

## GELLISWICK CHURCH IN WALES VC PRIMARY SCHOOL

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



2<sup>nd</sup> September 2025












Dear Parent/Carer,

Welcome back to a new school year at Gelliswick Church in Wales VC Primary School! I hope that you have been able to enjoy a restful break with your families over the summer holiday. We are excited to welcome your child back to school tomorrow, and I invite you to join me in giving a very warm welcome to all our new pupils and families. If we haven't already met, do come up and introduce yourselves outside school – I will endeavour to be at one of our gates before and after school each day.

Welcome • Croeso • أهلاً وسهلاً • Добре дошъл • Dobrodošao • Vítejte • Maligayang pagdating • Selamat datang • Laipni lūdzam • Mile widziany • Bun venit • Добро пожаловать • Soo dhawoow • ต้อนรับ • Hoş geldin • Прoшy • સ્વાગત છે • hoş geldin • I ni sene

We are delighted to see our pupils return, ready to learn, grow, and thrive. At Gelliswick, our core values—**resilience, respect, thankfulness, spirituality, service and fairness**—are at the heart of everything we do. These values shape our learning environment and guide our relationships, helping every child feel safe, valued, and inspired. This term, our learning will centre around the theme of “**Choices and Decisions**”, encouraging pupils to explore how their actions shape their lives and the world around them. Through meaningful experiences and thoughtful reflection, we aim to empower our learners to make wise, kind, and courageous choices every day.

This letter contains lots of important information about our school. You may already be familiar with most of the information, so important changes to usual arrangements are highlighted with \*\*. Here is a summary of key information which can be found below:

-  Communication between home and school at Gelliswick
-  Key actions for parents and carers
-  **\*\*School Timings\*\*** – updated school day timings for all pupils
-  **\*\*Wrap around care\*\*** – updated wrap around care and breakfast club timings
-  **\*\*Snacks and meals\*\*** – update on snack costs for the Autumn term
-  Getting involved – how you can get involved in the life and improvement of our school
-  School uniform
-  Supporting families
-  Safe travel
-  **\*\*Extra-curricular clubs\*\***- Pupil roles and music lessons
-  **\*\*School Improvement Priorities 2025–26\*\***

If you have any questions or require any support, please do not hesitate to contact the school office. We look forward to another great year working with you to support our wonderful Gelliswick children!

Cofion cynnes,

Mrs Leanne Prevel  
Head teacher

## **Communication between home and school**

### ***How do I know which staff to speak to?***

You may be new to Gelliswick School or perhaps have not yet met all of our large staff team. Over the coming days, we hope you will get to know your child's class teachers and support staff. Our senior leadership team and family support staff try to be out on the playground daily during drop-off and pick-up. Please do pop into school to chat 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.



### ***How do I know what is happening and get in touch with child's teacher?***



**ClassDojo**

Communication between home and school is vitally important to ensure your child can thrive at school. You can contact your child's class teacher directly through the class dojo app, which can be downloaded for free onto your smartphone (app store) or accessed through their website. Please let your child's class teacher or the school office know that you would like to connect to your child's class and an invitation will be sent to you directly. Please be aware that teachers may not respond to messages after 4pm and will not routinely check for messages throughout the school day, as they are teaching. If you need an urgent response or would like to arrange an appointment with your child's class teacher, please contact the school office. Class Dojo's new calendar feature gives regular notifications in the run up to school events, so please ensure that your notifications are enabled to avoid missing anything important. Whole school correspondence and notifications will also come through this app on the 'School Story'; if you are not receiving 'School Story' notifications, please contact Mrs Hadley via the school.

## **Key actions for parents**

### ***Do we hold the correct information about you and your child?***

It is essential that we hold the most up to date information on you and your child so that we can keep your child safe. **If any of the information you have previously provided us with has changed**, and you have not already informed us, please contact the office as soon as possible with your new details. Please consider whether any of the following information has changed over the past year.

- Present Address
- Name and address and phone number of anyone with parental responsibility who does not live with your child
- Details (name, address, telephone number and relationship to the child) of up to four other people that we can contact in the event that we cannot make contact with you or anyone else with parental responsibility
- Name, relationship to child and telephone number of adults who have permission to collect your child
- Medical information including any current medical conditions or dietary needs we should be aware of
- Any other changes you believe we should be aware of
- Local Educational Visits that involve walks to and from local destinations, or bus journeys to venues in nearby towns and destinations such as Milford and Haverfordwest.

You can contact the school office any time there are changes, but be aware we may ask you to provide the information in writing via email or Class Dojo. Please note you can find our [privacy notice](#) on our website.



### ***How is your child getting home from school?***

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. Please contact your child's class teacher on Class Dojo to give your permission for them to walk home without adult supervision.

## **\*\* School timings \*\***

### **\*\*Drop-off and pick-up\*\***

You can access the school site when gates are open through the under-croft (Gelliswick Road), MUGA entrance (lane alongside football club) and rear gate (from rugby club car park). Gates open between 8.50am – 9.00am for drop off every day, 3.25 - 3.35pm for pickup, Monday to Thursday and 1.00 – 1.10pm on a Friday.

- **Nursery – Year 2:** Dismissed from classroom doors
- **Year 3 and 4:** Dismissed from the MUGA entrance. In response to feedback on the busy MUGA playground,
- **Year 5 and 6:** We will trial dismissing from the kitchen gate onto Gelliswick Road this Autumn term.

### **\*\*School day timings\*\***

<b>Year groups</b>	<b>Monday – Thursday:</b>	<b>Friday:</b>
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	

We politely remind parents that it is your responsibility to supervise your child when on the playground during drop-off and pick-up, including when they may be using the playground equipment which we know many of them enjoy.

**\*\*  Wrap around care \*\***

***Wrap around care***

As we seek to support working families with the cost of living, we offer 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. Please note that costs have increased slightly this term. Please contact the office if you wish to register your child for breakfast club.

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			

After school wrap around must be booked a week in advance. Please book using [ParentPay](#).

## \*\* Snacks and meals \*\*

### **Snack**



As part of the healthy school agenda, we encourage all pupils to eat a healthy snack of fruit at break time. Fruit is provided at school daily at a charge of £1.50 per week, or £20 for the Autumn term. Please use [ParentPay](#) where possible, or pop into the office to pay by card or by cash (in a clearly marked envelope).

### **School Meals – Now Free for ALL Full-time Learners**

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.



**IMPORTANT:** Parents who previously qualified for free school meals will still need to complete the existing ‘free school meals’ application as **this means you can continue to receive other financial support** for a range of school costs such as residential visits, clothing, equipment, sports kit, stationary. So, if your child is starting school or your circumstances have changed and you are receiving one of the following benefits, you should apply at [Free school meals – Primary - Pembrokeshire County Council](#). Families in receipt of the following support will be eligible:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance (IBJSA). Contribution Based Jobseekers Allowance (CBJSA) does not qualify
- Guarantee Element of State Pension Credit
- Child Tax Credits only, with an annual household Income of under £16,190\*
- Support under part VI of the Immigration and Asylum Act 1999
- Income Related Employment and Support Allowance (IR)

*\*Please note that if you are in receipt of Working Tax Credits in addition to any of these benefits you will not be eligible for free meals, even if your household income is below £16,190.*

Please contact Mrs Evans, our Community Focused Schools Manager who can support you in applying.



## Getting involved

We believe that strong partnerships with families are key to a thriving school community. This year, we will be hosting regular Parent Forum meetings, providing a space for you to share your views, ask questions, and help shape the future of Gelliswick School – please see our family calendar for a list of dates. We warmly invite you to get involved in the life of the school—whether by joining our PTA (Parent Teacher Association – Friends of Gelliswick School), volunteering at events, or supporting initiatives like our Lighthouse Hub. Your time, ideas and enthusiasm make a real difference, and we'd love to welcome more parents into these roles. If you're interested, please speak to a member of staff or contact the school office.

## School Uniform

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.

Following feedback on how hard it is to keep the white polo shirts of our active and adventurous learners clean, we introduced a [royal blue polo shirt](#) to our school uniform last year!



Our uniform consists of a royal blue jumper/cardigan with royal blue/white 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 Evans or Mrs Hadley at the school office. If you have uniform that your child has outgrown and it is in in great condition, please consider donating it at our main office.

## Supporting Families

### ***The Lighthouse Hub***

Tucked away, just inside our main entrance is our fantastic Lighthouse Hub. Our pupils know it well, and often pop down to help themselves to anything they need; a swimming costume, a coat, bag, new hairbrush, shorts, new tights, sanitary items, or a school jumper. Our Lighthouse is available to any member of our school community and we have been able to support many families in providing beds and mattresses, bedding, emergency fuel vouchers, nappies, wipes, toiletries and even Christmas presents!

Our Lighthouse is there to facilitate both the giving and receiving of support for our whole school community and saving the environment through the passing on of pre-loved items. If you would like to give to the Lighthouse and have items of clothing, coats, wellies or shoes that are in great, clean condition and your child has outgrown them, please consider donating them to the Lighthouse. If you are in need, please pop into the main entrance and ask for Mrs Evans or Mrs Hadley or send them a Dojo message to arrange a visit.

The Lighthouse has grown rapidly over the past few years, supported by generous donors and we are delighted to be working with Rev. Samuel to create a Lighthouse satellite Hub at the Church of the Holy Spirit in the coming months. We are always looking for volunteers who can give an hour or so of their time to sort through and organise the donations that we receive. Please talk to a member of our leadership team if you are interested in volunteering.

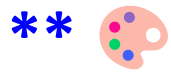
In the run up to Christmas, we will be facilitating a free Lighthouse Christmas Toy Swap, which was a HUGE success last year! if you have toys or games in excellent condition that your child or children have outgrown or a having a pre-Christmas clear-out, keep us in mind! At the end of November, you will be able to drop-off donated toys and games. There will be an adult only toy collection day during the school day, to ensure that parents can visit discreetly, without prying eyes of excited children!

## Safe travel

### ***Safe and active travel to school***

We encourage you and your child to choose an active route to school, where possible and practicable. Please read our [safe travel guidance](#) (available on our website) and ensure that, if you are travelling by car, you are parking legally and considerately.





## Extra-curricular Clubs and Opportunities\*\*

### ***Extra-curricular clubs***

Please keep a look out for our extra-curricular clubs offer which you can expect to receive this week.

### ***Gelliswick School Senedd***

All our children in Y3-6 are part of our Pupil Senedd, serving different Departments, to make our school a better place. In the next couple of weeks, we will be seeking applications for important pupil roles across the school, such as 'First Minister of the Senedd' and 'Faith Ambassadors'. Please encourage your child to get involved.

### ***Musical instrument lessons***

Learning an instrument can have many benefits for children. Children in Year 3-6 will be given lots of opportunities to work with specialist teachers this year. If you would be interested in your child starting to learn a new instrument, please let their class teacher know.





### ***Sports teams***

We have already arranged many match and sporting fixtures across the school year for our sports teams across different year groups. If you are a parent who could help us out in managing these events and tournaments or accompanying a team, please get in contact with Mr Dragone.

## \*\* School Improvement Priorities 2025-26\*\*

### ***School Improvement Priorities 2025-26***

At Gelliswick, we are always working to make our school the best it can be for every child. We identify these areas of improvement from a range of information, including parent and pupil feedback, observations of teaching, analysis of pupil performance and progress data and looking at evidence of learning e.g. pupil workbooks. This year, we are focusing on:

-  **Boosting Literacy Skills** – helping all children improve in reading, writing and speaking Welsh, with extra support for those who need it most.
-  **High-Quality Teaching** – making sure every class offers great learning experiences, and that all teachers know what excellent teaching looks like at Gelliswick.
-  **Growing Leadership** – encouraging staff, pupils and families to take on leadership roles and help shape our school's future.
-  **Improving Attendance** – supporting families to help children attend school regularly, especially where attendance has been more difficult.

### ***Attendance***

#### **School Matters!**



Thank you to everyone who supported their child's attendance at school over the last year. We were really pleased to see attendance improve across all year groups! Being in school every day is essential to ensure that learners make the most possible progress, develop friendships and make important memories. When your child walks into school every morning, you can be assured they will be supported personally, emotionally and academically. We're here to provide them with the social and educational development opportunities to shape their futures and become the best versions of themselves. We strive for a target of 96% across the school, so please contact Mrs Hadley if you or your child needs any support with attendance or have any questions.

## Our Staff Team

<b>Headteacher</b> – Mrs Prevel			
<b>Acting Deputy Headteacher</b> – Andrea Reynolds			
<b>Senior leaders</b> – Mrs Mountstevens, Miss Ralph, Mrs Davies (ALNCO)			
<b>Lead teachers*</b>			
<b>Year Group</b>	<b>Class</b>	<b>Teacher/Lead</b>	<b>Support</b>
Nursery	Poppit Sands	Mrs Blair	Mrs James, Mrs Williams, Miss Thompson, Miss Reynolds
Reception	Tenby	<b>Mrs Vaughan*</b>	Mrs Cristofaro, Mrs Ormond
	Newgale	Miss Scale	
Year 1 and 2	Parrog	Mrs Mountstevens/ Mrs Williams	Mrs Kenny, Mrs Dewhurst, Miss Fletcher, Miss Walker, Miss Howlett
	Nolton	Mrs George	
	Westdale	<b>Mrs Brock*</b>	
	Druidston	Miss Badham	
Year 3 and 4	Pwllgwaelod	<b>Mrs Martin*</b>	Mrs Thompson, Mrs Sturley, Mr John
	Swanlake	Mrs Mayne	
	Abereiddi	Mrs Candler	
Year 5/6	Skrinkle Haven	Miss Ralph / Miss Bowen	Mrs Davies, Mrs Jennings, Mrs Buirds
	Trefdraeth	Mr Dragone	
	Barafundle	Mrs Stonhold	
	Amroth	<b>Mr Stow*</b>	
Specialist Support	The Havens	Mrs Davies Mrs Adams Mrs Williams	Mrs Williams, Mrs Phillips, Miss Morris, Mrs Rozblatt
LRC	Whitesands Marloes	Mrs R Lewis Mrs E Lewis	Mrs Phillips, Mrs Johnson, Mrs Lennon, Mrs Davies, Mrs Cockburn
Additional support staff	Mrs Hadley – FLO and Attendance Mrs Evans – Admin, FLO and Community Focused Schools Manager Mrs John - Intervention and PPA cover Miss Havard - Intervention and PPA cover Mrs Blick - Intervention and PPA cover Mrs McAffrey - PPA cover		Facilities  Mr Bryce – Caretaker
Admin	Mrs Ashworth – Business Manager Mrs Davies - Admin Support Miss Summons – Admin Support Miss Nabanaeh – Admin Support		Lunchtime Supervisors Mrs Fletcher Mrs Watts Miss Watts