



*"We care, we're ready, we're safe!"*

# Prospectus 2021

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Chairman of the Governors - Mr. J. Griffiths



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Dear Parents and Guardians,

I would like to extend a warm welcome to you from Saundersfoot Community Primary School, please use this prospectus to help you to understand more about the life and work of our happy and caring school.

I appreciate that in an ever changing world, parents want a good education that prepares their child for their future but they also want them to be happy and to feel safe and secure. At Saundersfoot Community Primary School the development of each individual's potential is central to the ethos of the school. We are proud of our history and the values we celebrate and promote within Saundersfoot C P School - we care, we're ready and we're safe.

Saundersfoot CP School is community focus school the majority of pupils live in and around Saundersfoot village .The school is very popular and all applications for admission are now handled by the Local Education Authority who allocate places in accordance with their admissions criteria.

Saundersfoot Community Primary School prides itself on a caring and nurturing environment and ethos where each person is valued for their contribution to the team. The school has a strong reputation for upholding values and supporting all pupils. This has been recognized by the school inspectorate, Estyn commenting..

***The headteacher has managed the changes at the school thoughtfully. He has been consistent in his expectations that all teachers will take part in the school's improvement journey. As a result, there is now a purposeful working culture at the school. Teachers and learning support assistants know that their work is valued and are committed to achieving the best outcomes for their pupils.***

Here in Saundersfoot we foster a family atmosphere where the children are encouraged to show mutual respect and support for each other. Every child is treated as an individual who is valued for who they are, not what they achieve. All children are unique and contribute to our family. Being a 'Beach School' is important to us, with Saundersfoot and Coppet Hall beaches only minutes away all classes regularly visit the beach as part of their learning environment. Recently we have developed a series of enriching and memorable activities to complement the curriculum with key milestones and celebrations for pupils as they move through the school - our #FABB6.

As a school and community our vision is that....Pupils in Saundersfoot CP School will grow and develop as respectful, resilient, independent, ambitious learners who are emotionally literate, with well-being at the forefront of our education. During their time in school we build a collection of enriching memories where learning is key. Our unique coastal location enables the school to ensure our curriculum is firmly rooted in our Welsh coastal village.

Saundersfoot School continues its evolution to provide quality education for the community. It is a great honour and privilege to be the head teacher of Saundersfoot CP School.

Mr. N. Allen

## OUR SCHOOL

Saundersfoot Community Primary School is located in the popular seaside village of Saundersfoot in the county of Pembrokeshire. The school is set in spacious, attractive grounds a short distance from the village and nearby beach.

The original school building has been extended over the years to accommodate our growing numbers. The original building - first opened in 1973- has now been remodelled for our Early Years pupils and the administration area. The first extension - completed in July 1988- houses the pupils of Years 5 and 6, along with a computer suite and staff room. Our final extension of 6 classes also contains our new library area.

The school has approximately 230 pupils and continues to grow. At present we have two Early Years classes catering for pupils aged 3-5, two more Foundation Phase classes for pupils 5-7 and four Key Stage Two classes for pupils aged 7-11. Children are generally taught in age bands where possible.

## SCHOOL SESSIONS

Our school opening times are:

Foundation Phase-	9am - 12.00	1.00pm - 3.15pm
Key Stage 2	9am - 12.10	1.00pm - 3.15pm

## GOVERNING BODY OF SAUNDERSFOOT SCHOOL

Every school has a Governing Body. The Governors meet at least once a term and sub-committees more regularly. The Governors discuss matters relevant to the running of the school and the education of the children. Every year, the Governing Body writes a report which is available to parent. This is published on the school website and a hard copy can be obtained from the school office. Parents are also invited to the Annual General Meeting of the Governing Body at which they have the opportunity to ask questions or make comments. In addition to the Head teacher, the following people serve on the Governing Body for a period of four years.

<u>Name</u>	<u>Status</u>
Mr. J Griffiths	Chairman (LEA)
Mrs R Noyce	Vice Chairman (Community)
Mr P. Parker	Chair of Staffing & Finance Committees (Community)
Cllr P. Baker	L.E.A.
Mr M Williams	L.E.A.
Mrs A. Thomas	Community
Cllr M Saunders	Community
Mr. N. Allen	Head Teacher
Mrs. J. Morris	Teacher Rep
Mrs S. Empson	Staff Member
Mr N Lewis	Parent
Miss L Davies	Parent
Mrs K Howells	Parent

The Parent Governors have been elected to the Governing Body to represent the views of all parents. If you have any suggestions to make as to how the school can move forward, they would welcome your views. Please feel free to contact them at any time.

## Teaching Staff

### Year Group Taught

### Subject Responsibility

Mr. N. Allen	Head teacher	Leadership and Management, Staff Development and Performance Management, Humanities, CPD, Pastoral Care and Discipline.
Miss. S. Gillespie	Reception	<b>Deputy Head Teacher</b> Foundation Phase Co-ordinator, ALNco, NQT Senior Mentor
Mrs. J. Lloyd	Year 6	<b>Assistant Head &amp; Key Stage 2 Co-Ordinator</b> Management of LNF, First Aid, Language Literacy & Communication, Teaching and Learning
Mrs. A. Evans	Year 5	Health and Well being Lead.
Mrs. J. Morris	Year 4	Expressive Arts Lead
Mrs. C. Rees	Year 3	Science & Technology Lead
Mrs. D. Glanville	Year 2	Numeracy and Mathematics Lead
Miss. L. Nicholson	Year 1	Humanities Lead
Miss. J. Hackett	Nursery lead	
Mrs. J. Howells-Evans	PPA Cover, 0.2 cover Year 6	
Mrs. R. Doughue	Literacy- Numeracy	

### **Support staff**

Mrs N. Booth	HLTA - ELSA
Mrs A. Davis	LSA
Mrs A. Davies	LSA
Mrs S. Empson	LSA - ELSA
Mrs T. Griffiths	LSA- ALN Champion
Mrs L. Lewis	LSA - ELSA
Mrs S. Barrellie	LSA

### **Administration**

Mrs K. Brace	School Admin
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### **Peripatetic Music Staff**

Mrs Harris	Cello
Mrs V, Evans	Strings
Mrs. P. Wilkinson	Woodwind
Mr. D. Mayhew	Percussion
Mr. C Barrett	Brass

### **Caretaker and Cleaners**

Mr M Anthony	Caretaker
Mrs R Price	Cleaner
Mr. T. Price	Cleaner

### **Lunch Time Supervisors and Kitchen Staff**

Mrs J. Scourfield	Lunchtime Supervisor
Mrs. K. Pettifer	Lunchtime Supervisor
Mrs S Barrellie	Lunchtime Supervisor
Mrs. L. Langmead	Lunchtime Supervisor

Mrs F. Redford	Cook
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## THE AIM OF SAUNDERSFOOT SCHOOL

"We care, we're ready & we're safe"

The overriding vision for Saundersfoot CP School is:

*Pupils in Saundersfoot CP School will grow and develop as respectful, resilient, independent, ambitious learners who are emotionally literate, with well-being at the forefront of our education. During their time in school we build a collection of enriching memories where learning is fun. Our unique coastal location enables the school to ensure our curriculum is firmly rooted in our Welsh coastal village.*

Mission Statement.

*Our aim is that every member of our school community every pupil, every staff member, every parent and every governor is a life long learner.*

*Within Saundersfoot we actively work together with our pupils to ensure they receive a rich, inspiring and engaging education enabling every child to be physically, creatively, technologically, emotionally and academically fit for life.*

*Our vision is for the education of Saundersfoot community primary school is based around our locality, our beaches, our countryside helping our pupils to become connected to their local area, Wales and beyond.*

We care,

We're ready,

We're safe

These are the values that underpin our vision.



## **Routines for the beginning and end of the school day.**

At the start of the day it is very important that the children arrive in school in time for the start of the school day at 8.50 a.m. We ask for this as it is unfair to the children and the staff for children to arrive after this time. Late arrivals are recorded. Please telephone the school if you have been unavoidably delayed.

The school gates open at 8:40am and staff will be on duty in class supervising pupils. Children are encouraged to be independent as early as possible, the 'COVID' drop off systems has been a success and we kindly ask for all parents allow their children to walk into school independently.

At the end of the day parents collect children from the collecting area outside the school gates. Teachers and Learning Support Assistants will lead the children to this collecting point where they ensure that the children are passed over to their parents or guardians at the school gate.

Foundation Phase classes (Nursery, Reception, Y1 and Y2) and pupils with older siblings are dismissed from the top gate. Junior classes (Y3-6) are dismissed from the main gates.

Children are not allowed to go unless staff have actually handed them over to a named adult. Please telephone the school if you have been unavoidably delayed.

## **ORGANISATION OF THE CURRICULUM**

Saundersfoot School caters for pupils aged 3 to 11 years and covers the phases of the child's education as outlined below.

### **FOUNDATION PHASE**

The new foundation phase caters for pupils under eight years old and incorporates the Early Years Unit and pupils in Years One and Two. Work is planned under the Areas of Learning and experience statutory under the revised curriculum. These are

- ❖ Language, Literacy and communication.
- ❖ Maths and Numeracy
- ❖ Science and Technology
- ❖ Health and Well Being
- ❖ Humanities
- ❖ Expressive Arts

The local beaches and school's outdoor environment is used extensively to deliver the curriculum and it is an expectation that all pupils will participate fully in the visits to the local woodland, beach and local environment to enhance their learning.

## **KEY STAGE TWO - Years Three to Six**

During this phase of education, the school follows the same areas of Learning and experience as the Foundation Phase.

- ❖ Language, Literacy and communication.
- ❖ Maths and Numeracy
- ❖ Science and Technology
- ❖ Health and Well Being
- ❖ Humanities
- ❖ Expressive Arts

There is a heavy focus on the acquisition of skills and developing pupils as independent learners.

Pupils are formally assessed at the end of each year through National reading and numeracy tests.



Subjects are planned as part of a skills based approach and wherever possible be taught as part of a topic or theme. The teaching of key skills is central to the curriculum. The key skills for the school are literacy and numeracy.

Emphasis is given to the Curriculum Cymreig which is concerned with the cultural, economic, environmental, linguistic and historic characteristics of Wales.

## ADMISSIONS

Children are at present admitted to the Early Years Unit on a part time basis in the term following their third birthday.

Actual date of admission is dependent upon availability of places and in accordance with the LA's agreed criteria.

Priority is given to children living within the school's designated catchment area.

Should spaces remain; the LA will consider applications from outside the catchment area.

All applications are subject to the same criteria and given equal consideration regardless of disability or ability.

Should you wish your child to attend Saundersfoot School, early contact with the school is advised and we will advise you of the necessary steps to take.

Children normally become full time the term after their fourth birthday

The admissions policy is constantly reviewed and is subject to change from time to time in accordance with Government and LEA guidelines.

## **EQUAL OPPORTUNITIES**

The school is committed to equality of opportunity for everyone. The headteacher and Governing Body aim to ensure that all members of the school community are treated fairly and with equality. We use positive educational experiences and mutual support to promote positive social attitudes and respect for all. Our single equality plan and the linked action plan actively promotes the principles of fairness and justice and ensures that all safeguarding protocols are observed. This can be viewed on the website.

### **Equal opportunities for children**

All children are, from their earliest years in school, encouraged to acquire skills and knowledge that will ensure that they are not restricted in their choice of courses at a later stage in their education or life. Educational provision at the school is planned to ensure that staffing and physical resources are sufficient to provide the type, range and level of experience to ensure that equal opportunities are available to all pupils regardless of ethnicity, race or gender.



### **Equal opportunities for employees**

As an employer, the recruitment process is monitored carefully by the school to ensure equality of opportunity in the recruitment, selection, appraisal, training and promotion of staff at all levels. The school would take appropriate action to protect staff from any discriminatory behaviour by individuals from within or outside the school community. Key staff and governors have completed safer recruitment training.

## **HOME READING**

Research has shown that children whose parents are willing and able to help them learn to read make greater progress than those whose parents do not.

We would ask you to help by spending 10 minutes or so with your child each night.

Our main reading scheme is linked to the synthetic phonics programme Read Write Inc. and our work at home centres around the phonic progression of this scheme. When appropriate, your child will bring home a book along with their home/ school diary. At the early stages these will contain very few words. Try and make the time a really enjoyable experience by showing interest in the book, talking generally about it, discussing the pictures and reinforcing the sound patterns.

At first it is a good idea for both adult and child to read the book together. Reading aloud is a great confidence builder and also aids fluency and expression. As your child becomes more confident, reduce your voice to a whisper and let him/ her take over. Help with unknown words.

Older children who have mastered the mechanics of reading still need regular practice. Try to encourage expression and ask questions about the context of the passage. A range of fiction and non-fiction material is equally valuable. Please indicate the pages read and sign the homework diary accordingly.

From time to time, the school runs courses for parents and volunteer helpers in the teaching of reading. If you would be interested in attending, please let us know and when sufficient people are interested, we will arrange a course.

Thank you for your support in this matter.

## **ARRANGEMENTS FOR PUPILS WITH ADDITIONAL LEARNING NEEDS**

At Saundersfoot School, we aim for every child to reach their full potential and this inevitably means providing a varied and challenging curriculum for all, regardless of ability. Children who need additional help are, wherever possible given additional support. This may be within the classroom, using a differentiated approach or may involve withdrawing the child for individual or group tuition.

If a pupil holds a statement of special educational need, the school will ensure that the conditions of the statement are met. In addition, regular meetings will take place with parents including a formal annual review to ensure that the provision remains relevant.

The school's Additional Needs co-ordinator (ALNCO) Miss. S. Gillespie s co-ordinates and monitors the educational progress of pupils with additional learning needs, giving advice to class teachers and where appropriate, liaising with outside agencies. She is available by appointment to parents who have concerns about their child. Parents may also view the schools ALN policy at any time. Please call at reception.

Children with additional learning needs are admitted to the school using the same admissions criteria as other pupils and all pupils are treated equally, regardless of ability or disability. Strict adherence to our disability equality policy and action plan ensures that pupils with disabilities receive equality of opportunity in all school activities. The action plan is regularly updated to ensure constant monitoring of our provision for pupils with disabilities.

The school also aims to meet the needs of exceptionally able children by providing extension work that will challenge their academic ability. This may happen within the classroom or at the upper end of the school, through setting for core subjects.

## **RELIGIOUS EDUCATION**

The school provides all pupils with a daily act of collective worship of a broadly Christian nature in accordance with Government legislation. Collective worship may be class based, key stage or whole school in nature.

Religious education is based on the agreed syllabus for Pembrokeshire. In accordance with this syllabus, pupils are taught about the main religious traditions of Christianity, Judaism, Islam and Hinduism.

They also learn to care for and respect the environment, to appreciate the diversity in society, to formulate opinions on a variety of issues, to consider the views expressed by others and most importantly their own special contribution as a valued and unique individual.

The school has no affiliation with any particular religious denomination and a variety of outside speakers visit the school to work with the children. We aim to celebrate both equality & diversity through the experiences the pupils receive.

Any parent wishing to exercise their right to withdraw their child from collective worship should make an appointment to see the head teacher.

## WELSH

All children are taught Welsh as a second language in accordance with the National Curriculum for Welsh Second Language learners either by their class teacher or by another member of staff with expertise in the subject. The school is actively working towards a bilingual education the speaking of Welsh is encouraged throughout the school. Welsh history and culture forms an integral part of the topic work covered. Provision is made for pupils who transfer to the school from an English speaking area and extra tuition will be provided should it be required, although it is surprising how quickly pupils gain the confidence to participate alongside their peers. Equally, pupils transferring from a Welsh speaking environment are provided with differentiated tuition to meet their particular needs.

Membership of the Urdd is encouraged and through the organisation, pupils take part in sporting and cultural activities as well as having the chance to visit Llangrannog, an outward-bound centre run by the Urdd or the The Urdd Centre in Cardiff.

The school also runs an Urdd club after school for interested pupils and holds its own St David's Day celebrations. We hold Welsh evenings and events for parents to encourage a wider use of the language and to provide opportunities for parents to become confident in the use of incidental language at home. These evenings are fun and designed to raise the profile of both the language and culture of Wales.

### **Here are some phrases to get you started!**

Good morning -	Bore da	( bor-eh dar)
Good afternoon -	Prynhawn da	(prinhawn dar)
Good night -	Nos da	( nors dar)
Here -	Yma	(um-ma)
You're welcome -	Croeso	(croy-so)
Where is Sian?	- Ble mae Sian?	( Bleh my -----)
Dinner -	cinio	(kin-yo)
Sandwiches -	brechdanau	(breċ-dan-eye)

## SPORT

Saundersfoot School has a large playing field, a netball court and a hall equipped for the teaching of gymnastics.

The PE curriculum is essentially a way of learning through action, awareness and observation. Planning, evaluating and refining skills are an integral part of the programme of work. All children participate in gymnastics, dance, games and a wide range of outdoor activities. Pupils from Year Two upwards also receive swimming lessons.

We aim to provide as wide a base as possible so that all children achieve a degree of sporting success.

Those with a particular aptitude have the opportunity to represent the school at a competitive level. The school enters a variety of competitions in swimming, gymnastics, athletics, cross-country, rounders, cricket, football, rugby and netball with considerable success.

The school is proud of its history reaching sporting national finals in girls rugby 2016, mixed cricket 2017, girls football 2018 and mixed cricket 2018.

Extra- curricular activities form an important part of our programme. Details of available clubs are circulated to parents each September.





## HOUSES

Children are placed into one of three houses for sporting events. These houses are named after beaches in Saundersfoot.

- Coppet (Red)                      Monkstone (Blue)                      Glen (Green).

Friendly competition is encouraged with an accent on effort. The Ronnie Brabon cup is presented to the winning house at the end of the school sports.

During the year junior pupils take part in friendly but competitive games e.g. swimming gala, school sports, football, netball etc. Parents are encouraged to come along to support the children in these activities.

## MUSIC

The school has a very strong musical tradition and its success is recognised throughout the locality. All children have regular music lessons but for those showing particular aptitude, further opportunities are available.

Opportunities are available for pupils who show musical aptitude and commitment to learn a second instrument. At present, tuition is available on violin, viola, cello, flute, oboe, saxophone, clarinet, bassoon, trumpet, cornet and percussion. Pupils wishing to be considered for tuition should see Miss Gillespie.

Pupils in receipt of lessons must be committed to regular practice and be willing to follow the school policy. A voluntary contribution of £15 per term is requested to support these lessons.

The school has a large and successful orchestra and several ensembles that meet before school on a weekly basis.

All music groups perform at a variety of venues and are involved in community activities.



## **EXTRA-CURRICULAR ACTIVITIES**

The school runs many activities both before and after school. A list of these is circulated to parents each September. They include sporting, musical and creative activities. Those children who participate are expected to show loyalty to the club and attend on a regular basis.

## **PASTORAL CARE AND DISCIPLINE**

Saundersfoot C.P. School has always maintained a reputation for having well-mannered, responsible pupils.

We aim to provide a positive and secure environment where a child can develop his or her true intellectual, physical, emotional and spiritual potential. When a child feels secure, knows he/ she is special and believes in him/ herself, then a corresponding confidence can be seen in the way in which they tackle their work. Every member of the school has a positive contribution to make and high standards of behaviour are expected. Our aim is to equip children with the skills to integrate fully into society making a positive contribution to their community. Through positive role models, rewards and sanctions, we teach children that they have both rights and responsibilities and that every action has its own consequence.

Saundersfoot is a school where pupils come to learn. When pupils' behaviour and attitude are excellent and they are engaged in their learning experiences, this will contribute to a positive outcome.

In order to enable the best teaching and learning to take place, desired behaviour in all aspects of school life is essential. The staff in Saundersfoot seek to promote an inclusive learning environment by the use of a range of strategies, including but not limited to:

- ✓ Giving all pupils the optimum chance to achieve
- ✓ Rewarding pupils when appropriate
- ✓ Promoting high self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ✓ Promoting a culture of praise and encouragement in which all pupils can achieve
- ✓ Allowing pupils the responsibility for their own behaviour
- ✓ Being aware that all pupils are individuals
- ✓ Offering strategies to minimise inappropriate behaviour

- ✓ Being consistent across whole school, enabling staff and pupils to maintain clear understanding of expectations while having due regard for any additional learning needs they may have
- ✓ Encouraging a positive relationship with parents and carers to develop a shared approach which involves them in partnership with the school;

## **PARENTAL INVOLVEMENT**

As a school we really do value the input our parents can provide, if you feel you are able to enhance the education of the school through providing a talk to pupils, demonstrating a specific skill or assisting in any way please contact your child's class teacher

Parents can assist in the school in various ways, helping with reading, making costumes, tidying, gardening etc. Parental help is greatly valued and enhances the partnership in your child's learning.

Annually we hold a meeting where parents can agenda issues for discussion. The aim of these meetings is to work in partnership to discuss issues that will move the school forward. The school development plan, areas of school focus and plans for the future are also outlined by the head teacher and parental opinion sought on a variety of issues. We sincerely hope that you will be able to join us at these meetings. All are most welcome.

## **REPORTING TO PARENTS**

The school opens an open door policy for parents and you are welcome to discuss the educational progress of your child with the class teacher at any time. Appointments can be arranged through the home, class Dojo if required.

At the beginning of each school year, parents are invited into school to "Meet the Teacher". This is an opportunity right at the beginning of the year to spend time with your child's new teacher and learn about the aspects of school life that are pertinent to that year group. Issues such as homework, class projects, timetables and specific class requirements are discussed. The opportunity is also taken to update contact details and any relevant paperwork. Feedback from parents about this event has been very positive and we would encourage you to attend. During the autumn and spring terms we hold a full parents' evening when you are able to make an appointment to chat individually to your child's teacher about their progress.

A written report is forwarded to all parents at the end of the school year. This is followed by a parents' evening when you are welcome to come into school to discuss your child's report and consider with us targets for improvement.

## FRIENDS OF SAUNDERSFOOT SCHOOL (FOSS)

FOSS is a registered charity and was formed some years ago by a group of parents to help raise additional funds for the school. Throughout the school year they organize a variety of events that are both fun and beneficial to the school. FOSS usually meets after school to organize activities.

Over the last two years, the present committee has raised in excess of £10,000 that has directly benefited the pupils. They operate on a very democratic basis and all parents are warmly invited to get involved in whatever capacity they feel able. FOSS also have their own running team and encourage the pupils to be part of a lunchtime running club. The school is most grateful to this group of parents for their continued support.

### SCHOOL UNIFORM

Saundersfoot School uniform is worn with pride by all pupils. Parents, pupils and visitors to the school all comment on the smartness of the uniform. The school uniform is listed below.

<u>GIRLS</u>	<u>BOYS</u>
School sweatshirt	School sweatshirt
White blouse	White shirt
School tie	School tie
Grey skirt	Grey trousers
Black low heeled shoes	Black shoes
Pink/ white gingham dress ( summer)	School fleece (optional)
School fleece (optional)	
<u>For PE</u>	<u>For PE</u>
Black or navy shorts/ tracksuit	Black or navy shorts/ tracksuit
Polo shirt or t -shirt in house colour	Polo shirt or t -shirt in house colour
Trainers/ football boots	Trainers/ football boots



School uniform may be purchased from Tees R Us, Rumble Way Garage, New Hedges or online from Tesco schoolwear

Polo shirts with the school logo are also available and may be worn in place of a shirt and tie on a day to day basis. However pupils will require a shirt and tie from time to time, especially if they are a member of the school choir or orchestra.

Where pupils are representing the school or performing in a concert, then the official uniform is required for all pupils.

In the interests of hygiene, all children are required to change for PE and back again at the end of the lesson. For school matches, kit will be provided in school colours.

Reading folders bearing the school logo may be purchased.

## **ACTIVITIES AWAY FROM SCHOOL PREMISES**

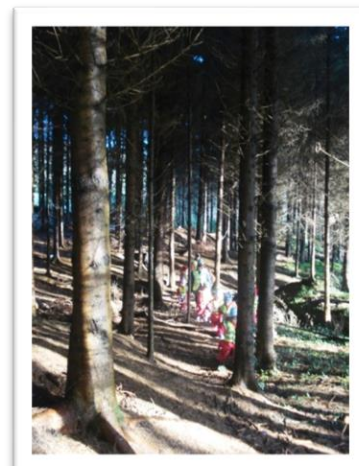
### **Swimming**

Children are transported to the pool on coaches from a recognised firm and supervised at the pool by a fully qualified instructor and teaching staff.

### **Educational Visits**

During the school year all classes, particularly those in the Foundation Phase, will experience a number of educational visits. The nature of these will vary from class to class but most are linked to the project being followed in that particular year group. It is an expectation that all pupils will participate fully in excursions that take place during school hours as these form an integral part of their learning. Should any parent have any questions in regard to village visits, please speak to your child's teacher.

The school follows official LA procedure outlined in the booklet "4. Guidelines for Educational Visits" adhering strictly to the recommended staff: pupil ratios.



## **Charging and Remissions for School Trips**

Where a charge is made, parents will usually be asked to contribute the whole cost of the activity although wherever possible, the school subsidises the cost of any transport involved. This payment is by law a voluntary contribution but it is pointed out that the activity is often non-viable unless everyone contributes.

A system of staged payments is available for residential visits.

In cases of genuine difficulty please make an appointment to discuss a way forward with the Head Teacher.

## **Residential Visits**

During their time in Years 5 and 6, pupils take part in a residential visit. The venue varies but is often the outdoor pursuits centre at Llangrannog, or Stratford Upon Avon. Teachers and support staff accompany the children and the pupil: teacher ratio is always very favourable. Children are constantly supervised by the staff. Parents have an itinerary of proposed activities prior to the visit and several meetings are held with parents to answer any questions and discuss any potential problems or concerns. During the week, the school keeps in regular contact with the party and both parties have several numbers to contact in case of an emergency. LEA guidelines for residential trips have been adopted and are strictly adhered to.

Pupils have a range of opportunities for trips. This may be linked to project work or may be the Urdd camp at Llangrannog where pupils are encouraged to develop their bilingual skills and integrate with pupils from a wide variety of Welsh backgrounds. Again, LA guidelines and procedures are strictly followed.

## PUTTING THINGS RIGHT

### COMPLAINTS PROCEDURE

As already stated, it is our aim to provide a happy and secure environment for all children. We want children and parents alike to feel part of an extended family where everyone and their opinions are valued. However, from time to time, concerns arise and we would always want to deal with those promptly and fully.

This procedure outlines the steps to take should problems arise.

- In the first instance difficulties should be referred to the class teacher or person concerned. This is most easily achieved via the home/ school diary. A mutually convenient time can then be arranged to discuss the matter. Experience shows us that most difficulties are resolved in this way.
- Where a problem persists, please make an appointment to see the head teacher who will have been fully briefed by the home/ school liaison team. The concern will be further investigated and where appropriate a response made in writing within a week.
- As a final resort (and we sincerely hope this will never be necessary), please contact one of the parent governors, who will discuss your concerns with the head teacher and advise you of any further action including the role of the Local Authority.

We continue to strive for methods of strengthening home/ school links and would welcome your constructive comments.

The policy has been approved by the Governing Body and the Local Education Authority. If you require further information, please contact the head teacher.

## TRANSFER OF PUPILS TO SECONDARY SCHOOL

Pupils leave the school to go on to Secondary School when they are 11 by the 31<sup>st</sup>. August. The choice of secondary education is open, but it is assumed that all pupils will transfer to Greenhill Secondary School, Tenby, unless otherwise requested.

Open evenings, visits and the school prospectuses are made available by all Secondary Schools in order to assist parents in choosing a secondary school. Liaison is made with these schools and support is given by the school to make as easy a transition as possible.

## SECURITY

The safety and security of your children is paramount to our thinking and the following procedures are there to protect everyone. We would be grateful if you could adhere strictly to the following procedures

1. All visitors to the school should enter by the front entrance. After signing in the visitor's book, they should report immediately to the Clerical Assistant or School Manager. In the event of the neither being present in school, they should report to the Head Teacher's office. Visitors to the school will be issued with a visitor's badge. Staff should approach anyone without identification and direct them to the Head Teacher.
2. When arriving at school in the morning, pupils should enter through the security gates and make their way to their classroom where members of staff are on duty from 8.40am. Early Years pupils should be delivered directly to the classroom where a member of staff will be there to receive them. Pupils arriving for breakfast club or clubs that take place before school should enter through the front entrance and go directly to their chosen activity. Pupils not attending clubs should not arrive before 8.45am. The school cannot be responsible for pupils before this time except by prior arrangement. Should your child arrive late for any reason, they should enter via the main entrance and sign in with the administration staff. It is also important that they inform Mrs. Brace of their arrival so that dinner numbers can be adjusted if necessary.
3. At the end of the school day, Early Years pupils should be collected from the classrooms. Younger children will be taken to the main entrance by their teacher and they will not be allowed to leave the premises without a parent or responsible adult. Junior children will be dismissed directly from their classroom. Children



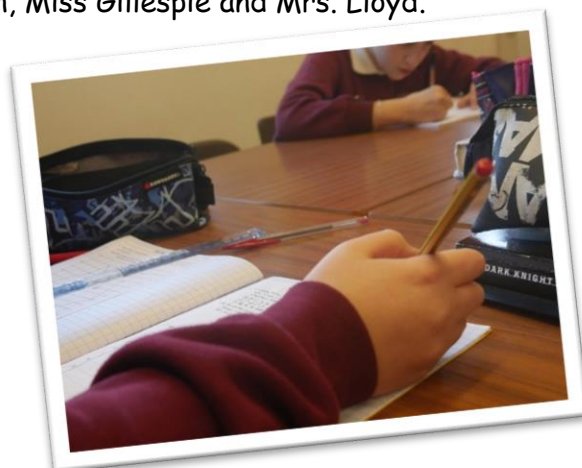
attending after school activities will normally be collected by a parent. No child will be allowed to leave the school premises without a responsible adult. A small number of senior pupils walk home without adult supervision. These children are known to the staff. If an after school activity is cancelled, every effort will be made to contact the parents. If we are unable to reach them, the child will be supervised by a member of staff until the parent arrives.

4. Entrances and fences are checked regularly for damage. The security gates are also locked during the school day. For safety reasons, all entrances to the school are closed before, during and after the school day. During playtimes etc. prefects or teachers may open the doors for access. All teaching staff know the security codes for doors.
5. Dangerous objects may not be brought to school. All children have agreed to this through the code of conduct. Similarly, children should not pick up objects from the school grounds that may be harmful. They should be encouraged to report the presence of dangerous articles to the member of staff on duty.
6. Great care is taken when entering and leaving the premises by staff using the car park at the front of the school. Normally there is no movement in this car park during the time children are using it. Delivery vans for the kitchen normally arrive when the children are in class.

## **SAFEGUARDING**

Everyone at Saundersfoot School is deeply committed to ensuring the safety and wellbeing of all members of the school community. All employees, governors and regular volunteers working at the school hold current DBS checks and have submitted 2 written references. The school has a strict protocol and safeguarding procedures that all staff sign up to on an annual basis.

The staff receive regular update training and all have attended Tier 1 safeguarding training as a minimum. Our induction arrangements ensure that new members of staff are acquainted quickly with the safeguarding protocol. The named members of staff responsible for safeguarding are:- Mr. Allen, Miss Gillespie and Mrs. Lloyd. The named governor is Mr Anthony.



## HEALTH AND SAFETY

The school has 3 fully qualified first aiders: Mrs Lloyd, Mrs Brace and Mrs Booth.

All staff have followed a first aid training awareness course.

All injuries, except minor bumps and scrapes are dealt with by the appointed first aiders. Records are kept of accidents and the treatment given. In the case of an injury requiring further medical attention, it is school policy to contact parents on the emergency number given to school. Parents may then make the necessary arrangements for treatment. If the school is unable to contact the parents and the injury is deemed to require medical attention, the school reserves the right to act "in loco parentis" and seek medical help.

Emergency hospital treatment will be dealt with rapidly through a 999 call followed by parents being informed.

We require parents to inform the school of any existing medical condition when the child first enters school or as soon as the condition arises. Children with severe medical needs will be the subject of a health care plan developed to best meet the needs of the child.

## ADMINISTRATION OF MEDICINE

It is school policy not to administer medicine unless it is prescribed four times a day. Any medicines sent into school must be accompanied by a letter containing permission and clear administrative instructions.

Where a child requires this provision, please contact Mrs. Brace who will make the necessary arrangements.

Children with inhalers (except the very young) are expected to take responsibility for them.

The school will always act on incidents of first aid - if parents have any concerns please contact Mr Allen.

## ROAD SAFETY

All pupils who walk to and from school are to enter and leave via the main pedestrian gate. It is obviously very congested at the beginning and end of the day and I should be grateful if parents would refrain from double parking or blocking the area around the main school gate, as drivers' view will be restricted and will put the pupils at risk.

The school crossing patrol officer is responsible for seeing children safely across the road from the school gate. Please use that service and ensure that if you collect your child from school, you are at school when the children are dismissed.

## SCHOOL MEALS

School lunches are cooked on the premises. Currently, meals cost £2.35 per day for Infants & £2.45 per day for Junior pupils. Pupils may bring a packed lunch if they prefer. If pupils require special meals to be prepared for health reasons, could parents please contact the school.

Dinner money should be paid in advance on Monday morning and handed in a marked envelope to the class teacher. It is also possible to pay on a half termly or termly basis. If paying by cheque, please make it payable to: **Pembrokeshire County Council**. Plus, if your child has school meals every day, you can get a **10% discount** if you commit to purchasing meals every school day (190 days) and agree to spread the cost over 12 months via direct debit. This will effectively give you 19 free meals if your child is in school every day. Your child will also get a packed lunch for any school trips. There is also an application form available to complete for children who maybe be eligible for **free school meals**, please request from Mrs Gove, the Meals Clerical Assistant.

## ATTENDANCE

The fullest possible attendance at school is essential if pupils are to learn to the best of their ability. Work not done during absence needs to be caught up but cannot fully compensate for missed teaching. We would strongly encourage parents not to remove children from school during term time unless absolutely essential.

The school target for attendance is 97%.

Where an absence is known in advance, this must be discussed with the school **beforehand**. A standard form issued by Pembrokeshire County Council is available from the school office to request leave of absence. Failure to apply in advance will normally result in the absence being shown as unauthorised in the register, which is a legal document.

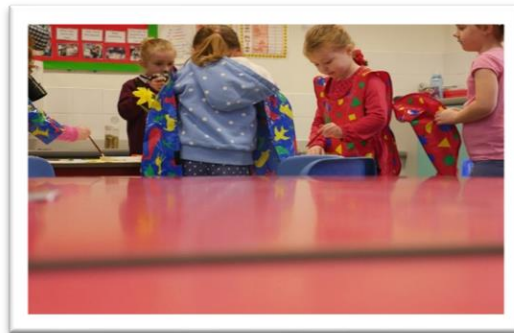
In accordance with Authority policy, holidays taken during term time will not be authorised. Please refer to the school attendance policy for further details.

Please also note that Pembrokeshire Local Authority operates a system of fixed term penalties where attendance can be demonstrated to be poor or where unauthorised absence causes attendance to drop below the target. ( please see the Pembrokeshire policy for details)

## Growth mindset- Mind Management - Neuroscience simplified.

In this every changing world and more recently following Covid, it is more important than ever to support young people with their resilience. For a numbers of years here in Saundersfoot we have promoted a 'Growth Mindset' and the work of Dr. C. Deweck. More recently through professional development staff are developing their understanding of Neuroscience and The Chimp Model.

The importance of neuroscience and connections to self esteem are valued here in Saundersfoot. We actively promote and celebrate the power of effort, as we encourage our pupils to get the best out of themselves and others by understanding the working s of the mind.



At Saundersfoot CP School we adopt the principles of Emotional Coaching Approach; an approach to negative, inappropriate behaviour which puts repairing harm done to relationships and people at the centre of our focus. Everyone involved in an incident is taken through the 5 stages of the Restorative Approach and is therefore supported in coming to understand the harm that has been caused to all parties.

We:

**Recognize the child's feelings and empathise with them.**

**Validate and label the feelings.**

**Set limits on behaviour (if needed).**

**Problem solve with the child.**

Merit Certificates are awarded weekly in our school assembly. Our Positive relationships 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.

## FINAL MESSAGE

We believe that a child's time in school should be rewarding and fulfilling. We encourage children to explore their possibilities and achieve their potential, whether it be through the curriculum, music, sport, or the outdoors.

The strong values and determination of the staff to uphold our professionalism is well documented. We are a team that always act on the best interests of its pupils. It is a school of which I am very proud and privileged to be involved with, we have an open door policy here at Saundersfoot; reading about us is no substitute for understanding the close community feel that our school has and seeing the care that is offered to our children. Please feel free to come and visit us - the school is always keen to receive visitors.

