

GROWING TOGETHER TOWARDS THE LIGHT



# PENDOYLAN

## CHURCH IN WALES PRIMARY

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PROSPECTUS 2020-2021





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# ON BEHALF OF ALL THE STAFF, PUPILS AND GOVERNORS, WELCOME TO PENDOYLAN CHURCH IN WALES PRIMARY SCHOOL



## WELCOME

Pendoylan Church in Wales Primary School is a voluntary aided, English medium, co-educational school with a distinctively Christian character. There has been a school on this site in Pendoylan since 1873 and over the last twenty years there has been a large increase in the pupil numbers. As well as that steady growth in numbers, the school has undergone a significant rebuilding programme. Now, as well as the original buildings, the school boasts amazing modern facilities in an outstanding setting. In addition, the Governors have recently appointed a highly experienced Headteacher, Mrs P Vaughan who we are confident will build upon these strong foundations and achieve the very best outcomes for all of our pupils. We look forward to welcoming your child at Pendoylan as we strive to continue the learning and support you have nurtured at home. We aim to develop creative and ambitious learners, who achieve a strong understanding of the value of faith, community, family and respect for others.

It is our ambition that, once they leave, the children will go on to play a full and comprehensive role as informed citizens of Wales and the world, living fulfilling lives as confident and valued members of society. Our school is a happy school! We encourage you to talk to existing and past parents to hear what they have to say about us.

We value all parental involvement in the learning process and will provide frequent opportunities for you to become involved in school activities as well as keeping you informed about the ways in which we are working with your child.

This prospectus is intended as a guide for Parents, summarising both the practices and policies of Pendoylan Church in Wales Primary. All our policies reflect our commitment to equal opportunities and our desire to eliminate discrimination of any kind.





**Our policies are comprehensive and numerous, so only a brief summary is included in the prospectus. The remaining policies will soon be available to download from the website or hard copies are available at school. Some information cannot be made public, for example personal information, but if you would like further details, in compliance with the Freedom of Information Act 2000, the school will be happy to provide the complete documents.**

When your child joins our school in Pendoylan, we will be welcoming you, as a family, into a community that is founded on God's love. Pendoylan School was established as a Christian foundation and the Christian character of the school is strong and distinctive. This means that the values of the Christian gospel should be visible in every element of the school's life and work.

In practical terms, this means that we encourage every child to flourish and aspire to be the best they can. Rather, than a narrow focus on personal attainment, we wish to see every pupil achieve their very best, built on a strong foundation of learning, experiences and time for reflection. This is strengthened by strong spiritual, moral and cultural development that uses the love and compassion of Jesus Christ as its yardstick. We believe this will equip your child and every child in our school with a strong and resilient foundation for learning and for life.

The whole curriculum encourages children to ask searching questions, including challenging areas of discussion around faith and values. We believe this creates an open and honest context for learning, underpinned by Christian principles of justice and forgiveness. This helps children to form relationships with their peers and with adults and to understand the effect of their actions and behaviour on others.

Collective Worship provides the whole school community with an opportunity to pause and reflect and to make some sense of the contemporary world and the role we can each play, guided by God's love.

There is a strong link between the school and the Parish of Pendoylan and the Parish Priest, Fr Martyn, is a frequent visitor to the school. There are regular opportunities for the children to visit the local Church and community, as well as a monthly Family Service (on the Third Sunday of the month at 11.15am) to which families are most welcome. There is also a flourishing Family Worship and Sunday Club every Sunday at nearby Welsh St Donats Church, beginning at 9.30am, which many school families attend.

# GROWING TOGETHER TOWARDS THE LIGHT

At Pendoylan C/W Primary we believe in a transformational school experience where children's growth and development enriches their own lives as well as positively impacting the lives of others in their school, local and global communities. The metaphor of moving forward 'towards the light' can be interpreted on a personal level and in this respect it is highly inclusive. It implies movement and by unlocking each child's potential we enlarge their capacity to develop their own bespoke journey 'towards the light'. Together as a school community we will grow through.

## Inspire

- Fostering lively, enquiring minds with a ferocious appetite for learning
- Developing strong values and an increasing aesthetic and spiritual awareness in a Christian atmosphere both at school and within the parish
- Encouraging ambition, creativity, persistence, independence and resilience in learners who are ready to embrace challenge
- Providing an exciting, innovative curriculum within and beyond the walls of the classroom
- Equipping children with the skills, knowledge and learning dispositions they will need to meet the demands of an ever changing world and technological society.
- Celebrating each child's uniqueness and encouraging them to be the best version of themselves; unlocking each individual's potential
- Encouraging pupils to socialise and collaborate with sensitivity, consideration and humour
- Providing a safe, inclusive and stimulating learning environment
- Meeting all children's emotional, physical, spiritual/moral needs.

## Reflect

- Giving opportunity for thoughtful consideration and reflection in all aspects of school life and allowing time to reflect on their own personal self-improving journey.
- Encouraging pupils to think about the 'who' and not just the 'what' they want to become in the future.
- Allow pupils the opportunity to consider how their actions impact others either positively or negatively
- Allow children, staff, parents, governors to have 'a voice' in school improvement and development.
- Allow children, staff, parents, governors and the community to share and celebrate in our achievements.

## Transform

- Pupils' secure spiritual values and moral beliefs will allow them to become confident citizens eager to engage with contemporary issues and desiring to serve their communities both locally and globally.
- Pupils' appreciation of others will enable them to respect the needs and rights of others in a diverse society.
- Pupils' engagement with the local church community will allow them to appreciate the positive ways that faith and spirituality influence and contribute to people's lives
- Pupils' entrepreneurial and creative abilities will enable them to embrace life challenges and connect with others to reframe problems into opportunities
- Pupils' will make a difference by demonstrating their commitment to the sustainability and good stewardship of the planet
- Pupils will give consideration to their own well-being by having a positive self-image and making healthy lifestyle choices



## SCHOOL LEADERSHIP



JAN REES  
CHAIR OF GOVERNORS



Reverend Dr. Angela Cooper  
VICE CHAIR OF GOVERNORS



PAULA VAUGHAN  
HEADTEACHER



EMMA HARRIS  
DEPUTY HEADTEACHER  
AND YEAR 3 TEACHER



EMMA NORTON  
YEAR 2 TEACHER

## TEACHING STAFF



KAY COLLINGRIDGE  
NURSERY TEACHER



ANGHARAD DAVIES  
CHILD CARE MANAGER AND  
HIGHER LEVEL TEACHING ASSISTANT



SUSAN JAMES  
YEAR 1 TEACHER



SARA HARPER  
RECEPTION TEACHER



RYAN TRIGG  
YEAR 4 COVER TEACHER



KERSTIN SAYE  
YEAR 4 TEACHER



JO KNILL-JONES  
YEAR 5 TEACHER



ALEX PARRY  
YEAR 6 TEACHER

## SUPPORT STAFF



CAROLYN JONES  
SECRETARY



SHERYL LINDELL  
CARETAKER



MICHELLE DAVIES  
HEAD COOK



SALLY JARVIS  
KITCHEN ASSISTANT AND CLEANER

## TEACHING ASSISTANTS



JANINE REES  
TEACHING ASSISTANT



ANNE GRAY  
TEACHING ASSISTANT



SAM JOHNS  
HIGHER LEVEL TEACHING  
ASSISTANT



AMANDA BAKER  
HIGHER LEVEL TEACHING  
ASSISTANT



CAROLINE DANIELS  
HIGHER LEVEL TEACHING  
ASSISTANT



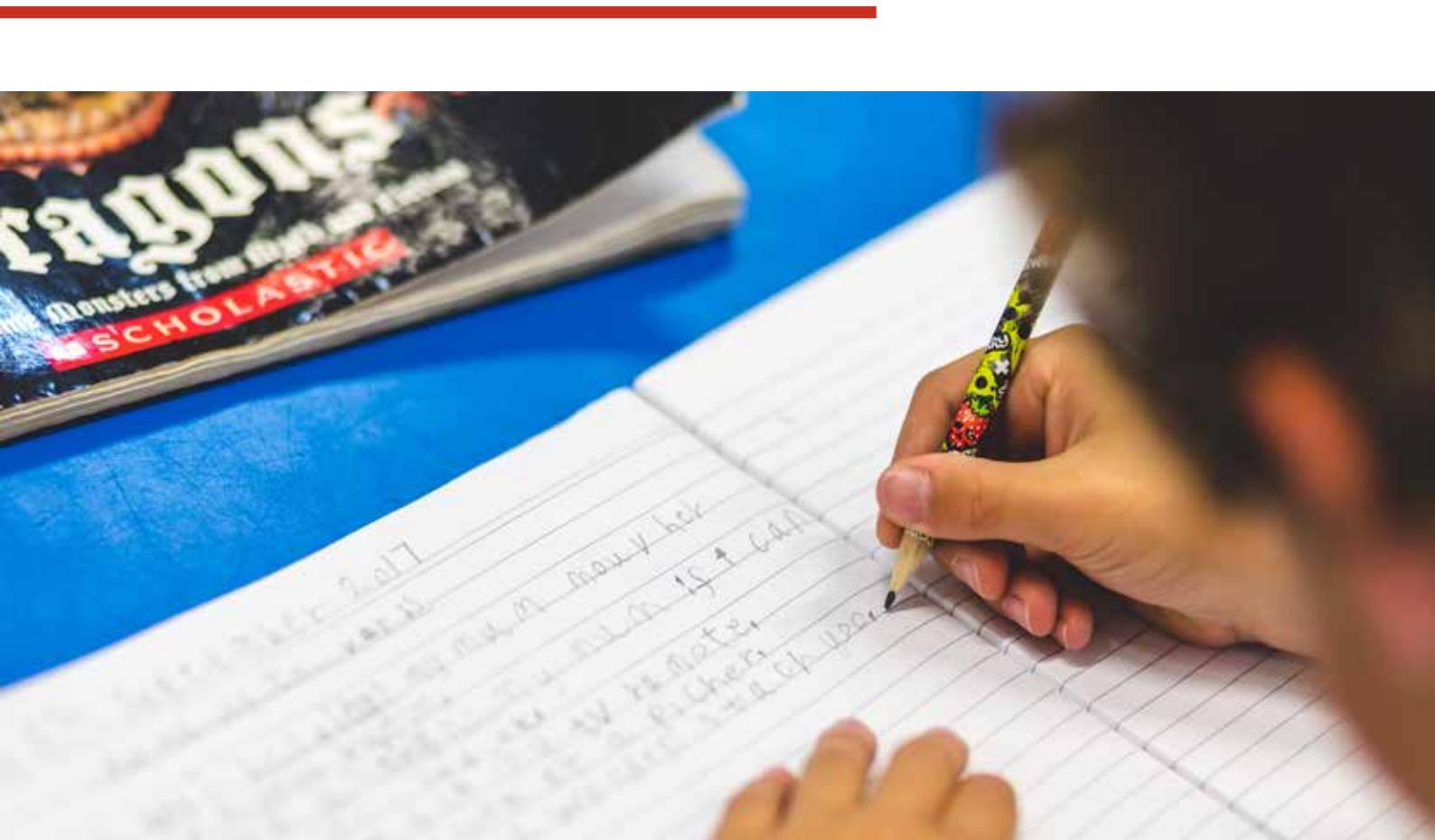
RUTH CLAPHAM  
DEPUTY CHILDCARE MANAGER



EIRINI PALMER  
SNSA



ANNA LEHAL  
LEARNING SUPPORT  
ASSISTANT



# THE SCHOOL DAY

To ensure "wrap around" care, there is a privately run breakfast club and after school club run by Simply Out of School. The breakfast club is run on school premises from 07:30 and the after school club takes place at Pendoylan Village Hall (transport is provided on a LA bus) until 18:00. For further information please contact Nikki Olphert on 07974 372617, [www.simlyoutofschoo.co.uk](http://www.simlyoutofschoo.co.uk).

From September school opening and closing times will be staggered to accommodate the 2m social distancing regulations. Pupils will receive the updated staggered day timetable upon admission to the school. Children will be met by the class teacher at their respective school gates.

For health and safety reasons could all parents refrain from parking in the hatchings on the road outside the school, or around the entrance to the staff car park, to ensure the school buses have good access. This is to make the school area as safe as possible for our children. The nearby Red Lion pub have kindly given permission for parents to use their car park at drop off and pick up times, but will not accept any responsibility or liability for its use.

Once the school day has begun, the school is a very secure site. Access into the main school is via a controlled door, and all visitors have to be signed in via the school office. The other buildings in the school are accessed via a secure key fob. Regular fire drills are carried out, monitored by members of the local Fire Service.

# SCHOOL TRANSPORT

Pupils who live beyond walking distance from school and for whom Pendoylan is their nearest school, or their nearest church school, are provided with free home/school transport by the local authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides school buses for primary school age pupils, but not those in the nursery class. Rhondda Cynon Taff council provides discretionary transport based on a walking distance of one and a half miles and including nursery class pupils.

If there are spaces available on a Vale school bus parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.

Please see below a timetable for the four bus services that are currently operated. Please be aware that the times quoted are approximate and can vary subject to traffic and weather conditions. Prompt arrival at the bus stops would be appreciated in order for the timetables to be kept. Children will not be allowed off the bus unless a parent/guardian is present.

This route to **Pendoylan Primary** is run by **Rhondda Cynon Taff** with a bus number of **092/01**.

## ROUTE DETAILS (CONTINUES ONTO NEXT PAGE)

**TONTEG  
HOSPITAL**

**MORNING PICKUP TIME**  
**8:05**

**AFTERNOON DROP OFF TIME**  
**15:55**

**ASPEN  
WAY**

**MORNING PICKUP TIME**  
**8:10**

**AFTERNOON DROP OFF TIME**  
**15:50**

**WESTHILL  
DRIVE**

**MORNING PICKUP TIME**  
**8:15**

**AFTERNOON DROP OFF TIME**  
**15:45**

**ST DAVID'S  
MANOR**

**MORNING PICKUP TIME**  
**8:08**

**AFTERNOON DROP OFF TIME**  
**15:52**

**GWAUN  
MISKIN  
TERMINUS**

**MORNING PICKUP TIME**  
**8:12**

**AFTERNOON DROP OFF TIME**  
**15:48**

**HEOL PEN  
Y PARC**

**MORNING PICKUP TIME**  
**8:20**

**AFTERNOON DROP OFF TIME**  
**15:40**

Please Note: To accommodate the new staggered release times , buses will be leaving school 5 minutes later at the end of the school day.



## SOUTHGATE

MORNING PICKUP TIME  
8:21

AFTERNOON DROP OFF TIME  
15:39

## TALBOT ROAD

MORNING PICKUP TIME  
8:24

AFTERNOON DROP OFF TIME  
15:36

## BABELL CHAPEL

MORNING PICKUP TIME  
8:34

AFTERNOON DROP OFF TIME  
15:26

## PENDOYLAN PRIMARY

MORNING PICKUP TIME  
8:50

AFTERNOON DROP OFF TIME  
15:20



This route to **Pendoylan Primary** is run by Rhondda Cynon Taff with a bus number of **092/02**.

## ROUTE DETAILS

LANELAY  
ROAD  
INDUSTRIAL  
ESTATE

MORNING PICKUP TIME  
8:05

AFTERNOON DROP OFF TIME  
16:05

TYLACOCH

MORNING PICKUP TIME  
8:15

AFTERNOON DROP OFF TIME  
15:47

YNYSDDU

MORNING PICKUP TIME  
8:23

AFTERNOON DROP OFF TIME  
15:39

MISKIN  
ARMS

MORNING PICKUP TIME  
8:28

AFTERNOON DROP OFF TIME  
15:30

PENDOYLAN  
PRIMARY

MORNING PICKUP TIME  
8:50

AFTERNOON DROP OFF TIME  
15:20

LLANHARAN  
POST OFFICE

MORNING PICKUP TIME  
8:10

AFTERNOON DROP OFF TIME  
16:00

PONTYCLUN  
TESCO

MORNING PICKUP TIME  
8:18

AFTERNOON DROP OFF TIME  
15:42

MISKIN  
CRESCENT

MORNING PICKUP TIME  
8:26

AFTERNOON DROP OFF TIME  
15:36

MISKIN  
CATHOLIC  
CHURCH

MORNING PICKUP TIME  
8:30

AFTERNOON DROP OFF TIME  
15:28

## **SERVICE NO. P89**

**ROUTE:** Tair Onen, Welsh St. Donats to Pendoylan C.W. Primary School

**TIMETABLE:** SCHOOL DAYS ONLY

Tair Onen 08.30, Welsh St Donats 08.37, Pendoylan Primary School 08.50

Pendoylan Primary School 15.20, Welsh St Donats 15.28, Tair Onen 15.35.

The service will only observe bus stops approved by the Council.

## **SERVICE NO. P89a**

**ROUTE:** Unclassified roads Hensol to Pendoylan C.W. Primary School

**TIMETABLE:** SCHOOL DAYS ONLY

Hensol Villas/Hospital Bus 08.20, Hensol Villas/Ambulance Station 08.25, Beechcroft House 08.35,

Llwyn Rhyddid Farm 08.40, Pendoylan Primary School 08.50

Pendoylan Primary School 15.25 Llwyn Rhyddid Farm 15.35, Beechcroft House 15.40, Hensol Villas/Ambulance Station 15.50, Hensol Villas/Hospital 15.55

Places on the bus are allocated via the Vale or Rhondda Cynon Taff Education Authorities, and must be booked in advance. No ad hoc arrangements are possible. Please use the following contact details to obtain the relevant application forms:

Vale of Glamorgan Council, Planning and Transportation Division, Dock Offices, Barry Docks, CF63 4RT

Tel. 01446 700111 Email: [Schooltransport@valeofglamorgan.gov.uk](mailto:Schooltransport@valeofglamorgan.gov.uk)

RCT - In Writing to Integrated Transport Unit, Sardis House, Sardis Road, Pontypridd, CF37 1DU By Telephone - 01443 42500

The school will keep a register of those children who are usually transported to and from school on the bus. If you wish to change those arrangements on any particular day, please inform your child's class teacher in writing.

At the end of the school day, children travelling on the buses are assembled in the school hall and then walked to the bus once it is safe to do so.

There is an Escort on all buses over 16 pupils to ensure the safety of all the pupils.

To ensure your child's safety there is a strict code of conduct for all pupils travelling on the buses. All pupils are expected to conform to this policy and follow the Bus Escort's instructions.

# ADMISSIONS POLICY

Pendoylan Church in Wales Primary School is a voluntary aided, English medium, co-educational school with a distinctively Christian character.

It serves as the local village school for the communities of Welsh St Donats and Pendoylan but also draws pupils from a wider area including parts of RCT such as Miskin, Llantrisant and Pontyclun. It is the nearest Church in Wales school serving that area. One of the school's foremost aims is to provide a Christian education in accordance with the denominational teaching, doctrines and practice of the Church in Wales. It also accepts and welcomes pupils of all faiths and denominations and none.



The Governing Body is the admission authority for the school and reviews its admissions policy annually.

## ADMISSIONS NUMBER

The standard number of children that may be admitted to the Reception class each year is 30. This number is based on the capacity of the school and also reflects the statutory class size limit.

## ADMISSION TO THE NURSERY

Pendoylan school has a nursery class to which children are admitted in the Autumn term of the academic year of their fourth birthday. (The academic year runs from 1 Sept to 31 August.)

Nursery places are available in the mornings. The school admits up to 30 nursery pupils each year. In the event of more than 30 applications for nursery places, the same oversubscription criteria would be applied as are set out below for the allocation of places in the Reception class. Applications for places in the morning nursery class should be submitted to the school by the end of December 2020 and decisions will be made by the School Admissions Committee by the end of the Spring Term 2021.

Attendance in the nursery has no bearing on the admission to the main school: securing a place in nursery does not guarantee or increase the chances of securing a place in the Reception class. A fresh application form will need to be completed for admission to Reception.

The school offers a Sessional day Care provision in the afternoons on a fee paying basis (All parents are now able to apply for the Welsh Government 30 hours of free Childcare initiative- Please apply online and if eligible inform the school). Applications for afternoon sessions should be made separately. Further information can be obtained from the school secretary.



## ADMISSION TO RECEPTION

Children are admitted to the Reception class in the Autumn term of the academic year of their fifth birthday. Application forms will be issued in November 2020 and should be returned by 15th January 2021. Decisions will be made by the Admissions Committee and offers of places will be issued by the end of the Spring Term 2020, to coincide with other schools in the Vale and across Wales.

## LATE APPLICATIONS

Any applications received after the deadline date will not be considered until offers have been made to those who applied on time and responses have been received to those offers. This means that if the school is oversubscribed a late applicant may fail to secure a place even if they score more highly under the oversubscription criteria than applicants who applied by the deadline.

## OVER SUBSCRIPTION CRITERIA

If the number of applicants should exceed the number of places available, the Governing Body will apply the criteria set out below in order of priority, to allocate places up to the published admission number.

1. 'Looked after children', previously 'looked after children'
2. Children who have a sibling who is a pupil registered at the school on the date when the applicant child is due to commence school.
3. Children living in the parish\* whose parents are practising members of the Church in Wales.
4. Children living in the parish\* whose families are practising members of another Christian denomination.
5. Children living in the parish\* who are practising members of another faith community.
6. Other children in the parish\* who wish to attend a Church in Wales Primary School.
7. Children living outside the parish\* catchment area whose families are practising members of the Church in Wales.
8. Children living outside the parish\* catchment area whose families are practising members of another Christian denomination.
9. Children living outside the parish\* who are practising members of another faith community.
10. Other children living outside the parish\* who wish to attend a Church in Wales Primary School.

**\*Parish= previously known as the ecclesiastical parish of Pendoylan and Welsh St Donats which now sits in the Rectorial Benefice of the East Vale.**

**Please note that children with a Statement of Educational Need which names the school as the most appropriate setting, will automatically be admitted.**

The distance between family home and the school will be the determining factor if there are more applicants in any category than the number of places remaining. Multiple birth children will be submitted together even if this takes the intake over the admission number if it means splitting children because one would be the 31st child.

Should your application be unsuccessful, you have the right to appeal. Such an appeal should be made to the Clerk to the Governors, c/o the school, within three calendar weeks of receiving the letter refusing a place. An appeal form will be enclosed with the letter. The appeal will be considered by an independent Admission Appeal Panel administered by the Llandaff Diocesan Board of Education, according to the Welsh Government's Code of Practice on School Admission Appeals. In the event that the school is oversubscribed, all children who are not offered a place will be put on a waiting list until 30 Sept of the school year for which they applied. Parents/guardians will be contacted should a place become available.



## DEFINITIONS

'Families who are practising members of the Church in Wales', means where at least one parent is a regular attendee of the Church in Wales and attends church at least once a month. Confirmation will be required from the relevant parish clergy.

'Families who are practising members of another Christian denomination' means where at least one parent is a regular worshipper (at least once a month) within another Christian community( registered with CYTUN- Churches Together in Wales). Confirmation will be required from an appropriate faith leader.

'Families who are practising members of another Faith Community' means where at least one parent is a

regular worshipper (at least once a month) within another recognised Religious community (recognised by the Interfaith Council of Wales). Confirmation will be required from an appropriate faith leader.

A map of parish boundaries which delineate the catchment area is available at the school. Distance between home and school will be measured by an approved GIS system. (Please see Map attachment- Appendix 1)

'Sibling' includes half or step brothers or sisters who are permanently resident at the same address. The older sibling must still be a registered pupil at the school on the date that the pupil applying for a place would start school.

## SCHOOL TRANSPORT

Pupils who live beyond walking distance from school and for whom Pendoylan is their nearest school or their nearest church school will be provided with free home/school transport by the local authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides school buses for primary school age pupils, but not those in the nursery class. Rhondda Cynon Taff council provides discretionary transport based on a walking distance of one and a half miles and including nursery class pupils. Escorts are provided on all buses. If there are spaces available on a Vale school bus parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.



## SCHOOL UNIFORM

The wearing of school uniform is not mandatory but is strongly encouraged as it contributes to a sense of belonging to the school community and generates a feeling of pride in the school.

### Suggested Uniform Items



Grey trousers

Navy/white or black shorts

Red jumper (V Neck)

Grey skirt/pinafore dress

White/grey shirt

Red jumper/cardigan

Red tie

White blouse/shirt

Black shoes

Red and white check or striped dress

Red/white shirt or polo shirt

Red/white shirt or polo t shirt

Navy school tracksuit  
with logo

Trainers

Uniform with a logo is not compulsory however uniform with our new school logo is now available.

In keeping with our sustainable policies, the school is always open to receiving good quality old uniform from previous years which can be passed on to other families in need of them, thank you.



### JEWELLERY

For Health and safety reasons the wearing of any jewellery (including stud earrings) during PE lessons is strictly prohibited and we would appreciate your full co-operation with this. Pupils will be allowed to wear stud earrings at other times though it is requested that no other jewellery is worn. A Health and Safety risk assessment would be considered where the wearing of jewellery for religious reasons is requested.



### HAIR STYLES

Pupils are expected to have ‘normal’ hairstyles and extreme styles such as shaving patterns into the hair or multi-coloured dying will be strictly prohibited. Boys and Girls with long hair will also be asked to tie it back to prevent headlice and for Health and Safety purposes.

### SHOES

Sensible black shoes or trainers for PE are required at all times and shoes with heels, wedges, open-toed sandals or flip flops are not acceptable for health & safety reasons. Thank you for your full co-operation with these presentation requirements.

## CURRICULUM OVERVIEW

Pendoylan Primary School provides an engaging, stimulating and challenging Curriculum that is designed to accommodate all of the pupils needs, regardless of their ability. Pupils will be taught in single aged classes across both Foundation Phase and Key Stage 2. The school follows the National Curriculum, but also supplements this with activities that engage and develop young minds, encouraging them to innovate and express themselves. The school uses a connected learning/ thematic approach where the philosophy is to inspire children, encourage independence and develop their natural inquisitiveness. A high emphasis is placed on embedding their Literacy, Numeracy and ICT skills set in a cross curricular, problem solving context. Our tracking system enables the children to be given work which is matched to their ability, so it supports those who are in need of extra help, and extends those who are “more able and talented”.

We have high ambitions for our pupils and it is our aim to equip them with the enthusiasm and skills to be inspired by learning.

Through cross curricular and integrated planning, our lessons excite and motivate the children, and are enhanced by outside visitors, educational visits, and where possible, input from parents.

Each curriculum subject has its own policy and scheme of work that is co-ordinated throughout the school to make sure there is continuity of methodology, planning and content. These policies are reviewed annually by the teaching staff. Parents will receive regular updates of the topics so they can be aware of what their child is learning in the classroom. All relevant information and updates will be available on the website or through our SCHOOP App. Assessment and tracking is an integral part of a child’s learning experience and appropriate targets are set alongside pupils so each child is aware of what their next step is.

## RE

At Pendoylan Church in Wales Primary, we value the place of Religious Education and Collective Worship within the life of our school and beyond. We are committed to the inclusive ethos of our school, but we also recognize the statutory right of parents to withdraw their children from Religious Education and Collective Worship. A family service is held on the third Sunday of each month at 11.15am at St.Cadoc's Church, Pendoylan. Parents, relatives and parishioners are welcome to join these acts of worship, and help inspire a sense of community and ownership of the school within the community. These occasions help improve the confidence of the children as they often perform in front of the congregation. Religious Education has been integrated as far as possible with the topic work of each class to show its relevance to everyday life. The children focus on a different Value every half term and this underpins the Pendoylan ethos of equality, openness and fairness.



## WELSH

All children, from Nursery through to the upper Junior class, are taught Welsh as a second language through a variety of stimulating activities such as Welsh conversation, songs, poems and games and by addressing individual children/groups in Welsh whenever possible. The aim of the language teaching is to foster a Welsh ethos and an enjoyment of the Welsh language. We believe it is also important for our pupils to recognise the impact and stature of Welsh heritage and therefore its place in the world. An annual Eisteddfod is held for the whole school and all children are encouraged to participate – this is also showcased to parents.

## RELATIONSHIPS AND SEXUAL EDUCATION (RSE)

Following National Curriculum attainment targets in Science, RSE is integrated within topic work in themes such as “Ourselves”, “My Body” and “Families”. The subject of RSE is taught with sensitivity and backed up by a Christian approach to life. It is not a discrete subject but integrated into the personal, social and health education provision. It calls for openness in the classroom and honest replies to questions as they arise. The importance of a family life and loving and caring relationships within that context should be a central feature of this aspect of the Curriculum. The school follows the national Healthy Schools Scheme of work and delivers the age appropriate lessons across Foundation Phase and KS2.

If any parent is concerned about this aspect of the curriculum then please feel free to discuss it with the Headteacher. All parents have the right to withdraw their children from these classes.

# PHYSICAL EDUCATION

At Pendoylan Primary, we see Physical Education as an area of the curriculum which is vital to the children's well being. PE lessons are integrated into the weekly curriculum and the children are encouraged to use their bodies effectively by encouraging spatial awareness, balance, control, coordination and developing their gross and fine motor skills. They are able to explore and develop the physical skills essential to taking part in a variety of different activities. Once they progress through the school there are more opportunities for direct sporting activity both in school and after school.

Wherever possible, regardless of the weather, the pupils engage in outdoor activities as part of the PE curriculum, both on the school premises and beyond. These outdoor activities provide opportunities to increase awareness of the natural environment and understand the importance of issues such as conservation and sustainable development. This culminates in Year 6 where the whole year group spends a week at Llangrannog. This is a residential week, spent at Llangrannog, where the children are immersed in outdoor activities and the use of Welsh language is encouraged.

Pupils from Year Three onwards engage in inter school sports matches with the local consortium in football, netball and hockey, and Year Four have three week's intensive swimming lessons at Barry Leisure Centre. There are also Cycling Proficiency classes that are available to older children that promote safe cyclists that are aware of the environment around them.



# FOUNDATION PHASE

It is part of the Pendoylan ethos to offer a holistic approach to learning which is child centred and designed to encourage each individual to reach his/her full potential. We aim to provide children with activities which will allow them to become confident and independent learners.

The Foundation Phase is divided into separate year groups and all years have access to outdoor areas. This enables children to move around the rich resources and continuous provision areas, whilst being taught in small groups and to learn through play.

We operate a topic based approach to teaching and learning throughout the school, where children are provided with the opportunity to engage in relevant practical experiences in a stimulating learning environment. Through careful planning we ensure children have access to a broad, balanced and differentiated curriculum which provides them with the opportunity to develop their skills across the various areas of learning. These are currently:

- Personal, Social, Well-being and Cultural Diversity
- Language, Literacy and Communication
- Mathematical Development
- Knowledge and Understanding of the World
- Creative Development
- Physical Development
- Welsh Development

A positive ethos towards learning is promoted throughout the school and personal and social development is at the heart of the curriculum, permeating all other areas of learning.

We encourage a positive attitude to learning and strive to provide the children with a curriculum which will equip them with the skills they require to become lifelong learners.



## KEY STAGE 2

Like Foundation Phase the classes in Key Stage 2, are generally organized in Year Groups and taught by the dedicated class teacher.

KS2 pupils currently follow the National Curriculum, studying each of these subject areas:

- Literacy
- Numeracy
- Science
- Information Communication Technology and Digital Competency Framework (DCF)
- Geography
- History
- Music
- Art
- Physical Education
- Design technology
- Welsh
- Religious Education
- Personal & Social Health Education

Emphasis is on developing the knowledge, skills and dispositions that will prepare the children for lifelong learning. Specific skills will be learned through cross curricular application but when appropriate, discrete subject skills are also taught. The New National Curriculum will become statutory September 2022. In line with these new expectations, the school has adopted the core principles of the curriculum and is currently developing more creative and innovative approaches to teaching and learning.

## HOMEWORK

Homework is encouraged for all pupils because learning is not confined to the school premises. For the youngest children this can involve learning new sounds/words and reading with parents. Emphasis is on developing skills that will prepare the children for lifelong learning. As the children progress through the school, older children are asked to learn spellings, to read with parents, to continue mathematics work and to follow up project work through independent research and investigation.

## CLUBS

The pupils of Pendoylan have a range of extra-curricular activities in which they can become involved. These range from School Choir, Recorder Club, Coding Club, Spanish or French Language classes to a range of after school sporting activities as well as interschool tournaments and sporting events. The Junior Department runs a 'Wake up and Move' session for two mornings as pupils arrive at school and the foundation Phase run 'Wake up and Move' on a Friday. In addition we have a range of 'Pupil Voice' groups such as School and ECO Council, Ethos Committee, Community Ambassadors, Digital Leaders, Criw Cymraeg. Unfortunately the current Coronavirus crisis is impeding our ability to run some of the extra-curricular activities at present but we are hopeful that this will be resolved as the year continues. Clubs are run on a seasonal basis and will be adapted throughout the year. Teams and sporting groups are busy throughout the year, playing in various locations throughout the Vale of Glamorgan.

## CLASS VISITS AND TRIPS

Pupils participate in special events throughout the year to enrich learning experience and enhance the pupils understanding of their topics. In addition, Year 6 take part in the annual Leaver's Service for Church Schools at Llandaff Cathedral, part of the Llandaff Diocese.

## MUSICAL OPPORTUNITIES

Pupils have the opportunity to join the School Choir and learn to play a variety of instruments. We participated in a range of musical events last year.

- Summer Songs of Praise
- Cardiff and Vale Music Services Gala Evening
- School Musical Evening
- John Lewis Christmas event
- Bethel Baptist Church Concert at Pontyclun



### Year 6

RAF Hendon, Penarth Cross Country Event, Renishaw, Magistrates in School Scheme, Cycling Proficiency, Llangrannog, Llandaff Cathedral Leavers Service, Cinema & Bowling Trip

### Year 5

RAF Hendon, Atlantic College Multi sports, Renishaw, Science & Technology Festival at St Athan, Cinema & Bowling Trip

### Year 4

Caerleon Roman fortress / Baths, PorthKerry Park – Den Building & Bug hunt, American Immersion day, Class swimming Programme, Cinema & Bowling trip

### Year 3

Caerleon Roman fortress / Baths  
PorthKerry Park – Den Building & Bug hunt  
American Immersion day  
Cinema & Bowling trip

### Year 2

Noah's Ark, Barti Ddu- Swansea Marina, Bristol Zoo

### Year 1

Noah's Ark, Barti Ddu- Swansea Marina, Bristol Zoo

### Reception

Cardiff Museum, PorthKerry Park, Bristol Zoo

### Nursery

Porthkerry Park, Cowbridge Library  
Cardiff Museum

**In addition all pupils enjoyed the British Science week / Science Roadshow events as well as our Global and Swedish 'SHINE' Days.**

All visits follow the schools Risk Assessment and Policy for Educational visits which are available on request from the school secretary.



## HOW SCHOOL WILL COMMUNICATE PROGRESS

On arrival at Pendoylan, in Reception class, your child will be assessed, by observation, in order to provide a statutory assessment baseline. Every child's progress is monitored and tracked to ensure they are being provided with the right level of challenge. The targets set enables pupils to know their own strengths and weaknesses and to know what action needs to be taken to progress further. Individual records are kept of attainments and targets set, so that pupils making good progress can be stretched further and those experiencing difficulties can be given more help. From Year 2 onwards, your child will be tested annually (mid way through the Summer Term) and the results for Years 2 and 6 are reported nationally, and can be found online at [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk).

Over the last five years, the school's results at the end of the Foundation Phase and Key Stage 2 have been well above the local and national average in the core subjects of English, Mathematics, Science (Personal & Social in Foundation Phase). In addition, pupils from Year 2 to 6 are tested annually in Numeracy, Numerical Reasoning and Reading. The results of these tests are shared with parents in a way that compares their child's performance to others nationally.

## PARENTAL ENGAGEMENT

The school values its excellent relationship with parents. On entrance you will be asked to sign a Home school agreement which is the foundation of the collaborative experience provided between yourselves and Pendoylan Church in Wales Primary. You are always welcome to discuss any matter affecting your child's welfare or progress. We are proud of our open door policy, but would ask that you make an appointment rather than risk being disappointed by unavailability.

We hold two main Parents Evenings during the academic year where parents are given the opportunity to see their child's work and discuss progress with the class teacher. The first takes place in January and the second, in the summer term. A full and detailed written report is sent home towards the end of the summer term. In the Autumn term parents will be invited to "Meet the Teacher" events and "Play Days" in Early Years. Individual conferences will be arranged throughout the year for children with additional learning needs. As always, should you have any concerns then please contact your child's teacher and they will be pleased to help.





## ILLNESS AND ACCIDENTS

If a child is taken ill or injured in school, the school will contact parents/guardians as soon as possible. Parents are asked to give the school an emergency contact number and it is your responsibility to ensure you keep us updated with any changes to addresses or telephone numbers of this contact.

Parents should inform the school if a child has a serious or recurring medical problem. Medicines should not be brought into school. However, children with long-term health problems, for example asthma or diabetes, can be treated by our trained staff once written consent has been provided. All staff receive regular training to deal with basic first aid and the administration of emergency medication such as inhalers and epipens. If parents do need to administer medicine to their child during the school day, they are welcome to come into school to administer such if necessary.

Children who have had a bout of sickness or diarrhoea are asked to not attend school for a period of 48 hours. This is not only for their own health, but also the health of their fellow pupils and staff at the school.

Please adhere to the School Coronavirus procedures and do not send your child to school if they have any of the COVID -19 symptoms as outlined by Public Health Wales.

## ABSENCE

If children are absent from school due to illness, please notify the school on the first day of illness by email or telephone, otherwise we must record the absence as unauthorised. It is consistently shown that regular attendance and punctuality are essential if children are to gain maximum benefit from their time in school. Good attendance will be continued to be encouraged for children who are well, however the school and County fully appreciate the extenuating circumstances surrounding the National pandemic and there is no statutory duty to set targets or report on attendance this coming year.

## ATTENDANCE

Attendance is extremely important to us at Pendoylan Church of Wales Primary School.

Regular attendance at school is essential if children are to reach their potential. We have clear guidelines from the Welsh Government which allow us to authorise absences for medical appointments, days of religious observations, external examinations etc. You are advised however, extensive amounts of authorised absence can be just as damaging to continuity of learning as unauthorised absence. Schools therefore need to authorise absence sparingly and only after careful consideration, particularly where pupils have a history of irregular attendance.

Late arrivals (30 minutes after the register closes) will also be regarded as an unauthorised absence unless the school has been notified of the reason prior to your child's arrival.

## HOLIDAYS IN TERM TIME:

Due to the amount of schooling children have missed due to the Coronavirus lockdown, The Headteacher has decided not to authorise holidays at present but this will be kept under review on a half termly basis. Normal procedures would be to apply for a holiday ( up to 10 days) by obtaining a holiday request form from the school secretary.



## HAVE YOU THOUGHT ABOUT:

Missing just 10 minutes a day equals almost a whole hour of lessons missed each week for your child which over the year adds up to nearly two whole weeks of schooling.

By missing just one day a week over the course of their school career, a child will miss two years of schooling. Attendance Matters! We really value your support to ensure that your child has the best education possible!

## EQUAL OPPORTUNITIES

The school's philosophy and practice regarding Equal Opportunity is linked with its inherent ethos and core values (see Core Value Policy). We believe that we should cater for the needs of all the children in our community, regardless of race, gender, culture, religion and ability. We believe in equal opportunity for both staff and pupils. All children have access to a broad and balanced curriculum allowing them to achieve standards according to their levels of ability and aptitude. Staff understand how factors such as nationality, language, gender, social circumstance and giftedness can impact on learning. Work is planned, organised and delivered to take full account of the needs of the individual child. Provision is also made for our more able and talented pupils. We are compliant with the Race Relations and Discrimination and Disability Acts. All staff recognise that everyone has an important role to play. We try to address the issue of stereotyping wherever possible.

We aim to be a true community school and our facilities are shared with the local community. The school's programme benefits from visiting professionals throughout the year, who help give pupils insight into the world of work, encourage self-reliance and a pride in our community



## **ADDITIONAL LEARNING NEEDS**

As a Church in Wales school, Pendoylan is not academically selective in its intake and is open to all pupils who meet the current Admissions policy. We take great pride in helping all of our children reach their full potential.

Children who have additional learning needs are identified at an early age through our monitoring system, and where necessary are given extra support according to their individual requirements. These additional needs may require support for long or short periods of time. Where extra support is necessary, parents are included in a dialogue with the class teachers, and Senior Management Team if needed and together, the best way to support the child is found.

The Additional Learning Needs Coordinator (ALNco) alongside the class teacher will develop Intervention strategies which are monitored through our tracking system.

When there is continued concern about a child's progress, additional advice and/or assessment may be requested from external agencies. Our policy is in line with the Special Needs Code of Practice for Wales on the identification and assessment of ALN.

The school aspires to be fully Inclusive – all reasonable adjustments are made to the environment and teaching and learning activities to ensure that children with disabilities are not disadvantaged.

Any child admitted to the school with a disability will have access to support in line with LA policy. Details relating to individual children are discussed with parents prior to the child starting school, ensuring that the school can be fully prepared for the child. Disability access to the school is reviewed on an annual basis (the Disability Access Plan can be requested from the secretary) or in response to a child's specific disability requirements.

## **LOOKED AFTER CHILDREN**

The School is committed to providing quality education for all its pupils, based on equality of access, opportunity and outcomes. The school has no children who are currently 'Looked After', but the Designated Teacher, Mrs P Vaughan, has been trained to ensure that all needs are met, including the use of Personal Education Plans (PEP) to promote educational achievement.

The designated teacher works in partnership with the social worker (who is responsible for initiating the PEP), pupil, carer and any other person who may be relevant. It should be agreed upon within twenty school days of entering care or of joining our school and will normally be reviewed alongside the care plan. The PEP will identify specific areas of strengths and weaknesses and will include achievable targets.

## **CHILD PROTECTION**

Pendoylan Church in Wales Primary has as its priority, the protection and well-being of all pupils in the school. In our school, the Headteacher has overall responsibility for child protection matters (the Designated Safeguarding Person) and acts as a source of advice and support to other school staff.

Our school has a nominated child protection governor, who has to ensure that the school has a Child Protection Policy in place which is consistent with the All Wales Child Protection Procedures (2014), that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or at risk of being abused, we have a duty to refer these concerns to the social services department or the police without delay. We have no discretion in this matter.

Our first concern as a school is your child's welfare and where we have general concerns, these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we will have to talk to other agencies before we contact you.

Should this be necessary, we want to reassure you that any concerns about your child will then be fully discussed with you in a way which is consistent with your child's best interests.

Our full Child Protection Policy is available on request from the school secretary

## **SCHOOL DINNERS**

School meals are cooked on the premises and the menus are carefully planned to ensure a balanced diet. Menu cards are available each term to inform parents of the range of meals provided by the school meals service. Payment for school meals is handled through Parent Pay. This is a online payment system which makes managing your child's meal payments easier for both parents/carers and the school administration staff. More details can be found on the ParentPay website if required. Children may bring a packed lunch, if they wish. Staff, midday supervisors and teachers are on hand to help children at lunchtime.

No child is allowed to leave the school premises during the lunch period unless a prior arrangement has been made with the Headteacher.

## **ACCESS TO INFORMATION**

The school retains records on each individual child. These provide a personal and academic profile as progression is made throughout each year. The records are available for parents to inspect at school and copies can be made to take away, should this prove necessary.

It is a statutory obligation that pupil records should be made available within 15 days, but normally it is possible to arrange for them to be seen more quickly than this. Parents who wish to inspect documents relating to the school's curriculum should contact the Headteacher as all are available to view. Many of the more significant policies are available to view on our website. Please note there may be a cost for multiple data information requests to cover photocopying and administration time.







## WHERE DID THEY GO?

At the end of their time with us in Pendoylan, our Year 6 children left to begin their Secondary schooling in 4 different schools. We wish them well on the next stage of their journey.

Cowbridge: 22

Bryn Celynog: 1

Y Pant : 1

## CHARGING POLICY

At Pendoylan, all activities offered wholly or mainly during normal teaching time are available to every pupil, regardless of their parent's ability or willingness to help meet the cost. No charges will be made for admission or for the cost of teaching materials, books or other equipment.

The school retains the discretionary right to charge for optional extras involving individual tuition e.g. music lessons, except where specifically required in the syllabus or to fulfill the statutory duties relating to the National Curriculum.

The school also reserves the right to invite voluntary contributions in support of the cost of providing any activity organised by the school, whether during or outside school hours. Where an activity is dependent on a sufficient level of voluntary contributions being forthcoming, the school has the right to cancel the activity, if insufficient support is received. It is the policy of Pendoylan School to subsidise certain activities e.g. the Junior swimming programme, from the school fund or the Friends.

The school retains the right to request parents to pay for the cost of damage or loss caused by their child.

The school may make a charge to cover the cost of entering a pupil for public examination not prescribed in regulations and for preparing the pupil for such examinations outside school hours.

## **ECO and HEALTHY SCHOOL**

Pendoylan Church in Wales Primary School is part of the Keep Wales Tidy and National Healthy School initiative. As part of this we run a very proactive Eco- School Committee with representatives from each year group. We work to improve and enhance the school environment, and provide health and fitness opportunities for the school community. This is based upon the nine key elements.

1. Energy
2. Water
3. Biodiversity
4. School Grounds
5. Healthy Living
6. Transport
7. Litter
8. Waste
9. Global Citizenship

In 2019 we completed our Health School's Phase 5 award and we are now working on the criteria for Phase 6.

## **BEHAVIOUR**

Emphasis is placed on the development of self-discipline and mutual respect. The school enjoys a "family" atmosphere and the children are caring and well behaved. The most recent Estyn report noted that Pendoylan pupils were polite and showed courtesy, care and concern for each other and respect for staff and visitors. Discipline is developed by positive means. Children are praised highly for producing good work in all curriculum areas; for acts of thoughtfulness towards fellow pupils; for good behavior and courtesy; for sporting feats; for showing concern about the environment etc. The rules and values are known by all and reflected around the school. A consequence of poor behaviour could lead to a loss of free time or if persistent, a loss of privileges. However if the unacceptable behavior continues, the school may seek additional support from the local authority and parents will be involved in the process.

Representatives from each class are selected to sit on the School Council. This encourages self-discipline and a respect for school rules and beliefs. It sets a good example to all the younger children. It is accepted that children who have acquired high self-esteem and self-confidence are likely to achieve well and interact as cooperative, responsible and reliable members of a group. The School Council is also involved in school improvement.





# ANTI BULLYING

Ensuring the safety and wellbeing of all our children and young people is of paramount importance for everyone involved in Pendoylan Primary School.

Bullying is an issue which is high on the agenda for us all: Welsh Government, Council, parents, carers, school staff and children and young people. When a child or young person is being bullied the effects can be far-reaching and unquantifiable. There will be distress that can cause changes in behaviour. This could include signs of school avoidance, loss of concentration and result in significant underachievement and wellbeing issues.

Our anti bullying policy reminds us all that bullying is an endemic social factor, so that we all need to be vigilant and proactive in ensuring it has minimal impact on our children and young people. No school or setting can claim that bullying never occurs. Our policies will help support those who are dealing with the issue on a daily basis.

By taking a proactive approach and addressing bullying effectively we can reduce the instances and the long term impact, by our responses, to both the 'perpetrator' and the 'victim'.

# AIMS AND OBJECTIVES

- To help create and support a culture of care and consideration for others where bullying is not acceptable.
- To raise awareness of bullying and its effects on children and young people's emotional health and well-being, life chances and achievement
- To establish a consistent, coordinated approach to tackling bullying in all schools and educational settings.
- To highlight conditions in which bullying is likely to happen.
- To challenge and stop incidents of bullying in all its forms. This includes children and young people bullying each other, adults bullying children and young people and children and young people bullying adults.
- To ensure that all staff are aware of this policy and can identify their roles in relation to it.
- To acknowledge that the School and all those acting on its behalf consider bullying to be unacceptable and are committed to dealing with it.

# ESTYN INSPECTION AND POST INSPECTION ACTION PLAN

## THE ESTYN INSPECTION in April 2014 identified that:

the school's performance was good because:

- Standards are good in literacy, numeracy and welsh second language across the school
- Pupil performance at the end of KS2 at expected level 4 has nearly always placed the school in the top 25% or 50% of similar schools over the last five years
- Pupils' behaviour is very good
- Attendance levels placed the school in the top 25% of similar schools
- The school provides a broad and balanced curriculum that successfully engages the interests of learners
- The quality of teaching contains elements of excellence as well as areas for development
- The school is a caring Christian community that values all of its pupils
- The school's prospects for improvement were good because:
  - The headteacher provides very purposeful and sensitive leadership
  - The senior management team is proactive and members work together very well as a team
  - Governors provide very good support and encouragement
  - The school has robust self-evaluation procedures in place and senior leaders use a wide range of evidence to determine what the school is doing well and which areas need to improve; and
  - The school has many useful partnerships that have a positive impact on pupils' learning and wellbeing.

In relation specifically to the Governors, Estyn found that "Governors provide very good support and encouragement. The Chair and Vice Chair, in particular, have helped guide the school effectively during the recent absences of senior staff. They have visited the school regularly.



The Gwella Church Inspection carried out at the same time 2014 identified that:

- The distinctiveness and effectiveness of Pendoylan as a Church in Wales Primary School are excellent.
- The School through its Christian character is excellent at meeting the needs of all learners.
- The impact of collective worship on the school community is excellent.
- The effectiveness of the religious education is good.
- The effectiveness of the leadership and management as a church school is excellent.

# TERM DATES

## 2020/21 TERM DATES

Tue 1 Sept 2020, \*Mon 19 and Tue 20 July 2021 will be designated INSET days for all LEA Maintained Schools. The remaining two INSET days to be taken will be at the discretion of each individual school. \*It is intended that these INSET days will either be taken on Mon 19 and Tue 20 July 2021 or at alternative times to be decided by individual schools following appropriate consultation with staff i.e. for example in the form of twilight sessions.

All schools will be closed on Monday 3 May 2021 for the May Day Bank Holiday.

### Significant dates:

Christmas: Friday 25 December 2020

Good Friday: 2 April 2021

Easter Monday: 5 April 2021

May Bank Holidays: Monday 3 May 2021 and Monday 31 May 2021

TERM	BEGIN	HALF TERM		END	NO. OF SCHOOL DAYS
<b>Autumn 2020</b>	Tuesday 1 Sept 2020	Monday 26 Oct 2020	Friday 30 Oct 2020	Friday 18 Dec 2020	74
<b>Spring 2021</b>	Monday 4 Jan 2021	Monday 15 Feb 2021	Friday 19 Feb 2021	Friday 26 Mar 2021	55
<b>Summer 2021</b>	Monday 12 April 2021	Monday 31 May 2021	Friday 4 Jun 2021	*Tuesday 20 July 2021	66
<b>Total</b>					195

Please note: These dates are now confirmed.

# 2021/22 TERM DATES

Thu 2 Sept 2021 will be a designated INSET day for all LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on Monday 2 May 2022 for the May Day Bank Holiday.

## Significant dates:

Christmas: Saturday 25 December 2021

Easter Good Friday: 15 April 2022

Easter Monday: 18 April 2022

May Bank Holidays: Monday 2 May 2022 and Monday 30 May 2022

TERM	BEGIN	HALF TERM		END	NO. OF SCHOOL DAYS
Autumn 2021	Thu 2 Sept 2021	Monday 25 Oct 2021	Friday 29 Oct 2021	Friday 17 Dec 2021	72
Spring 2022	Tuesday 4 Jan 2022	Monday 21 Feb 2022	Friday 25 Feb 2022	Friday 8 Apr 2022	64
Summer 2022	Monday 25 April 2022	Monday 30 May 2022	Friday 3 Jun 2022	Friday 22 July 2022	59
Total					195

# THE GOVERNING BODY

The role of the Governing Body is established in law and gives Governors wide-ranging statutory duties and responsibilities, including a key requirement to promote high standards of educational achievement. Whilst the day to day operational management of the school is the responsibility of the Headteacher, Mrs P Vaughan, she is accountable to the Governing Body for the conduct of the school.

The aim of the Governing Body is therefore to work in close partnership with the Head Teacher and staff to provide the best possible education for pupils in the school. The Governing Body has a strategic role of setting the framework within which the school is run; setting the aims, objectives and policies for the school; also setting targets and monitoring and reviewing progress; acting as a “critical friend”; and monitoring the expenditure of the school budget. The Governors also have to be accountable. This Report to parents is an important means of achieving that accountability.

As a general rule, no Governor acts an individual. All decisions are therefore made by the Governors jointly, or alternatively by Committees where specific functions or powers have been delegated to them.

The Governors operate a system of sub-committees which have agreed remits and Terms of Reference and aim to report back each term to the full Governing Body. Each sub-committee manages, supports and oversees different areas of school life, including Finance; Admissions; Curriculum and Standards; Premises and H&S; Staffing and Personnel; and Ethos, Well being and Safeguarding. In addition, ad hoc Working Groups are set up as required to look into particular issues and make recommendations back to the full Governing Body. Over the last year seven new Governors have been appointed, so individual roles and responsibilities are still being developed and reviewed.



# LIST OF GOVERNORS 2020-21

	NAME	DATE APPOINTED/ REAPPOINTED	TERM EXPIRES
<b>Foundation Governors</b>	Reverend Dr. Angela Cooper	Ex Officio	
	Mrs Jan Rees	Sept 2015	Sept 2019
	Mrs Gwyneth Thomas	Sept 2015	Sept 2019
	Dr Leonard Parfitt	Jan 2019	Jan 2023
	Mrs Leanne Popham	Sept 2019	Sept 2023
	Mr Grant Edwards	Sept 2018	Sept 2022
	Mrs Jayne Drummond	May 2019	May 2023
	Mrs Beccie Morteo	May 2018	May 2022
<b>Parent Governor</b>	Mr Shane Galvin	Jan 2017	Jan 2021
<b>Teacher Governor</b>	Mrs Kerstin Saye	May 2018	May 2022
<b>Non Teacher Governor</b>	Mrs Amanda Baker	May 2019	May 2023
<b>LEA Governor</b>	Mr Mike Hughes	Nov 2015	Sept 2019
<b>Minor Local Authority Governor</b>	Mrs Hilary Hanmer	Sept 2018	Sept 2022
<b>Headteacher</b>	Mrs P Vaughan	Ex Officio	

The Church-in-Wales is the founding body of the school and therefore appoints the majority of governors. The constitution also provides for Governors to be elected by the staff and by parents and for two to be appointed by the local authority and community council. At least two of Foundation Governors must be parents of children in the school.

The 13 governors have a wide variety of experience and expertise which they bring to the important role of school governor. All school Governors undertake to uphold the Nolan “Seven Principles of Public Life” and should also comply with the “Principles of Conduct for Governors of Schools in Wales”.

# COMPLAINTS POLICY

At Pendoylan Church in Wales Primary School, we are aware there may be an occasion when something happens in school that you are not happy about. Our complaints procedure is based on the Welsh Government Circular 11/2012 entitled “Complaints procedures for school governing bodies in Wales”. It is designed to ensure that anyone with an interest in the school can raise a concern, with confidence that it will be listened to and, if well founded, dealt with in an appropriate and timely fashion.

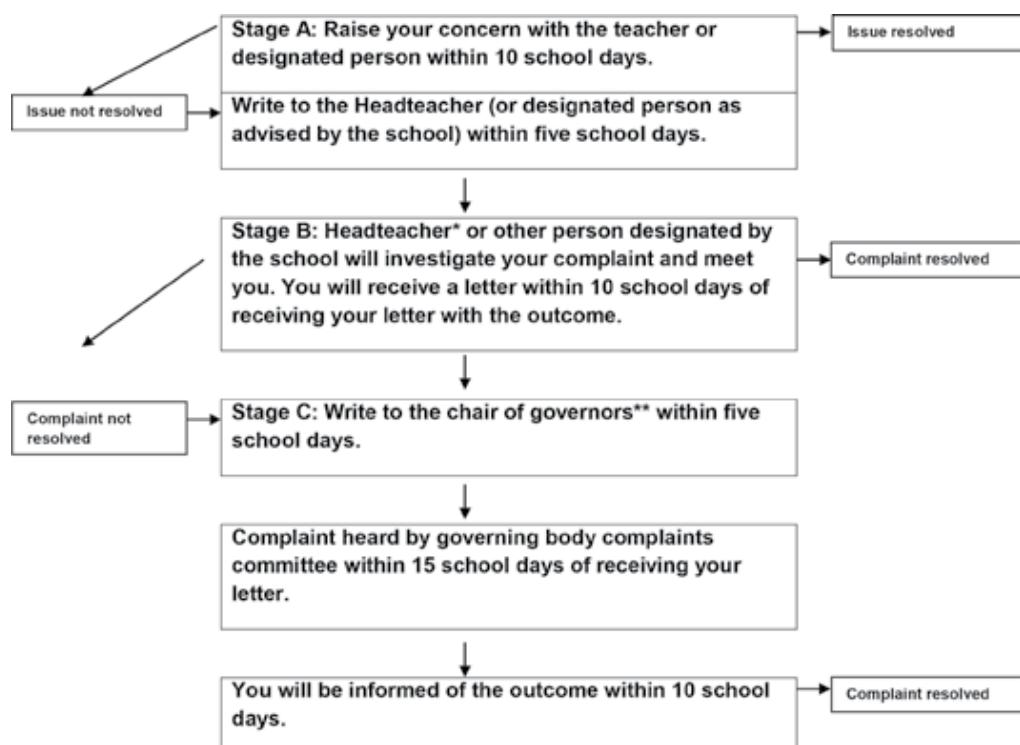
The following is a summary of our full complaints procedure. Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

Most concerns can be settled quickly and easily just by speaking to the relevant person in school, without the need to use a formal procedure. Generally, the member of staff involved should be parents' initial contact. Complaints should be brought to the attention of the school as soon as possible. If it is not possible to resolve the matter in this way, the Headteacher should be approached. This initial stage should be within 10 school days. If this has not resolved the complaint then it should then be passed in writing to the Headteacher (within 5 school days). At this second stage the Headteacher (or designated person) will investigate and then respond to you in writing within 10 school days of receiving your letter.

If it is not possible to resolve the matter in this way, the complaint should be addressed to the Chair of Governors (within 5 school days). The Governing Body Complaints Committee will then meet within the next 15 days to consider your complaint and you will be informed of the outcome within the next 10 working days.

Your complaint will be kept confidential, with only those involved in investigating and making a decision being aware of the details of the complaint. It is likely, however, that the person who is being complained about will be told of the complaint. You will be kept informed of progress throughout the process.

All anonymous complaints will be recorded but may only be investigated if there are exceptional circumstances.





triangle



circle



# PENDOYLAN PRIMARY SCHOOL

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01446 760272

PENDOYLANPS@VALEOGLAMORGAN.GOV.UK

PENDOYLAN | COWBRIDGE | CF71 7UJ