



Ysgol Gyfun

PENYRHEOL

Comprehensive School



BELONG
PARCHU

THRIVE
DYHEU

ASPIRE
FFYNNU

RESPECT
PERTHYN

Governing Body Annual Report to Parents 2023-2024

Annual Report to Parents

Dear Parents/Carers,

I wish to start my letter by paying tribute to our staff members who finished in August 2024. Mr. Howard Evans, Mrs. Lynne Maclean-Quin, Mrs. Clare Hyndman, Mr. Martin Hyndman, Mrs. Laura Jenkins and Mrs. Michele Rees.

I wish to thank them all for their dedication and contributions to the school community having served over 150 years service between them.

The end of one chapter heralds the start of a new one and I am delighted to welcome four new Governors, Mr. Andrew Kissick, Dr. Diane Grayson, Miss Angharad Llewellyn and Mrs. Melanie Goodwin. These replace outgoing Governors Mr. Aaron Bevan-John, Councillor Kelly Roberts, Mr. Andrew Mackay and Ms. Michelle Pow who too have been excellent Governors and who deserve our thanks as indeed do all our Governors who give of their time freely.

I would like to highlight the fantastic work of our Energy Council and it was nice to see STF pupils take part in a fun activity on climate change. This student-led group has been doing an excellent job promoting sustainability and environmental awareness across the school. We are incredibly proud of their efforts and the positive impact they are having on our school environment.

It has been wonderful to see the parental support for the Year 6 Open Evening and our school production of Footloose being a particular highlight. This is only one of the many of the School successes and especially evident in the Annual School Awards Evening held in November and our first ever Core Value Awards evening in July.

I wish to thank the PTA for the events they have planned as part of our 50th year celebrations including Happy's Circus and thank you for supporting these events.

You will see from the Headteacher's fortnightly newsletters the many successes of our children which are far too many to single out, but which serve to prove what a credit they are to you as their parents/carers and the school community.

Looking ahead to the festive season, we are excited to invite you to our annual Christmas Concert, which will take place on Tuesday, 10th December at 7:00 p.m. at St. Catherine's Church. This is always a wonderful event, and we hope to see many of you there to celebrate the season with music and community spirit.

Wishing you all a peaceful and enjoyable festive season ahead. Nadolig Llawen a Blwyddyn Newydd Dda.



Jeffrey Bowen
Chairman 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 attainment levels 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 behavior.

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 / carers 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 / carers are always welcome to contact the school about any concerns they may have.

Constitution of the Governing Body 2024

L.E.A Governors		Term Of Office End Date
Mr J Bowen	Chairperson	24/07/28
Mr A Kissick		22/05/28
Vacancy		
Mr P Wilcox		24/03/25
Vacancy		
Dr. D. Grayson		31/10/28
Community Governors		
Mr M Cahill		03/12/27
Ms K Pearce		06/04/26
Mr N Richards		07/07/25
Mrs K Shadrach	Vice Chairperson	12/07/28
Ms K Jones		22/05/28
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
Miss A Llewellyn		22/05/28
Staff Governor		
Mrs M Goodwin		22/05/28
Headteacher		
Mr D Benney		
Clerk to the Governors		
Mrs M Buchwald		

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 2023-24

Child Protection Governor	Mr J Bowen in his capacity as Chair
School Child Protection Officer	Ms E Rees, 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	Mrs J Ralph
ALN Governor	Mr M Cahill
ICT Link Governor (Digital Champion)	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 Melanie Buchwald, is to clerk all statutory and non-statutory committees.

A Summary of the School Year

The academic year of 2023/24 was actually only the second year since March 2020 that hadn't been directly affected by the pandemic. It was also a far more 'normal' year than we have had in some time.

In September 2023, we launched our new wellbeing hub, PAWB. PAWB (Penyrheol Attendance and Wellbeing) is based in what used to be a Business Studies Classroom in A17. As well as ensuring there is always a member of the pastoral team to deal with any pupil's wellbeing needs at any time of the day, the creation of PAWB has meant there has been a significant increase in the proactive work undertaken by the pastoral team in terms of providing our pupils with targeted and bespoke care, support and guidance.

In September 2022 we launched Penyrheol's Alternative Provision Ty Cynnydd. This was followed by the launch of PAWB in September 2023. Both of these show the Governing Body's commitment to meeting the needs of our learners and represent genuine investment into the strategic direction of the school.

In the Autumn term we made some simple but effective changes to improve safeguarding at Penyrheol. All staff and visitors now wear Penyrheol lanyards which help us identify all adults on site. Staff have doubled the number of break duties they now undertake compared to previous years. All staff wear high-vis jackets or waist coats for all duties and this increased visibility is reassuring for our learners.

We also launched our Core Values in September 2023. The values of Respect, Aspire, Thrive and Belong were chosen by parents/carers, pupils and staff. These reflect what we want our pupils to develop and embody during their time at Penyrheol.

The Autumn term also saw the launch of the fortnightly Core Value Hot Chocolate Friday. A pupil in each year group is nominated for embodying one (or more) of our core values. The six of us then enjoy a hot chocolate with marshmallows and cream and pupils get to keep their branded Penyrheol mug. More than one hundred and fifty pupils enjoyed this privilege in 2023/24.

The school show 'The Sound of Music' took place in October and it was a wonderful show. Our pupils absolutely shone and it was a joyous week for all friends and family that attended each show.

We welcomed Year 6 pupils and their parents/carers for our Open Evening in early November. This was a very positive event and many parents/carers commented on our excellent facilities and the enthusiasm of our staff.

The school's annual Carol Concert, held at St Catherine's Church in December was another highlight of the term. It was wonderful to see so many of our community in attendance.

We have renamed our Parents' Evenings 'Progress Evenings' and for the first time, we held the Year 10 and 11 evenings on school site, rather than in the theatre. It meant that the PTA could provide tea and coffee in the canteen and we could also have input from external agencies like

A Summary of the School Year

Gower College, Barod and the YMCA.

From Monday 20th to Friday 24th November, Penyrheol's charity week helped support Ty Hafan's #WhenYourWorldStops appeal. We were very proud to contribute £2294 to the incredible total of £523,012 that the appeal raised. Our very own Mrs Sara Morris and her family were the faces of the appeal this year. When the running total hit £325,000, we broke the news on social media from our school.

We have also introduced monthly ALN coffee mornings in the school canteen which are run by our ALNCo and our STF manager. These mornings are well attended and I know the parents/carers attending have enjoyed making supportive links with other parents/carers.

The PTA organised a fabulous PTA Christmas Fayre on November 30th in our theatre. As well as many staff and pupil stalls, we had thirteen outside stall holders in attendance. This was another true community event.

This academic year has seen a big increase in gathering the views of our stakeholders. Since late December, we have set eight staff surveys. We have undertaken a survey with parents/carers on communication and from this feedback we have some clear areas for improvement. In March we conducted a large general survey of pupil views and we also conducted pupil surveys on safety in school and one on participation in lessons. The feedback will help us make some improvements and will also help pupils feel they are listened to and have a voice. This is such a crucial part of helping pupils feel they belong.

Year 11 started their study leave after Whitsun half term and they completed their final GCSEs in the middle of June. We marked their last day at Penyrheol with our traditional Staff v Year 11 Pupils football match which the whole school were invited to attend. The pupils won an entertaining game which was played in excellent spirit. Year 11 pupils also enjoyed a spectacular Prom at the Manor Park. It was a fitting way for the pupils to mark the end of their five years at Penyrheol.

On the evening of Thursday 4th July, we had our first ever Core Value Awards Evening for pupils in Years 7-10. The event saw thirty-two pupils pick up awards for embodying our core values. The event was a big step forward in terms of promoting positive behaviour at Penyrheol. It was also a very successful event in terms of our drive to be a more community focused school.

2023/24 has been a big year for Sport at Penyrheol. As well as the traditional sports of netball and boys football and rugby, girls football continues to go from strength to strength. The school entered teams into the Boys and Girls events at the prestigious Rosslyn Park Sevens Tournament. In Easter 2024, the PE Department took over forty of our pupils on a sporting 'tour of a lifetime' to Florida.

A Summary of the School Year

In Expressive Arts news, Noah Cartmill-Pearce (Year 11) had his artwork accepted by the Royal Academy in London for their Summer Exhibition. There were over 22,000 submissions. Noah's piece is titled Regeneration and we are planning to display Noah's work in the school reception.

This year, there have been countless trips and visits to enrich and enhance the educational experience of our pupils. These have included a Seren visit to Oxford University, a Year 9 trip to the BBC News Studios, a Skills Cymru trip to Cardiff for Year 10 and Art and Drama trips for Year 11. There has also been trips to Disneyland Paris and another trip to the North Coast of France.

We continue to emphasise the crucial importance of good attendance at school if our pupils are going to achieve their personal best. The pandemic has clearly affected attendance nationally, and as a consequence we are still working towards the standards we had before March 2020.

In order to keep emphasising the crucial importance of attendance, we continue to not authorise the taking of any term-time holidays. Missing school means missing out! The link between attendance and GCSE results is very strong.

Ensuring good behaviour is an essential part of our provision, because good behaviour is a pre-requisite for good learning. In September 2023 we launched the Promoting Positive Behaviour Policy. This was a new policy with a mix of proactive and reactive strategies based on sound research. The new policy has had a tremendous impact. This year, I have sent over four hundred letters home to pupils commending them on reaching 300, 400 or 500 achievement points. On average, for every behaviour point awarded, pupils were given eight achievement points. This was double the target we set ourselves at the start of the year. We also reduced the number of fixed term exclusions by over 60% compared to the year 2022/23.

In 2023/24, 77 pupils received at least one fixed term exclusion and the total number of exclusions was 119. There were also three permanent exclusions. We are very pleased with the significant reduction in fixed term exclusions, particularly as they continue to increase across the local authority. The strategic planning and proactive work undertaken has paid dividends.

Our Senior Prefects for 2023/24 were:

Head Girl: Hannah Beech

Head Boy: Charlie Griffiths

Deputy Head Boy: Gethin Tudor

Deputy Head Girl: Katelyn Coleman

Senior Prefects: Alex Lewis, Rhys Williams, Amber Phillips, Evelyn Popham, Cerrys Morgan, Hattie Hughes and Ashley Morris.

A number of staff have moved on from Penyrheol at the end of the academic year. These included Mrs Laura Jenkins (DT), Mrs Michelle Rees (TA), Mrs Lynne Maclean-Quin (Maths), Mr Martin Hyndman (Geography), Mr Evans (Assistant Headteacher) and Mrs Hyndman (IL). These staff alone have contributed well over one hundred and thirty years of service between them.

D Benney, Headteacher

Curriculum Information

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.

For the first time, this academic year (2024 - 2025) the new Penyrheol Progression Curriculum will be delivered to Years 7, 8 and 9. The curriculum is continuously under review and amendments are made when and where needed by all departments. 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, Ethics and Philosophy
- Art, Music and Drama
- PE
- 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 (Years 10 and 11). Parents/carers 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/carers and pupils in the process.

Curriculum Information

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
- Computer Science
- Constructing the Built Environment
- Digital Technology
- Drama
- Food and Nutrition
- French
- Geography
- Health & Social Care, and Childcare
- History
- Media Studies
- Music
- Physical Education Studies
- Ethics and Philosophy
- Product Design
- 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 are taken by all pupils in Years 10 and 11. All pupils will study the Welsh Baccalaureate Qualification, and elements of Religion, Value and Ethics are covered within the qualification.

Assessment, Exams and Reports

Formative assessment is at the heart of learner progression at Penyrheol. Teachers continually monitor and evaluate learning within the classroom. Live formative assessment can take the form of teacher questioning, quizzes and discussions. Pupils receive verbal feedback and then immediately act upon this feedback in order to close the gaps in their understanding. This ensures learner progression. Written assessment and feedback is provided through symbol marking and whole class feedback. Learners then engage in DIRT tasks to close the gaps in their understanding. This ensures a continual cycle of learning and progression.

Summative assessment provides an opportunity to sample a learners' mastery of the taught curriculum. There are two summative assessment points within each year of the 11-14 curriculum. Information from summative assessments is used within the 'action fortnight' that follows. Item level data can be generated to determine which areas of the curriculum need to be retaught before a pupil can progress further. This ensures that the curriculum itself is responsive to assessment and can be refined on the basis of assessment data.

Year 10 summative assessments occur in March. Year 11 summative assessments occur in December. Gaps in understanding are identified, enabling teachers to address misconceptions and reteach aspects of the curriculum. The assessments therefore enable teachers to assess learner progress and facilitate further attainment.

Each academic term provides Year 7-9 parents/carers with feedback regarding their child's progress. A condensed interim report, a full report and a face to face progress evening are calendared across the three academic terms. Year 9 receive a full written report within the options process. This informs the final GCSE choices. Year 11 receive a full written report in January, following the mock examinations. This informs parents/carers of progress made within this crucial year.

Year 7-9 reports have been redesigned to incorporate an understanding of how parents/carers can support their child's progression. A standardised score enables a comparison of progress between subject areas and from one summative assessment point to another.

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; it's 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. M Buchwald (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 Comprehensive 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. These pupils are supported under the Universal Provision of the school.

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 pupils with a significant need that may not be able to be fully met with the school's Universal Provision, these pupils may be categorised as having an Additional Learning Need (ALN) that requires Additional Learning Provision (ALP). For these pupils, an Individual Development Plan (IDP) may be written outlining this support.

For a small number of pupils, 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/carers 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 Ms E Rees, Assistant Headteacher (Behaviour, Attendance and Safeguarding), 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-Day	Committee - member
Every Parent/Guardian is automatically a member of the PTA	

The PTA has lots of fundraising ideas for 2024, including a 'Happy's Circus'. Information is sent out via Classcharts, Facebook and Instagram. 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 / carers 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.

Data Protection Privacy Notice

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

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 / carers 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.

Data Protection Privacy Notice

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.

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

We have adopted a facial recognition system for school meal purchases which parents and pupils can take advantage of. The system uses facial scanning 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.

Data Protection Privacy Notice

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.

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

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, football, netball, athletics, cross country and gymnastics there are opportunities to try out a range of other sporting activities like bench ball, badminton and basketball.

Various clubs and societies meet in the lunch hour or after school. There is a wide variety of activities available to our pupils. Please see all club information on the following page.

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. All information on clubs, training and matches is updated on the PE instagram page or via Class Charts.

Other events, trips and visits:

Drama

We have a thriving Drama Department which puts on first class productions. This year's production was "The Sound of Music" and involved over 60 pupils who worked on lighting, sound, staging and prompting, as well as singing and dancing. The production takes place over four evenings and is very well attended by the local and wider community. There is also a matinee performance for our partner primary schools.

Welsh

The Welsh Department took Year 7 and 8 pupils to Llangrannog in March 2023.

Learning Resource Centre

Our Learning Resource Centre/Library is open to pupils from 8.30 a.m. to 4.00 p.m. daily. There is a staffed Study Club each day, 3-4 p.m

Activity Day

At the end of each academic year, we have an "Activity Day" when pupils are given the opportunity to take part in a range of on and off site activities. In 2024 the activities on offer included trips to the West Midlands Safari Park and Oakwood Theme Park, a "summer stroll" from Gorseinon to Blackpill and a visit to the Gower (STF). On site activities included 5x60 selection of sports, school cinema, arts and crafts and gaming.

	Year 7	Year 8	Year 9
Monday			
Registration	Orchestra	Orchestra	Orchestra Senior Choir
Lunchtime	STF Safe Space Film Club Room A11 Club Cymraeg Badminton Club Philosophy Club String Group	STF Safe Space Film Club Room A11 Club Cymraeg Badminton Club Philosophy Club String Group	STF Safe Space Badminton Club Philosophy Club String Group
After school	Homework Club Indoor Rounders Club	Homework Club School Production (Sept to Oct) Indoor Rounders Club	Homework Club School Production (Sept to Oct)
Tuesday			
Registration	Reading Buddies Brass Group	Brass Group	Brass Group
Lunchtime	STF Safe Space Art Club	STF Safe Space Art Club School Production Music (Sept to Oct)	STF Safe Space Art Club School Production Music (Sept to Oct)
After school	Homework Club Girls Football	Homework Club School Production (Sept to Oct) Girls Football	Homework Club School Production (Sept to Oct) Chamber Choir Girls Football
Wednesday			
Registration	-	-	Battle of the Bands
Lunchtime	STF Safe Space C U Wednesday Benchball Art Club	STF Safe Space C U Wednesday Benchball Art Club	STF Safe Space C U Wednesday Benchball Art Club
After school	Homework Club Art Club	Homework Club School Production (Sept to Oct) Art Club	Homework Club School Production (Sept to Oct) Netball Art Club
Thursday			
Registration	Reading Buddies Rock Group Keyboard Group	Rock Group Keyboard Group	Rock Group Keyboard Group
Lunchtime	STF Safe Space Art Club	STF Safe Space Art Club	STF Safe Space Art Club Chamber Choir
After school	Homework Club Netball	Homework Club School Production (Sept to Oct) Netball)	Homework Club School Production (Sept to Oct)
Friday			
Registration	Junior Choir	Junior Choir	
Lunchtime	STF Safe Space Games and Puzzles Club (Week 1 only) Board Games Club (Week 2 only)	STF Safe Space School Production Music (Sept to Oct) Games and Puzzles Club (Week 1 only) Board Games Club (Week 2 only)	STF Safe Space School Production Music (Sept to Oct) Games and Puzzles Club (Week 1 only) Board Games Club (Week 2 only)
After school	Homework Club	Homework Club School Production (Sept to Oct)	Homework Club School Production (Sept to Oct)

	Year 10	Year 11
Monday		
Registration	Senior Choir	Senior Choir
Lunchtime	STF Safe Space Badminton Club Philosophy Club String Group GCSE Skills Drop in (A14) (Week 2 only)	STF Safe Space Badminton Club Philosophy Club String Group GCSE Skills Drop in (A14) (Week 2 only)
After school	Homework Club School Production (Sept to Oct)	Homework Club School Production (Sept to Oct)
Tuesday		
Registration		Reading Buddies Music Performance Platform
Lunchtime	STF Safe Space Art Club School Production Music (Sept to Oct)	STF Safe Space Art Club School Production Music (Sept to Oct)
After school	Homework Club School Production (Sept to Oct) Chamber Choir Girls Football	Homework Club School Production (Sept to Oct) Chamber Choir Girls Football
Wednesday		
Registration	-	-
Lunchtime	STF Safe Space C U Wednesday Benchball Art Club	STF Safe Space C U Wednesday Benchball Art Club
After school	Homework Club School Production (Sept to Oct) Netball	Homework Club School Production (Sept to Oct) Netball
Thursday		
Registration	Rock Group Keyboard Group KS4 Composition Club	Reading Buddies Rock Group Keyboard Group KS4 Composition Club
Lunchtime	STF Safe Space Art Club Chamber Choir	STF Safe Space Art Club Chamber Choir
After school	Homework Club School Production (Sept to Oct) GCSE Art Club Mock Trial	Homework Club School Production (Sept to Oct) GCSE Art Club Mock Trial
Friday		
Registration	-	-
Lunchtime	STF Safe Space School Production Music (Sept to Oct) Board Games Club (Week 2 only)	STF Safe Space School Production Music (Sept to Oct) Board Games Club (Week 2 only)
After school	Homework Club School Production (Sept to Oct)	Homework Club School Production (Sept to Oct)

Sporting Activities

The school enjoys extensive sporting facilities, including rugby, football, 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 organised a Florida tour in April 2024 and one is planned to Canada in 2026.

Donations to the School

We have not recieved any donations this academic year.

Links with local and wider Community

The school has strong community links with our partner primary schools and with Gower College, as well as external agencies such as CAMHS, EHH, YMCA Barod, local Police and 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 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, and Pembrey Country Park
- Cluster sports day at Ashleigh Road
- Space Academy

We were able to run a number of sporting events and fixtures, and a number of local trips and visits in 2023/24.

Governing Body Review Summary

The Governing Body held a Business Meeting on 20th September 2023 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/carers have a legal responsibility to ensure regular attendance and to inform school in writing of the reason for each absence. Penyrheol Comprehensive 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 2024 the number of pupils on roll was 880.

Statement of Actual Expenditure

Year Ending 31.3.24

	Delegated Expenditure £	Non-delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	3,642,359	11,773	3,654,132
Salaries	1,362,674	7,333	1,370,008
Other Employee Costs	411	0	411
Premises	233,354	0	233,354
Transport	7,707	48,031	55,739
Supplies and Services	782,504	0	782,504
Recharges	245,227	28,779	274,006
Gross Expenditure	6,274,237	95,917	6,370,154
Grant Income	-478,612	0	-478,612
Other Income	-641,924	0	-641,924
Gross Income	-1,120,536	0	-1,120,536
Net Expenditure	5,153,701	95,917	5,249,618

Reserves	£
Final Formula Allocation	4,990,985
Total Net Expenditure	5,153,701
Transfer To / From Reserves	-162,716
Opening Balance on Reserves 01/04/23	353,136
Closing Balance on Reserves 31/03/24	190,420

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		Terms ends	Total days
Autumn 2024	Friday 2 September	Friday 25 October	Monday 28 October	Friday 1 November	Monday 4 November	Friday 20 December	75
Spring 2025	Monday 6 January	Friday 21 February	Monday 24 February	Friday 28 February	Monday 3 March	Friday 11 April	65
Summer 2025	Monday 28 April	Friday 23 May	Monday 26 May	Friday 30 May	Monday 2 June	Friday 21 July	55
Total							195

Bank holidays

18 April 2025 - Good Friday
 21 April 2025 - Easter Monday
 5 May 2025 - May Day
 26 May 2025 - Spring Bank Holiday

The School Day

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

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 on the top floor. There are staff toilets and disabled toilets on the top two floors. There is a gender-neutral toilet for pupils on the top floor. In addition to this there is also a toilet in the medical room and one in the STF. There is a disabled wet room along with a separate disabled toilet on the ground floor.
- 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.
- In September 2023, we installed CCTV in the toilets. This was done for safeguarding reasons. This brings us in to line with most other Swansea Schools.

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