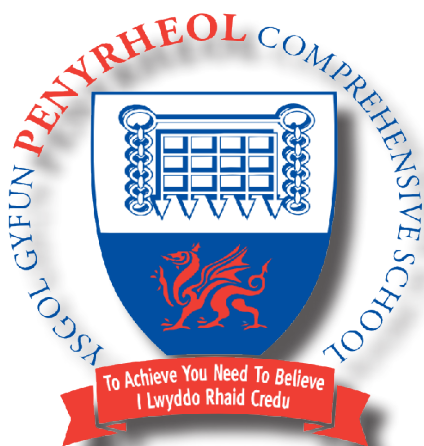




Penyrheol Comprehensive School

Governing Body Annual Report To Parents 2020-2021 Adroddiad Blynnyddol Y Corff Llywodraethu I Rieni 2020-2021

Headteacher: **Mr. D. Benney** :Pennaeth

Chair of Governors: **Mr. J. Bowen** :Cadeirydd y Llywodraethol



Annual Report to Parents

Dear Parents/Guardians,

As I reflect back on this time last year it is hard to imagine what a difficult and challenging year we would again be faced with, and particularly schools who have had to adapt to all the different regulations imposed whilst continuing to educate our children.

I must thank, first of all Mr. Alan Tootill for his dedication to the school and community for over 20 years and thank him for leading the school through some of the most difficult times it has ever faced during his headship.

I must also congratulate our last year's Year 11 for the results they managed to achieve in their exams having faced such huge difficulties during their learning. It would also be remiss of me not to give a huge vote of thanks to all our staff for all their hard work and dedication during the most trying of times and my fellow governors for all their hard work also.

As I write this, no one is sure what 2022 is going to look like, as we seem to be in the grip of a further wave of the Omicron virus. With this in mind I must also thank Mr. Benney our Acting Head and the rest of his team for the way in which they have managed the ever-changing circumstances since September and making sure that the teaching and learning continues as normal for our pupils.

I must also pay tribute to all our pupils and our current Year 11 in particular for their resilience in dealing with all the disruption and uncertainty they have faced and for rising to the challenge, and have every confidence that they will go on to achieve their very best and wish them every success.

Finally, may I thank you the parents and guardians who are doing your very best to support our school community in the most challenging of times, which is so appreciated.

I Llwyddo Rhaid Credu
Merry Christmas and Happy New Year



Jeffrey Bowen
Chair of Governors



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Penyrheol Comprehensive

Penyrheol Comprehensive School was established in 1973. It is a mixed English-medium 11-16 Comprehensive School that serves the communities of Gorseinon, Loughor, Penyrheol, Kingsbridge and Garden Village. The school liaises closely with five partner primary schools to ensure smooth transition from one phase to the next. At sixteen the majority of pupils continue their education at Gower College with which the school has an excellent working relationship.

The school was last inspected in October 2018. The school was awarded 'Good' for all aspects of its practice and provision. Inspectors commented: 'Penyrheol Comprehensive School is a fully inclusive school that supports its pupils well. Support and guidance for pupils with additional learning needs is strong and has contributed to the standards they achieve. Most pupils behave well in lessons. They are proud of their school and are courteous towards their teachers, peers and visitors. Many pupils make suitable progress in lessons... The quality of teaching and learning experiences provided by the school has had a positive impact on outcomes for pupils at the end of key stage 4.'

Examination results are not the only measure of a successful school. At Penyrheol pupils 'enjoy their life at school and appreciate the strong relationships they have with staff and their peers. Nearly all feel safe, included and valued.' Pupils from Penyrheol do well both locally and nationally in areas as diverse as mountain biking and public speaking. They achieve individual and team honours in sporting activities; they can act, sing, dance and win competitions for their artistic talent. They also care for those less fortunate than themselves and regularly raise considerable sums of money for charity.

Penyrheol is a genuine comprehensive school in that it has pupils of all abilities and backgrounds. It is very much a part of the community that it serves. There is a considerable amount of new housing being built in the locality, because the area is a pleasant one.

In September 2009 a new school building was opened at Penyrheol to replace the two-thirds of the school that was destroyed by fire in March 2006. The new building provides excellent facilities for all our specialist subjects and is an environment that promotes good teaching and learning.

Penyrheol seeks to be a happy, caring community in which all who work are valued, supported and treated with respect and tolerance. In so seeking, we hope everyone will be motivated to achieve their full potential and strive for the highest standards of teaching, learning and behaviour.

Ceisio Penyrheol fod yn gymuned hapus a gofalgwr, lle caiff pawb sy'n gweithio ynddi eu gwerthfawrogi, eu cefnogi a'u trin â pharch a goddefgarwch. Yn hyn o beth, gobeithiwn y bydd pawb yn cyrraedd eu llawn botensial ac yn ymdrechu i gyrraedd y safonau uchaf o ddysgu, addysgu ac ymddygiad.



Annual Meeting with Parents

There is no Annual Governing Body Meeting with Parents in our calendar. This is because of legislative changes in Section 94(13) of the School Standards and Organisation (Wales) Act 2013. Instead of schools setting a date for an annual meeting, the legislation allows for parents to request up to 3 meetings with the Governing Body per year (or more at the discretion of the Governing Body).

These meetings can be requested provided the following conditions are met:

- The meetings are about issues relating to the school and not about individual pupil progress or about grievances against staff.
- The Governing Body receives a petition requesting a meeting signed by the parents / guardians of at least 30 pupils registered at the school.

If sufficient parents wish to hold a meeting with the Governing Body, they should submit the petition to the Chair of Governors or Clerk to the Governing Body via the school. A meeting will then be arranged within 25 working days of the petition being handed in and all parents will be informed of the meeting's date and time, the venue and the issues to be discussed, at least 10 working days before it takes place.

We would like to take this opportunity to remind you that parents / guardians are always welcome to contact the school about any concerns they may have and to make an appointment to see the Headteacher or another member of staff. We have a clear Complaints Policy which is available on our website.



Constitution of the Governing Body 2021

L.E.A. Governors		Term of Office End Date
Mr. J. Bowen	Chairperson	02/08/24
Cllr. K. Roberts		25/02/24
Councillor A. Stevens		25/04/22
Mr. P. Wilcox		24/03/25
Mr. A. Bevan John		21/10/24
Community Governors		
Mr. M. Cahill		04/12/23
Mr. N. Richards		07/07/25
Mrs. K. Shadrach		12/07/24
Dr. D. Stokes		07/07/25
Parent Governors		
Mrs. A. Clarke		24/10/22
Ms. M. Griffiths		05/12/23
Mx. T. Murphy		05/12/23
Vacancy*		
Vacancy*		
Vacancy*		
Teacher Governors		
Mr. N. Binding		16/11/21
Mr. A. Mackay		23/01/24
Staff Governor		
Ms. M. Pow		
Headteacher		
Mr. D. Benney		
Clerk to the Governors		
Mrs. V. U. Jeffreys		

Contact Address for the Chairperson of Governors and Clerk:

Penyrheol Comprehensive School,
Pontarddulais Road,
Gorseinon,
Swansea
SA4 4FG
Telephone: (01792) 533066

The Headteacher is a governing body member and attends all Governing Body meetings.

*** We currently have 3 Parent Governor vacancies. Elections will take place early in the New Year 2022**

Named Governors 2020-21

Child Protection Governor	Mr. J. Bowen in his capacity as Chair
School Child Protection Officer	Mr. D. Benney, Deputy Headteacher
Looked After Children Governor	Mrs. K. Shadrach
Swansea Governor Representative	Mr. J. Bowen
School Link Governor	Mr. P. Wilcox
Health & Safety and Fire Risk Assessment Governor	Mr. J. Bowen
Eco Governor	Vacancy
ALN Governor	Mrs. K. Roberts/Mrs. S. Letson
ICT Link Governor	Councillor A. Stevens
Whistleblowing Governor	Mr. M. Cahill
Attendance and Wellbeing	Mrs. K. Shadrach
Data protection	Mr. N. Richards
Healthy Eating Governor	Mr. N. Richards

Clerking of Committees

The Clerk of Governors, Mrs. Verna Jeffreys is to clerk all statutory and non-statutory committees.



A Summary of the School Year

The 2020/21 academic year started with cautious optimism that after a pandemic disrupted 19/20, school, and indeed life, may return to normal. The reality was that 20/21 was anything but a normal year. In September, we welcomed back all our pupils to school, including our new Year 7s. This was the first time in nearly 6 months that we had all year groups in school. However, there were some new Covid-19 mitigations in place that made the school experience for pupils and staff very different from the 'norm'. We had to try to keep pupils in bubbles which meant that we tried to limit the number of pupils that any one pupil could have as close contacts in a day. This meant that nearly all Key Stage 3 classes were taught as forms. As a consequence, we no longer had sets in Maths, Science and languages at KS3. Each form class had a seating plan and these were adhered to in each subject. At Key Stage 4, because of options, this was more problematic. Each teacher kept population A pupils on one side of the classroom and population B pupils on the other. This is because for most lessons at KS4, pupils are taught in their populations. This was the best we could do to keep contacts down while ensuring that pupils could continue to study all their compulsory and chosen subjects.

Many schools across the UK decided to keep pupils in the same classroom for all of their lessons, at least at KS3 where classes can be taught as forms. The staff then move from room to room. The reasoning behind this is that the lack of movement of pupils between lessons keeps contact with other pupils to a bare minimum. We decided against this for a number of reasons. Firstly, we felt pupil wellbeing would suffer if they were to be in the same classroom all day, every day. Secondly, many classrooms have specialist equipment that is only found in that particular classroom. Thirdly, we were very reluctant to leave pupils unsupervised for minutes on end as one teacher left at the end of the lesson and the next teacher arrived. Pupils moved between lessons but they followed a one-way system in both the annexe and the new building. Staff would stop teaching 5 minutes before the end and would spray and wipe each table in their classroom ready for the next class to arrive. We also had to think about how we could keep bubbles apart in the canteen. We decided that Year 7 would have lunch during the last 20 minutes of lesson 4. Years 8 and 9 would then come to the canteen at the start of lunch, using different queues and sitting on separate tables. 20 minutes into lunch, Year 10 and 11 would then come into the canteen, again using separate queues and sitting at different tables. After consulting with pupils, staff and parents/carers, we also introduced mask wearing in communal areas from September 14th.

It is against this backdrop that we were tasked with trying to close gaps in pupils' knowledge and skills because of lost learning time from March 2020. The fact that not all pupils had engaged with home learning and that a number were struggling to readjust to being back in school, meant this task was a challenge for us. It wasn't helped when we started to have pupils test positive with Covid-19 and we had to send the entire year group home to quarantine, for up to 14 days in some instances. There were four periods of year group isolation before December. During those periods, teachers would be teaching 4-year groups in school and at the same time, providing work on Google Classroom for the isolating year group to learn remotely. It was a surreal time in school. Fortunately, none of the pupils that contracted Covid-19 was seriously ill with it.

Summary Continued...

In late October, the Welsh Government announced a 2-week firebreak to try to tackle the rising cases across the country. Schools had their half term at the end of October as normal, but the fire break would continue after half term with only Years 7 and 8 in school. The other 3-year groups would be isolating at home and working virtually on Google Classroom. As we moved into December, we had 3-year groups quarantining at the same time. The Welsh Government then announced that schools would close for the final week of term and all pupils would learn remotely for that week. The school stayed open for children of key workers and we also invited in some of our more vulnerable youngsters.

Over Christmas it became clear that there may be further disruption to schools in January. Originally, we were told that schools would stay with remote learning until at least January the 11th. This actually extended until the middle of March. During this time, we looked to develop our remote learning offer. We made the decision that unlike the lockdown in March 2020 where we gave 2 hours of online learning, we would look at pupils following their normal timetable and having 5 lessons a day. We trained staff in early January on how to run form registration and live lessons on Teams. By the end of the month, most staff were providing some live lessons for pupils and all pupils had multiple live form registration periods on Teams. Our aim was that each pupil would have 2 hours of live lessons a day as part of their blended learning offer. We didn't achieve this for every pupil but on average, most pupils had 2 live sessions a day. We loaned out over 80 laptops during this period to ensure that all pupils could access their remote learning. During this period, we also continued with key worker provision and provision for our most vulnerable learners. We regularly had 25 pupils a day in school making use of that provision. We contacted all learners on a regular basis to keep in touch and to discuss how they were getting on with their learning.

I believe that it is fair to say that our pupils found this lockdown a lot more challenging than the lockdown of 2020 for many reasons. This is why we had so many pupils attending the childcare/vulnerable pupil hub during these months.

We finally had news of a phased reopening and we welcomed our Year 11 pupils back on Monday 15th March. They had been off school for 14 weeks and it was so important for us to have them back in school. We welcomed back Year 10 on Thursday 18th March. In the last week of the half term, the three other year groups each had a day back in school to get used to the routines before we were due to be at full capacity after the Easter holidays. The key change when pupils returned was that masks were now mandatory for classrooms. Pupils responded really positively to this change.



Summary Continued...

The week beginning Monday 13th April, we were back up to capacity with all year groups returning to school. A minority of our pupils found it more difficult to get back into the routines of school life. The focus for our Year 11 pupils was on catching up on lost learning and completing assessments that would form part of their Centre Determined Grades. These CDGs were going to be the way that all Year 11 pupils in Wales were going to be awarded their GCSEs. As a school, we produced an assessment plan and a quality assurance policy so that the CDGs awarded were as fair, valid and accurate as possible.

Year 11 left school on Friday 14th June. We had no positive Covid cases during the summer term until the final day so Years 7 to 10 were able to have a full, uninterrupted term of learning. We continue to emphasise the crucial importance of good attendance at school if our pupils are going to achieve their full potential. All of the Penyrheol cluster schools use the following definitions about attendance:

100% Excellent attendance
97%-99.9% Very good attendance
94%-96.9% Good attendance
90%-93.9% Room for improvement
Below 90% Cause for concern.

We also continue to provide rewards for pupils who achieve 100% attendance in any given month and for the most improved attendance each half term. At the end of the year, we take all pupils who have managed 100% attendance throughout the year on a free trip to a theme park. Obviously, we weren't able to do this in 2020/21. As a result of the global pandemic, attendance data across Wales has not been published this year. In order to keep emphasising the crucial importance of attendance if pupils are going to leave school with their personal best, we continue to not authorise the taking of any term-time holidays unless there are very exceptional circumstances. Missing school means missing out! Across the UK, on average, pupils whose attendance falls below 93% achieve significantly lower GCSE results. All our young people should be aiming for 100%.

Ensuring good pupil behaviour is an essential part of our provision, because good behaviour is a pre-requisite for good learning. We have a clear Behaviour and Rewards Policy which is well understood by our pupils. We rely heavily on parents to be positive role models to their children and to support the school as we seek to ensure that pupils have the right attitudes to succeed in education and in later life. The home-school partnership is of fundamental importance to academic and social success. Our prospectus makes clear that we will use our inclusion room and after-school detentions as two of the sanctions we may give for certain types of unacceptable behaviour and that, if any parent is unhappy with these sanctions, then Penyrheol may not be the right school for their children.

Summary Continued...

In 2020/21 46 pupils received at least one fixed-term exclusion and the total number of days of exclusions was 151. There was one permanent exclusion during the academic year.

Your child is set annual performance targets in each subject and regular assessments will track progress towards these targets. Parents are informed of their children's current attainment and of their targets through the interim and end of year reports. If a pupil achieves their end of year target well in advance, the system allows for the target to be negotiated upwards. Our aim is to motivate pupils to make continuous progress across the whole curriculum.

We weren't able to run our usual Charity Week in November 2020 but we still raised £810 for Children in Need through a non-uniform day.

Our Senior Prefects for 2020/21 were: Head Girl: Charlotte Benney and Head Boy: Harri John; Deputy Head Girl: Jasmine Maclean and Deputy Head Boy: Laith Hazell; Senior Prefects: James Caldon, Katlyn Williams, Joshua Griffiths, Millie Everest.

We had a number of members of staff leaving us in 2020/21. Mrs Alison Gower our receptionist/secretary secured a similar role in Coleg Sir Gar. Alison has given sterling service to the school for the last 14 years and we wish her every success in her new role. She will be missed at Penyrheol. Tom Jarrett (English) and Julie Watkins (Welsh) have covered for staff on maternity and we thank them for their service to the school this year. Our Cover Supervisor Jack Ryan has moved on to pursue his ambition of being a Primary Teacher. We thank Jack for his work over the last 2 years and wish him all the best in pursuing his career. Last, but by no means least, our Headteacher Alan Tootill has left to work for Estyn. Alan has been headteacher at Penyrheol for the last 19 years and was a Deputy Headteacher for 5 years before this. That is 24 years of service in total. We thank Alan Tootill for his incredible commitment to the school and to the wider community during this time. He has led with integrity and dedication, guiding the school through traumatic events such as the fire of '06 and the recent pandemic. He leaves the school in a far, far better place, 24 years on. We wish him every success with his new role with Estyn.



Curriculum

The curriculum we offer is broad and balanced and is designed to promote the cultural, intellectual, moral, physical and spiritual development of all our pupils, ensuring they leave school ready for the responsibilities and experiences of adult life. In accordance with the law it consists of the following core and foundation subjects for those aged 11-14 i.e. Years 7 – 9 (Key Stage 3).

Core subjects:

English
Mathematics
Science

Foundation subjects:

Art
Design Technology
French
Geography
History
ICT
Music
Physical Education
(Religious Education)
Welsh

In addition pupils study Drama and Personal, Social and Health Education. Parents of pupils in Years 7, 8, 9 are issued with Parental Guides giving information about what pupils will be studying and suggestions about how parents can help them make good progress in all their subjects. There is also a Parent Guide for parents of KS4 pupils.

During Year 9, pupils are offered a range of optional subjects which they will then study during their remaining two years of school (Key Stage 4). Parents and pupils have always been involved in this process of choice. We encourage pupils to negotiate their own curriculum, while at the same time trying to ensure that all pupils maintain breadth and balance in their courses. Clearly the National Curriculum dictates some of the subjects pupils must study. Nevertheless, as a school we will always try to ensure some degree of negotiation, and involve both parents and pupils in the process.

All pupils must continue to study the core subjects of:

English (and most also take English Literature)
Mathematics and Numeracy
Science



Curriculum Continued...

Art
BTEC Public Services
BTEC Hair & Beauty
BTEC Sport
BTEC Business Studies
BTEC Construction
BTEC Transport & Vehicle
Computing
Drama
Food and Nutrition
French
Geography
Health & Social Care, and Childcare
History
Information Communication Technology
Media Studies
Music
Physical Education Studies
Religious Studies
Product Design
Spanish
Fashion and Textiles
Triple Science



Whilst the majority of pupils follow GCSE or BTEC courses, a small number follow courses at entry level.

Courses in Personal, Social and Health Education, Physical Education and Welsh and are taken by all pupils in Years 10 and 11. All pupils will study the Welsh Baccalaureate Qualification and elements of Religious Education are covered within the qualification. This skills-based course is unique to Wales and is equivalent to one GCSE. In order to pass it, pupils have to undertake 3 Challenges (Enterprise, Global and Community) as well as an Individual Investigation.

We are currently developing our KS3 curriculum in line with the new Curriculum for Wales (CfW). This process began with an audit of our existing provision and the establishment of the Area's of Learning and Experiences (AoLE) across the school. Recent work has focused on forming meaningful links within and across the AoLEs. Our ambition is to develop a coherent knowledge rich curriculum that will give our pupils the knowledge, skills and understanding in each of the 4 purposes.



Assessment, Exams & Reports

Staff maintain systematic and objective records in order to closely monitor and continually appraise the progress of the pupils in their classes. This, coupled with relevant assessment and examination results, enables all parents to receive, at the end of each year, a comprehensive written report detailing the progress made by their child.

The Year 9 report is produced in the Spring Term before pupils make their final option choices for KS4 in order to assist in this process. The Year 11 report is produced in January after the pupils have taken their mock GCSE exams in order to reflect the progress they have made at that crucial time. In addition parents receive a more condensed Interim Report each term, which allows them to keep track of their child's attitude to learning, behaviour and progress.

Pupils are given an end of key stage target which is aspirational and achievable. Progress is measured against this target. Pupils and parents are informed of these targets on reports. Pupils' literacy skills are tracked across the curriculum



The Welsh Language at Penyrheol

The primary language of instruction and communication in the School is English. Although Welsh is taught as a second language only, it is a compulsory subject for all pupils throughout their five years at Penyrheol.

Pupils will be undertaking Full Course GCSE Welsh at Key stage 4. A small number of pupils will be undertaking a Welsh Pathways Qualification instead. Pupils that move to Wales during Key stage 4 are exempt from compulsory Welsh and are given an independent study lesson instead.

We are proud of our Welsh culture and seek to recognise this in as many ways as possible. Pupils' awareness of their heritage and culture is raised by participation in the school's annual Eisteddfod, the annual trip to Llangrannog (Year 8) and our Diwrnod Shw Mae event where Year 7 pupils are engaged in cultural and language activities.

Recommendation 3 from our Estyn inspection in 2018 was to 'improve provision to develop pupils' Welsh language skills in situations other than Welsh lessons'. As a result of this we have introduced the Siarter Iaith (Language Charter), a whole-school initiative to develop Welsh language and culture across the curriculum.

Staff and pupils have always been encouraged to use Welsh in an informal way and in all lessons, apart from Modern Foreign Languages and Learning Support, pupils are asked to record information such as the date and classwork, and respond to the register, in Welsh. A bank of useful Welsh phrases has been introduced to encourage all staff to use them both in the classroom and around school. "Bore da" is usually heard more often than "good morning" and the informal use of Welsh is reinforced by the school's Welsh phrase of the week. Already we are hearing more Welsh being spoken.

The Welsh calendar is being displayed in certain areas around school to remind us of famous events/ people in Wales and during the Rugby World Cup a display was put in the foyer and updated as Wales played their matches with countries displayed in Welsh.

In Years 7 and 8, one registration period per week is dedicated to learning Welsh. Prior to October half term each form carried out a number of activities and also built up a bank of 5 Welsh phrases that they use in and around school. These will now be shared with all staff so that they can use them with those classes. This half term, pupils will be carrying out a project which will result in the production of a Penyrheol Welsh Calendar (to recognise specific Welsh events, achievements, people etc) which will then be displayed around the school. There is also a weekly Welsh update on the TV screen in the foyer.



Additional Learning Needs Provision

The Governing Body has approved a policy which sets out the way in which pupils with Additional Learning Needs are catered for in Penyrheol. This policy recognises the worth of each child as an individual, that the needs of individuals will differ and that the school must make every attempt to ensure that those needs are successfully met. Copies of the full document can be obtained from Mrs. V. U. Jeffreys (Clerk to the Governors).

In recognising both the continuum of need and the entitlement of pupils, the Learning Support Department requires, and has, a degree of flexibility with regard to staffing, timetabling and access to facilities.

At Penyrheol School the vast majority of pupils' needs are suitably and successfully met within the mainstream setting, taught by mainstream staff, supported by differentiated material and, where necessary, by Teaching Assistants. The school recognises that all staff are teachers of pupils with Additional Learning Needs and that any pupil can have an Additional Learning Need at some time in their school career.

For a small number of pupils whose needs can be quite significant, it is felt to be in their best interest for them to be educated in a far more individual manner involving some degree of withdrawal from mainstream lessons. These decisions are never taken lightly and full consultations take place between the ALNCO, the parents and where appropriate, the school's Educational Psychologist.

The school has also had a small Specialist Teaching Facility for pupils with moderate to severe learning difficulties. The pupils in the STF spend their time in the facility and in mainstream lessons supported by Teaching Assistants. Plans are made on an individual basis.



Looked After Children (LAC)

In Penyrheol, the Designated Teacher for Looked After Children is Mrs. C. Hyndman, Assistant Headteacher (Pupils) and the name of the Link Governor for LAC is Mrs. K. Shadrach

All Looked After Children have a Personal Education Plan (PEP) drawn up within twenty school days of placement. In this plan, pupils are set challenging but achievable targets and if pupils have Special Educational Needs then links are also maintained with Mr. A. Mackay (ALNCO).

Each Looked After Child also has a Responsible Person in school who knows the pupil well and has a good relationship with them. In Penyrheol, this is normally the Pastoral Support Officer of the relevant Year Group. The PSO meets with the Looked After Child on a half termly basis and discusses the pupil's progress and educational performance. They will also discuss any additional support that is required on an individual basis.

The school always ensures that a member of staff attends LAC review meetings and that any relevant paperwork is forwarded in advance.

The School Prospectus



The Governing Body keep the School Prospectus under annual review.

Data Protection Privacy Notice

Identity and contact details

Our postal address is: Penyrheol Comprehensive School, Pontarddulais Road, Gorseinon, Swansea SA4 4FG

Our website address is: www.penyrrheol-comp.net

Issues of how data is handled are dealt with by the Headteacher or the school's Data Protection Officer.

As a public authority, we must comply with all relevant legislation relating to data handling. The Information Commissioner's Office (ICO) is the supervisory authority in the United Kingdom established to ensure that your data rights are upheld.

Categories of personal data we hold and process

Obtaining, recording, holding and dealing with personal information is known as 'processing'.

As a school the vast majority of information we collect is about our pupils but we do also hold key information needed about parents / guardians and staff members.

Generally a school file may include:-

- Attendance data
- Academic achievements and progress
- Information about behaviour
- Ethnicity
- Wellbeing and pertinent health information (medication, allergies and illnesses)
- Free School Meal eligibility
- Contact details of parents and guardians
- Minutes of meetings relating to the child
- Any statement of Special Educational Need and reviews of the same
- Information about other additional learning needs
- Reports and referrals to and from other agencies if applicable e.g. Youth Offending Service and Social Services.

The school as an employer will also hold a personnel file for all staff and this file will generally consist of:-

- Contact details
- Bank details, National Insurance Number for payroll purposes
- Details of any references or DBS checks where applicable
- Details of driving licence and vehicle MOT / Insurance
- Details of any disciplinary action
- Information regarding sickness and annual leave

Data Protection Privacy Notice

How the School collects and uses personal data

The School has a responsibility to provide its pupils with a good education in a safe environment. It is necessary to collect personal data to enable the school to provide pupils with an education, to track and monitor academic progress and to ensure those with parental responsibility are kept informed of key milestones and achievements.

Some of the information will be provided to us by parents / guardians and some will be generated by us whilst the pupil is in our school.

Here are some examples of how we collect and use your data:

Providing an education:

We generate and then hold the reports of a pupil's progress and any examination results. We generate and keep attendance data which can be analysed to ensure that children are attending school regularly and attending on time. The school will on occasion utilise educational apps and websites with pupils, all of which will be undertaken under the supervision of a staff member.

Maintaining school discipline and awarding positive behaviour:

As part of the school file we will create a behaviour record that includes all significant incidents of breaches of the school discipline policy. This would include any fixed term or permanent exclusions. The school file will also include examples of excellence and achievements.

Keeping learners safe and improving wellbeing:

There may be occasions when the school will collect documentation regarding the wellbeing of pupils. It is a legal requirement for all schools to develop and have in place systems for safeguarding and promoting the wellbeing of children in their care. This may involve documenting concerns and receiving information from other agencies such as Social Services when they have a worry about a pupil. Monitoring wellbeing allows the school to ensure the best possible services and support are available to the pupils and their families.

This school also operates CCTV cameras within its grounds. The purpose of these cameras are to maintain school discipline and to keep learners safe.

Keeping parents updated and involved in the school:

We do collect contact details of parents and guardians to ensure that we are able to keep you informed of school events and activities and can contact you quickly in the event of an emergency. It is important that parents / guardians inform the school as soon as possible of any

Data Protection Privacy Notice

changes that occur to their contact details.

To enable efficient administration and reduce the need for children to be carrying money:

We have adopted a biometric fingerprint system for school meal purchases which parents and pupils can take advantage of. The system uses thumbprints to create a unique identifier for each pupil. This identifier is only stored on our system while the pupil is at Penyrheol and is destroyed as soon as they leave. It is never shared with anybody else. The key benefits of using this system are that it is quicker and safer than handling money and so reduces queuing time. It also means that pupils eligible to receive Free School Meals can receive this benefit very simply.

Recruitment:

When individuals apply to work for the school, we will only use the information they supply to process their application and to monitor equal opportunities statistics. Personal information about unsuccessful candidates will be held for six months after the recruitment process has been completed and will then be destroyed securely.

Once a person has taken up employment with the school we compile a personnel file relating to their employment. The information contained in this is kept secure and will only be used for purposes directly relevant to that employment.

The Source of Personal Data

The vast majority of personal data we hold will have been generated in the course of a pupil attending the school or will have been provided to us directly from you. There are occasions where personal data is collected about you in other ways.

This includes:

- When partner agencies share information with us to provide a joined-up service to you.
- When you move into our local authority area, data may be shared from the previous school or local authority area.

People We Share Data With

Service Provision:

We may share data with others to enable a requested or statutory service to be provided. This could be where we use another agency to deliver the service for us or where we collaborate with other agencies. An example would be that information would be shared with the Local Authority to enable an assessment of a child's additional learning needs. Another example would be the supply of information at your request to contribute to a Child and Adolescent Mental Health assessment.

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Transfer of information to another school / local authority:

Personal information about you may also be provided to other local authorities or schools. An example would be where you have moved from one area to another or start at a new school. The school file will be securely transferred to the new Local Authority / school.

Health Information

In some circumstances we may share information with NHS professionals providing services to our school children. This would be for services such as vaccinations, dental provision and school nursing activities.

We may collect health information on staff members when such information is supplied as part of the sickness policy and / or following referrals to occupational health.

Transfer of information required by law:

We also share personal information where we are required to do so by law. Examples include where we are required by law to report matters to Welsh Government who then in turn publish a lot of the data they receive:

<https://statswales.gov.wales/catalogue/education-and-skills>

Another example would be our duties to share information with Social Services when they are carrying out their protective functions or the police when carrying out investigations.

How long we keep your data

Data is held for no longer than is necessary and the school follows legal guidelines on how long information should be kept before it is securely destroyed.

The timeframe for holding data is different depending on the type of data involved.

To see our full retention schedule please visit our website where the retention schedule is included in our Data Protection Policy.

Transfers outside the European Economic Area

We do not share personal information beyond the European Economic Area (EEA) except if a pupil moves to a school outside of the EEA. This is quite rare but does occur, particularly with children of British Forces personnel. In this circumstance the school file will be securely transmitted to the new school / authority as appropriate.

Your Data Rights

In so far as is compatible with legal requirements you have a number of rights in respect of your data:

1. **Right to be informed.** We must be completely transparent with you by providing information

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'in a concise, transparent, intelligible and easily accessible form, using clear and plain language'. Our privacy notice is one of the ways we try and let you know how data is handled.

2. **Right of access.** You have the right to access your personal information. Parents also have the right to access the educational record of their child.
3. **Right to rectification:** You have the right without undue delay to request the rectification or updating of inaccurate personal data.
4. **Right to restrict processing:** You can ask for there to be a restriction of processing, such as where the accuracy of the personal data is contested. This means that we may only store the personal data and not further process it except in limited circumstances.
5. **Right to object:** You can object to certain types of processing such as direct marketing. The right to object also applies to other types of processing, such as processing for scientific, historical research or statistical purposes (although processing may still be carried out for reasons of public interest).
6. **Rights on automated decision making and profiling:** The law provides safeguards for you against the risk that a potentially damaging decision is taken without human intervention. The right does not apply in certain circumstances, such as where you give your explicit consent.
7. **Right to data portability:** where personal data is processed on the basis of consent and by automated means, you have the right to have your personal data transmitted directly from one data controller to another where this is technically possible.
8. **Right to erasure or 'right to be forgotten':** you can request the erasure of personal data including when: (i) the personal data is no longer necessary in relation to the purposes for which they were collected (ii) you no longer provide your consent, or (iii) you object to the processing.

The Information Commissioner regulates data handling by organisations in the U.K. and works to uphold the data rights of citizens. The Information Commissioner's Office website provides more information on the rights available to you:

<https://ico.org.uk/for-the-public/>

Withdrawing Consent

If you consented to providing your personal information to us and you have changed your mind and you no longer want the school to hold and process your information, please let us know.

If you encounter any difficulties in withdrawing consent, please contact the school's Data

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Protection Officer or the Headteacher.

Automated Decision Making and Profiling

The school does not carry out automated decision-making, and as such any decision taken by us which affects you will always include human intervention. We do on occasion carry out profiling and track the progress of pupils to enable us as a school to target services to those who are in need of help and support.

The Right to Complain About Data Handling

The school sets very high standards for the collection and appropriate use of personal data. We therefore take any complaints about data handling very seriously. We encourage you to bring to our attention where the use of data is unfair, misleading or inappropriate and we also welcome suggestions for improvement.

Informal Resolution:

In the first instance we would ask that you try and resolve data handling issues directly with the Data Protection Officer, Headteacher or any member of the senior leadership team. We are committed to handling data appropriately and are confident that we can resolve most issues informally.

Formal Resolution:

You can ask for your issue to be investigated by following the school's normal Complaints Procedure, which is published on our website.

If you remain dissatisfied following the response to your contact with the school, if it relates to issues of data handling, you can raise the issue with the Information Commissioner. It is free of charge to contact the Information Commissioner and request their assistance.

Information Commissioner's Office – Wales

2nd Floor, Churchill House

Churchill Way

Cardiff

CF10 2HH

Telephone: 029 2067 8400

Fax: 029 2067 8399

Email: wales@ico.org.uk



Extra Curricular Activities

We have a thriving drama department which puts on first class productions. These receive excellent support from the school orchestra and choir.



“Last night’s show was one of the best performances that I have seen. It was funny, sad and highly entertaining. The cast and the singers were inspirational. Thank you all for such a wonderful and memorable evening! “

“A massive production with so much talent on display both on and off the stage”

Various clubs and societies meet in the lunch hour or after school e.g. Music (orchestra/choir), Drama, Maths, Science, Welsh and French Clubs, and we have a good record of success in public speaking and debating. Other clubs include LGBTQ, script writing, eco fashion, film club and various art clubs.

At the end of the Summer Term we hold one or two days of activities for pupils ranging from trips away from school to sport and craft events within school.

Full use is made of the community facilities (Leisure Centre and Swimming Pool) in the arts, music and recreational fields. Physical activities positively thrive – as well as the usual team games of rugby, hockey, soccer, netball, cricket, basketball, athletics and gymnastics there are opportunities to try out a range of other sporting activities.

Our Learning Resource Centre/Library is open to pupils from 8.00 a.m. to 4.00 p.m. daily. There is a staffed Study Club each day, 3-4 p.m.



Sporting Activities

The school has at its disposal rugby, soccer and hockey pitches, multi-purpose courts and an all weather 3G pitch. This provision is further enhanced by the community link which makes available, for the school, a swimming pool (housed in a separate building), a sports hall, gymnasium and multi-gym.



We recognise the importance of encouraging participation in sporting activities. Our aim is to ensure that our pupils benefit from the facilities we enjoy and lay the foundation of a healthy adult lifestyle. We want all pupils to be involved in Physical Education and games lessons and as many as possible to take an active part in the sporting teams that represent the school in many different disciplines.



Inter-school matches are played regularly and a biennial tour abroad has become a feature of the school calendar. Annual ski trips are also organised.



Donations to the School

We were grateful to receive the following donations this year:

- 4 x pallets of bricks to aid the renovation of our 'lodge' facility - Darlow Lloyd
- Items of PPE as listed - Tilbury Douglas

Community Links

The school has strong community links with our partner primary schools and with Gower College, as well as external agencies such as our local Police Liaison Officer, who is always prepared to visit the school to address assemblies and also contribute to our PSE days.

The school continues to foster and develop sporting, musical, artistic and academic links within the wider community. Educational visits this year were curtailed by the COVID 19 pandemic, but previously, activities included::

- A whole school production, including a matinee for our partner primary schools.
- Year 9 R.E. visits to the Imperial War Museum in London, spending time at the acclaimed Holocaust Exhibition.
- Geography/History fieldtrips with different year groups to the Gower, Brecon Beacons, Kidwelly Castle and Pembrey Country Park.
- Visits to the local hospital by our Music department and Christmas carols sung to the passing community in the local Sainsbury's.

Governing Body Review Summary

The Governing Body held a Business Meeting on 9th September 2021, to plan the year ahead and review all the policies required to manage the school.

Attendance

Daily punctual attendance is a vital preparation for adult life and has a powerful influence on progress and examination results. Parents have a legal responsibility to ensure regular attendance and to inform school in writing of the reason for each absence. Penyrheol takes the matter of attendance seriously and incentive schemes have been developed to encourage pupils to aim for 100% attendance.

The impact of poor attendance on the educational outcomes of young people should not be under-estimated. Along with the other schools in the ERW region of Wales (Swansea, Neath Port Talbot, Carmarthenshire, Pembrokeshire, Ceredigion and Powys), we will not authorise any holidays that are taken in term time, other than in exceptional circumstances.

The descriptors that we use for attendance are:

100%	Excellent
97% - 99.9%	Very Good
93% - 96.9%	Good
90% - 92.9%	Room for Improvement
Below 90%	Cause for Concern

Please note that even 95% attendance (which may sound high), actually means that your child has missed 9.5 school days in a year. A pupil with 93% attendance is less likely to achieve 5 good GCSE grades in Year 11!

If your child is absent from school for any reason, please ring the school on 01792 533066 and leave a message to explain why or ensure that s/he brings a note explaining the absence on the first day back to school.

In January 2021 the number of pupils on roll was 889.

Pupil Destinations

Pupil Destination 2020

	Further Education	Employment/ Training Programmes	left Area/Other
End of Year 11	170	14	2

Statement of Actual Expenditure

Year Ending 31.3.21

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	3,206,472	56,984	3,263,457
Salaries	1,124,770	28,515	1,153,285
Other Employee Costs	-102	-407	-508
Premises	103,541		103,541
Transport	2,344	33,153	35,496
Supplies & Services	432,113		432,113
Recharges	147,534	19,493	167,027
Gross Expenditure	5,016,672	137,739	5,154,411
Grant Income	-573,425		-573,425
Other Income	-117,047	-315	-117,362
Gross Income	-690,472	-315	-690,786
Net Expenditure	4,326,200	137,424	4,463,625

RESERVES:	£
FINAL FORMULA ALLOCATION:	4,607,431
TOTAL NET EXPENDITURE:	4,326,200
TRANSFER TO / (FROM) RESERVES:	281,231
OPENING BALANCE ON RESERVES 01/04/17	131,483
CLOSING BALANCE ON RESERVES: 31/03/18	412,713

Management of the school finances is one of the major responsibilities of the Governing Body. Parents may be assured that every is made to ensure best value in every area of expenditure at all times.

School Terms & Holidays

Term	Term begins	Mid-term holiday begins	Mid-term holiday ends	Terms ends
Autumn 2021	Thursday 2 September	Monday 25 October	Friday 29 October	Friday 17 December
Spring 2022	Tuesday 4 January	Monday 21 February	Friday 25 February	Friday 8 April
Summer 2022	Monday 25 April	Monday 30 May	Friday 3 June	Friday 22 July

Bank Holidays

Good Friday	-	15th April 2022
Easter Monday	-	18th April 2022
Queen's Jubilee Bank Holiday	-	29th April 2022
May Day	-	2nd May 2022
Spring Bank Holiday	-	2nd June 2022

The School Day

Registration/Assembly:	8.40 a.m.	-	9.00 a.m.
Lesson 1	9.00 a.m.	-	10.00 a.m.
Lesson 2	10.00 a.m.	-	11.00 a.m.
Break	11.00 a.m.	-	11.20 a.m.
Lesson 3	11.20 a.m.	-	12.20 p.m.
Lesson 4	12.20 p.m.	-	1.20 p.m.
Lunch	1.20 p.m.	-	2.00 p.m.
Lesson 5	2.00 p.m.	-	3.00 p.m.



Toilet Facilities

A review of all the toilet provision within the school is constantly under review. This report sets out the current position and proposals for future improvements.

Main Block - The main block is a new building and all of the toilets meet the current specifications required by law, there are pupil toilets on the ground floor, and the top floor. There are staff toilets and disabled toilets on the top two floors in addition to this there is also a toilet in the medical room and one in the STF which is gender neutral. There is a new disabled wet room along with a separate disabled toilet on the ground floor which staff can use.

Annexe Block - The annexe has both male and female pupil and staff toilets. The staff toilets in the annexe are in a good state of repair.

Outside Changing Rooms - The outside changing rooms contain both pupil and staff toilets.

Leisure Centre - The Leisure Centre has two sets of toilets, one set of toilets are within the pupil changing rooms male/female (school use only during the day), with a second set for public/customers toilets located in the link corridor on the ground floor, (separated by magnetic locking doors) for use during the day. These have newly been refurbished and they have incorporated two new unisex changing/wet rooms.

Cleaning Regime - The toilets are cleaned daily by school cleaning staff and this work is monitored by the site manager/officer; any problems are reported to the cleaning supervisor, the toilets are regularly inspected during the school day and any emergency cleaning that is required is carried out by the site manager/officer.

The cleaning of all areas complies with the schools Covid-19 risk assessment and operational plan.

Toilet Products - The toilets are checked every morning and toilet rolls and liquid soap is supplied as required, all of the toilets are fitted with electric hand driers. Cleaning products for toilets all have COSHH data available.

Penyrheol Comprehensive School

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Email: penyrheol.comprehensive.school@swansea-edunet.gov.uk

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