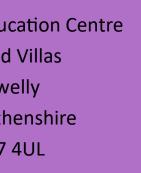
to bring together the vital which in our experience ost needed to know.

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



4 890796

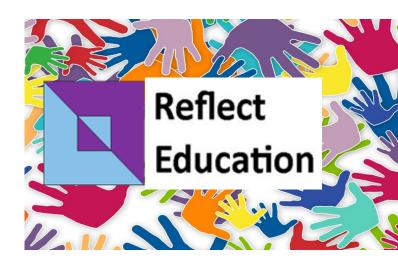
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## **Parent Scho**



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## Staff 2024 - 2025

Leigh Hipkiss - Managing Director & SMT

Rebecca Hipkiss - Executive Director

Dr Lynsey Herdman - Acting Head Teacher & SM 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 or of information about information about www.gwenllianeducationcentre.co.uk or of information about www.gwenllianeducation.co.uk or of information

copy of the policies.

r Welfare Policy



### Our

"Gwenllian Educat holistic, personal experience, to fully reach their full poter safe and fun

### or's Details

gh and Rebecca Hipkiss

y, Llanelli, Carmarthenshire, SA16 OHU

er: 07790387685

neducationcentre.co.uk



vork with our pupils to ensure that there is 2.

school and we will do all we can to assist them

and activities is provided on the schools nools social media is the principal source of olicies are available by contacting the school

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

sending reports and so forth. We also rely upon

. We therefore ask parents and guardians to

email and phone numbers for each contact.

nding an email to

of the Data Protection Act of 1998.

g parents/guardians, should report to the School

nd sign out when leaving. Visitors wishing to make appointments beforehand.

## Miscellaneous

#### **Uniform**

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

### **Transport**

Arrangements for school transport are made be cation Centre and parents/guardians. Typically t local taxi companies.

Arrangements will be discussed prior to the pup Centre. Any transport queries need to be directed Authority transport department.

#### Medication

Medications required by any child during the scl staff by either parents/guardians or a transport enable us to administer the medication. Medica packaging, displaying pharmacist labels and nee be stored in a locked medical cupboard and retu

Additional arrangements may be made for pupi



### day Dates 2024 - 2025

HALF TERM HOLIDAYS		TERM ENDS
egins	Ends	
28 <sup>th</sup> Octo- er	Friday 1st November	Friday 20th December
24 <sup>th</sup> Febru- ry	Friday 28th <sup>th</sup> February	Friday 11th April
ay 26 <sup>th</sup> lay	Friday 30th May	Fri 18th July

2024-2025	
Г day	
У	

dar is subject to change.

## The School Day

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

The school day at Gwenllian Education Centre so 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 s selection of meals daily at school. Pupils are we

### **Attendance**

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

### **Absence**

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

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





## lum

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

civities at school to support individualised any pupils will engage with individualised oin group sessions. Our curriculum allows for areas, however we also provide opportunities sessions. We therefore provide opportunities clude 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.

lum is available in our school curriculum policy

# il 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 are safe management of your child.

## **External Profession**

Gwenllian Education Centre employ specialist star 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 cknow.

## **Queries and Comp**

If you have a query or a concern regarding your of 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 concepned hearing.

Further details regarding our complaints proceduwwe.gwenllianeducationcentre.co.uk/policies

They are also available on request from the school

There have been no complaints received by the s

