YSGOL GELLI AUR
GOLDEN GROVE SCHOOL

‘Together we aspire, together we achieve’

INFORMATION
FOR
PARENTS

Orange Way
Pembroke
SA71 4DP

Head Teacher:
Mr A Williams

01646 682605
head.golden-grove@pembrokeshire.gov.uk

Ysgol Gelli Aur
Golden Grove School
Orange Way
Pembroke
Pembrokeshire
SA72 4DP

Tel: 01646 682605
Email Head.golden-grove@pembrokeshire.gov.uk

Dear Parents/Carers

Welcome to the School Prospectus for Golden Grove School. Finding the right school for your child is vitally important. Most parents want a good primary education for their children, but they also want them to be happy and to feel safe and secure. At Golden Grove School we believe we can offer all of these things.

We pride ourselves on the broad, balanced and full education we provide right across the school, and the high standard of teaching and learning are a credit to the hard work of both staff and pupils. Equally, we are also proud of the atmosphere of respect, friendship and co-operation which is always evident.

In the prospectus we will aim to introduce the school to you and answer many of the questions you might have about the school. We value our pupils and we believe that their time in school should be rewarding and fulfilling. Their voice is also important, so we have also sought the views of the children in compiling this information.

Should you choose to send your child to Golden Grove School, I am fully confident that we will be able to provide a well-structured and exciting learning environment for him or her.

If you have any further questions about the school, please do not hesitate in contacting me. I will be pleased to answer any questions about the school and, if necessary, arrange a time for you to visit the school.

Yours sincerely

A Williams

Mr A Williams
Head Teacher

Dear Parents/Carers

On behalf of the Governing Body of our school, thank you for taking the time to read this school prospectus, which provides lots of useful information and, most importantly, the aims and objectives of the school.

The school has a proud record of success and recent changes mean that children can now have a continuity of experience from the start of their educational journey, until they move on to secondary education.

The staff strive to provide a comprehensive and fully rounded programme of learning experiences, designed to meet the needs of children of all abilities and to promote their development, in preparation for all their future challenges in Secondary School and beyond.

The Governing Body, Head Teacher and all the staff would encourage your children to take full advantage of all the class-based and extra-curricular opportunities on offer to fully develop their knowledge, skills, health and well-being, and positive attitude towards life- long learning.

The Governing Body is an eclectic mix of local people who share the same goals as the Head and his staff, and we are all fully committed to supporting the school. We are equally proud of all pupils' performances in all areas of the curriculum and extra-curricular activities, and recognise this reflects very positively on the enthusiasm, commitment and dedication of our hard-working staff.

We as a Governing Body are confident that sending your child to Gelli Aur/Golden Grove will give them a happy, enjoyable, positive and productive start to their education, which will provide them with the confidence to tackle future challenges and achieve their full potential.

The Governing Body hope that all children, when they move on to secondary education, will look back fondly on a very happy time in our school and continue to thrive.

If any parent has any concerns, they are free to contact the school to make sure that any issues regarding their child's education or welfare needs are discussed so that suitable solutions are found.

Yours sincerely

D Willington

Darrell Willington
Chair of Governors

Staff at Ysgol Gelli Aur

Senior Leadership Team	
Head Teacher	Mr Andrew Williams
Deputy Head Teacher & Literacy Lead	Mrs Rhian Bruce
ALNCO (Additional Learning Needs Co-ordinator	Miss Rachel Adams
Numeracy Lead	Mrs Nicole White

Classes		
Class	Teacher	Teaching Assistants
Caldey	Miss M Edwards (HLTA)	Mrs K Jones Miss M Evans
Skomer	Miss L Wainwright	Mrs A Millican Miss K Barrett Mrs C Halliwell
Merlin	Mrs M Olyott	Miss K Kitts
Tanwen	Miss M Thorne-Williams	Mrs E Blakemore
Carew	Miss R Adams	Mrs A Phillips
Pembroke	Mr S Jenkins	Miss K Williams
Canaston	Mrs S Smith	Mrs R Brown Mrs K Scourfield
Stackpole	Mrs R Bruce	Mrs K Richards-O'Reilly
Colby	Mrs N White	Mrs A Ford
PPA Cover/HLTA		**Family Engagement Officer**
Mrs K Jones Miss M Courie Mr L Morgan		Ms S Roberts-Ogleby

Other important staff who help the school to run successfully			
Administrative Officer	Miss E Scourfield (Admin.golden-grove@pembrokeshire.gov.uk)		
Administrative Officer	Mrs K Cole (Head.golden-grove@pembrokeshire.gov.uk)		
Caretaker	Mr D Watkins		
School Meals Cook	Mrs S Axon (01437 771821)		
Kitchen Assistant	Miss K Johnson		
Lunchtime Supervisors	Miss K Williams Mrs M Davies Mrs C Holcombe	Mrs K Scourfield Miss L High	Miss C Beckerleg Mrs K Richards-O'Reilly
Breakfast Club	Mrs E Blakemore Mrs K Scourfield Mrs A Millican	Mrs T Evans Miss K Kitts Mrs K Richards-O'Reilly	Mrs A Ford Miss M Evans
Cleaners	Miss K Howells	Mr D Watkins	Miss C Beckerleg
Golden Grove Day Care / Flying Start 01646 681096	Mrs S Brown Mrs L Jones Miss K Barrett	Miss S Regan Miss K Evans	Miss K Lewis Mrs T Evans

GOVERNING BODY

School Governors	
Chair of Governing Body	Mr D Willington
Vice Chair of Governing Body	Mr N Lewis
Community Representative:	Mr D Willington Mr N Lewis
Local Authority Representative:	Mrs D Bush Mr D Evans Mrs A Mortenson Cllr J Grimes
Parent Representative:	Mrs C Mills Mrs C Williams Mrs H Jones Miss H Beddis Mrs K Richards-O'Reilly
Head Teacher:	Mr A Williams
Teacher Representative:	Mrs R Bruce Mr S Jenkins
Staff Representative:	Mrs A Millican
Clerk to the Governors:	Director for Children and Schools Education County Hall Haverfordwest Pembrokeshire SA61 1TP

THE ROLE OF THE GOVERNORS

The implementation of the Education Reform Act and the advent of Local Management of Schools (LMS) has brought increasing responsibility to the Governing Body. They undertake, in conjunction with the Head Teacher, effective management of the school in all its aspects. These include ensuring:

1. That the school budget is effectively controlled in accordance with sound financial principles related to educational objectives and priorities.
2. That the school buildings and land are maintained to ensure the safety of the children in congenial surroundings.
3. That the school curriculum is broad and balanced, meets the requirements of the National Curriculum and that standards are maintained.
4. That the staffing of the school meets the needs of the children and the curriculum, and that appropriate appointments and promotions are made.
5. That the law on religious education and collective worship is complied with.
6. That the parents have regular access to information about the curriculum and pupils' achievements.

General meetings of the whole Governing Body take place once per term.

SCHOOL WEBSITE (Home Page - Golden Grove School)

Our website holds lots of information regarding the workings of the school, including such things as School Policies, Planning Overviews within the Learning Pods and information recent activities that the children have been involved in.

LOCATION OF THE SCHOOL

The school is located on Orange Way between the bottom of Grove Hill and St Daniel's Hill, within the thriving town of Pembroke and on the edge of the Pembrokeshire Coast National Park. The town is renowned for its stunning medieval castle, the birthplace of Henry Tudor, as well as being a short distance away from some of Pembrokeshire's finest beaches.

The entrance into the school grounds is from Grove Hill and the exit is onto Orange Way. A toucan road crossing is in place on Orange Way to assist the children crossing the main road, and there is also a pedestrian access to the school off St. Daniel's Hill.

Parents are allowed to park inside the school grounds, but we do ask them to respect the disabled bays. The designated area for the bus in the bus bay outside is clearly marked.

- A 'Managing Traffic Safely on and Around School Sites' policy is in operation.

OPENING & CLOSING TIMES

<table>
<tr><th></th><th>Monday - Thursday</th><th>Friday</th><th></th></tr>
<tr><td>Early Years & Reception</td><td>9:00 am – 3:15 pm</td><td>9:00 am – 1:00 pm
(Part-time children will finish at 11:15 am)</td><td rowspan="3">For those accessing Friday afternoon provision, school finishes at 3:00 pm.</td></tr>
<tr><td>Years 1 & 2</td><td>9:00 am – 3:15 pm</td><td>9:00 am – 1:00 pm</td></tr>
<tr><td>Years 3 – 6 (KS2)</td><td>8:50 am – 3:20 pm</td><td>8:50 am – 1:05 pm</td></tr>
<tr><td colspan="3">Breakfast Club 8.00 am – 8.35 am
After School Club 3.20 pm – 5.30 pm (Monday – Thursday)</td><td></td></tr>
</table>

Parents are asked to ensure their children arrive on time.

- Children are supervised on the school premises before and after the official school day.
- Members of staff are on duty for 10 minutes before the official start of the school day.
- Children should **not arrive earlier than 10 minutes** before the start of the school day.
- Weather permitting, they should wait in the playground until the start of the school day. In wet weather, they will be supervised within school for 10 minutes until opening time.

- At the end of the school day, parents should wait for their children outside the classroom exits or within the school grounds - car park side by the pedestrian entrances.
- In the Puffin and Dragon Pods, children will only be released to parents or nominees made known to the staff. For safety and security reasons, any other arrangements must be discussed with the class teacher or school office.
- Playtimes are supervised by staff on duty during dry days in the playgrounds and on wet days within the school building. During the summer term, children are allowed to use the school fields, with children being supervised at all times.
- Lunchtime supervision is carried out by Lunchtime Supervisors, employed by the Local Authority through the school.
- The school operates a No Smoking Policy both inside the main building and on the immediate surrounding premises.
- Dogs are not permitted at all inside the school grounds, except for guide dogs.

The school ethos can be expressed in the short statement, "Together we aspire, together we achieve'.

We aim to encourage the development of children in all areas of their lives by providing a caring atmosphere in which all children are aware that they matter and are valued for the contribution they can make to school, to each other and to society, regardless of their race, gender, ability or language.

Our School Aims

- Create a safe, happy and engaging environment for all.
- Promote equality, opportunity and respect for everyone, irrespective of belief, race and gender.
- Work closely with parents and carers.
- Develop an appreciation of the heritage and history of Pembroke, Pembrokeshire and Wales.
- Develop bilingualism, using the language throughout the day.
- Develop the new Curriculum for Wales which is driven by the Four Core Purposes.
- Develop children's love of learning – creating lifelong, ambitious and independent learners.
- Encourage each child to reach their full potential and be the best they can be.
- Use every opportunity to develop the skills of Numeracy, Literacy and Digital Competency, enabling each child to experience achievement at all levels.
- Develop imagination and creativity by offering a wide range of authentic learning experiences.

GENERAL INFORMATION

Ysgol Gelli Aur/Golden Grove Community School is now an English Stream School only, following the formation of the new Welsh School, Ysgol Bro Penfro, in September 2024. The school here will continue to be called Ysgol Gelli Aur/ Golden Grove School, but it has reverted solely to an English Medium School, with Welsh being taught as a second language.

The school came into being in September 2002 as a result of the amalgamation of two well known, well respected and highly successful schools – Golden Manor Infants and Grove Junior ~ hence the name – Gelli Aur/Golden Grove.

The accommodation comprises of ten classrooms, two resource rooms, a hall, a staff room, and our newly formed Golden Grove Day Care that provides for children between the ages of 2 – 4 years old. Golden Grove Day Care incorporates Flying Start and wraparound provision, including breakfast and after school.

Our Year Groups have now been split into Learning Pods: Nursery & Reception are Puffin Pod; Year 1 and Year 2 are Dragon Pod; Year 3 and Year 4 are in Castle Pod, and Year 5 and Year 6 are in Oak Pod. The classes within the Learning Pods work closely together to ensure consistency, continuity and progression for the children as they move through the school. Our new website Home Page - Golden Grove School holds lots of information regarding the work within the Pods, including Planning Overviews, Expected Levels and some recent activities that they have undertaken. The School Prospectus and Learning & Teaching Policy on the school website also give further details regarding how learning is organised within the school.

The school has built up an excellent reputation over the years. All classes use computerised whiteboards, safely linked to the internet. In addition to this, they have their own PCs as well as having access to iPads and Chrome books. The school is well-resourced with IT equipment, and is benefitting from Welsh Government's Transformation Grant for IT.

There are excellent outdoor facilities with extensive grounds for a variety of sports including football, rugby, netball, rounders, cricket and athletics. Early Years' children have their own secure playing area comprising of a soft play surface and plenty of play resources.

Within the grounds, we have a large, wooded area which has been developed into a Woodland School, complete with a specially designed and constructed round house teaching area. The entrance is via a traditional five barred gate and carved wooden archway. It is a wonderful learning environment that is used extensively by the children throughout
the school.

The school holds a European Green Flag Award for nature conservation along with several other prestigious Forestry Commission 'Woods for Wales' awards and the Platinum Award for Eco Schools.

We encourage involvement in the Community; visits from and visitors to the school are important.

ADMISSIONS

Admission to school is no longer an automatic process and there is a requirement for parents and carers to submit an application to Pembrokeshire County Council. To assist parents and carers and to maximize the possibility of obtaining a place at our school, the Local Authority has developed an online application form accompanied by supporting documentation to guide parents through the application process.

We ask parents to visit the school prior to admission, and this can be done by contacting the office to make an appointment. The Head Teacher will be available to show you around.

Children attend the Foundation Phase Department for either morning or afternoon sessions the term after their 3rd birthday. They are admitted to full-time education at the commencement of the term following their 4th birthday. They then transfer to the Key Stage 2/KS2 in the Autumn term following their 7th birthday. Sometimes, and with the best interests of the child in mind, they may be taught in classes of mixed year groups.

In the September term following their 11th birthday, pupils usually transfer to Ysgol Harri Tudur/ Henry Tudor School.

ABSENCE AND HEALTH

If your child is unable to attend school, please telephone the school or use the ParentMail App as soon as possible. If we do not hear from you before 9.45 am, you will receive a message from Truancy Call.

Parents must ask permission from the Head Teacher if they want to take their child on holiday in term time. The school is required to keep attendance records and if attendance is poor the school will inform the LEA, Who will investigate. The school expects high levels of attendance of at least 95%.

HEALTH & SAFETY IN THE SCHOOL

The Head Teacher has been nominated as the *Health and Safety Co-ordinator*, under the regulations required by the New Safety Act. All appropriate precautions are taken for the safety of the children at all times.

- The main school area is fitted with a security lock. Please remember to enter school through Reception if you wish to see your child's teacher.
- An intruder alarm and Fire safety points are installed throughout the building.
- Pupils must not bring glass containers to school.
- The school should be made aware of any medication that the children are taking and any medical problems or allergies. Pupils should have an agreed Health Care Plan for severe cases.
- Fire drills are held regularly and children practise recognising the fire signal and proceeding without delay to pre-arranged meeting points.

ACCIDENTS

Accidents and incidents are recorded, and parents are informed in writing or by telephone. If your child needs medical attention and we are unable to contact you, your child will be taken to hospital in an ambulance with a member of staff.

ADMINISTERING MEDICINES IN SCHOOL

Whilst we are prepared to administer prescribed medicines, when necessary, it can only be done following a request, with written instructions from the parents. A form is available in school for this purpose.

All children with medical needs will have a healthcare plan which will be drawn up in consultation with the parents. This will apply to any child with long-term medical needs, i.e. allergies, inhalers etc.

RECREATIONAL PERIODS

During recreational periods, members of staff are on duty in the playground, or, during inclement weather, in the school. During the lunch period, supervision is carried out by the lunchtime supervisors. Children will have the opportunity to access playground games. During inclement weather, each class can access board games, books and various art materials.

EMERGENCY PROCEDURES

In the event of inclement weather, heating or power failure, parents will be contacted as soon as possible of school closures. The school will also contact the LA and the local media outlets to pass on any announcement if needed.

In the event of widespread illness, the decision to close the school to children will be taken by the LEA. If the school is closed because of this; children will be able to access the curriculum through the use of HWB/ Google Classroom. The school itself will remain open with teachers producing work. The school will therefore become a drop off point for completed work so that the curriculum can still be accessed by all.

CHILD PROTECTION

Parents should be aware that this school has a responsibility to ensure the wellbeing of its pupils. This is undertaken by following the Child Protection policy and procedures laid out by the LEA, copies of which can be requested or viewed on the Pembrokeshire Portal.

"We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people And should act to do so if they have concerns about a child's welfare" Safeguarding Children: Working Together Under the Children Act 2004.

We are committed to safeguarding and meeting the needs of all our children.

Designated Safeguarding Co-ordinator
Mr A Williams (Head Teacher)
On matters of Child Protection, he is assisted by
Mrs R Bruce (Deputy Head Teacher)

Mr D Willington is currently the school governor with responsibility for safeguarding.

COMPLAINTS

All complaints will be fairly and fully investigated. We will keep the complainant informed at each stage. Any complaints should be made to the Headteacher. The Head Teacher will take the appropriate action and inform complainant of the result. If satisfaction is not reached, the laid down LA procedures must be followed.

LEARNING AND TEACHING

"**A child has the Right to an Education**" Article 28

At Golden Grove School, we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives. We also believe in equality of opportunity to succeed for every child, and our learning programmes will enable each learner to reach his / her full potential.

The Curriculum for Wales

Our Curriculum

At Golden Grove School, our curriculum is firmly rooted in the Curriculum for Wales, providing all learners with engaging, ambitious and meaningful learning experiences that support them to become:

- Ambitious, capable learners
- Enterprising, creative contributors
- Ethical, informed citizens
- Healthy, confident individuals

Our curriculum is broad, balanced and inclusive, encompassing the six Areas of Learning and Experience and the three cross-curricular responsibilities of literacy, numeracy and digital competence. We believe that every child should have the opportunity to develop the knowledge, skills and experiences needed to reach their full potential and become lifelong learners.

To support the delivery of our Curriculum for Wales, we work in partnership with schools across Pembrokeshire through PKC Cymru (Primary Knowledge Curriculum Cymru). PKC Cymru is a knowledge-rich curriculum framework that has been developed collaboratively by schools to ensure that learning is carefully planned, sequenced and builds progressively year on year. It is fully aligned with the Curriculum for Wales and places the Four Purposes and the Statements of What Matters at the heart of curriculum design.

Through PKC Cymru, children develop a secure understanding of important knowledge, concepts and skills across the curriculum, enabling them to make connections in their learning, think critically and apply their knowledge in a range of meaningful contexts. The curriculum places a strong emphasis on developing pupils' understanding of their cynefin by helping them learn about their local area, Welsh heritage, culture and identity, while also exploring their place within the wider world.

Our curriculum combines high expectations, engaging learning experiences, outdoor learning, authentic enquiry and strong community links to ensure that every child is supported to succeed and flourish. Through this approach, we aim to inspire children to be curious, knowledgeable and confident learners who are fully prepared for their future lives in Wales and beyond.

Expectations for learning:

We have very clear expectations of the staff, pupils and the environment in which we all learn.

The teachers will…

- Keep a consistent focus on the four core purposes of the curriculum
- Challenge all learners
- Encourage and praise sustained effort
- Use a blend of pedagogical approaches
- Build upon previous knowledge
- Create authentic contexts for learning
- Utilise Assessment for Learning principles
- Teach across all areas of learning and experiences

- Reinforce cross-curricular responsibilities including, literacy, numeracy and digital competency
- Provide opportunities for pupils to practise their skills for real life situations
- Encourage pupils to take responsibility for their own learning
- Support social and emotional development
- Encourage independence and interdependence.

The pupils will…

- Build from what they know
- Make choices to support their learning
- Ask questions about their learning
- Value their own and others' ideas
- Learn from their mistakes
- Make choices about their learning including when using ICT
- Have time to reflect on own and others' work
- Challenge themselves
- Use a range of approaches and learning
- Enjoy working together and on their own
- Respect the rights of others.

The school learning environment will provide…

- Experiences of real-life problems and situations
- A safe comfortable, inspiring place for learning
- Appropriate technology to inspire creative learning
- Enjoyable opportunities for outdoor learning
- Children with opportunities to care for and manage their natural world.












WELSH LANGUAGE




Golden Grove School is now an English-medium school due to the opening of Ysgol Bro Penfro in September 2024. Welsh is now taught as a second language right across the school, where staff and pupils are encouraged to use Welsh as part of their everyday language. We aim to develop the use of the language and to provide a relevant context for the teaching of it. Children are also encouraged to be proud of their Welsh heritage and to respect the cultural identity of all children in school.




PUPILS WITH DISABILITIES

Every effort is made to enable pupils to play as full and active a part in their education at school as possible. The school building and playground are fully accessible for a wheelchair. Resources for special provision are reviewed regularly to maximise the inclusion of all children. The Strategic Equality Plan is revised regularly to ensure that the best provision is made for these pupils.

EQUAL OPPORTUNITIES

We safeguard and promote the welfare of all children. The equal opportunities legislation, which covers age, disability, gender, race, religion and belief, and sexual orientation, further places a duty on us to eliminate discrimination and harassment, to promote positive attitudes and equal opportunities and encourage participation in all areas of school life.
We develop in every child a sense of personal and cultural identity that is receptive and respectful towards others. We plan across the curriculum to develop the knowledge and understanding, skills and values and attitudes that will enable children to participate in our society in Wales.

ADDITIONAL LEARNING NEEDS

We are committed to providing a developmentally appropriate and high-quality education to everyone within the school community. Our school is committed to inclusion, and we develop our policies and practices to include all learners. All pupils are given an equal opportunity to access the curriculum and experience the range of opportunities on offer to them at school.

Additional Learning Needs (ALN) are identified and monitored by staff throughout the year from the time of admission, in line with the ALN Reform. Whatever stage of need a pupil may be at, we strive to provide appropriate support and provision.

- Initial ALN support is primarily delivered by class teachers through differentiated teaching methods and making reasonable adjustments.
- Additional support may be delivered by trained support staff across the school.
- Outside Agency support, such as Speech & Language provision, may also come to the school to assist in supporting the delivery of additional provision. This may include training up support staff to deliver programmes.
- All interventions are carefully monitored and evaluated.

As parents or carers, you will be involved in every step of our ALN process, from the initial recognition of need, to supporting and planning interventions and provision. Further information is available from Miss Rachel Adams (ALNCo).

MORE ABLE AND TALENTED

The term 'More Able and Talented' encompasses approximately 20% of the school population and is used to describe pupils who require enriched and extended opportunities across the curriculum. The top 2% may be exceptionally able. Ability and talent may be shown in many ways including academic, creative, music and in sports.

We provide an environment in which all children are encouraged and supported to achieve their maximum potential. We recognise and identify children that are able or talented and require enriched and extended opportunities across the curriculum to develop their abilities in one or more areas. This may be through the informal and formal curriculum. We provide staff training so that all staff become aware of the best practice and new initiatives in the needs of such pupils, including the provision of additional resources.

ASSESSMENT & MONITORING

A written report of the child's progress is given to parents in the Summer Term with parents being invited in to discuss the report. Parents' meetings are also arranged for the Autumn and Spring Term.

Children's progress is monitored by their teachers throughout the year, and reports are based on this Teacher Assessment.

In addition to the above, teachers can be available to discuss children's progress, should parents so wish. It is advisable to make an appointment rather than be disappointed if teachers are not available due to meetings, courses, etc.

Parents with anxieties about their child's educational, behavioural or physical development are invited to discuss any problems with the class teacher and/or Head Teacher.

Most difficulties can be dealt with within the school. A child in need of even greater help can be referred to the Local Authority's Education Psychologist for assessment. Parents will always be consulted in advance about such arrangements.

We employ many Teaching Assistants, working usually in classroom situations helping small groups and/or individual children. Each classroom's Teaching Assistant is also a trained Emotional Learning Support Assistant (ELSA). For certain activities, children are withdrawn from the classroom. All assistants work under the Head Teacher, the ALN Lead (Additional Learning Needs) and the class teacher following the school's policy for ALN, and with the needs of each individual child in mind.

HOMEWORK

Homework is anything that pupils do outside the normal school day that contributes to their learning in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teachers and parents to support children's learning. For example, a parent who spends time reading a story to their child before bedtime is helping with homework.

Why is homework important?

Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. We understand children spend more time at home than at school, and develop their skills, interests and talents to the full when they make maximum use of the experiences and opportunities that are available outside of school.

These are our reasons why we promote homework:

- It consolidates work already covered at school
- It offers opportunities for pupils to become independent learners and researchers
- It helps pupils to make more rapid progress in their learning
- It is a discipline and prepares learners for study skills in the Secondary school
- Allows parents to take an active interest in their child's education and furthers the partnership between home and school

How is homework organised?

The amount of homework set is gradually increased as pupils progress through the school.

Foundation Phase children are encouraged to take reading books home to share with parents. In Early Years, this will encompass discussing stories with children. Class teachers will advise parents on how best to achieve meaningful reading with their children. This approach will hopefully lead to pupils eventually becoming more proficient and independent readers by the end of KS2.

From Year 1, children will follow a regular homework timetable which includes Mathematics, English (spellings), including reading and research work. This extension of classwork will lead to more independent work from pupils and give parents an insight into the type of work being undertaken in school. This will also help pupils to prepare for the transition to secondary school where they will be expected to undertake a far more formal homework timetable.

PERSONAL DEVELOPMENT AND RELATIONSHIPS

Health Education at the school is taught to all children through the SRE and Science curriculum. Often, outside providers are invited into the school to deliver presentations on personal health and substance misuse. For Year 5 girls and all children in Year 6, the school nurse is invited into the school to discuss body changes. This is in line with LEA guidelines and the school's policy on personal development and relationships.

RELIGIOUS EDUCATION (RVE)

Religion, values and ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16.
There is **no parental right** to request that a child is withdrawn from RVE in the Curriculum for Wales
As RVE is a locally determined subject, the agreed syllabus specifies what should be taught in RVE within the local authority and our curriculum will reflect this guidance.

The school has recently bought into the 'Discovery RE' scheme as we felt this was the perfect fit for our school. The Discovery RE scheme contains detailed plans for children from Nursery to Year 6, covering Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism. An Owl Crew has been established to hold assemblies on different religious ceremonies and festivals that take place throughout the year, to create a whole school understanding of world religion and beliefs and to encourage all pupils to see links with real world events. The aim is to explore and reflect on a variety of religions and non-religious beliefs through "Big Questions" and to provide children with opportunities to engage in age-appropriate religious stories and daily worships.

COLLECTIVE WORSHIP

Collective worship is an important part of our school life. This is done through daily, collective worship as a class and/or a whole school community, for all registered pupils during the school day. Collective worship takes into account the family backgrounds, ages and aptitudes of the pupils involved.

We expect all children to attend assembly. However, any parent can request that their child is excused from collective worship. A parent does not have to give reasons. Pupils who are excused will be supervised by the school. The school may, in agreement with parents, provide alternative arrangements for worship for one or more pupils that are excused, but is not obliged to do so.

Collective worship is led by teaching staff, local clergy or recognised church workers in the community who visit the school on a regular basis. Special services to which parents are invited are held throughout the year.

HEALTHY SCHOOLS

Gelli Aur is part of the Pembrokeshire Health Promoting School Scheme. As part of this scheme, we aim:

- To promote actively the self-esteem of all members of the school community.
- To actively develop good relationships in the daily life of the school.
- To identify, develop and communicate a positive ethos and appropriate social values within the school community.
- To ensure that all pupils have the opportunity to benefit from stimulating educational challenges.
- To take every opportunity to enhance the environment of the school.
- To develop good school/home/community links and shared activities.
- To encourage all staff to fulfil their health promoting role, through staff development and training.
- To develop and implement a coherent health education curriculum.
- To establish good links with associated schools to ensure smooth transition, both socially and in relation to a developmental health education programme.
- To develop the school as a health-promoting workplace with a commitment to health and well-being of all staff.
- To develop the complementary role of all school policies to the health education curriculum, such that the curriculum reflects the contents of the policy and the policy reinforces the curriculum.
- To develop partnerships with appropriate outside agencies and individuals, including the school health service, for advice and active support for health education and health promotion in the school.

The school has been active in the Healthy Schools Scheme. Pupils' health and wellbeing is a high priority. Pupil Power is made up of elected representatives from each class. There is always access to water during the school day and we actively encourage children to bring a water bottle to school every day, along with a piece of fruit.

In Puffin and Dragon Pods, milk is made available to all children daily though, again, we would welcome children coming to school with a piece of fruit as well. We encourage children to bring a healthy school lunch box.
In Puffin and Dragon Pods, all children are part of the 'Design to Smile' initiative. You will be asked to complete a consent form for your child to participate, if they are part of these Pods. Tooth brushing takes place daily; all children are provided with a toothbrush free of charge.

FREE BREAKFAST

A free breakfast club is run every day for children of all ages, between 8:00 am and 8:35 am during term time. Children are supervised by school staff before being escorted to their classrooms for the start of the school day.

GOLDEN GROVE DAY CARE

In September 2024, we opened our very own Golden Grove Day Care. Our aim within the setting is to provide high quality, accessible childcare, through both our Flying Start Playgroup and Golden Grove Day Care that enhances the development, care and education of pre-school children from the ages of 2- 4. The setting is also able to offer accessible out of school childcare through our After School Club (Grove Kids Club) by offering a large range of play activities in a welcoming, safe and caring environment for children aged 2-11 years.

We aim to embrace our child centred approach, by supporting children to learn and develop through play. We aim to embed our ethos throughout our provision, and implement principles from Pembrokeshire County Council Early Years, Play & Childcare Service.

If you would like further details on our new day Care provision, such as timings and pricing, please click on the link below.

The Golden Grove Day Care's Statement of Purpose can be found on the website.

DISCIPLINE AND PASTORAL CARE

Overall responsibility for school discipline rests with the Head Teacher but it is a shared responsibility for everyone connected with the school, including parents and carers. There are three school rules - Respect, Ready and Responsible – and the aim is for children to work towards a high standard of personal behaviour. Children are expected to conduct themselves in a courteous and orderly manner at all times, and it is considered important to develop children's self-discipline, especially in their approach to their work and in their relationships with staff and fellow pupils.

The Discipline Policy promotes **positive behaviour**. This is achieved through openly praising pupils who are prepared and ready, rather than focusing attention on those who are not. At Golden Grove School we reward good behaviour.

Our three school rules are Ready, Respect and Responsible and we expect the staff of the school to develop consistency in their approach by being calm, positive and approachable. We celebrate children's achievements in school, including when they are going over and above with their behaviours, and we will be introducing Class Charts this term. Class Charts is a leading classroom management platform, to support positive behaviour, pupil engagement and effective communication between school and home. The system enables staff to monitor achievement, recognise success, manage behaviour consistently and create data-informed seating plans. Parents/ carers will be able to access key information, including rewards and behaviour points, helping to strengthen the partnership between school and families and support every learner's progress.

Staff have been trained in Restorative Practice where we use restorative questions to help resolve conflicts and encourage everyone to think about their feelings and those of others. They also encourage everyone to discuss what should happen next. More recently, all the staff have received Emotion Coaching, which is also something staff utilise in their approach to dealing with children.

From time to time, where misbehaviour persists, parents/ carers will be informed by the class teacher. Should there be no obvious change, parents will be invited to discuss the situation with the ALNCo, Deputy Head Teacher or the Head Teacher.

However, continual disregard of acceptable standards of behaviour will be responded to, and where necessary, pupils will be excluded from school. This process involves school governors and the LEA, and follows strict procedures.

We have a whole school approach to preventing bullying which includes:

- Developing a positive ethos which includes knowing bullying is unacceptable here;
- Expecting positive behaviour which helps and supports learning and development;
- Promoting co-operation and expecting socially responsible behaviour;
- Encouraging those who witness bullying to act positively by alerting staff and exerting collective peer pressure to deter the bullies;
- Valuing and celebrating everyone's differences, skills and talents;
- Supporting the development of emotional literacy, self-esteem and resilience through assemblies, Circle Time, the Healthy Schools programme, skills development, teaching pupils personal coping strategies (*e*.g. with Dr Emily Lovegrove), School Council involvement, Buddy schemes and Peer Mentoring;
- Active involvement of our designated Police SCPO in the delivery of all Wales School Liaison Core Programme;
- Showing respect for others;
- Making the information in this policy available to all stakeholders;
- Involving all members of the school community in designing/implementing policy.

PARENTAL /CARERS INVOLVEMENT

Information Newsletters and Updates are sent regularly to parents through ParentMail.

Facebook and Instagram are regularly updated with school information.

Parent Evenings are held at the school twice a year and a child's report is produced at the end of the academic year.

Parents are invited to attend Assembly when their child is taking part, and they are also encouraged to attend both formal and informal concerts and activities at the school.

The school has an active ***Parent-Teacher Association***, FOGG, which is constitutionally organised.

The involvement of parents in the life of the school is encouraged at all levels. All parents are automatically members of the ***Friends of Golden Grove School*** and would be welcomed at all meetings. Fundraising events are arranged to benefit pupils at the school.
We encourage parents and carers to become involved from the very beginning of their child's journey at our school. Joining our school at any point, we encourage you to be part of our school community:

- Workshops for parents
- Volunteer at the school – regularly listening to readers, supporting the Arts and Sport, or helping with trips (a DBS must be obtained prior to assisting in school).
- Supporting Friends of Golden Grove (FOGG)
- Meetings
- Celebrations, concerts and assemblies
- Responding to questionnaires honestly to improve our school.

Parents are encouraged to visit the school to discuss any concerns with individual staff members. Please speak to your child's class teacher initially or call into the school office to make an appointment to see Mr Williams, who will make every effort to see you that day.

Complaints

If you have any concerns, first try and resolve the matter by making an appointment to discuss your concern with the class teacher, and then with the Head Teacher if the teacher cannot resolve your concern. If your concern is still unresolved, you should put your concern in writing to the Chair of the Governing Body, Mr Darrell Willington.
A copy of the Complaints Procedure is available from the school office or from the school's website.

GDPR and the Use of Digital Images and Permissions from Parents/ Carers

The school is compliant with GDPR policies and procedures.

To keep you fully informed and up to date with what's happening in school, we produce a regular newsletter; we use Facebook, Instagram, Seesaw, HWB and ParentMail; we occasionally have reports in the local newspapers, and the school website has updates on what the children have been getting up to.
We use these media sources to include details of the school and examples of children's work, including children's achievements, such as sporting results and competitions. We like to include aspects of school life, such as school trips and concerts and, therefore, your child(ren) may be in some photographs.

We understand some parents may have concern regarding their child's image appearing in a newspaper or on Facebook, for example, and we would endeavour to reassure you that we will take every possible care to make sure their names do not appear with images to make them identifiable. If you do not wish your child's photo to appear on any social media outlets, please let us know on the general consent form, which will be sent out via ParentMail annually.

Seesaw

Seesaw (http://seesaw.me) is a secure online journal where pupils can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of pupils, or share or sell your child's personal information or journal content.

I hope that your child will enjoy using Seesaw to document and share their learning this year.

The Hwb platform

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All pupils in maintained schools in Wales are provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests are online and must be completed by each pupil via the platform. In order to provide [you / your child] with a secure log-in, the school sends basic information to the Welsh Government. The log-in will allow [you/your child] to take the mandatory online assessments, known as 'personalised assessments'.
For more information about the Hwb platform and how information about [you / your child] is used, please see https://hwb.gov.wales/privacy.
For more information about the online personalised assessments, please see http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2

Additional services

If you agree, Welsh Government can also provide [you/your child] with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help [you/your child] access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.
Welsh Government will only provide access to these additional services if you give your consent on the consent form.
If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service provides, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.

MEDICAL

It is important that the school receives, and keeps up to date, records of pupils' addresses and parents' home and work telephone numbers, together with details of people nominated by parents who can be contacted in the event of an accident or illness**. Emergency contact numbers . . . mobile phone numbers . . . are vitally important. Ex-directory numbers will be kept confidential.**

It is equally important that any special medical information should be made available to the school and this, too, is seen as confidential.

ADMINISTERING MEDICINES

In line with Pembrokeshire County Council procedure, the school is only able to administer medicines that have been medically prescribed including asthma pumps. Parents themselves, however, may administer non prescribed medicines at a time convenient to them and the school. A comprehensive 'Administering Medicines in Schools' policy is in place.

We have regular staff training and effectively manage the medication needs of children with more complex medical needs such as diabetes, epilepsy and anaphylaxis.

Children who require medication/management have a health care plan drawn up between ALNCO, school nurse and parents.

Minor accidents are dealt with by members of staff. Should an accident occur during school time which necessitates medical treatment every effort will be made to contact parents or their nominee. Failing this, pupils requiring treatment will either be seen by a doctor or taken to the Casualty Department at Tenby Cottage or Withybush Hospital.

We have a number of senior First Aiders on site who will be called when needed by staff working with a child.

An ambulance will be called for your child when it is deemed necessary by the First Aider to treat your child. In a life-threatening emergency paramedics will be called first and then continued attempts to contact parents.

Any kind of bump to the head will be reported to parents. Even if it seems minor parents will be given the opportunity to collect their child, if they wish.

Accidents requiring medical attention are recorded in an accident book.

Children who become ill at school will need to be taken home. It is important therefore that working parents have contingency plans for such an occasion.

Following absences due to illness, or withdrawal for any reason, a letter must be written and sent to the class teacher. Failure to comply will result in an unauthorised absence being recorded.

With some illnesses children must stay away from school for a certain number of days:

Chicken Pox	5 days from onset of rash
Measles	5 days from onset of rash
Mumps	5 days from onset of swollen glands
German Measles	5 days from onset of rash
Whooping Cough	5 days from commencing anti-biotics
Scarlet Fever	5 days from commencing anti-biotics
Diarrhoea and Vomiting	48 hours after the last episode of diarrhoea and vomiting

Advice on the current treatment of head lice can be obtained from any local chemist and parents are asked to check their children's hair regularly.

Toilet Training

The perfect age to begin toilet training is different for every child. We would like to support you with toilet training your child so that they are not wearing nappies to school. A parent's readiness to train is just as important as a child's readiness to learn and toilet training is an important milestone in your child's development. We ask you to start the toileting process by introducing your child to knickers/pants and familiarising themselves with the toilet.

Take your child shopping so they choose their pants and buy plenty. Insist they sit on the toilet as soon as they get up, before you leave the house, after meals, before bed etc. so that your child has a toilet routine. We appreciate they may not do anything while on the toilet straight away, but they will be learning what it is for and developing the routine. Help your child relax while they are on the toilet by reading them a story, sing a song or talk about the day so that toileting is an enjoyable process and your child wants to do it. Praise is crucial, give your child a clap, cuddle and kiss every time they sit on the toilet and even more praise when they do 'go'. Expect accidents and clean them calmly. It is important not to be cross when accidents happen. We will support you with toilet training while your child is in school.

Please ensure your child has at least 3 sets of clean underwear, trousers, socks and spare shoes with them in their bag as well as nappy bags and wipes. Due to the intimate nature of wiping bottoms, we require you to give permission for us to clean your child if an accident has occurred in school.
We ask that over the holiday you begin preparing your child for toilet training and we hope that by the start of term they are out of nappies and a toilet routine established.

ANCILLIARY SERVICES

The school nurse tests the children's vision and hearing at Year 1. The Speech Therapist is in regular contact with the school.

Parents are informed of all medical screenings and invited to all medical examinations at the school.

HEALTHY EATING

Pupils are encouraged to keep themselves hydrated in order to promote learning and all staff allow drinking water throughout the school day. The school is able to supply filtered, cool water to pupils at no cost, as long as it is in a suitable plastic container.
Pupils may, if they wish, bring their own drinks to school in a plastic container but we actively discourage fizzy or coloured drinks, preferring water. It is encouraged that all water bottles and lunchboxes are taken home at the end of the day to be washed thoroughly. Similarly, healthy snacks are encouraged at break times and lunchtimes. Advice on Health Promoting Schools is regularly displayed and for any further advice.

SCHOOL MEALS

ALL full-time Primary pupils can now have free school lunches every day.

The two-week rolling menu offers tasty, nutritious, balanced food inclusive of all dietary needs.

Take a look at the menus on offer on our Facebook page or on the Pembrokeshire County Council website and give free lunches a go.

Children bringing a packed lunch may bring drinks, but these must not be carried in glass containers. Packed lunches should not include hot drinks, soups or convenience foods which require boiling water.

Pupils should bring in a water bottle to take advantage of the constant supply of freshly cooled water available in school.

SCHOOL UNIFORM

Why do we encourage school uniform?

- School uniform promotes learning: it requires full attention to be successful. Pupils should focus on what they are learning, and not on what they are wearing.
- School uniforms nourish a sense of equality. When pupils have similar expectations for dress, unhealthy competitive feelings about looks are reduced. Pupils can stand out because of who they are, their character and not their clothes.
- It promotes a feeling of community; they are part of a team working towards success in the classroom, and preparing for life.
- It makes it easier to get ready in the morning, no more indecisions about what to wear in the morning.
- It is much more affordable and durable that stand up to repeated washing and wear. Overall, families save money by not having to keep up the latest fashion.

* Dark dress, skirt or trousers/tailored shorts
* Jade sweatshirt/ cardigan
* Jade/ navy polo-shirt
* Jade Gingham dress, if desired in the summer
* Sensible shoes (no raised heels, crocs or flip flops)

The official school uniform is available form Tee R Us (Shop - Tees R Us Embroidery and Print), St. Brides Bay Clothing (St Brides Bay Print & Embroidery) or My Clothing (Myclothing.com). Uniforms are available to be ordered and delivered through their websites.

Children should be provided with a suitable change of clothing/footwear for PE, for indoor and outdoor activities. Pupils may also choose to wear a t-shirt of their team colour or the school navy sports t-shirt, both of which are available from our uniform suppliers. Sensible footwear is encouraged at all times.

Children who wear clothing that is considered inappropriate (for example, crop tops, maxi dresses, strapped tops…) may be sent home to change.

Please Remember….

- **Hair accessories such as slides, ribbons, bobbles etc. should be simple if possible.**
- **Parents are asked to ensure that all items are labelled clearly with their child's name.**
- **For safety reasons we ask that the children do not wear jewellery in school. If earrings are to be worn, then they must be studs.**
- **Haircuts should be sensible – please avoid shaved patterns and extreme styles.**

SCHOOL TEAMS

HERONS	SWANS	CORMORANTS

Friendly competition, both sporting and non-sporting, is encouraged between the teams with an accent on effort and enjoyment.

MONEY AND VALUABLES

The school cannot be held responsible for items lost, mislaid or sadly even stolen. Parents are asked to ensure that children do not bring toys, jewellery or other valuable items to school.

EDUCATIONAL VISITS

Many aspects of the Wales Curriculum necessitate travel outside school. The value of educational visits is recognised by the school, and we will continue to organise both day and residential excursions. The Head is the nominated Educational Visits Co-ordinator.

Under the 1988 Education Act, the school may only seek voluntary contributions from parents for travel costs and other expenses involved in school trips during school hours. If insufficient contributions are received, the visit may not be viable, as no school funds are allocated to subsidise travel costs. However, every effort will be made to ensure the trip will take place for all children, and no individuals will be excluded.

All residential visits during term time must be paid for by parents/carers if they wish their child to take part.












SCHOOL ACTIVITIES

School events are held regularly. Parents are always encouraged to attend and participate in such functions e.g. **Class *Assembly, Sports Day*, *Open Evenings*, *Christmas and Harvest Services*, *School productions and concerts*, *St David's Celebrations, Presentation afternoons*, *Friends of Golden Grove School meetings* and *fund-raising functions such as the Golden Grove's Got Talent.***

The school participates, with other schools within Pembrokeshire, in ***swimming galas*, *football, rugby* and *netball matches*, *athletics*, *music concerts* and *festivals*.**

The school enters a variety of competitions organised by local ***businesses and groups, the Local Education Authority and the Urdd.***

Cycling Proficiency Tests are carried out annually, under the supervision of the Road Safety Officer for Pembrokeshire.

There is a very strong community spirit based around the school, and we regularly benefit from the support of the **local churches, chapels and the Town Council.**

EXTRA-CURRICULAR ACTIVITIES

We try to offer a wide range of extracurricular activities for children. These are activities which take place outside lesson time. They will vary from time to time depending upon staff expertise, the time of year and the age of the children. Some of these activities mean that children have to be taken to competitions or performances in other areas and permission slips are a necessary component in this process.

The school takes an active part in the Urdd and a range of activities and competitions are available to all children who are Urdd members. The cost of membership is a parental responsibility.











SPORTS ACHIEVEMENT



The school has an excellent reputation in sport, and it is considered a great honour to represent the school in any element of sport. With all these activities, the aim is for the pupils to participate competitively with particular emphasis on enjoyment, sportsmanship and being part of a team. However, all children gain a great deal of confidence and enjoyment from the PE programme offered in this school.

Golden Grove pupils compete against other schools in netball, football, rugby, cross-country, cricket, athletics and swimming through Family of Schools, Pembrokeshire and Urdd (Welsh Language) competitions.

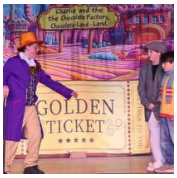
The school discourages the wearing of any jewellery for Health & Safety reasons. Please be aware that the only acceptable items of jewellery are a watch and small stud earrings. These must always be removed for any games/sport activity, and the school will not accept responsibility for injuries or loss caused through failure to comply with this request.

MUSIC PROVISION & DRAMA PROVISION



Music plays an important role in school life, with pupils benefiting from high-quality peripatetic music tuition from Mrs Rebecca Whitehurst that supports the development of instrumental skills, and Mrs Olyott who leads the school choir. Children are encouraged to explore their musical talents, build confidence and develop a lifelong appreciation of music. Throughout the year, pupils have regular opportunities to showcase their progress through termly performances, sharing their achievements with families and the wider school community. These celebrations of music provide valuable performance experience and highlight the enthusiasm, dedication and talents of our young musicians. PBuzz sessions are also delivered for all Year 4 children by the PCC Music Service. This is all in addition to the Music that the children cover as part of the curriculum.





Drama is a vibrant part of school life, with specialist drama teacher Chloe leading engaging weekly sessions that rotate through all classes every Wednesday. These sessions help pupils develop confidence, creativity, communication skills and a love of performance. Chloe also leads our popular after-school Drama Club each Wednesday, where children have the opportunity to further develop their acting, singing and stagecraft skills. In recent years, Drama Club productions have included pantomimes as well as much-loved musical performances such as *Joseph* and *The Wizard of Oz*, providing memorable opportunities for pupils to showcase their talents and work together as a cast.

INCLEMENT WEATHER

In the event of snow or a serious storm, there may be a requirement of the school to close. Parents will be asked to use their discretion in these instances, but every effort will be made to contact parents via ParentMail, Facebook or through phone calls. Alerts to school closures will also be announced on Radio Pembrokeshire and on Pembrokeshire County Council's website.

SAFETY AND SECURITY

All possible precautions are taken to ensure the safety of the children. A Fire Drill and an Incoming Emergency Planning Alert Exercise are carried out termly and there are trained first aiders on the staff. The school has a Health and Safety policy which has been formulated following advice from the County Council. A security system is in place, and visitors have to ring the bell at reception for attention. A visitors' book must be signed on entry.

ATTENDANCE OF PUPILS

We place a high priority on regular attendance and punctuality of children. The importance should not be underestimated by parents and carers. It is a legal requirement that schools record a child's absence daily, so please contact the school before 9:00 am if your child is going to be absent. This can be done by phone or through ParentMail.

Important Attendance and Punctuality Facts

- 95% Attendance equals 10 days absent.
- 85% Attendance equals 30 days absent.
- 15 minutes late per day during the school year equals 10 teaching days lost.

You can help by:

- Ensuring your child attends school every day and arrives punctually in order to make the most of the education offered.
- Avoiding medical appointments in school time.
- Avoiding taking holidays in school time. (Any holidays must be requested in writing)

We as a school recognise there are factors which affect attendance, including the well-being of the pupil and family circumstances. We, therefore, know that many learners at some time in their school life may experience difficulties which may affect their learning. Please arrange to meet with Ms Roberts-Ogleby (Family Engagement Officer), Mr Williams (Head Teacher) or Mrs Bruce (Deputy Head Teacher) if you require any support with this. Should your child's attendance drop considerably, you may also be offered support from the school's Educational Welfare Officer.