

to bring together the vital  
which in our experience  
most needed to know.

ere is anything you do not  
u are worried about, please  
us.

Education Centre  
d Villas  
welly  
henshire  
7 4UL

4 890796

llianeducation.co.uk

aneducationcentre.co.uk



Parent School



# Contents

School Ethos	3
Communication	4
Parents/guardians contacting staff	4
Staff Contacting Parents/guardians	4
Visiting School	4
Open School Day	5
Lunch	5
Attendance	5
Absence	5
School Curriculum	6
Individualised Pupil Planning	6
External Professionals	7
Enquiries 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 2024 - 2025

Leigh Hipkiss - Managing Director & SMT

Rebecca Hipkiss - Executive Director

Dr Lynsey Herdman - Acting Head Teacher & SMT

Chris Davies - Acting Deputy Head Teacher, Class Teacher & SMT

Leanne Brooks Davies —Teacher

Stephanie Thomas —Teacher

Jordanna Evett - Teacher

Sara Eborn— Teacher

Gwenan Nelson—Teacher

Gemma Bond—BCBA & SMT

Eleanor Graves - BCBA

Hope Harries - Admin

Michelle Thomas-Troake—Admin

Peter Doyle - I.T / Network Manager

Tim Church—Site Manager

Rhys Fitzgerald—Property Assistant

Tracey Lloyd—Cleaner

Julie Rees—Cleaner

Carmel Sargent - Cleaner

Terry Maceachen — School Cook

Sarah Beck—Break Cover Supervisor

Margaret Russell—Break Cover Supervisor

Kate Harris —Break Cover Supervisor

For further information about

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

informa

copy of the policies.

Welfare Policy



**Our**

“Gwenllian Education provides a  
holistic, personal and  
experience, to fully  
reach their full potential  
safe and fun

## Our Details

gh and Rebecca Hipkiss

y, Llanelli, Carmarthenshire, SA16 0HU

er: 07790387685

neducationcentre.co.uk



# Miscellaneous

## Uniform

There is no required dress code at the Gwenllian. We provide school polo shirts and hoodies to pupils.

## Transport

Arrangements for school transport are made between the Education Centre and parents/guardians. Typically we use local taxi companies.

Arrangements will be discussed prior to the pupil's first day at the Centre. Any transport queries need to be directed to the Local Authority transport department.

## Medication

Medications required by any child during the school day must be brought by staff by either parents/guardians or a transport company. We enable us to administer the medication. Medication must be in original packaging, displaying pharmacist labels and need to be stored in a locked medical cupboard and returned to the parent/guardian.

Additional arrangements may be made for pupils with specific needs.

work with our pupils to ensure that there is no risk to their health.

school and we will do all we can to assist them.

and activities is provided on the schools social media is the principal source of information. Policies are available by contacting the school.

encouraged to contact members of staff on 01492 796 or through our email or via your child's **Seesaw channel**.

sending reports and so forth. We also rely upon the support of our staff. We therefore ask parents and guardians to provide email and phone numbers for each contact.

sending an email to

of the Data Protection Act of 1998.

g parents/guardians, should report to the School

and sign out when leaving. Visitors wishing to visit must make appointments beforehand.



# Day Dates 2024 - 2025

HALF TERM HOLIDAYS		TERM ENDS
Begins	Ends	
28 <sup>th</sup> October	Friday 1st November	Friday 20th December
24 <sup>th</sup> February	Friday 28 <sup>th</sup> February	Friday 11th April
May 26 <sup>th</sup>	Friday 30th May	Fri 18th July

2024-2025
ET day
ay

dar is subject to change.

# The School Day

All pupils at the Gwenllian Education Centre will to meet their learning needs.

The school day at Gwenllian Education Centre starts

All pupils will be offered a mid-morning snack for

Lunch will begin around 12:00pm followed by the

## Lunch

Our school cook prepares school lunches in our possible we try to endeavour to cater to meet a selection of meals daily at school. Pupils are well

## Attendance

The school encourages maximum attendance from concerning the child's attendance please contact

## Absence

If parents/guardians know that their child is going telephoning the office **01554 890796** in the morning

The school is obliged to ring the parents/guardians if the child fails to turn up. The parents/guardians agencies of their child's absence.







## Curriculum

our pupils. Therefore no two pupils  
e the same. Our focus will include developing  
all pupils.

activities at school to support individualised  
any pupils will engage with individualised  
in group sessions. Our curriculum allows for  
areas, however we also provide opportunities  
sessions. We therefore provide opportunities  
include regular swimming sessions, shopping, bike  
ent, Tac-Pac, woodwork, horse-riding and

ool site. All activities are risk assessed  
e part of our pupils identified educational  
school minibus's.

ts/guardians to share programmes, ideas,  
providing homework to your child if required.

um is available in our school curriculum policy

## Individual planning

, educational and personal needs, we prepare  
likely to include an Individualised Education  
Plan, incorporates the pupils care plan include  
as toileting, feeding, communication plan, risk  
ure safe management of your child.

## External Professionals

Gwenllian Education Centre employ specialist sta  
and worthwhile education to our pupils. We also  
ensure our pupils are gaining a comprehensive se  
associate Speech and Language Therapists, Occup  
Music Teachers to ensure that pupils that require  
professionals when needed. If you would like to c  
know.

## Queries and Complaints

If you have a query or a concern regarding your c  
speak directly with your child's class teacher who  
queries or concerns. If you feel that you query or  
parents/guardians/carers to formalise the concern  
Head Teacher, we may request these concerns to  
necessary enquiries and respond formally to the  
concerns have not been resolved, then your conc  
panel hearing.

Further details regarding our complaints procedu  
[www.gwenllianeducationcentre.co.uk/policies](http://www.gwenllianeducationcentre.co.uk/policies)

They are also available on request from the schoo

There have been no complaints received by the s

