

Ysgol Golwg Pen Y Fan  
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Headteacher: Mrs Sarah Court  
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26.02.26

Dear Parents and Guardians,

We are writing to inform you of some adjustments regarding our campus administration and entry procedures, from Monday 2<sup>nd</sup> March 2026.

Due to changes in administrative staff availability, we are streamlining our access points to ensure the safety and security of all children while maintaining efficient operations.

#### **Key Changes to Expect:**

**Morning entry:** The Kingfisher gate will be the primary point of entry for all children arriving for entry from 9:05 to 9:15. Children will be collected from the bus as normal by a member of staff. If you arrive after 9:15 please ring the doorbell at the main entrance.

**Afternoon exit:** Children will leave via the normal exit doors from their classroom.

Other secondary gates will continue to remain locked during school hours as normal.

**Communication:** For all school enquiries please continue to use the Cradoc Campus email and phone number above. These will be regularly checked for non-urgent queries. We will prioritise your needs and get back to you.

If your query is urgent and you need an immediate response, please ring MSI or MSJ campuses and they will support you with your emergency.

**Access to school:** If you need to pick up your child due to a planned medical need, an appointment or emergency, please let your class teacher know in advance, if possible, via the school office. Please be patient whilst a member of staff attends the door when you ring.

Mrs. Perry will continue as the main contact for safeguarding as the trained Deputy Designated Safeguarding lead. Please also see the school safeguarding information below.

The senior leadership team will continue to support throughout the week, when there are events at different locations this may change.

We understand that consistency is key to your daily routine, and we appreciate your patience and cooperation as we navigate these staffing changes. Our goal remains to provide a secure and welcoming environment for your children. We will review these systems and processes and refine them as needed.

Thank you for your support and co-operation.

S. Court

Sarah Court  
Headteacher

**YSGOL GOLWG PEN Y FAN**

# Safeguarding Officers

 Designated Safeguarding Person (Lead) <b>Mrs Sarah Court</b> Headteacher	 Deputy Designated Safeguarding Person <b>Miss Beth Roberts</b> Deputy Headteacher	 Deputy Designated Safeguarding Person <b>Ms Ebony Johnson</b> Assistant Headteacher	 Deputy Designated Safeguarding Person <b>Mrs Helen Baldwin</b> Class Teacher	 Deputy Designated Safeguarding Person <b>Mrs Elizabeth Perry</b> Class Teacher
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If you have concerns about a child, please speak to one of our designated officers immediately in person or call the office at one of the campuses.  
Alternatively, you can contact: Powys Front Door on 01597 827 666  
Care Inspectorate Wales: 0300 7900 126 or email: [ciw@gov.wales](mailto:cw@gov.wales) for Pre-School only

If you have concerns about the Designated Safeguarding Lead, please contact the Safeguarding Governor via [Beth.groves@powys.gov.uk](mailto:Beth.groves@powys.gov.uk) or via one of the campus offices.

**If a safeguarding officer is not available and you are concerned that a child is in danger, contact the POLICE immediately on 999.**

Cradoc Campus: Phone: 01874 622555	Email: <a href="mailto:office.cradoc@golwgpenyfan.powys.sch.uk">office.cradoc@golwgpenyfan.powys.sch.uk</a>
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