

This handbook is designed to bring together the vital administrative information which in our experience parents/guardians 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.



## Parent School Handbook

Gwenllian Education Centre  
Hillfield Villas  
Kidwelly  
Carmarthenshire  
SA17 4UL

Tel: 01554 890796

Email: [info@gwenllianeducation.co.uk](mailto:info@gwenllianeducation.co.uk)

Website: [www.gwenllianeducationcentre.co.uk](http://www.gwenllianeducationcentre.co.uk)





**“Making progress fun”**



# Contents

School Ethos	3
Communication	4
Parents/guardians contacting staff	4
Staff Contacting Parents/guardians	4
Visiting School	4
The School Day	5
Lunch	5
Attendance	5
Absence	5
The School Curriculum	6
Individualised Pupil Planning	6
External Professionals	7
Queries and Complaints	7
School Terms and Holiday Dates	8
School Inset Days	8
Miscellaneous	9
Uniform	9
Transport	9
Medication	9
Policies	10
Proprietor's Details	10
Staff	11

# Staff 2022-2023

Leigh Hipkiss - Head Teacher  
Rebecca Hipkiss  
- Senior Management Team Assistant

Dr Lynsey Herdman - BCBA & SMT  
Gemma Bond—BCBA  
Leanne Thomas—Teacher  
Chris Davies - Teacher  
Stephanie Thomas —Teacher  
Sara Eborn— Teacher  
Gwenan Nelson—Teacher

Hope Harries - Admin  
Michelle Thomas-Troake—Admin  
Peter Doyle - I.T / Network Manager

David Richards—Caretaker  
Tim Church—Site Manager  
Rhys Fitzgerald—Property Assistant  
Bran Bucca — Property Assistant

Alister Forrester — School Cook

Zoe Jones—Senior Teaching Assistant  
Rhys Evans—Senior Teaching Assistant

Chrissie Gilliland—Teaching Assistant  
Catrin Dawe—Teaching Assistant  
Angharad Easton—Teaching Assistant  
Jordanna Evett—Teaching Assistant  
Richard Thomas—Teaching Assistant  
Hayley Wheeler—Teaching Assistant  
Ashley Gault—Teaching Assistant  
Ebony Evans—Teaching Assistant  
Jaimie Lewis—Teaching Assistant  
Nadia Walker—Teaching Assistant  
Emily Evans—Teaching Assistant  
Jo-anne Williams—Teaching Assistant

Mike Fitzpatrick—Support Assistant  
Neil Smith—Support Assistant  
Sian Thomas—Support Assistant  
Mike Rees—Support Assistant  
Ruth Fitzpatrick—Support Assistant  
Edward Rumsey—Support Assistant  
Philip John—Support Assistant  
Sarah Beck—Lunchtime Supervisor  
Margaret Russell—Lunchtime Supervisor  
Hayley Thomas—Lunchtime Supervisor  
Tracey Lloyd—Cleaner  
Julie Rees—Cleaner

For further information about our school staff, please visit  
[www.gwenllianeducationcentre.co.uk](http://www.gwenllianeducationcentre.co.uk) or contact the school office for current staff

# 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 are committed to provide a holistic, personalised and meaningful learning experience, to fully support our pupils to reach their full potential within a caring and fun environment.”

### Proprietor's Details

Proprietor's names: Leigh and Rebecca Hipkiss

Address: Plasbach, The Links, Pembrey, Llanelli, Carmarthenshire, SA16 0HU

Telephone number: 07790387685

E-mail: [leigh@gwenllianeducationcentre.co.uk](mailto: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/guardians 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 and apps. The schools website is the principal source of news and information about the school. School policies are available by contacting the school reception.

### Parents/guardians contacting staff

Parents/guardians of the pupils 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** or though your child's **Seesaw channel**.

### Staff contacting parents/guardians

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/guardians, 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 pupils annually.

### Transport

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

Arrangements will be discussed prior to the pupil 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/guardians 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 pupils who have complex medical needs.



# School Term and Holiday Dates 2022-2023

TERM	TERM BEGINS	HALF TERM HOLIDAYS		TERM ENDS
		Begins	Ends	
Autumn 2022	Monday 5 <sup>th</sup> September	Monday 31 <sup>st</sup> October	Friday 4 <sup>th</sup> November	Friday 23 <sup>rd</sup> December
Spring 2023	Monday 9 <sup>th</sup> January	Monday 20 <sup>th</sup> February	Friday 24 <sup>th</sup> February	Friday 31 <sup>st</sup> March
Summer 2023	Monday 17 <sup>th</sup> April	Monday 29 <sup>th</sup> May	Friday 2 <sup>nd</sup> June	Friday 21 <sup>st</sup> July

INSET DATES AND SCHOOL CLOSURES 2022-2023	
2 <sup>nd</sup> September 2022 (Fri)	INSET DAY
23 <sup>rd</sup> December 2022 (Fri)	INSET DAY
31 <sup>st</sup> March 2023 (Fri)	INSET DAY
17 <sup>th</sup> April 2023 (Mon)	INSET DAY
1 <sup>st</sup> May	MAY DAY BANK HOLIDAY
21 <sup>st</sup> July 2023 (Fri)	INSET DAY

Please note that this calendar is subject to change.

# The School Day

All pupils at the Gwenllian Education Centre will have a individualised timetable tailored to meet their learning needs.

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

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

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

## Lunch

Our school cook prepares school lunches in our kitchen at Gwenllian Education Centre. Where possible we try to endeavour to cater to meet specific dietary requirements and prepare a selection of meals daily at school. Pupils are welcome to bring lunch to school if preferred.

## Attendance

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

## Absence

If parents/guardians 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.

If your child or anyone in your family is showing symptoms of COVID19, please contact the office as soon as possible.

The school is obliged to ring the parents/guardians to ascertain the whereabouts of their child, if the child fails to turn up. The parents/guardians 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 pupils. 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, music sessions, skiing, TacPac, woodwork, 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 welcome the opportunity to work with parents/guardians 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 Teachers 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/guardians/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/guardians/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](http://www.gwenllianeducationcentre.co.uk/policies)

They are also available on request from the school office.

There have been no complaints received by the school to date.

