



Penyrheol Comprehensive School



Governing Body Annual Report To Parents 2021-2022

Adroddiad Blynyddol Y Corff Llywodraethu I Rieni 2021

Headteacher / Pennaeth: Mr D Benney
Chair of Governors / Cadeirydd y Llwyodraethol: Mr J Bowen



Annual Report to Parents

Dear Parents/Guardians,

I wish to start my letter by paying tribute to our longest serving members of staff, Mrs Lynne Picton, who retired in August 2022 after 40 years' service, together with Mrs Judith Tanner with 30 years' service and wish them both a well earned retirement. A debt of gratitude also goes to Dr. David Stokes, not only for his support as a governor but also his contribution to Education as a teacher and Headteacher over the last 50 years. Mrs. Amanda Clark's 8 year term of office has also come to an end. They have both been wonderful supporters of the School with children at the heart of every decision they have made.

The end of one chapter heralds the start of a new one and I am delighted to officially welcome Mr. Benney as permanent Headteacher, and Mrs Goulden as permanent Deputy Headteacher. Mrs. Joanna Ralph, Mrs. Jo Phillips, Ms. Helen Huelin, Ms Anna Griffiths, Mr. Drew Shepherd and Ms. Kate Pearce join the board of governors and have already brought a fresh perspective to the meetings. They too, deserve our thanks for putting themselves forward, as do all Governors, who give of their time so freely.

This time last year there was no certainty as to what school would look like in 2021/22, but thankfully this has been our first full year back in school. Attendance is still not where it was pre-pandemic, and I ask parents to work with the school to help their children attend regularly and take full advantage of the education that is on offer to them.

The home school link is further strengthened by Mr. Benney's fortnightly letter to parents which gives an update on what is going on in school, the introduction of class charts and the resurrection of the PTA, which can only be positive moves in strengthening these links.

It has been wonderful to see this parental support for the Year 6 Open Evening, and the School Production of Matilda which was a sell out! This is only one of many of the School successes detailed in your Newsletter and especially evident in the annual School Awards Evening held on 23rd November 2022.

There has been so much work going on behind the scenes to get us ready for the introduction of our new Curriculum for Wales which was rolled out to Year 7 in September 2022 and our thanks go to the staff for working tirelessly to meet this deadline. As a governing body we have strived to use any additional monies to enhance, not only staffing in all areas, but also additional provisions to better meet the needs of all our pupils.

Lastly, my congratulations to our outgoing Year 11 for their exam successes, which were filmed by BBC Wales on Results day, especially when you realise that they were the first year group since 2019 to sit external examinations.

A further highlight will be our Carol Concert which takes place at St Catherine's Church, Gorseinon, at 7 p.m. on Wednesday 21st December, which I am really looking forward to, and hope to see you all there.

It is hard to believe that the School celebrates its 50th anniversary next year, and despite all that it has faced it remains at the heart of our community.

Nadolig llawen a blwyddyn newydd dda i gyfeillion Ysgol Gyfun Penyrheol.

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 gofalgar, 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 meetings 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 2022

L.E.A Governors		Term Of Office End Date
Mr J Bowen	Chairperson	02/08/24
Cllr K Roberts		25/02/24
Vacancy		
Mr P Wilcox		24/03/25
Mr A Bevan-John		21/10/24
Community Governors		
Mr M Cahill		04/12/23
Ms K Pearce		06/04/26
Mr N Richards		07/07/25
Mrs K Shadrach	Vice Chairperson	12/07/24
Vacancy		
Parent Governors		
Vacancy		
Mrs J Ralph		16/02/26
Mrs J Phillips		16/02/26
Ms H Heulin		16/02/26
Ms A Griffiths		16/02/26
Mr D Shepherd		16/02/26
Teacher Governors		
Mr N Binding		20/01/26
Mr A Mackay		23/01/24
Staff Governor		
Ms M Pow		25/11/25
Headteacher		
Mr D Benney		
Clerk to the Governors		
Mrs V U Jeffreys		

Contact Address for the Chairperson of Governors and Clerk

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

The Headteacher is a governing body member and attends all Governing Body meetings.
<https://gov.wales/school-governors-guide-law>

Named Governors 2021-22

Child Protection Governor	Mr J Bowen in his capacity as Chair
School Child Protection Officer	Mrs C Hyndman, Assistant Headteacher
Looked After Children Governor	Mrs K Shadrach
Swansea Governor Representative	Mr J Bowen
School Link Governor	Mr P Wilcox
Health and Safety and Fire Risk Assessment Governor	Mr J Bowen
Eco Governor	Vacancy
ALN Governor	Mrs K Roberts
ICT Link Governor	Ms K Pearce
Whistleblowing Governor	Mr M Cahill
Attendance and Wellbeing	Mrs K Shadrach
Data Protection	Mr N Richards
Health Eating Governor	Mr N Richards

Clerking of Committees

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



A Summary of the School Year

The academic year of 2021/22 was the third consecutive school year that has been affected by the pandemic. In 2020/21, there were firebreaks, lockdowns, whole year group quarantines, pupils in bubbles and long spells of online learning. Whilst 2021/22 had fewer large-scale disruptions, the pandemic still dominated the year, even if on the face of it, things looked more 'normal'. When pupils returned in September 2021, there was no longer the requirement to wear masks in school. If a pupil tested positive for Covid-19, then their close contacts would be encouraged to get themselves tested but there was no necessity to self-isolate unless their test came back positive. It was hoped that with these changes, pupils could look forward to a more consistent school experience. The reality was somewhat different. In the first two weeks of the term, more pupils were off having tested positive for Covid-19 than in the entire previous academic year. If a pupil or a member of staff tested positive, that was ten days where they would be absent from school.

Perhaps unsurprisingly, from 20th September all Swansea schools were instructed to reintroduce mask wearing in communal areas. Despite the disruptions and absences of staff and pupils, we started to reintroduce activities such as sports fixtures and local field trips. The challenge our school faced was more to do with having capacity to release staff to take these events because of the impact that the pandemic was having on staff attendance.

As the term progressed, pupils and staff continued to be absent with Covid-19. On Thursday 21st October, 54 pupils were absent with Covid-19. This absence rate made teaching and learning quite challenging. Teachers would be teaching a class and over successive lessons, there would be a number of pupils absent but the combination of absent pupils would be different every time. It made planning for progress all that more difficult.

Towards the end of November, the Welsh Government mandated mask wearing in all indoor areas of the school. Around the same time, staff absence meant that we had a few days where staffing capacity fell to the extent that we had to have a year group at home, learning online with the other four year groups in school. This was despite having four or five supply teachers in every day. This meant that we could use staff that would have been teaching the home learning year group to cover the lessons for absent colleagues. We also gave Year 11 'study leave' during their mock exams which meant they could study at home in the times when they didn't have an exam. Again, this meant we increased the staff capacity to cover for absent colleagues.

The national Covid-19 data in December suggested that the Omicron variant would be spiking in early January. Schools were given two planning days at the start of the term in January to monitor staff absence and to spend time planning for the expected increase in online learning. As a school, we spent the two days creating resources ready for online learning for each year group, and produced a rota for Years 7 to 10 to be home undertaking online learning once every four days for the first two weeks.

As the term started, we were delighted that the Omicron spike didn't impact staffing in the way that was predicted and by the middle of the second week, all year groups were back in school. However, later in January, staff absences due to the Omicron variant spiked and we had to revert to a year group undertaking home learning on another four occasions. Pupil absences also increased in late January and on the last day in January, 1 in 16 of our pupils was off with Covid-19.

A Summary of the School Year

The second half of the Easter term saw improvement in pupil absence figures. Staff absences continued to be a challenge though this also settled towards the end of the Easter term. At the start of the Summer term, masks were no longer mandated for classroom or communal areas in school. This news was welcomed although some students were supported to continue wearing a mask if they felt more comfortable.

During the Summer term, and when staffing levels allowed, we continued to promote visits and extra-curricular activities. We ran an Art trip to St Fagans and a Drama trip to the Taliesin theatre. Our boys rugby teams won plenty of silverware in the end of season finals that took place at St Helens. These events were so welcome. Much of the year's events, such as Parents' Evenings, the Awards Evening and the Year 6 Open Evening were held virtually, so the return to some sort of normality in this term was a promising and welcomed sign.

Our Year 11s also undertook their GCSE exams in May and June. They were the first cohort to sit exams after the last two year groups had been given Centre Determined Grades (CDGs) and then Centre Assessed Grades (CAGs). There were concerns about just how fair it was for the cohorts to sit exams as they had suffered so much disruption. Across Wales, and even within our school, there was variation between pupils as to how much time they had missed from school and how much time their teachers had been absent. I think it fair to say that we were concerned that despite the WJEC making concessions to mitigate the impact of the disruptions, pupils would be disadvantaged by sitting exams. When the results came out in August, we were delighted as the vast majority of students achieved a very strong set of exam results. Three quarters of the cohort achieved 5 or more GCSEs or equivalent at C grade or above. Nearly a quarter of the cohort achieved 5 or more GCSEs or equivalent at A*/A grade. 11% of the cohort achieved 10 or more GCSEs or equivalent at A*/A grade.

I think it is really important to pay tribute to our pupils for their attitude and their efforts over the last 12 months. There is a clear national picture that the pandemic has led to an increase in mental health issues, an increase in learning gaps and it has had a detrimental impact on behaviour. Despite this, the vast majority of Penyrheol pupils have shown incredible resilience during the last twelve months. They know it has been a challenging time but they have just 'rolled their sleeves up' and got on with it.

We continue to emphasise the crucial importance of good attendance at school if our pupils are going to achieve their personal best. All of the Penyrheol cluster schools use the following definitions to define 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

A Summary of the School Year

The pandemic has clearly impacted on attendance and as consequence, these have not been our expected standard since March 2020. However, we are hopeful that these top figures will be both aspirational and achievable in 2022/23.

In order to keep emphasising the crucial importance of attendance, 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.

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/carers 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.

In 2021/22 ninety nine pupils received at least one fixed-term exclusion and the total number of days of exclusions was 408. There were two permanent exclusions during the academic year. These figures represent a significant increase compared to pre-pandemic figures. They reflect a trend of increased exclusions across the Swansea Local Authority. We have been strategically planning ways to improve behaviour and reduce exclusions, and in September 2022 we are launching our on-site Alternative Provision which will provide a more appropriate and bespoke curriculum for some of our learners.

We were not able to run our usual Charity Week in November 2021 but we still raised many hundreds of pounds for Children in Need through a non-uniform day.

Our Senior Prefects for 2021/22 were:

- Head Girl: Millie Lewis
- Head Boy: Harvey Thomas
- Deputy Head Girl: Sophie Clarke
- Deputy Head Boy: James Havard
- Senior Prefects: Harvey Wakefield, Georgia Reid, Alfie Atkinson and Abigail Goudge.

We had a number of members of staff leaving us in 2021/22. The most significant of these were the retirement of Mrs Judith Tanner and Mrs Lynne Picton. Mrs Tanner has given 30 years' service to the school. She was a senior leader for 20 of those years. For the last 3 years she has started a phased retirement and has been teaching French, Welsh and WBQ 3 days a week. Mrs Tanner has made such a significant contribution to the school during her time here. Mrs Lynne Picton retired after giving 40 years' service to the school. This is a remarkable period of time to serve in one school, and Mrs Picton will certainly be missed at Penyrheol.

A Summary of the School Year

In terms of teaching staff, as well as Mrs Tanner and Mrs Picton, we also said goodbye to Mrs Cathy Young, Mrs Helen O'Sullivan, Mr Matthew Cook, Mr Dafydd Howells, Mrs Carly Matthews and Mr Stewart Mulligan. We thank them all for their service to the school.

We are also saying goodbye to a number of non-teaching staff. Our PSOs Ms Tina Lewis and Mrs Kelly Lee are retiring and joining the police force respectively. Ms Lewis has given 21 years of excellent service and Mrs Lee 10 years. Mrs Naomi Wilmot, STF Level 3 TA, is retiring after 14 years of service. Mrs Joan Skelley, a stalwart member of the cleaning staff is also retiring at the end of this year. Again, we would like to thank all colleagues for their contribution and their service to our school.

Mr D Benney
Headmaster

Curriculum Information

Key Stage 3 (Years 7, 8, and 9)

In September 2021, it was decided that the curriculum which would best suit our pupils in Penyrheol would be a progression curriculum – one where pupils' journey through school is designed for progress. Subject leaders consciously construct their curriculum and where content is placed in the curriculum is saying something about its importance. Each unit of work depends upon what has been taught previously and will impact on those units about to be taught. Consequently, each unit of work is broken down into manageable steps and pupils' knowledge and understanding is closely monitored as they learn. Planning for progress in this way ensures that pupils are constantly challenged, and provides more of an opportunity for the mastery of the deep structures of each subject.

This decision was arrived at after considerable research of different curriculum models, current thinking and the demands of the new Curriculum for Wales. Our curriculum, therefore, satisfies the mandatory and statutory elements of the Curriculum for Wales.

By the end of July 2022, all departments had completed:

- An outline plan for the progression curriculum
- Year 7 schemes of work
- Resources for the teaching of Year 7
- A curriculum guide for pupils and parents

In this academic year (2022-2023) all departments are reviewing the Year 7 curriculum and working on the detailed schemes of work (and resources) for Year 8. We are also working very closely with our primary schools to ensure that there is definite progression and smooth transition from primary to secondary school.

Curriculum Subjects at Key Stage 3:

- English, Welsh and French/Spanish
- Mathematics
- Science, Design Technology, ICT
- History, Geography, RVE
- Art, Music and Drama
- PE and Personal Social and Health Education

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 that 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.

Curriculum Information

Key Stage 4 (Years 10 and 11)

All pupils must continue to study the core subjects of:

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

Our optional subjects include:

- Art/Photography
- BTEC Public Services
- BTEC Hair & Beauty
- BTEC Sport
- BTEC Business Studies
- BTEC Transport & Vehicle
- Computer Science
- Constructing the Built Environment
- Digital Technology
- Drama
- Fashion and Textiles
- Food and Nutrition
- French
- Geography
- Health & Social Care, and Childcare
- History
- Media Studies
- Music
- Physical Education Studies
- Religious Studies
- Product Design
- Sociology
- Spanish
- 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 Studies are covered within the qualification.

Assessment, Exams and Reports

Formative assessment is at the heart of progression at Penyrheol. Teachers monitor and evaluate pupils' learning and understanding of the curriculum as an integral part of classroom practice. This could be in many forms, including quizzes, questioning and discussions. Whole class feedback is provided following a significant assessed task. Formative assessment is a responsive process which provides feedback (verbal and written) in order to 'plug the gap' in pupils' understanding. Pupils carry out directed tasks on the basis of errors made and next steps in learning. This ensures a continual cycle of learning and progression.

Summative assessments are an opportunity to sample a pupils' mastery of the taught curriculum. Item level data can be generated to determine the areas of the curriculum that need to be retaught before a pupil can progress onwards. The curriculum itself is responsive to assessment and can be amended in light of assessment data.

The Year 9 written 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 written 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. Year 8 and Year 10 written reports are produced in the summer term. 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.

In Year 7 we are developing a new reporting system whereby parents/carers receive two written reports during the academic year, in December and July. These reports include a clearer directive on how teachers and also parents/carers can support pupil progression.

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.

The majority of pupils undertake Full Course GCSE Welsh at Key Stage 4. A small number of pupils undertake a Welsh Pathways Qualification or our new Agored Cymru Welsh qualification instead. Pupils that move to Wales during Key stage 4 are exempt from studying Welsh and are given independent study lessons instead.

We are proud of our Welsh culture and seek to recognise this in as many ways as possible. The new CfW has meant that we can promote the importance of Welsh heritage and identity consistently throughout our teaching. All pupils are aware of their history and culture from Year 7 onwards and emphasis is placed on Wales as a country as well as the Welsh language; its traditions, people, successes and key events are celebrated. This awareness is further promoted by their participation in the school's annual Eisteddfod, trips to Llangrannog / Glan Llyn 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 are in the process of introducing the Siarter Iaith (Language Charter), a whole-school initiative to develop Welsh language and culture across the curriculum. A Criw Cymraeg and a Clwb Cymraeg is also underway.

Staff and pupils have always been encouraged to use Welsh in an informal way and in all lessons, apart from International 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. 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 schools Educational Psychologist.

The school also has 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.

Parent Teacher Association (PTA)

In 2022, for the first time in over 20 years, a PTA has been established in Penyrheol Comprehensive School. We are very lucky to have several members of staff and parents who are willing to give up their time to support our pupils and raise money for the school.

Name	Position
Tanya Fussell	Chair
Michelle Pow	Secretary
Nadine Ireland	Treasurer
Marie Tudor	Co Secretary
Karen P Jones	Committee - member
Clare Hyndman	Committee - member
Carol Matthews	Committee - member
Karen Harries	Committee - member
Liz Dennis	Committee - member
Sarah Nicholas	Committee - member
Joanne Ralph	Committee - member
Ceri Metcalf	Committee - member
Every Parent/Guardian is automatically a member of the PTA	

The PTA has lots of fundraising ideas for 2023, including a 'Big raffle' and 'Christmas Fayre'. Information is sent out via Classcharts, Facebook, Instagram and Twitter. New members are always welcome.

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 changes that occur to their contact details.

Data Protection Privacy Notice

- 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.

• 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.

Data Protection Privacy Notice

- **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.

Data Protection Privacy Notice

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 '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 Protection Officer or the Headteacher.

Data Protection Privacy Notice

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

***Please note this document is currently be revised.**

Extra Curricular Activities

Our regular curriculum is supported by a wide and varied extracurricular offer which encourages pupils to explore their existing interests and develop new ones.

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.

Various clubs and societies meet in the lunch hour or after school. The wide variety of activities available to our pupils is shown in the following table:

		Year 7	Year 8	Year 9	Year 10	Year 11
Monday	Registration	Keyboard Ensemble	Keyboard Ensemble	Keyboard Ensemble	Keyboard Ensemble	Keyboard Ensemble
	Lunchtime	Football 3G Badminton Club Film Club ICT 5	Badminton Club Film Club ICT 5	Badminton Club Film Club ICT 5	Badminton Club Film Club ICT 5	Badminton Club Film Club ICT 5
Tuesday	Breakfast Club	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30
	Registration				GCSE Ensemble	GCSE Ensemble
	Lunchtime	Ukelele Group	Ukelele Group Football 3G	Ukelele Group	Ukelele Group	Ukelele Group
	After School	Boys' Rugby Girls' Football	Boys' Rugby Girls' Football	Boys' Rugby Girls' Football	Senior Choir Girls' Football	Senior Choir Girls' Football
Wednesday	Lunchtime	ICT Club Language Club	ICT Club Language Club	ICT Club Language Club	ICT Club Language Club	ICT Club Language Club
	After School	Girls' Football Energy Council (Science)	Girls' Football Energy Council (Science)	Girls' Football Netball Club Energy Council (Science)	Netball Club KS4 Art Club Energy Council (Science)	Netball Club KS4 Art Club Energy Council (Science)

Extra Curricular Activities

Thursday	Breakfast Club	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30	5-a-side football 8 - 8.30
	Registration	Guitar Group	Guitar Group	Guitar Group	Guitar Group	Guitar Group
	Lunchtime	Art Club Netball Club	Art Club	Art Club		
	After School	Boys' Football Netball Club	Boys' Football Netball Club	Boys' Football Netball Club		
Friday	Registration	Woodwind Ensemble Junior Choir	Woodwind Ensemble Junior Choir	Woodwind Ensemble Junior Choir	Woodwind Ensemble	Woodwind Ensemble
	Lunchtime				Football 3G	Football Sports Hall

Extracurricular PE - When fixtures are scheduled for a particular evening, the club is cancelled. Where possible, we try to organise our fixtures so that the age groups play on their respective training night.

Other events, trips and visits:

Drama

We have a thriving Drama Department which puts on first class productions. Unfortunately, the school production did not take place in 2021 due to Covid restrictions.

Geography

- Early October - Year 11- Fieldwork – 3 Lessons – (3-5)
- March – Bristol Zoo/Rainforest - Year 10 (with the Art department)
- March – Year 11- Fieldwork – 3 lessons – (3-5)
- March/April – Year 9 Visit – all day
- April – Year 7 - Geography lesson and 1 Gorseinon
- June (after exams) – Year 10 Fieldwork
- July (early) – Year 8 Brecon/Gower – All day

Welsh

The Welsh Department took Year 7 and 8 pupils to Llangrannog in March 2022.

Learning Resource Centre

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 enjoys extensive sporting facilities, including 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 to the development of positive mental health and wellbeing. Our aim is to ensure that our pupils benefit from the facilities we enjoy and develop as healthy, confident individuals. We want all pupils to be involved in Physical Education 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 usually played on a weekly basis. These include football, rugby and netball, as well as cross country, athletics and gymnastics tournaments. Following the years of Covid disruption, we have organised a tour to Belfast in April 2023 and a Florida tour in April 2024.



Donations to the School

We have not received any donations this academic year.

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 Sainsburys

We were able to run a number of sporting events and fixtures, and a number of local trips and visits in 2021/22.

Governing Body Review Summary

The Governing Body held a Business Meeting on 14th September 2022 to plan the year ahead and review all 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
94 - 96.9%	Good
90 - 93.9%	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 2022 the number of pupils on roll was 891.

Pupil Destinations

Pupil Destination 2022

	Further Education	Employment / Training Programmes	Left Area / Other
End of Year 11	169	20	1

Statement of Actual Expenditure Year Ending 31.3.21

	Delegated Expenditure £	Non-delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	3,436,431	35,368	3,471,799
Salaries	1,196,751	1,177	1,197,929
Other Employee Costs	716	454	1,170
Premises	174,108	0	174,108
Transport	7,820	42,311	50,131
Supplies and Services	497,163	0	497,163
Recharges	221,116	7,255	228,371
Gross Expenditure	5,534,104	86,565	5,620,669
Grant Income	-681,876	0	-681,876
Other Income	-170,517	-1,721	-172,238
Gross Income	-852,393	-1,721	-854,114
Net Expenditure	4,681,712	84,843	4,766,555

Reserves	£
Final Formula Allocation	4,790,487
Total Net Expenditure	4,681,712
Transfer To / From Reserves	108,776
Opening Balance on Reserves	412,713
Closing Balance on Reserves	521,489

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

School Terms and Holidays

Term	Term Begins		Mid-Term Holiday Begins	Mid-Term Holiday Ends		Term Ends	Total Days
Autumn 2022	Monday 5 September	Friday 28 October	Monday 31 October	Friday 4 November	Monday 7 November	Friday 23 December	75
Spring 2023	Monday 9 January	Friday 17 February	Monday 20 February	Friday 24 February	Monday 27 February	Friday 31 March	55
Summer 2023	Monday 17 April	Friday 26 May	Monday 29 May	Friday 2 June	Monday 5 June	Monday 24 July	65
Total							195

Bank holidays

Good Friday - Friday 7 April 2023

Easter Monday - Monday 10 April 2023

May Bank Holiday - Monday 1 May 2023

Spring Bank Holiday - Monday 29 May 2023

Inset Days

Friday 17th February 2023

Friday 31st March 2023

Friday 21st July 2023

The School Day

Registration / Assembly	8.40 am	-	9.00 am
Lesson 1	9.00 am	-	10.00 am
Lesson 2	10.00 am	-	11.00 am
Break	11.00 am	-	11.20 am
Lesson 3	11.20 am	-	12.20 pm
Lesson 4	12.20 pm	-	1.20 pm
Lunch	1.20 pm	-	2.00 pm
Lesson 5	2.00 pm	-	3.00 pm

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.

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