



# Annual Report to Parents (2024 – 2025)

## WELCOME FROM THE CHAIR OF THE GOVERNING BODY

Welcome to the annual report to parents of Penygarn Community Primary School. Croeso I chi! We the Governors, staff and pupils, all follow and promote the school's mission statement:

***Nurturing the Hearts and Minds of the Future***  
***"Magu'r galon a'r meddwl o'r dyfodol"***

It has been another brilliant year for Penygarn Community Primary School with many positive changes implemented in 2024-2025 by the Senior Leadership Team, Governors and staff now being fully implemented and embedded. The results really are showing.

Attendance and lateness are showing signs of significant improvement, commented upon positively by the Local Authority. Once again this is a real team effort involving the extremely effective work of the Educational Family Support Worker, the Attendance Officer who uses first day response to contact parents when children are not in school and the School Support Officer publishing celebrations and key information via our online presence.

I would like to thank Mrs Smith and all of her team, who continue to work tirelessly to give our children the best start in life and prepare them for the journey into comprehensive school and beyond.

Our Deputy Headteacher, Mr Jones, continues to track progress of our pupils using a range of data and other information. This is reported back to Governors regularly and it is clear to see that the work Mr Jones, the teachers and LSAs are doing with tracking pupils' data is having a positive impact on learning. As a result, we continue to see an improvement in performance.

I would also like to thank all volunteers, who give of your time to support the school in many different ways. From the Friends of Penygarn who tirelessly raise money for those important extras, reading helpers or those who offer support in class and all the other volunteer role fulfilled within the school - we could not do it without you all!

Best wishes from all on the Governing Body.

**Sarah Hiron**

**Chair of Governors**



## Penygarn Community Primary School Governing Body (as at September 2024)

First Name	Surname
Sarah	Hirons
Karina	Davis
Kirsty	Davies
Laura	Williams
Sadie	Jones
Emma	Fussell
Martin	Ledville-Smith
Leanne	Cornelius
Lee	Jones- Observer



**Chair of Governors:** Sarah Hirons  
Penygarn Community Primary School  
Penygarn Road  
Pontypool  
Torfaen  
NP4 8JR

**Clerk to Governors:** EAS

### Parent Governor Vacancies

When a vacancy arises on the governing body for a parent representative, the Local Authority will inform all parents of the vacancy and will make the necessary arrangements for the subsequent election. Every parent of a registered pupil at the school will be entitled to stand as a candidate and to vote at the election. Each parent will be provided with a letter via student post and a nomination form. The nomination form and personal statement must be returned to the school by the set date. Elections will be held by secret ballot. If you are interested, please contact the school office.

### Annual Parents' Meeting

No petition for an annual parents' meeting was received during the year so no meeting was held under Section 94 of the School Standards and Organisation (Wales Act) 2013.

### The Organisation of our Work

We are the body responsible for the education, welfare and well-being of everyone at Penygarn Community Primary School. This is achieved via the Headteacher and her staff, with whom we have regular, formal and informal discussions. We receive, for example, regular reports relating to the standards pupils are achieving, the quality of teaching and the health and safety aspects of school life. Members of staff present to us on curriculum updates and various other initiatives undertaken at the school. Each governor is associated with a different aspect of the school's work. Through this we are involved in the continued development of the curriculum. We support the school on informal and formal occasions in its calendar of events.

The full Governing Body meets twice a term and, as necessary, the following committees/panels hold their meetings:

- Pay Review Panel (& Appeals Panel)
- Staff Appointments Panel
- Performance Management Review Panel (& Appeals Panel)
- Staff Grievance (& Appeals Panel)
- Staff Discipline and Dismissal Panel (& Appeals Panel)
- Complaints Panel (& Appeals Panel)
- Pupil Discipline and Exclusion Panel (& Appeals Panel)

The committees discuss the detail of matters pertinent to their purpose, and report back to the full Governing Body at the next available full meeting for ratification of proposals or recommendations. To assist us in our work we have the opportunity to participate in a specialised programme of governor training, organised by the Education Achievement Service (EAS). The support and advice we regularly receive is greatly appreciated.

Many aspects of the school are discussed, including national and local issues. During full Governing Body meetings, the Headteacher's Report is made on various activities of the school. The Headteacher also produces reports on matters of concern thought to be relevant.

In addition, the Local Authority produces background papers and reports which receive the necessary attention. These have included pay, safeguarding, performance management and disciplinary.

We can report that no governors claimed for travelling or subsistence expenses during the last year.

## Review of Policies

The relevant committee considers and reviews major policy developments pertaining to the school. Policies are updated and redrafted regularly and, with Governing Body approval, formally adopted. They are open to inspection by parents by prior arrangement with the school and a list of what is available can be found on the school website.



The Governing Body follows a three-year policy review timetable, unless a policy must be reviewed annually, to ensure policies are reviewed and updated where necessary.

## Term Dates

For the academic year **2024-25** term dates for pupils were as follows:

02 September 2024	-	28 October 2024
01 November 2024	-	20 December 2024
06 January 2025	-	24 February 2025
28 February 2025	-	11 April 2025
28 April 2025	-	26 May 2025
30 May 2025	-	21 July 2025



## Inset Days 2024-2025

Monday	1 <sup>st</sup> September 2024
Tuesday	2 <sup>nd</sup> September 2024
Friday	20 <sup>th</sup> December 2024
Friday	21 <sup>st</sup> February 2025
Friday	27 <sup>th</sup> June 2025
Monday	21 <sup>st</sup> July 2025

## Session Times

School commences at 9.05 am and ends at 3.20 pm

Lunch break is between 12.00 pm and 1.00 pm

A 15 minute break is taken each morning

## Nursery

Nursery a.m. commences at 9.05 am and ends at 11.35 am

Nursery p.m. commences at 12.45 pm and ends at 3.15 pm

Full time Nursery commences at 9.05 am and ends at 3.15 pm

## **Prospectus Changes**

The school publishes a Prospectus annually. The Prospectus is reviewed each year and is published in the Summer/Autumn term. Parents are made aware that an updated Prospectus is available on request and that a copy can be found on the school website.

No changes, other than staffing, were made to the prospectus this year.

## **School Status**

Penygarn Community Primary School is a Welsh Second Language medium school.

## **Welsh in School**

Statement on the use of Welsh Language - Welsh is effectively embedded throughout the school. Weekly lessons are supported by daily 15- minute sessions. An effective Criw Cymraeg promotes the use of incidental Welsh in all year groups. Welsh is taught as a second language to all pupils.

The school does not have provision for pupils to receive their education solely through the medium of Welsh. An effective Welsh Leader ensures that all teachers and TAs are well trained and able to deliver consistently high-quality learning opportunities.

## **Provision of toilet facilities and cleaning arrangements**

There are adequate toilets for the number of pupils in each class

## **Lunchtime**

Free school lunches are available each day to all pupils through the Universal Free Meal offer. Complete the School Essentials Grant to access additional financial benefits.

## **Water in School**

It is recommended that children drink around a litre of still water a day.

## **Litter**

Penygarn Community Primary School endeavours to be litter-free school. All pupils are taught to care for our school premises and use waste bins. We recycle all our waste and pupils are encouraged to deposit their rubbish in the appropriate recycling bins. Pupils have a collective responsibility to maintain an orderly site.

## **Physical Education**

All pupils have at least two lessons per week. This includes gymnastics, dance and games. Athletics is incorporated in Year 4, Year 5 and Year 6. In Year 5 pupils attend sessions of swimming. Year 6 have the opportunity to participate in climbing and year 4 have sessions provided by Gwent Dragons.

## **Relationships and Sex Education**

RSE is statutory and incorporated appropriately across the curriculum and delivered using the Jigsaw scheme of work.

## **Extra-Curricular Activities**

The following clubs have taken place during the year and have proven to be very successful, reflected in the consistently high attendance figures. Our thanks are extended to the teachers and support staff, who have prepared and run these clubs.

Minecraft x 2	Football x 2	Choir	Arts and Crafts-lunchtime
Reading Club	Woodwork Club	Art and Craft-after school	STEM
Gymnastics	Rugby	Multi-sports	

## Organisation of the Curriculum

Statutory delivery of the Curriculum in Wales is delivered to ensure appropriate provision for the wellbeing and learning needs of all learners. Children are taught in mixed ability classes with the exception of Read Write Inc. from Reception to the end of Y2/Y3.

Staff plan in teams to develop consistency and progression within and across age phases and to develop literacy, numeracy and IT skills across the curriculum. Literacy, numeracy and IT skills are applied across the curriculum in rich themes, the content of which is often driven by learners' views.

## Additional Learning Needs (ALN)

### Aims

Penygarn Community Primary School is committed to providing an appropriate and high quality education to all our pupils. We believe that all pupils, including those identified as having ALN, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them and to be fully included in all aspects of school life.

We believe that all children should be valued equally in school. We will strive to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

At Penygarn Community Primary we aim to identify these needs as they arise and provide teaching and learning contexts which enable every pupil to achieve his or her full potential. Children's ALN are identified through:

- information from parents and previous schools;
- baseline information gathered on entrance to nursery or reception;
- information from a range of assessment tools including the Welsh Government literacy and numeracy tests and information from the educational psychology service and other agencies.
- medical information.

We are supported in school by the Local Authority (LA) Service for Students with Specific Learning Difficulties (SLD). We have worked with the LA Advisory Service to develop strategies to support children who have elements of dyslexia or Autistic Spectrum Disorder (ASD).

The School's ALN Policy is reviewed in consultation with the LA Advisory Service and our ALN Governor.

The progress of children with Individual Education Plans is reviewed in line with the ALN Code of Practice for Wales. The fundamental principles of the ALN Code of Practice are undertaken in school. Not least of these is our approach that 'all teachers are teachers of ALN'. Information about the progress of pupils with ALN is shared at meetings between class teachers, phase leaders and the senior leadership team.

The school continues to implement changes to ensure that our provision is bringing us into line with the new ALN act. We have reviewed and adapted our ALN practices to reflect the new legislation ensuring our pupils are at the centre of the planning and decision-making process, and working collaboratively with all agencies involved so that learner's needs are met.

## **School Improvement Plan (2024 – 2025)**

Our School Improvement Plan (SDP) is a pivotal document in the life and activities of our school. It is directly linked to our Self Evaluation Report (SER) and focuses on the achievement and wellbeing of pupils through teaching and learning, leadership and management.

There are many strands to what we do. The Development Plan anchors those strands within a context – that of maintaining and consolidating what is good and successful and building upon it to generate further success. It provides a framework, identifying things that are necessary to do in the short term and those that can be planned for future years.

The SDP generates a sense of purpose and direction. Performance Management targets for all staff, including the Senior Leadership Team and Headteacher are linked to the SDP. Local targets set are rooted within this document.

All staff and members of the Governing Body are involved in its preparation. It is available for parents to read. All can share in the forward movement of the school, helping to create a climate for improvement and achievement.

***Priority 1: Refine the Curriculum in order to meet the needs of every learner with a focus on learner engagement***

***Priority 2: To refine provision for Well-being and ALN to ensure all learners reach their potential***

***Priority 3: To strengthen self-evaluation, streamline school improvement processes to improve the quality of learning, teaching, leadership and progress for learners***

### **Estyn Inspection**

Penygarn Community Primary School was inspected by ESTYN in January 2024 the overview of the report is below.

#### **Overview**

Penygarn Primary School is a caring community where pupils feel safe, happy and make effective progress. Most pupils forge positive relationships with their peers and staff alike and demonstrate respect for each other. They enjoy coming to school and are enthusiastic about their learning.

Pupils know that staff expect them to behave well and to be considerate to everyone in the school and the community. The school places a strong emphasis on supporting the well-being of all.

There are strong relationships with parents and families and the school provides an effective range of support in collaboration with outside agencies. Provision for pupils with additional learning needs (ALN) is highly beneficial. There is a strong culture of safeguarding across the school.

The headteacher is effective in her role and provides strong and caring leadership. She knows the school well. She is supported well by the senior leaders and most staff. The team works purposefully alongside the governing body to secure improvements for the school. Together, they understand the school's strengths and identify accurately most of the areas for development. However, some important areas for improvement are not prioritised, such as the need to address inconsistencies in the quality of teaching.

Staff offer pupils a variety of relevant learning experiences, which help to keep pupils interested in their learning. As a result, many pupils, including those with ALN, engage well with their learning, make good progress and achieve well. The school's curriculum takes account of pupils' interests. Teaching assistants and many teachers are skilful and support pupils to develop a range of skills well.

#### **Recommendations**

R1 Address inconsistencies in the quality of teaching  
 R2 Sharpen self-evaluation so that improvement focuses on pupils

## Community Links

School Health Nurse	Sports Tournaments - Various	Police/PCSO
Breakfast Club	Year 6 Taster Days – Abersychan/West Mon	Road Safety
Year 6 Climbing	Welsh Week	Pontypool Eisteddfodd
Year 5 Swimming	Environmental Grant	Design to Smile
John Muir	Fire Service	Fundraising - various
Mini police Programme	Gateway Rugby	County in the Community

## Parent, Teacher Association

Friends of Penygarn parent group plays a full and very active role in supporting the school. Their significant contributions to school are greatly appreciated. Last year's events included raffles and gift shops. All money raised covers the cost of exciting activities and useful resources in school e.g., whole school pantomime trip.

## Facilities and Buildings

Our school building and grounds are maintained by our Site Manager. We have service level agreements with Property Services and Cleaning.

## Annual Attendance and Absence Figures 2024 - 2025

- Of Statutory School Age: 90.62%
- Unauthorised absences: 3.13%



We issue/can issue Fixed Penalty Notices (FPN) as part of our strategy to bring our attendance back in line with our pre-Covid figures. We have always been proud of our attendance figures. Now that we are back to normal with our school routines, we feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms each day. We will only issue an FPNs as a last resort. However, if we feel that there are no underlying reasons for school absence then the FPN process will be followed. Fixed Penalty Notices may be considered appropriate when:

- **At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;**
- **Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or**
- **Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;**
- **Truancy, where the pupil has come to the attention of the police or public during school hours for being absent from school, without an acceptable reason.**

There is no appeal process for an FPN. Further information is available in the document, 'Local Code of Conduct Education Fixed Penalty Notices'.

## Behaviour

At Penygarn Community Primary School there is zero tolerance on bullying. We are committed to ensuring that bullying does not, and will not, negatively impact upon the wellbeing and educational standards of the children who attend our school. The positive relationships policy has been updated to offer sources of support to parents, should they believe that their child is the victim of bullying.

The school is determined to ensure that our school is a supportive environment that has an open and transparent attitude to bullying and the measures that we are taking to eliminate it.

### Healthy eating and wellbeing

The development of healthy lifestyles is a target priority for our school. We encourage healthy snacks and drinks and reward pupils for bringing healthy lunches. There continues to be a universal acceptance and provision of fruit at break-time.

Pupils have access to drinking water throughout the day.

The children take part in a range of activities to ensure that they feel safe, and staff and governors receive annual child protection training.

We incorporate the PSHE curriculum through class sessions, assemblies and circle times. Feedback from pupil and parent surveys are taken very seriously and comments are used to address any issues to ensure our pupils feel safe in school. Penygarn Community Primary school has robust safeguarding and child protection procedures including safe recruitment.

The percentage of children taking up the school meal service is steady and the school is fully committed to the universal free meal programme implemented by Welsh Government.

Breakfast Club in 2024-2025 has been a great success. We can serve over 105 breakfasts a day.

We are compliant with all aspects of the Disability and Discrimination statutes.



### School Finances

BUDGET 2024-2025		
SCHOOL FUNDING	TOTAL FUNDING	7,793,565
GOVERNMENT GRANTS	TOTAL GOVERNMENT GRANTS	571,383
INCOME	TOTAL INCOME	12,967
	Total Funding, Grants & Income	2,507,107
EMPLOYEES	Total Employee costs	1,969,192
PREMISES	Total Building Costs	163,745
TRANSPORT	Transport	230
SUPPLIES & SERVICES	Total Supply and Services Costs	182,278
	TOTAL EXPENDITURE	2,380,809
	Surplus 2024/2025	211,211

