

This handbook is designed to bring together the vital administrative information which in our experience parents have most needed to know.

If at any time, however, there is anything you do not understand or anything you are worried about, please do not hesitate to contact us.



School Handbook

Gwenllian Education Centre
Hillfield Villas
Kidwelly
Carmarthenshire
SA17 4UL

Tel: 01554 890796

Email: info@gwenllianeducation.co.uk

Website: www.gwenllianeducationcentre.co.uk





“Making progress fun”



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Staff 2018/2019

Leigh Hipkiss - Head Teacher	Rhian Hughes—Senior Teaching Assistant
Rebecca Hipkiss - Head Teacher	Rhiannon Bourne—Senior Teaching Assistant
	Vicky Taylor—Senior Teaching Assistant
	Lybi Muren—Senior Teaching Assistant
	Angela Lowe—Senior Teaching Assistant
Leanne Thomas - Teacher/ Curriculum Manager	Stacey Bridgland—Teaching Assistant
Dr Lynsey Herdman - Teacher / BCBA	Chrissie Gilliland—Teaching Assistant
	Stacey Honey—Teaching Assistant
Chris Davies - Teacher	Zoe Jones—Teaching Assistant
	Louise Davies—Teaching Assistant
	Lowri Davies—Teaching Assistant
	Shauna Pridmore—Teaching Assistant
Hope Harries - Admin Assistant	Leon Thomas—Support Assistant
Peter Doyle - I.T / Network Manager	Llyr Soady-Jackson—Support Assistant
Tim Church—Site Manager	John Davies—Support Assistant
Matthew Sellers—Property Assistant	
Sam Lloyd—Lunchtime Supervisor & Cook	Tracey Lloyd—Cleaner
Sarah Beck—Lunchtime Supervisor	Julie Rees—Cleaner

For further information about our school staff, please visit www.gwenllianeducationcentre.co.uk or contact the school office for current staff information.

Policies

Please contact the school office if you require a copy of the policies.

- Complaints Procedure
- Curriculum Policy
- Health and Safety Policy
- Safeguarding Children and Promoting their Welfare Policy
- Preventing Bullying Policy
- Physical Intervention Policy
- Admissions Policy
- Promoting Good Behaviour Policy
- Exclusion Policy
- Educational Visit Policy



Our Ethos

We endeavour to provide a personalised educational experience to fully support the social, academic and independent development of the young people at our school.

We have the determination in ourselves to provide a meaningful curriculum to our students, a belief in our students in their ability to achieved their best in an environment that is personal and caring.

Proprietor's Details

Proprietor's names: Leigh and Rebecca Hipkiss

Address: Ty Cobo, Pwll Road, Llanelli, Carmarthenshire, SA15 4BG

Telephone number: 01554 776366

E-mail: leigh@gwenllianeducationcentre.co.uk



Communication

Staff at Gwenllian Education Centre are keen to work with our pupils to ensure that there is clear communication about all areas of school life.

We encourage parents to contact the school and we will do all we can to assist them with their questions and enquiries.

Up-to-date information about the schools events and activities is provided on the schools website and social media pages. The schools website is the principal source of news and information about the school.

School policies are available by contacting the school reception.

Parents contacting staff

Parents of the students at the school are encouraged to contact members of staff through our direct telephone number **01554 890796** or through our email

info@gwenllianeducationcentre.co.uk

Staff contacting parents

We keep contact information for the purpose of sending reports and so forth. We also rely upon the same information in the case of emergencies. We therefore ask parents and guardians to keep us up-to-date with any changes of address, email and phone numbers for each contact.

This can be done by telephoning the school or sending an email to

info@gwenllianeducationcentre.co.uk

The information supplied is subject to the terms of the Data Protection Act of 1998.

Visiting the school

During a normal working day all visitors, including parents, should report to the School Reception. Visitors will be requested to sign in upon arrival and sign out when leaving. Visitors wishing to meet individual members of staff are requested to make appointments beforehand.

Miscellaneous

Uniform

There is no required dress code at the Gwenllian Education Centre. The school does however provide school polo shirts and hoodies to students annually.

Transport

Arrangements for school transport are made between the funding authority, the Gwenllian Education Centre and parents. Typically the funding authority arrange transport through local taxi companies.

Arrangements will be discussed prior to the student starting at the Gwenllian Education Centre. Any transport queries need to be directed to the transport provider and to the Local Authority transport department.

Medication

Medications required by any child during the school day will need to be handed to a member of staff by either parents or a transport escort. Written permission will be required to enable us to administer the medication. Medication needs to be provided in original packaging, displaying pharmacist labels and needs to be within expiry date. All medication will be stored in the medical room and returned as agreed.

Additional arrangements may be made for students who have complex medical needs.



School Term and Holiday Dates 2018-2019

TERM	TERM BEGINS	HALF TERM HOLIDAYS		TERM ENDS	Total Days Per Term
		Begins	Ends		
Autumn 2018	Tuesday 4 th September	Monday 29 th October	Friday 2 nd November	Friday 21 st December	74
Spring 2019	Monday 7 th January	Monday 25 th February	Friday 1 st March	Friday 12 th April	65
Summer 2019	Tuesday 30 th April	Monday 27 th May	Friday 31 st June	Monday 22 nd July	54
TOTAL (Inc. designated INSET days)					195

INSET DATES AND SCHOOL CLOSURES 2018 – 2019

Monday 3 rd September 2018	Designated INSET day
Tuesday 4 th September 2018	INSET day
Monday 22 nd February 2019	INSET day
Friday 19 th April 2019	Good Friday
Monday 29 th April 2019	Designated INSET day
Monday 6 th May 2019	May Day
Monday 22 nd July 2019	INSET day

The School Day

All students at the Gwenllian Education Centre will have a individualised timetable tailored to meet their learning needs. All parents will be provided with student timetables on entry to the school.

The school day at Gwenllian Education Centre starts at **8:50am** and finishes at **3:05pm**.

All students will be offered a mid-morning snack followed by a 15 minute break at 10:30am.

Lunch will begin at 12:00pm followed by thirty minute break.

Lunch

Our school cook prepares school lunches in our kitchen at Gwenllian Education Centre. We are able to cater to meet specific dietary requirements and prepare a selection of meals daily at school. Most pupils eat in our dining area and food is served for some pupils at midday and half past twelve. Pupils are welcome to bring lunch to school if preferred,

Attendance

The school encourages maximum attendance from our students. If there are any issues concerning the child’s attendance please contact us.

Absence

If parents know that their child is going to be absent they must let the school know by telephoning the office **01554 890796** in the morning of the day of absence.

The school is obliged to ring the parents to ascertain the whereabouts of their child, if the child fails to turn up. The parents are responsible to contact the transport agencies of their child's absence.





The School Curriculum

Our school curriculum is tailored to the needs of our students. Therefore no two pupils experiences at Gwenllian Education Centre will be the same. Our focus will include developing independence and positive interactional skills for all pupils.

We provide a wide variety of experiences and activities at school to support individualised targets and programmes developed for pupils. Many pupils will engage with individualised programmes to develop skills. Some pupils will join group sessions. Our curriculum allows for opportunities to access many traditional subject areas, however we also provide opportunities for additional communication and sensory based sessions. We therefore provide opportunities to access a wider range of sessions which may include regular swimming sessions, musical movement, TacPac, horse-riding and cooking.

Some school activities are conducted off the school site. All activities are risk assessed accordingly, are supported by senior staff, and are part of our pupils identified educational curriculum. Pupils may be transported using our school minibus's.

We generally don't provide homework to our pupils however we welcome the opportunity to work with parents to share programmes, ideas, strategies implemented and are happy to discuss providing homework to your child if required.

Further information regarding our school curriculum is available in our school curriculum policy and educational visits policy.

Individualised pupil planning

To ensure we are able to meet your child's social, educational and personal needs, we prepare individualised documents. These documents are likely to include an Individualised Education Plan (IEP), Individual Behaviour Plan, a care plan (which may include aspects such as toileting, feeding etc), a communication plan and a positive handling plan, to ensure safe management of your child.

External Professionals

Gwenllian Education Centre employ specialist staff to ensure we are able to provide a relevant and worthwhile education to our pupils. We also work closely at times for further support to ensure our pupils are gaining a comprehensive service. We therefore work closely with our associate Speech and Language Therapists, Occupational Therapists, Behaviour Analysts and Music Teacher to ensure that pupils that require additional support are able to access professionals when needed. If you would like to discuss the work of our therapists, please let us know.

Queries and Complaints

In the unlikely event that you have a query or a concern regarding your child, we encourage parents/carers to speak directly with your child's class teacher who will endeavour to work with you to address any queries or concerns. If you feel that your query or concern hasn't been resolved then we ask parents/carers to formalise the concerns by placing your concerns in writing to the Head Teacher, who will make the necessary enquiries and respond formally to the concerns. If you still feel dissatisfied that your concerns have not been resolved, then your concerns can be forwarded for an independent panel hearing.

Further details regarding our complaints procedures are available on www.gwenllianeducationcentre.co.uk/policies

They are also available on request from the school office.

There have been no complaints received by the school during 2017 - 2018.

