



Gelliswick Church in Wales VC Primary School

School Prospectus 2025-26



Gelliswick Church in Wales
VC Primary School

Together we value, we hope, we give, and we achieve

Gelliswick Church in Wales VC Primary School

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Head Teacher: Mrs Leanne Prevel

Chair of Governors: Mrs Yvonne Southwell, c/o Gelliswick School

Welcome from the Head Teacher

Dear Parent/Carer,

Choosing the right school for your child is one of the most important decisions you will make. At Gelliswick VC Primary School, we understand that parents not only seek excellent education, but also a nurturing environment where their child feels safe, valued, and inspired to grow.

As a Church in Wales school, our Christian values are at the heart of everything we do. We believe every child is a unique gift, and we are committed to helping them flourish academically, socially, and spiritually. Our school community is built on the principles of **compassion, respect, friendship, and hope**, and these values guide our daily interactions and learning.

We are proud of our vibrant, inclusive school where children are encouraged to be **Ready to learn, Respectful of others, and Safe in all they do**. These simple but powerful rules shape a positive culture that supports both personal development and academic success.

Our dedicated staff work tirelessly to provide high-quality teaching and a rich curriculum that motivates children to dream big and develop the skills they need to achieve those dreams. We see ourselves as partners with parents, walking alongside each child on their journey through childhood and preparing them for a bright future.

We also believe that strong relationships with families are key to a child's success. That's why we operate an **open-door policy**, welcoming parents and carers to speak with staff at any time during the school day. Whether you have a question, concern, or simply want to check in, you'll always find someone ready to listen and support.

Gelliswick is blessed with a modern, welcoming building and a strong sense of community. Visitors often comment on the warm, purposeful atmosphere and the joyful learning that takes place here. We would be delighted to welcome you for a visit so you can experience this for yourself.

Admissions are managed by Pembrokeshire County Council, and our friendly office team will be happy to help you access the necessary forms and information (see Section F of this prospectus). Should you choose Gelliswick VC Primary School, we are confident you will be joining a school where your child will thrive.

We look forward to meeting you soon. If you have any questions, please don't hesitate to contact us.

Warm regards,

Leanne Prevel

Headteacher

CONTENTS

SECTION A: General Information

1. What are the schools aims?
2. What is the history of the school and community?
3. How does the school safeguard children?
4. What are the school session times?
5. What are the term dates this year?
6. Who are the staff at the school?
7. Who are the governing body of the school?
8. What are the complaints procedures?
9. Does the school have a charging policy and how do I pay for things?

SECTION B: Partnerships with Parents and Community involvement

1. How can I make contact with the school if I have a worry or concern?
2. What if I need help or support? (Lighthouse, family engagement team)
3. How can I support my child's learning at home?
4. How will the school communicate with me about my child?
5. Will I be able to meet my child's teachers to discuss their progress?
6. Does the school run family learning?
7. Does the school have community partnerships?

SECTION C: Pupil Wellbeing

1. What does it mean to be a Church School?
2. How does the school promote equal opportunities?
3. How is health and wellbeing supported at Gelliswick?
4. What wellbeing programmes are available for pupils?
5. How is pastoral care delivered at the school?
6. How does the school promote good behaviour and relationships?
7. What is the school's approach to anti-bullying and the KiVa programme?
8. How do pupils have a voice in school decisions?
9. What is the role of collective worship at Gelliswick?
10. Is there a breakfast club and wrap-around care?
11. What are the arrangements for school meals?
12. How does the school encourage healthy eating?
13. How is attendance monitored and promoted?
14. What happens if my child is unwell at school?
15. How does the school promote safe and active travel?
16. What is the procedure for administering medicines?
17. What is the school uniform policy?
18. How is security managed at Gelliswick School?

SECTION D: Teaching and Learning at Gelliswick

1. How is Gelliswick School organised?
2. What is the Learning Resource Centre and who is it for?
3. What are the teaching and learning principles at Gelliswick?
4. What does the curriculum at Gelliswick include?

5. How are key skills like literacy and numeracy taught?
6. How is Welsh language and bilingualism promoted?
7. How is digital competence and online safety taught?
8. What is taught in Religion, Values and Ethics?
9. How is Relationships and Sexuality Education delivered?
10. What PE and sports opportunities are available?
11. What educational visits do pupils go on?
12. How are pupils with Additional Learning Needs supported?
13. What is the school's approach to homework?
14. How is the transition to secondary school managed?

SECTION E: Extracurricular activities

SECTION F: Admissions

SECTION G: Privacy Notice

SECTION A: GENERAL INFORMATION

What are the school aims?

Gelliswick School is privileged to be part of a learning community that

- values everyone,
- provides hope,
- and contributes together,

To make every child's future better than they thought possible.

Our school aims are that all children and young people will be:

1. Ambitious, capable learners who are ready to learn throughout their lives.
2. Enterprising, creative contributors who are ready to play a full part in life and work.
3. Ethical, informed citizens who are ready to be citizens of Wales and the world.
4. Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.
5. Safe, will know their rights and will be listened to.

And that our school, working with the community, provides:

6. A safe, nurturing and inclusive environment that promotes Christian values and positive wellbeing.
7. Authentic, exciting and inspiring learning experiences through which children acquire the values, skills and knowledge to be healthy, responsible and successful.
8. A dynamic culture of enquiry, collaboration, innovation and exploration for all members of the school community.
9. An expectation that we strive to do the best that we can, and to achieve more than we thought possible.

In short: **Together we value, we hope, we give, and we achieve**

What is the history of the school and community?

Gelliswick Church in Wales VC Primary School was opened in September 2017, initially operating on three sites until moving into our state-of-the-art new premises in January 2018. The school was opened following the closure of Hakin Community School and Hubberston Church in Wales VC Primary and Nursery School. The school serves the communities of Hakin and Hubberston in the town of Milford Haven in Pembrokeshire, Wales.

How does the school safeguard children?

Safeguarding and promoting the welfare of children is of paramount importance at Gelliswick, and the school expects all staff and volunteers to share this commitment. We listen to children and ensure they have both a collective and an individual voice in their learning and their wellbeing. We are fully

committed to creating and maintaining a safe learning environment. Regular training is provided for staff and school governors. The school adopts Pembrokeshire County Council’s Safeguarding Policy. This important policy document is available on the school website.

If you have any concerns that a child is being harmed or is at risk of harm, or if you receive a disclosure, you must immediately contact the head teacher or in their absence the deputy head teacher at the school on 01646 692894 or call the Duty Social Worker on 01437 776444

“Teachers are good because they put our safety first. If they didn’t do this, we would be thinking about what will go wrong, you can’t learn if you are not safe. You might be concentrating on other things instead of learning.” – Gelliswick pupil

Daily session times

Year groups	Monday – Thursday:	Friday:
Lower School (Full time Nursery-Year 2):	9.00 am – 3.25 pm	9.00 am – 1:00 pm
Upper School (Years 3-6):	9.00 am - 3.25pm	9.00 am – 1:00 pm
Morning Nursery:	9.00 am - 11.25am	9.00 am - 11.25am
Afternoon Nursery:	12.25 am - 3.25pm	

School gates will open at 8.50am for morning drop off, closing promptly at 9am. School gates will open 5 minutes before the end of the school day, remaining open for 10 minutes.

All pupils have a break of 15 minutes during the morning session. Pupils in year 1 to 2 have an additional break of 10 minutes during the afternoon session.

It is important that parents inform the school how their child is getting home from school and who will be dropping off and picking up:

- We expect children from Nursery to year 2 to be dropped off and collected from the classroom door by a responsible adult.
- In year 3 we expect children to be dropped off and collected either from the playground or from outside the school gate by a responsible adult.
- In years 4, 5 and 6, we ask parents to provide written permission for your child to be allowed to walk to and from school without adult supervision.

Term dates

2025–2026	Begin	Half Term Begin	Half Term End	End
Autumn 2025	<i>Mon 1 Sept 2025*</i>	<i>Mon 27 Oct 2025</i>	<i>Fri 31 Oct 2025</i>	<i>Fri 19 Dec 2025</i>
Spring 2026	<i>Mon 5 Jan 2026</i>	<i>Mon 16 Feb 2026</i>	<i>Fri 20 Feb 2026</i>	<i>Fri 27 Mar 2026</i>
Summer 2026	<i>Mon 13 Apr 2026</i>	<i>Mon 25 May 2026</i>	<i>Fri 29 May 2026</i>	<i>Mon 20 Jul 2026*</i>

**Monday 1st September, Tuesday 2nd September, Monday 24th November, 13th April, 22nd June and Monday 20th July are INSET Days.*

Who are the staff at the school?

Our senior leadership team and family support staff try to be out on the playground daily during drop-off and pick-up.

We have a large staff team at Gelliswick supporting learners in 18 classes. Once your child starts at Gelliswick School you will have an opportunity to get to know your child's class teachers and support staff. Please also refer to the September return to school letter for parents which includes a list of staff.



Please do pop in to speak with us should you require any assistance, information or support. We have an open-door policy, meaning that someone should always be available to speak with you to discuss any questions, queries or concerns.

Who are the governing body of the school?

The governing body is made up of Church, Local Authority, Community, Parent, Staff and Teacher representatives. They meet regularly and work closely with the senior leadership team of the school through a number of sub committees, e.g. Finance and staffing, Standards and Curriculum, Wellbeing, and Health and Safety.

Please find further details on our website of governors and school developments in the Governing Body's Annual Report: [Ysgol Gelliswick CiW VC School - Governors](#)

How do we put things right if there is an issue?

We want to help whenever a parent has concerns regarding their child at school, and we will be only too pleased to answer any of your questions or assist you in any way. Parents are asked to contact their child's class teacher or the senior leaders, as it is important that we are fully aware of individual concerns so that we can address them immediately.

Should a parent wish to make a formal complaint, relating to the curriculum or any other matter, there is a complaints procedure which is set out by Pembrokeshire County Council. Formal complaints are handled by the head teacher who will arrange for a discussion to take place. If the matter is not resolved; the head teacher will advise on the next step of the complaints procedure. The full complaints procedure policy can be found on the school website and can also be requested from the school.

Does the school have a charging policy and how do I pay for things?

At Gelliswick School, educational visits are used to enhance the learning experience of our pupils and usually support the current learning topics. Before the visit, the relevant information is sent out to the parents/carers and consent must be provided for a child to attend.

Teachers frequently arrange local area visits within Milford Haven, making great use of our local environments such as Gelliswick Bay. Consent for local area visits is gathered through the contact form that parents must complete when their child starts at the school, and at times when the school re-issues the contact form.

Whenever possible all activities are provided free of any charges. However, it must be recognised that some activities such as educational visits that take place off the school site are only possible if parents make a voluntary financial contribution towards the cost. If insufficient funds are collected, then the school reserves the right to cancel the trip.

Please find our charging policy on the website here: [Gelliswick Charging Policy](#)

We use the **parent pay app** for any payments e.g. School trips, wrap around provisions and fruit payments. Please contact the school office if you need support in signing in.



SECTION B: PARTNERSHIPS WITH PARENTS AND THE COMMUNITY

How can I make contact with the school if I have a worry or concern?

We are committed to good relationships with all parents and the basis of this is good communication. We make effort to be available to respond to queries from parents, whether on the phone or in person. We want to be a 'telling' school where all stakeholders are able to 'tell' each other about important information.

We ask that queries and concerns are raised with the child's class teacher in the first instance, as the class teacher knows your child best, and is responsible for their day-to-day learning. It is often possible to speak with the teacher before the school day starts, or at the end of the school day. If a longer discussion is needed, then the teacher will arrange a time to meet or call later.

Of course, the senior leaders in the school are also available to respond to queries and concerns, and it is usually possible to speak with either the head teacher or another senior leader. When this is not possible, we will arrange to contact parents as soon as possible.

Our frontline office staff are also available to help, and the office is open between 8.30 a.m. and 4.30 p.m. every day.

What if I need help or support?

Our **Lighthouse Hub** is an important and very well-loved resource for the whole school community, which operates on the principle of *'Take what you need, Give what you can'*. We are committed to making pre-loved items accessible to all as part of our global sustainability commitment as well as supporting all families. As well as clothing, we also stock new items. Examples of items that have been available in the last year include:

- School uniform
- Trainers, leggings, socks and swimming kits
- Kit bags for residential visits
- Highchair, changing mats, flasks and hot water bottles
- Mattresses and bedding sets, and curtains
- Underwear, shoes, clothing, coats
- Toiletries, including hairbrushes, sanitary products, shampoo, deodorants, and nit lotion and combs provided.

Family Engagement Team

We know that as parents you may worry, or have queries, about your child. As a school we have an open-door policy, but we would still like to have more time to talk to and meet with parents. Most staff in school are busy working with pupils in lessons but will certainly make arrangements to meet with you or phone you at a later time. However, sometimes both you and we want to be able to deal with something quickly or spend time on a more complex set of circumstances. This is why we employ a Family Liaison Officer. The role of the Family Liaison Officer is to help support children and families:

- with attendance at school,

- through any difficulties or worries that may occur at school,
- with concerns outside of school that may affect the children and their learning,
- with liaising and planning with teachers.

The Family Liaison Officer can offer a listening ear and can help support with a wide range of matters, providing advice, support or signposting for:

- medical appointments and/or difficulties
- a family member being away from home for any reason
- bereavement
- not fitting in
- housing
- bullying
- money worries

How can I support my child at home?

We know that all parents want their children to achieve as well as possible. We believe in a partnership between the three – the child, the parents and the school – in ensuring that pupils achieve well. We certainly encourage parents to be involved in their children’s learning, as it is vitally important that children know their learning is valued by their parents. At various times we provide parents with activities they can do at home to help. Research shows that a home that is rich in language – talking, reading, books – leads to good achievement across the board. x

How will the school communicate with me?

News of activities and learning in each year group that week, as well as celebrating individual achievements and awards are shared on our class dojo and wider social media channels (Facebook and Instagram).

We communicate electronically with parents via Class Dojo, a free app that parents can download to handheld devices. Letters, alerts and reminders for parents are sent in this way. Class teachers support parents to sign up for their class and parents can contact their class teacher directly via the app.

Will I be able to meet my child’s teacher to discuss their progress?

Each term parents are invited to meet with their child’s class teacher. This is the formal opportunity to discuss their child’s progress and wellbeing at school, and to look at their child’s work. It is quite usual for teachers to also have discussions with parents about their child’s progress outside of these opportunities. We will of course respond at any time to queries about a pupil’s progress, and being a ‘telling’ school means we aim to inform parents as soon as possible if we have any concerns about progress, or there is some specific support from home that can make a difference.

In the summer term we also hold a ‘meet the teacher’ session for parents to meet with their child’s class teacher for the next year.

Does the school run any family learning?

We are proud of our rich and vibrant family learning courses. We believe there is little as powerful for children as seeing parents choosing to learn, and when this also builds closer relationships between children and parents the effect is multiplied. Our Community Focussed Schools Manager plans carefully to provide courses and learning activities that give opportunities for parents and their children to learn together as well as dedicated adult courses. These are advertised on ClassDojo, free and during school hours.

Does the school have community partnerships?

Our Community Focussed Schools Manager oversees a rich involvement with our community. In addition to family learning courses, a number of other activities and organisations are hosted at the school. For example, Baby Massage, and our own parent and toddler group on Monday afternoons; we host the local parish's 'messy church' once a month; and Learning Pembrokeshire provide evening adult courses at times. The excellent 3G sports pitch is also shared with the community, and many Gelliswick children can be seen training with the local rugby and football clubs in the evenings. Through our partnership with Milford Haven Rugby club, coaches from the club provide extra-curricular clubs for our pupils, and we use their main grass pitch for the athletics track for sports day in the summer.

We also use our local community for many educational visits, for example to Gelliswick Bay and to businesses such as the Post Office and to Tesco as part of their *Eat Happy Food Education Project*. We also have close links to the local Churches and take part in their traditional Christian celebrations as well as learning about special places in the community as part of the school's curriculum.



Setting up for the Gelliswick Christmas Fayre

SECTION C: PUPIL WELLBEING

What does it mean to be a Church School?

As a Church in Wales Voluntary Controlled Primary School, the Christian ethos is central to all aspects of life at Gelliswick. Our school is a place where faith and spiritual development are woven into the fabric of daily learning, relationships, and community engagement. We are committed to nurturing every child as a unique individual, enabling them to flourish as a child of God and to experience life in all its fullness.

Collective worship is a valued and inclusive part of our school day, offering opportunities for reflection, reverence, and rejoicing. While rooted in the teachings of Jesus Christ, our worship and religious education are pluralistic and inclusive, ensuring that children of all faiths and of no faith are welcomed, respected, and supported. We celebrate diversity and encourage pupils to explore big questions about life, meaning, and belief in a safe and respectful environment.

Our curriculum reflects Christian values such as compassion, hope, forgiveness, and respect, and these are lived out through our actions and interactions. Religion, Values and Ethics (RVE) is taught in line with the Curriculum for Wales and the Church in Wales guidance, helping children to understand and appreciate a wide range of beliefs and worldviews.

We maintain strong links with our local parish and clergy, who regularly contribute to our collective worship and school life. Through these relationships, and our commitment to excellent practice under the Section 50 framework, we ensure that our Christian distinctiveness remains vibrant, inclusive, and transformative for all members of our school community.

Gelliswick's values were selected by our community and are an important part of our school identity. We believe that by 'living and learning' these values we create a school for children to be happy and safe and to make good progress, but also that our whole community is richer now and in the future.

Compassion	Hope	Sportsmanship
Courage	Humility	Spirituality
Creativity	Love	Teamwork
Fairness	Peace	Thankfulness
Forgiveness	Perseverance	Trust
Friendship	Respect	Truthfulness
Generosity	Responsibility	Wisdom
	Service	

We work hard to explore and instil our distinctively Christian values in our children through assemblies, teaching and celebrating when they have been 'caught' living these values.

How does the school support equal opportunities?

At Gelliswick School we do not discriminate against anyone on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. The Strategic Equality Plan outlines the ways the school works to

ensure equal opportunities. Racial incidents are reported to the Local Authority. Lessons include opportunities for children to learn about the law and our responsibilities to be inclusive.

Every effort is made to enable all pupils to play a full and active part in their time at school. The school building is fully accessible. Resources for special provision are reviewed regularly to maximise the inclusion of all children.

How are health and wellbeing supported at Gelliswick?

Children's health and wellbeing is a priority at Gelliswick, and the foundation of all that we do.

The head teacher together with the governing body are responsible for health and safety on the school site. The school environment is attractive and well maintained for all who use it daily. Regular inspections are carried out which occasionally identify health and safety remedial work that needs to be conducted. The school has a Service Level Agreement (SLA) with the buildings and maintenance division at Pembrokeshire County Council who carry out our repairs and maintenance work. The school has detailed and comprehensive risk assessments which include safety information for activities on the school site.

Pupils learn to take responsibility for their health and wellbeing through a range of activities and experiences, including lessons in the classroom. These lessons are regular and timetabled and help pupils learn about themselves and others. They may include visitors, for example the youth group and the school nurse, as well as the year 6 visit to Crucial Crew where they take part in workshops about personal safety. Our health promoting curriculum means that pupils learn healthy eating and how to keep physically healthy. In Nursery to year 2 all pupils are involved in the national 'Designed to Smile' project that promotes dental hygiene and all Foundation Phase pupils brush their teeth in school every day.

What wellbeing programmes are available for pupils?

At Gelliswick we offer a range of Wellbeing programmes such as Sunshine Group which is based on Theraplay principles. This group is an adult-directed, structured play group that incorporates playful, cooperative and nurturing activities that enhance emotional well-being. ELSA (Emotional Literacy Support Assistants) sessions help pupils build up new skills and give them strategies to manage social and emotional anxieties more effectively. Weekly timetabled 1:1 emotional support sessions are in place to help support pupils with specific emotional difficulties each pupil's difficulty / complexity is met with support and guidance in a variety of ways and activities such as: the use of programmes such as Kids Talk and Feelings & Wishes. We also have excellent relationships with outside agencies who come into school to provide additional support to children (e.g. behaviour, bereavement, co-ordination, speech & language).




How is pastoral care delivered at the school?

The Head teacher has the overall responsibility for the school, and she depends upon the cooperation of all members of staff in caring for the pupils. Each child is allocated to a class for the purpose of registration, and this enables the class teacher to be personally responsible for his/her pupils. Pastoral care is very high on our agenda and all staff work hard to ensure that pupils' individual social progress

and well-being needs are catered for. Our staff are trained to deliver the curriculum with nurturing principles. Pupils use the daily “check in” system to express how they are feeling. Each class has a safety poster displayed, which outlines clearly who the pupils can go to if they have any worries, inside or outside of school. Teachers also identify which staff members will act as a support network for the children in their care.

How does the school promote good behaviour and relationships?

Gelliswick is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour management policy guides staff to teach self-discipline not blind compliance. It echoes our core values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and learners. Pupils are expected to take responsibility for their own behaviour, they will adhere to follow the three school rules,

1.  BE **RESPECTFUL** - e.g. being polite, using the school values, listening to all staff and visitors respecting our classroom and property.
2.  BE **READY** - e.g. be ready for challenges, be ready for school by putting uniform on, and be ready for learning every day.
3.  BE **SAFE** - e.g. be safe on the inside and outside, being safe online, being safe in the playground.

Restorative Practice (RP) is a whole school philosophy and runs through all aspects of school life. RP is closely aligned to the United Nations Rights of the Child and supports well-being and positive behaviour management. We recognise and reward learners who go ‘over and above’ our standards. Our staff also understand that a quiet word of personal praise can be as effective as a larger, more public, reward.

What is the school's approach to Anti-Bullying and what is the KiVa programme?

Bullying is intentional, repeated behaviour that causes physical or emotional harm to another person. It can take many forms, including verbal abuse, physical aggression, social exclusion, and online harassment. At Gelliswick CiW VC Primary School, we define bullying as any action that makes someone feel unsafe, threatened, or distressed, whether carried out in person or digitally. We are committed to fostering a safe, respectful, and inclusive environment where every child feels valued and protected. All incidents of bullying are taken seriously and addressed promptly in line with our school's anti-bullying policy.

Staff at Gelliswick believe that bullying is wrong and can damage individual pupils. We therefore do all that we can to prevent bullying by developing a school ethos in which bullying is regarded as unacceptable. We aim to produce a safe and secure environment where all can learn without anxiety. We aim to produce a consistent ‘whole school’ response to any bullying incidents that may occur by adopting the KiVa programme. This is a model funded by the Finnish ministry of education and

developed by the University of Turku to reduce school bullying. KiVa has been shown to reduce bullying and to increase well-being at school. The Governors and Staff at Gelliswick aim to ensure that all reported incidents of bullying or cyber-bullying are taken seriously, dealt with sensitively and followed up with necessary action and support. Pupils in years 2- 6 will participate in KiVa lessons. Pupils can apply to become KiVa Kids, they support staff in looking after pupils at playtimes and lunchtimes. KiVa Kids are role models for the pupils and will help to tackle any bullying.

In Early Years there is a focus on developing the skills needed to build positive respectful relationships and to keep pupils safe. It will be taught within the context of Personal and Social Development, Wellbeing and Cultural Diversity. As in all aspects of learning, anti-bullying education is delivered through a balance between structured experiential learning, pupil-initiated activities and those directed by practitioners. As pupils' understanding varies with age, younger pupils may confuse bullying with fighting and nasty experiences generally and so pupils will produce a definition of bullying using their own language. This will ensure that pupils can identify it and be able to seek support when necessary and use strategies taught to face bullying.

Anyone can report concerns of bullying. Any allegations of bullying are investigated by the school KiVA team. Please contact the school if you are concerned that your child may be being bullied.

How do pupils have a voice in school decisions?

Pupil Voice Groups - all upper school learners at Gelliswick are involved in pupil voice groups, following feedback from learners that not all children had an opportunity to participate in pupil voice activities. The Gelliswick Pupil Senedd has 7 Departments, each taking on the role of planning projects to deliver across the whole school that enhance and enrich experiences or aim to improve an aspect of our school. Teachers skilfully include the pupil voice in planning for learning throughout topics.

Senedd – Lead by Elected First Ministers and Department Leads

Department of Welsh Language and Culture: Lead on Welsh language projects and improvement, e.g. Diwrnod Shwmae, Eisteddfod and activities that encourage pupils and staff to speak more Welsh during the day; this group also supports the school in the delivery of a weekly Welsh assembly where Welsh prayers and songs are shared and rewards are given to pupils who demonstrate high levels of skill, or indeed effort, in the Welsh language.

Department of Communication: This group leads on improving how information is shared across the school community. They help ensure that pupils' voices are heard clearly and that messages between classes, staff, and families are effective and inclusive. They support assemblies, newsletters, and digital platforms to promote pupil-led initiatives and celebrate achievements.

Department of Safety, Health and Wellbeing: Focused on creating a safe and supportive environment, this group promotes physical and mental wellbeing across the school. They lead on initiatives such as healthy eating, active play, and emotional support, and work with staff to identify areas for improvement in the school's health and safety practices.

Department of Safeguarding and Respect: This group champions kindness, inclusion, and respect for all. They help raise awareness of safeguarding issues and promote positive relationships among pupils. Their work includes peer mentoring, anti-bullying campaigns, and supporting a culture where everyone feels safe, valued, and respected.

Department of Expressive Arts: This creative team leads on enhancing the school's artistic life through music, drama, dance, and visual arts. They help plan performances, exhibitions, and creative projects, encouraging all pupils to express themselves and celebrate their talents. Their work fosters confidence, collaboration, and joy in learning.

Department of Social Justice: This group advocates for fairness, equality, and pupil rights. They lead discussions and actions around diversity, inclusion, and global citizenship, helping the school community understand and challenge injustice. Their work empowers pupils to make a positive difference locally and globally.

Department of Sustainability: Dedicated to protecting the planet, this group leads on environmental awareness and action. They promote recycling, energy saving, and outdoor learning, and help the school reduce its ecological footprint. Their work inspires pupils to become responsible stewards of the Earth.

Other groups

Faith Ambassadors – These pupils play a special role in nurturing the spiritual life of the school community. Their main responsibility is to help lead **Collective Worship**, ensuring it is meaningful, inclusive, and reflective of the school's Christian values. They may help plan and deliver worship sessions, choose themes or Bible stories, lead prayers, and encourage others to take part. Faith Ambassadors also support the school's ethos by promoting kindness, respect, and reflection throughout the day. By modelling positive attitudes and helping others explore faith, they contribute to a caring and spiritually rich environment for all pupils.

KiVa Kids – A separate group of learners who apply for the role. Kiva Kids support children to learn to play cooperatively with each other. They help children resolve minor conflicts and teach children to play a wider range of games. They help lonely children make more friends and most importantly, be available as a friend to all the other children.



Attendance champions - Play a key role in promoting good attendance and helping all pupils understand why coming to school regularly matters. They encourage their classmates to be in school on time and every day, helping to build a positive and supportive culture around attendance. Attendance Champions may help monitor class attendance, celebrate improvements, and share messages about the benefits of learning, friendship, and routine. By leading by example and working with staff, they help reduce absences and ensure everyone has the best chance to succeed and feel part of the school community.

What is the role of collective worship in Gelliswick?

Following statutory requirements all pupils attend a daily act of worship, which are broadly Christian in nature. Acts of collective worship include opportunities to 'reflect, revere and rejoice'. The minister and congregational members of the Hubberston Parish visit the school regularly during Collective Worship. School leaders also lead weekly Values assemblies and Welsh assemblies. These activities are an important element of developing pupils' moral and spiritual development. It is also a time for us to celebrate children's successes and achievements in and out of school. Parents have a right to withdraw their child from Collective Worship and are asked to discuss individual needs with the head teacher.

Is there breakfast club, after-school wrap around care and Friday afternoon provision?

We offer a positive start to every day through our Breakfast Club. This is a free facility that parents can register their children for. Breakfast club opens at 8 a.m. and children are given a healthy breakfast and the opportunity to engage in activities with other pupils in the school hall.

As we seek to support working families with the rising cost of living, we will be offering wrap around care at the start and end of the school day, with a slightly earlier breakfast club entry and a regular after school provision both at a small charge, and free provision on a Friday afternoon.

Please contact the office if you wish to book your child into any wrap around care, including a Friday afternoon.

Breakfast entry times			After school wrap around		
Monday-Friday	7.45am entry	50p	Monday-Thursday	3.25pm - 4pm	£3
	8am-8.10am entry	Free		3.25pm – 4.30pm	£4.50
	8.25am-8.35am entry	Free			

What are the arrangements for school meals?

All full-time learners are now entitled to receive a free school lunch every school day, potentially saving over £15 per week per child, through the Universal Primary Free School Meals policy that is part of the Co-operation Agreement between the Welsh Government and Plaid Cymru. Parents do **not** need to register or complete an application. Pupils will order all school meals as usual during morning registration

Our nutritious school meals are cooked on the premises by Pembrokeshire Catering, offering good value for money. The menu is sent home every term and includes a daily selection of hot, cold and vegetarian choices as well as a daily pasta bar, jacket potatoes with a range of fillings and themed menus. All allergies and food intolerances can be catered for, and parents are asked to inform the school office so that Catering can be aware of a child's specific needs.

For children who bring a packed lunch to school, arrangements are made for them to eat them in the school hall alongside children having a school meal. The school encourages healthy eating and recommends balanced and nutritious packed lunches.

We are a nut free school. Please do not include any food that contains nuts. We have pupils and staff with severe nut allergies that could be at risk if they come into contact with any nut-based products.

1. What happens if my child is unwell at school?
2. How does the school promote safe and active travel?
3. What is the procedure for administering medicines?
4. What is the school uniform policy?
5. How is security managed at Gelliswick School?

How does the school encourage healthy eating?

We encourage pupils to eat a piece of fruit or a vegetable at break times. As a health promoting school, pupils are only permitted to eat fresh fruit/vegetables at breaktime, and crisps, sweets, snack

bars are not permitted. The school provides fruit daily and parents can pay for this using the parent pay app.

Every pupil has access to drinking water throughout the day and are not permitted to drink squash or fruit juice during the day unless accompanied with their lunch. In addition, children in Nursery to year 2 will be provided with a small bottle of milk every day.

How is attendance monitored and promoted?

'However good the teaching, it does not benefit pupils if they are not present.' - Estyn Inspection Framework. Gelliswick School firmly believes that good attendance is vital to good achievement and progress. If pupils do not attend school, they cannot be educated. Good attendance and punctuality lead to the best learning outcomes. Good regular attendance means a minimum of 96% attendance – i.e. any more than one day absence every month means progress and attainment is likely to be negatively affected.

The school works proactively with parents and children through systems of information, support and encouragement, to move towards our target of 96%. Absence from school is only authorised for the following reasons: sickness, unavoidable medical/dental appointments, days of religious observance, or exceptional family circumstances, such as bereavement. We work with Pembrokeshire County Council Education Welfare Service to promote good attendance.

We also expect all pupils to be in school on time, and teachers welcome all pupils to school before 9.00 a.m. A pupil's punctuality for school is a legal requirement. Pupils who are persistently late will be referred to the Pupil Support Officer to see if they can support families to resolve any problems parents may be experiencing.

Gelliswick School does not believe that holidays during term time are a reason for authorised absence from school and actively discourages parents from this. The school runs an attendance panel who considers all requests for absence during term time. Please see our website for further information.

What happens if my child is unwell at school?

Although we encourage children to be resilient with sniffles and tickly throats, we do not want any child to struggle in school when they are more seriously ill. If they are unfit to continue, we contact parents to let them know so they can collect their child.

How does the school promote safe and active travel?

We encourage parents and children to choose an active route to school, where possible and practicable. We also ask respectfully that those travelling by car park legally and considerately. Please read our [safe travel guidance](#) available on our website.

What is my child needs medication administered at school?

We follow certain procedures if a child requires daily medication for a chronic complaint e.g. asthma. A parent or guardian must inform the school of the child's condition and the medication being taken.

The designated officers for administering medicines will administer all medicines, unless the medication can be self-administered (such as ventilators). All medication should be taken to Reception and must clearly show the child's name, the dosage and the frequency. Medicines will be stored securely. Items such as ventilators for asthmatic pupils are kept in the pupil's classroom. Medication that is required for pupils in a specific emergency (for example an epi-pen) is always stored securely close by the pupil. Their class teacher will be responsible for this.

The school expects parents to keep us up to date with contact numbers so that you can be informed quickly in the event of an emergency. This is essential, as in the event of an accident in school, every effort will be made to contact a parent or guardian. However, in the event that we cannot contact a parent or guardian, we shall take whatever actions we deem necessary e.g. to access emergency specialist treatment.

What is the school uniform policy?

We believe that to be 'dressed for school' is to be 'dressed for learning'. We strongly encourage all learners to wear school uniform daily. We believe that this supports their readiness for learning and builds a sense of pride and belonging to our school. Our uniform consists of a royal blue jumper/cardigan with white/royal blue polo shirt and dark trousers, shorts or skirt. There is no need to purchase uniform with our school logo, and many local retailers sell affordable items without the school logo. Should you wish to purchase uniform with a logo, these are available to order online at Tees-R-Us, or at Granby's, Charles Street Milford Haven. We also have lots of pre-loved uniform in excellent condition stocked at school in our Lighthouse hub, which you can access for free by contacting Mrs Hadley at the school office. If you have uniform that your child has outgrown and it is in great condition, please consider donating it at our main office.



How is security managed at Gelliswick School?

The premises are entirely self-contained, and the gates that are opened to allow pupils into school in the morning are locked during school hours except when supervised access is available for parents collecting and dropping off nursery pupils during the middle of the day. Access control systems ensure that all visitors must be admitted to the school by our office staff and also prevent pupils from being able to leave the premises via the main entrance without being 'buzzed' through. These controls also allow the school to operate lockdown procedures in the event of an external threat.

In the very rare event of the need for emergency closure, e.g. due to snow, the head teacher will assess the risks to safety of school users. Parents will be informed via ClassDojo, and the open/closed status is notified on the Pembrokeshire County Council website.



SECTION D: TEACHING AND LEARNING AT GELLISWICK

How Gelliswick School is organised?

We are a large primary school, and we work very hard to ensure that every child feels special and cared for.

Our new building is designed in such a way that older and younger pupils learn on separate floors. Classes are arranged by school stage: Early Years, Years 1 and 2, Years 3 and 4, Years 5 and 6. Classes are made up of learners from either one- or two-year groups. Teachers plan learning that meets all learners' individual needs. Generally, pupils in Nursery to year 2 are downstairs, with external classroom doors where parents collect and drop off their children. Pupils in years 3 to 6 are upstairs, but clever design on sloping ground means that they come and go through a 'ground floor' entrance to the upper floor.

All our classrooms are spacious and light, with state-of-the-art LED smart screens and sound systems. Our staff work and plan learning together within year group teams so that all pupils have consistent learning experiences. All classes are supported by staff from our team of Learning Support Assistants.

What is the Learning Resource Centre and who is it for?

We are proud of our two Learning Resource Centre classes, Pembrokeshire County Council specialist provision for pupils with severe and complex needs. Places are determined by the Pembrokeshire County Council Inclusion Panel. The classrooms are located within the main body of the school and provide an inclusive environment for the learners. The children access the core curriculum which is enhanced by a range of specialist and therapeutic learning experiences. Staff in the Learning Resource Centres are highly trained and committed to an inclusive policy for all pupils with special educational needs. Pupils enjoy the use of a stimulating sensory room, which is also made available for children in mainstream classes.

What are the teaching and learning principles at Gelliswick School?

We aim for pupils to learn through developing the key characteristics of being a good learner. In other words, to be a person who can:

- talk about what they are learning, and why, and also how they are learning
- reflect on what they have learnt or achieved
- explain what they need to do next to improve
- ask questions that helps them to move forward
- welcome mistakes as an opportunity
- understand when and when they do not need help
- be resilient and persevere

This means that, as teachers at Gelliswick, we aim to

- know our pupils very well, and care about them and their learning
- be very clear about what children are learning and why
- give timely feedback to pupils, and talk with pupils about their learning

- have high expectations for all pupils
- provide a learning environment where it is OK to make mistakes
- ensure that children have high challenge
- use questioning to constantly open pupils' understanding and motivation
- use a balance of whole class, focussed group and individual teaching strategies

What does the curriculum at Gelliswick include?

At Gelliswick we are privileged to be part of a learning community that values everyone, provides hope, and contributes together, to make every child's future better than they thought possible.

The school teaches according to the requirements of Curriculum for Wales which was launched throughout Wales from September 2022. The purpose of the curriculum is to support children to be:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Our curriculum is **everything** we do in pursuit of four purposes. This includes understanding what our children need to learn (**curriculum** content), how is best to teach it (**pedagogy**) and how our children are progressing (**assessment**).

Therefore, the emphasis of the curriculum at Gelliswick is to equip young people for life, and ensure they make good progress throughout their time at school. The curriculum is designed to ensure that pupils learn the key skills they need, and to be able to apply their knowledge creatively. There is an emphasis on communication and literacy skills, on number skills, and on reasoning skills. We also aim to ensure pupils are able to thrive in an increasingly digital world.

Teachers plan together to ensure continuity and progression, and lessons are designed to ensure that every pupil makes progress through appropriate challenge and differentiated activities. All children are carefully monitored and assessed to ensure progress is being made, and that pupils understand how they are performing and what they need to do next.

Please find a summary of our curriculum on our website:

<https://www.gelliswickschool.co.uk/curriculum/>

In this document you will find information about:

- Our key themes in the curriculum
- Cross curricular Skills, including Relationships and Sexuality Education
- Areas of Learning and Experience
- Statements of What Matters
- Our inclusive curriculum
- Learning, Progression and Assessment
- Cross cutting themes
- Religion, Values and Ethics

How are key skills like literacy and numeracy taught?

Literacy skills

Pupils learn to read, write and use oracy skills in dedicated English lessons, as well as throughout each Area of Learning and Experience. Learners use and apply their literacy skills across the whole curriculum.

Pupils are given many opportunities to express their thoughts, ideas and opinions in a variety of contexts and to a range of audiences. Through a 'Talk for Writing' approach, pupils learn how to tell stories which then feeds into their story writing. Pupils also develop and use the language of non-fiction texts through discussion and presentations.

We have an extensive range of fiction and non-fiction texts and children read daily, whether for enjoyment, for information or in analysing a writer's techniques. We use a range of strategies to support the development of reading e.g. phonics-based programmes (Read, Write Inc.) and guided reading. We also use intervention programmes to provide additional support for pupils. Parents are encouraged to read with their child for at least twenty minutes every day.

Children are given an interesting range of opportunities to write for a range of purposes and audiences. Children develop the toolkits and language to write with fluency and clarity, whether as emergent writers or when producing detailed explanations and reports. Children learn grammar, spelling and punctuation through these approaches, thus ensuring they develop crucial life skills.

Numeracy skills

At Gelliswick, children learn and use the key mathematics skills in dedicated maths lessons, as well as throughout each area of learning and experience. Children are taught to solve 'real life' mathematical problems and to use these skills across all areas of the curriculum. We aim to ensure that our pupils have a sound understanding of the key mathematical principles and can apply them with confidence. Children are encouraged to learn their multiplication tables and to understand the direct relationship between the four operations (addition, subtraction, multiplication and division). Mathematics is taught in a practical context whenever possible with the use of a wide range of resources, including interactive mathematical activities.

A key principle underpinning our maths and numeracy policy is the use of a concrete, pictorial and abstract approach (CPA). Pupils are first introduced to an idea or skill with real objects (a hands-on approach), sometimes involving them in acting out the skills. Pupils are moved onto the visual stage, where pupils are encouraged to relate the concrete understanding in pictorial representations. We believe that this approach allows learners to develop a secure understanding of key mathematical concepts.

Welsh language and bilingualism

The school is in the English-speaking area of the county and is classed as an English medium school with Welsh taught as a second language. Staff and pupils are encouraged to use Welsh as part of their everyday language in school. We aim to develop the use of the language and to provide a relevant context for the teaching of it. Children develop their skills in speaking,

reading and writing through activities and games, as well as reading and weekly writing in Welsh in older year groups. Children are encouraged to be proud of their Welsh heritage and to respect the cultural identity of all children in school through a cross-curricular approach, especially through Geography, History, Art and Music. We focus on our similarities and shared beliefs.

Digital Competence and ICT

At Gelliswick we are committed to preparing our pupils for the digital world. We follow the Welsh Government Digital Competence Framework which focuses on developing pupils' digital skills which they can apply to a wide range of subjects and scenarios. Using a range of devices, pupils learn skills before applying digital competence skills across the curriculum.

How is online safety taught?

E-safety is taught throughout the school and great emphasis is put on the safety of our pupils when online. A range of lessons are taught to improve understanding of staying safe online. All pupils and staff are aware of the acceptable-use policy which sets out guidelines for staying safe online and with digital resources. Our e-safety policy sets out how we keep children safe online in much greater detail.

What is taught in Religion, Values and Ethics?

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.

Our RVE curriculum is inclusive: it is respectful of all faiths; it is tolerant of all beliefs; it enables children to ask and explore life's 'Big Questions' and allows them to develop their knowledge and understanding of these faiths and beliefs. Along with our diocesan leaders, we develop pupil's knowledge and understanding of Christian beliefs and practices so that they understand the importance of the Bible, the role of the Church, and recognise that for Christians their faith provides a way of interpreting life in all its fullness. Our children also develop knowledge, understanding and tolerance of the beliefs and practices of others within and beyond our community such as the other principal religions of Christianity, Islam, Hinduism, Judaism, Sikhism and Humanist beliefs through an agreed, diocese supported scheme of work.

How is Relationships and Sexuality Education delivered?

This area of the curriculum is delivered sensitively and always at an age-appropriate level. There is no parental right to request that a child is withdrawn from RSE in the Curriculum for Wales.

Our school curriculum embraces the guidance in the [RSE Code](#). Our RSE provision will have a positive and empowering role in our learners' education and will play a vital role in supporting them to realise the four purposes as part of a *whole-school approach*. Helping learners to form and maintain a range

of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy.

What PE and sport opportunities are available?

Physical education is taught throughout the school by class teachers and specialist sport staff. We have a wealth of resources to support the teaching and learning of PE. Pupils have two PE sessions each week, and daily opportunities for physical activity. Swimming lessons throughout the school year are provided for all pupils from years 2 to 6. All swimming is delivered by specialist instructors and trained teachers at the Milford Haven Leisure Centre swimming pool. We place great emphasis on children's development of their own physical skills as well as the value of team games and learning the skills necessary to be a team player. We encourage participation in competitive sport through our involvement in local, county and national tournaments and inter-school matches, as well as our own sports days and swimming galas. Sport develops an awareness of the importance of health through exercise which links into our PSHE programme. Our state-of-the-art 3G pitch is an excellent resource and means that PE and sports can be provided even after poor weather. There are many opportunities for sporting fixtures with a thriving Milford Haven Cluster calendar of events throughout the year.

Are there opportunities for educational visits?

All pupils have the opportunity to go on educational off-site visits that are planned as integral elements of the curriculum topics. These take the form of regular visits within our local environment, e.g. to visit Gelliswick beach for developing skills in Maths, Creative Development and in Knowledge and Understanding, or for visits further afield such as to local Castles, Castell Henllys and Carew Airfield during a History project and to Freshwater West beach during a science project on pollution and habitats. All pupils in years 5 and 6 are invited to attend residential visits which are excellent opportunities to develop independence and resilience, as well as participate in exciting activities ranging from water sports to rock climbing. (N.B. please refer to the charging and remissions information in Section A).



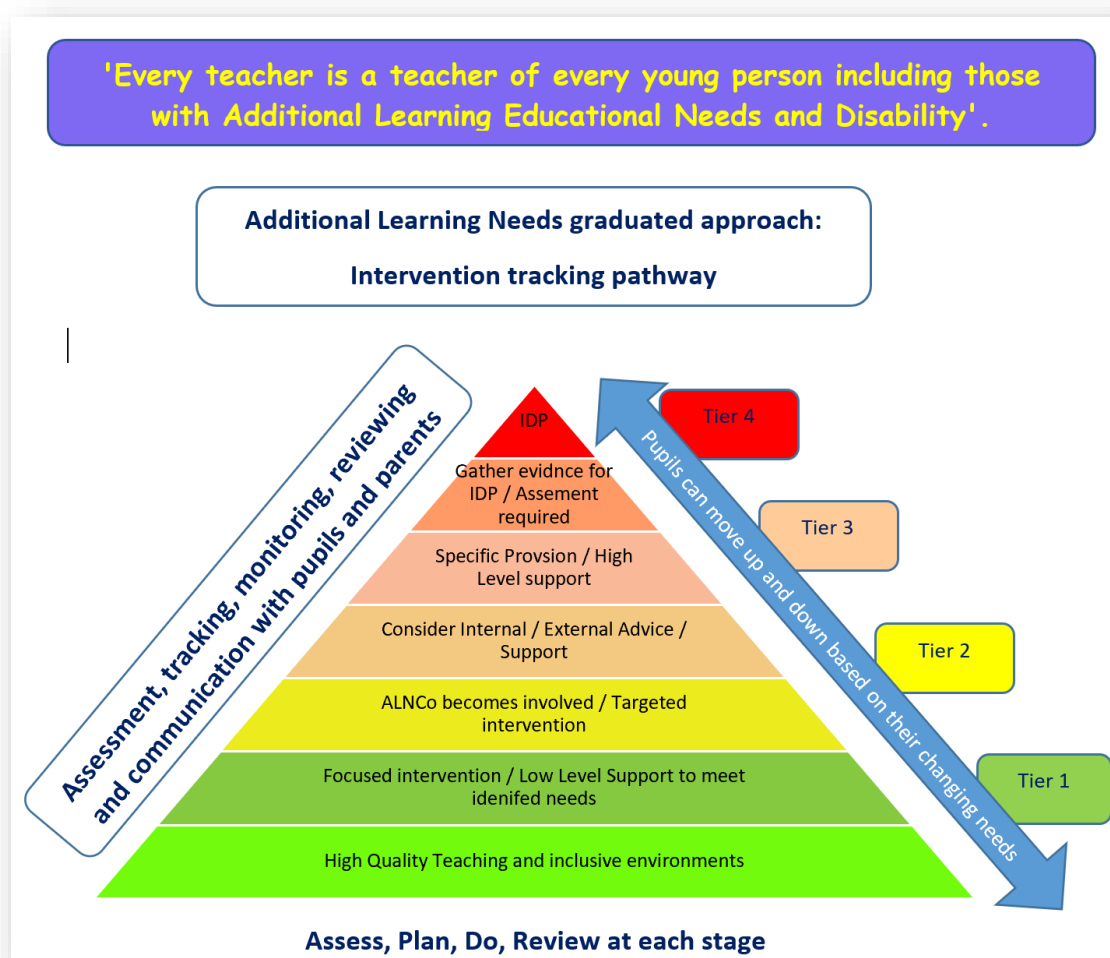
How are pupils with Additional Learning Needs (ALN) identified and supported?

The school follows the Additional Learning Needs Code for Wales 2021:

<https://www.gov.wales/sites/default/files/publications/2024-04/220622-the-additional-learning-needs-code-for-wales-2021%20%282%29.pdf>

Our curriculum will raise the aspirations for all our groups of learners. As a school we have considered how all learners will be supported to realise the four purposes and to progress. We have considered our ALN and wellbeing provision and how we will meet the needs of different groups of learners.

We take a graduated approach to supporting learners who experience any difficulties or demonstrate any needs at Gelliswick. We believe high quality teaching, universal provision, early identification of needs, child centred approaches, great communication with parents and partner agencies make all the difference in supporting our children to overcome barriers and succeed. If you have any concerns that your child might have an additional learning need, please speak to their class teacher.



What is the school's approach to homework?

At its best, homework can do a number of things:

- it can consolidate or build on what children learn at school
- it can motivate children to see themselves as learners, and help them to feel good about what they are learning
- it can involve parents in talking to their child about their learning
- it can build good habits for later life in secondary school and beyond

We have identified a few principles to ensure that homework can be positive:

- The work needs to be achievable, and children shouldn't spend a long time on homework.
- The work shouldn't add pressure to a child
- It is important for parents and children to be able to talk about the learning, and obviously when reading it's great to share the book.
- Daily reading makes a huge difference to all learning
- Word games and challenges develop good language skills
- Learning rhymes and poems helps children experience the rhythm of language and expression
- Maths game or challenges, or practise activities related to class learning
- Topic challenges and research projects give pupils the opportunity to really enjoy taking control of their learning.

How are pupils supported to transition to Secondary School

At the end of Year 6, most Gelliswick children transfer to Milford Haven School, but this is not the only destination, and we work with all receiving schools to support our learners' transition to secondary school.

The Milford Haven cluster is a very strong partnership of schools that agrees to share a collective responsibility to provide high quality education in the area. All partner schools share the same aspirations for pupil progress and come together for major school improvement development activities. There are strong links and close liaison between staff at Gelliswick and Milford Haven School in order to achieve a seamless transition between schools for all pupils.

Transition is encapsulated in flagship transition projects, visits for learners to receiving secondary schools, the Milford Haven School Roadshow for year 6 learners and parents, and visits by Milford Haven School staff to meet and teach our year 6 learners.

SECTION E: EXTRACURRICULAR ACTIVITIES

After-school clubs

We take pride in the variety of clubs that we are able to offer. Clubs are run by the teachers and support staff, as well as outside providers at times. These vary throughout the year and parents are given information at the beginning of each term. Examples of clubs that have run in the last year are:

- Multi-sports clubs
- Art club
- Science club
- Choir
- Film club
- Outdoor and environment club

Sports - Children are involved in local, county and national sporting competitions including Football, Rugby, Cross-country running, Track and field Athletics and Swimming. The school also participates in many local Urdd completions.

Choir - The school choir meet at different times of the year in order to perform at events in the school and in the community, including at the local church, a local elderly residents' home and at a cluster concert at Milford Haven School.

SECTION F: ADMISSIONS

Gelliswick School caters for children between the ages from ages 3 – 11. **The Admissions Policy is determined and managed by the local authority, Pembrokeshire County Council.** Our office staff will be happy to support you to access and complete the admissions forms.

Please find the Pembrokeshire County Council Admissions Policy here:

<https://www.pembrokeshire.gov.uk/school-admissions/admission-to-schools-information-for-parents>

SECTION G: PRIVACY NOTICE

Gelliswick is fully committed to ensuring that we are transparent about what the School, Local Education Authority and Government does with information it holds on pupils. To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on. Our Privacy Notice provides information about the collection and processing of pupils' personal and performance information.

Our school's privacy notice can be found on our website here:

<https://www.gelliswickschool.co.uk/privacy-notice/>