace, ensuring they are supported and challenged accordingly. The 27 statements of what matters are the basis of learners' progression. Progression is further supported by descriptions of learning which provide guidance on how learners should progress within each statement of what matters as they journey through the continuum of learning. These are arranged in five progression steps which provide reference points for the pace of that progression. While the learning continuum is the same for each learner, the pace of progress through it may differ. As a result, the progression steps only broadly relate to age. They broadly correspond to expectations at ages 5, 8, 11, 14 and 16.

Learners will complete national personalised end of year assessments from years 2 - 6 in the following areas:

- Reading
- Numeracy
- Reasoning

## **Healthy Schools**

Pennar School prides itself on being a Health Promoting school. We are part of the Health Promoting Schools initiative and are currently working towards the national Quality award.

The areas we work on are:

Food

Exercise

Safety

Substance Abuse

Relationships

Environment

Hygiene

We feel that this is an intrinsic part of a child's education.

## **ECO School**

We have recently gained our second Green Flag as part of Keep Wales Tidy's Eco Schools Award.

The Eco-Schools programme inspires and empowers pupils to be leaders of change in their community, helping them learn about sustainable living and global citizenship while giving them the information and support they need to make changes that will benefit their school, local environment, and wider community, such as reducing waste, energy consumption, transport, healthy living, and litter issues.

To gain our second Green Flag, we completed a lot of work on improving biodiversity within the school grounds and reducing waste and litter. We are currently working towards our third Green Flag and hope to concentrate on energy use, transport and improving the school grounds over the coming year.



## **Additional Learning Needs**

We endeavour to cater for every child who wants to attend Pennar School and can make arrangements for changes to be made to the physical environment if it is needed. Mrs. J Baker, ALNCO has non-contact time on Thursdays and would be prepared to meet with any parent for discussion, if an appointment is made beforehand.

## **Children with additional learning needs**

Some children may need help to enable them to make progress.

Help and advice is given by the School's own Additional Needs Coordinator, but sometimes more specialised advice must be sought from educational or medical sources. Before taking this step however, parents will be consulted and their permission sought.

## **Additional Learning Policy**

This policy is available for all parents to view if they so wish. Your child's needs will be dealt with sympathetically and practically. Regular reviews are carried out and parents are involved in the production of a One Page Profile for all children and an Individual education plan for children identified as having ALN.

ALN is well supported by the Head Teacher and staff and we have an excellent team of LSAs with expertise in different areas.

The Governing body is fully committed to making financial resources available for pupils with ALN on a fair and equal basis.

## **P.E. and Games**

All children are expected to change for P.E and games.

Dabs may be worn but trainers and football boots are only accepted for outdoor games.

Bare feet are preferred for dance and gymnastics.

No jewellery to be worn in P.E and games sessions. This is for Health and safety reasons.

All long hair should be tied back from the face.

T-shirts and shorts should be provided and kept in a gym bag.

Please remember the days on which your child has P.E are the same every week and kit should be in school for those days.

## **Collective worship**

Currently we are holding virtual assemblies online with coronavirus guidance for schools. This is reviewed regularly. Collective worship is held daily. We often welcome visitors to our assemblies. On Fridays we have achievement assemblies. Older pupils are encouraged to contribute to assembly by reading a prayer.

Throughout the year there are occasions on which we invite parents into school to share our assembly.

We have a very good relationship with clergy in the area and are delighted when they come to take an Assembly, particularly Rev. Squires who visits us on a weekly basis.

### **School uniform**



We recommend that your child wears uniform. This helps to establish pride in their school and fosters a sense of belonging. We have a purple sweatshirt and a jade polo shirt. A purple fleece is also available. These can be purchased online from Tees R Us <https://www.teesrus.co.uk/product-category/school-shop/pennar-community-school/>

### **Personal items**

Pupils are **not** allowed to bring mobile telephones to school.

Jewellery is not an acceptable part of school uniform and causes unnecessary hazards in school life. We respectfully ask for your cooperation here. Children with pierced ears are asked to wear studs.

## **School visits**

Pembrokeshire County Council are particularly vigorous in the Health and Safety aspects of school visits, for instance we must ensure staff/pupil ratios for Junior children and Infant children. The ratios depend on the activity & makeup of the group. Risk assessments are filled in for every visit.

Classes are taken out of school regularly for a variety of educational purposes. Recent legislation has placed a greater emphasis on the voluntary nature of parental contribution towards the cost of such activities. Without the continued financial support of our parents, our outside activities will be severely curtailed.

Parents will be kept informed of all extra curricula activities and asked to sign consent forms when the children go outside the immediate locality.

There will also be a blanket consent form for you to sign to allow your child to go on shorter trips e.g. to the local sports centre, church etc.

This consent form will cover such as the above and other regular short trips e.g. walking from one site to the other.

## **Security**

Entry is through a controlled access. Visitors are asked to sign a visitor's book. A risk assessment of the buildings and grounds is carried out annually.

The school gates are closed throughout the school day and only opened at the end of session times for parental access.

Regular fire drills are held and there are fire doors leading from every classroom and the halls.

A strict rule of walking pace is applied for all movement in the buildings.

Road safety patrols are in place at the beginning and end of the school day.

Parents are asked to keep vehicles away from the school gates.

## Discipline

High standards of behaviour are expected throughout the school.

We operate a rewards and sanctions policy, and all children are aware of what is expected of them.

Each class has a set of school rules on the wall.

Incidents of bad behaviour are logged and if it is of a serious nature parents may be asked to come into school to discuss the problem. We certainly appreciate working with parents.

Home/school agreements between parents, pupils and school are signed each year.

Our policy on discipline is available for any parent who wishes it.

## Houses

We have introduced a new initiative of sorting the children and staff into "Houses" which will be used as a reward scheme and a sanction in support of the discipline policy. The four Houses chosen by the School Council are: Angle (Yellow) Barafundle (Red) Broad Haven (White) and Freshwater East (Blue). The colours were also chosen by the School Council to represent the colours featured on the Pembrokeshire flag. House points will be awarded throughout the year for good behavior, good work, participation in our Eisteddfod, swimming gala and school sports. A weekly count of points will be made, and a cup presented to the winning House at the end of the year. We have tried to sort the pupils into Houses along with other family members, if we have made any glaring errors, please feel free to come in and mention to us.

## Bullying

**Our School Council have produced this statement: Here at Pennar Community School we think bullying is when someone is repeatedly hurt by being physically or verbally targeted. We think bullying is wrong and we will not accept bullies in our school.**

With your support we hope to solve any problems quickly and effectively by vigilant monitoring of children in the classroom, at play and to and from school. We encourage pupils to tell us immediately any unkind action towards them, especially continuous harassment.

Bullying will not be tolerated.

Parents will be informed of any instances of bullying and of the sanctions we wish to impose.

However, bullying must be separated from silliness, squabbles, and general disagreements among pupils.

If you have a grievance or suspect bullying, then **LET US KNOW AT ONCE**

If you would like to view the anti-bullying policy or the discipline policy, please request from the school.

### **RESTORATIVE PRACTICE**

All staff have been trained in the use of Restorative Practice throughout the school. It is based on the understanding that harm has been done to people and relationships and it creates a recognition of pupils' obligations and liabilities. It focuses on the repairing of the 'harm' and making things 'right.' A member of staff has been appointed to facilitate Restorative Practice throughout the school day.

### **KiVa**

Pennar is a KiVa school, the lead school in Pembrokeshire. Our pupils enjoy KiVa lessons and use KiVa strategies to support our anti bullying work and active playtimes. For more details on KiVa please speak to Mrs. Hinds or Mrs. Gilbert.

### **Safeguarding**

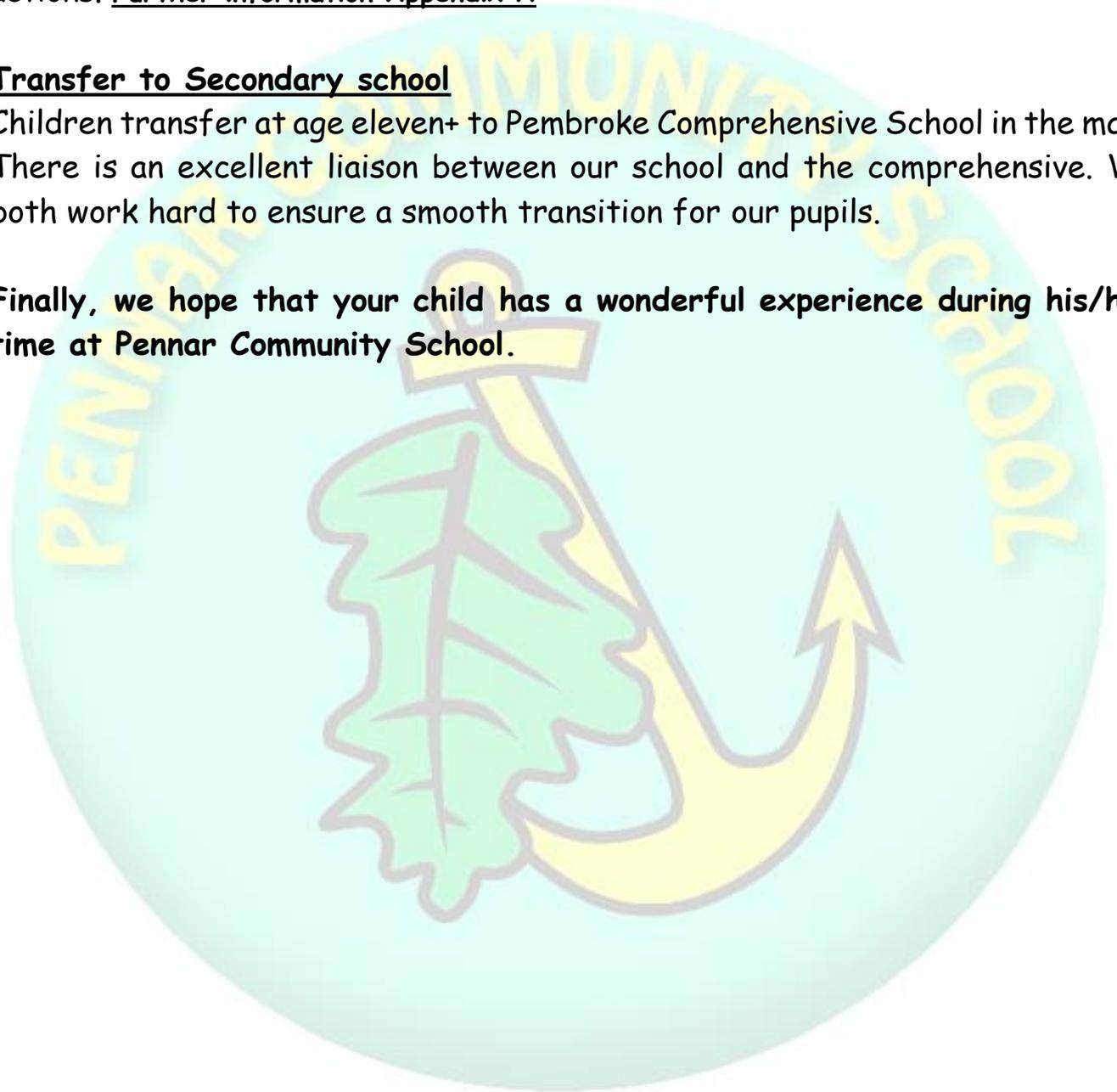
At Pennar Community School we take child safety very seriously, a safeguarding policy has been formulated in accordance with Local Authority Guidelines. This policy has been adopted by the Governing Body and will be adhered to strictly. All staff members have been trained in safeguarding procedures and the importance of confidentiality. We operate on the policy that all concerns will

be raised with the Local Authority officer for safeguarding and the Child Care Assessment Team. We operate the policy that we would rather make a referral and find the claims to be false, than to take no action and this to result in harm coming to a child. We are aware that this can sometimes lead to distressing situations for families, but we ask you to understand the reasons behind our actions. Further information Appendix A

### **Transfer to Secondary school**

Children transfer at age eleven+ to Pembroke Comprehensive School in the main. There is an excellent liaison between our school and the comprehensive. We both work hard to ensure a smooth transition for our pupils.

**Finally, we hope that your child has a wonderful experience during his/her time at Pennar Community School.**



## **APPENDIX A**

### **Child protection - Information for Parents or Carers**

Parents/Carers should be aware that schools have a responsibility to ensure the safety and well-being of all pupils.

On 1 September 2006, Section 175 of the Education Act 2002 came into effect. This introduced a duty on local authorities and the governing bodies of maintained schools to have arrangements in place to ensure they safeguard children and that such arrangements have account of guidance issued by the Welsh Government.

Our school has adopted the Local Authority Child protection Policy and Procedures for Schools 2012 which is governed by the All-Wales Child Protection procedures 2008. This policy can be viewed at school, on request. This has now been built upon by the Wales Safeguarding Procedures.

#### **What does this mean for parents/carers in practice?**

Where a professional has a concern about a child, they will, if possible, seek to discuss this with the family and seek their agreement to making a referral to Social Services. Sometimes this may not be possible (eg: if it is felt there is increased risk to the child in speaking to the family). Advice on such matters will be provided by the local Social Services Department in consultation, where appropriate, with the Police. The school will always be working in the best interests of the child.

The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom the parents or carers will be told about any referral. They should also seek advice as to whether the child should be told of the process.

In the event of a referral being made to Social Services or the Police, the school may then be involved in any child protection enquiry or police investigation in relation to the child's welfare and educational progress.

The school will try to work with parents/carers regarding the welfare of their child and remain impartial if their child is being or has been referred.

**What support is there for parent/carers?**

As a parent or carer you may sometimes feel alone, but there is usually somebody you can talk to. Caring for children is not always easy and if you are struggling to cope you may need to ask for help and support to protect your child. Talking to someone can not only make you feel better, but it can also help with the problem. You may find it easier to talk to a professional you know, like a teacher or a doctor, who should be able to do something to help. Alternatively, there are special organizations that are there to help you when you need support.

**SNAP Cymru offers advice and support to families**  
**Helpline: 0845 1203730 Mon - Fri 09:30 - 16:30**  
**e-mail: [helpline@snapcymru.org](mailto:helpline@snapcymru.org)**

You may find the following helpful:

- Make time to talk and listen to your child
- Familiarise yourself with your child's friends and routine
- Be sensitive to changes in behaviour
- Teach your child to feel confident to refuse to do anything they feel is wrong
- Be aware of your child's use of the internet and mobile phone to ensure they do not place themselves at risk.

If you have child protection concerns about the potential safety or welfare of your child or others, it is important that you act on those concerns. If you have concerns, contact the duty officer in the Child Care Assessment Team on 01437 776322/776325 (08708 509 508 out of office hours) there will be someone there who will be able to tell you what you need to do.

**POLICE: in an emergency ring 999**

**What about if your child needs help to have their voice heard?**

Children sometimes need the help and support of an advocate to:

- Get something to happen
- Get something to change
- Get something to stop

**Tros Gynnal** is an independent advocacy agency which is there to help those children and to make sure that they have their rights respected and have their voices heard.

**Pembrokeshire Partnership Advocacy: 07548 320 775**

**Other useful telephone numbers:**

**NSPCC:** 0808 800 5000

**Childline:** 0800 1111

**Domestic Abuse Helpline:** 0808 2000 247

