

## GELLISWICK CHURCH IN WALES VC PRIMARY SCHOOL

Gelliswick Road, Hakin, Milford Haven, SA73 3RS  
01646 692894; [admin.gelliswick@pembrokeshire.gov.uk](mailto:admin.gelliswick@pembrokeshire.gov.uk)  
Head teacher: Mrs L Prevel [head.gelliswick@pembrokeshire.gov.uk](mailto:head.gelliswick@pembrokeshire.gov.uk)  
Website: <https://www.gelliswickschool.co.uk/>



23<sup>rd</sup> Jan 2025

Dear Parent/Carer,

A very warm welcome to all our new pupils and families.

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 • Прочы • ಸ್ವಾಗತ ಓ • hoş geldin • I ni sene

We have had a busy start to this term! Our whole school learning focus on the big question of 'What makes Wales a creative nation?' this Spring term. Follow us on our social media platforms (facebook and Instagram) to see what the children are up to in school. If you have any questions about the curriculum or your child's progress, please come along to **parents' evenings** this term to speak to your child/ren's class teacher. If you would like to find out more about our curriculum, please visit our website: [Curriculum | Gelliswick VC Primary School](#).

**Attendance:** Our attendance champions are keen to support everyone in improving attendance this year. Last term they decided that they wanted to change the way we reward great attendance. Everyone over 96% won a prize and those with 100% won a bronze medal. If your child gets 100% attendance in a term, they will also receive a medal. At the moment, our lowest day for attendance is a Friday – 2% lower than other days in the week. Our attendance champions are organising a very special treat for everyone with excellent Friday attendance this term. Look out for an update from them on Class Dojo!

**Staffing:** Over the last term, we have been pleased to welcome back Mrs Hopkinson from maternity leave to our Y3/4 team, Dosbarth Coppet Hall. Miss James has also joined our school team, teaching in Dosbarth Marloes. Miss Reynolds, Miss Morris and Ms Nabeneh have also joined our Nursery team. Croeso, pawb! We held a special celebration at the end of last term to say goodbye to Mrs Harding, who has moved on to teach in another Milford Haven Cluster School. Very soon we will also say goodbye to another valued colleague, Mrs Awcock. Mrs A has been a great support to many pupils and their families in her Family Liaison Officer role. We wish her all the best in her future!

### *Important information about our school*

#### *Getting to know us*

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. If you haven't yet put a face to a name, we've included some pictures at the bottom of this letter. Please do pop in 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.



#### *Parent drop-in meeting*

Please feel free to join us for a parent drop-in session, on **Tuesday 28<sup>th</sup> January, 9-10am**, where you can get to know our Gelliswick team better and support us in letting us know your ideas for how we can improve our school. This will not be a formal meeting, but chance for you to chat on a 1:1 basis with members of our senior leadership and family support team. If you can't make it then and would like to pop in, do let the school office know so that we can arrange another convenient time.

#### *Ensuring we know 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.

### **Staying in touch**



**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 Emma Evans via the school office.

### **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.



### **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 8.40am - 8.50am for drop off, and 3.20-3.30pm for pickup.

### **It is important that we know how your child is 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 session times are as follows:

<b>Year groups</b>	<b>Mon-Thurs</b>	<b>Friday</b>
Reception - Year 6	8.50am-3.25pm	8.50am-12.15pm
PT Nursery – AM	8.50am-11.25am	8.50am-11.25am
PT Nursery – PM	12.20pm-3.20pm	

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.

### **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 £8 for this half-term. Please use [ParentPay](#) where possible, or pop into the office to pay by card or by cash (in a clearly marked envelope).

### **Nut free school**

At Gelliswick School we are a nut free school and would appreciate support from you as families to ensure no products containing nuts are brought onto the school premises. We have a number of pupils and staff who have serious, life-threatening allergies to nuts.



### **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. **This term, we have re-introduced jacket potatoes to our daily menu – this is a hit with many pupils.**

**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, you should apply at [Free school meals – Primary - Pembrokeshire County Council](#).

**You could be entitled to up to £200 for:**

- School uniform, including coats and footwear
- School activities: this could include learning a musical instrument, sports kit and other equipment for after school activities

**Children whose families are on lower incomes and qualify for certain benefits can apply for a grant of:**

- £125 per learner
- £200 for learners entering year 7 (to help with the additional costs of starting secondary school)

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

### **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 have introduced a [royal blue polo shirt](#) to our school uniform this 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 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.



### **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 send her 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.

### Attendance



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.

### School Improvement Priorities 2024-25

We are always striving to improve our school and so we set priorities each year to drive forward these improvements. 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. Please see below the focus areas for improvement this year:

Gelliswick School Improvement Priorities 2024-25	
1	Improve attainment in pupils' literacy and numeracy skills, closing the gap between eFSM and non-eFSM progress and attainment
2	Improve the quality of teaching and learning
3	Improve standards of Welsh second language
4	Develop the religious identity and life of the school
5	Improve learner attendance, closing the gap between eFSM and non-eFSM attendance

We will be sharing with you information about attendance and pupils' literacy and numeracy skills and asking for your support with them throughout the year.

### 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.

Breakfast wrap around (last entry at 8.15 a.m.)	After school wrap around
Monday-Friday: 7.45am entry – 50p Monday-Friday: 8am entry – Free	Monday-Thursday: 3.25pm - 4pm – £2.50 Monday-Thursday: 3.25pm - 4.30pm – £4.00

- Please book in advance using [ParentPay](#). You can choose your days a week in advance, by the end of the day on Thursday of the previous week.
- For free after school provision on a Friday between 1 p.m. and 3 p.m. please email: [admin2.gelliswick@pembrokeshire.gov.uk](mailto:admin2.gelliswick@pembrokeshire.gov.uk) or contact our school office to book a space for your child.

### Playgroup

Do you have a pre-school age child or know someone in our community who does? We run our weekly 'Pebbles' playgroup at Gelliswick. You will receive a warm welcome, hot drink and your child can engage in lots of fun activities, while you meet with other parents. Contact Ms Emma Evans at the school office, or just come along. Everyone welcome on Mondays 1.30-3pm



### Mobile phones

We recognise that it may be useful for your child to bring their mobile phone to school to use at the end of the day (if required out of school), however we politely request that pupils **leave mobiles phones at home if they are not a necessity**. Children are not permitted to use their phones during the school day. If you feel that your child needs to bring their mobile phone to school, please

read our policy ([Gelliswick Mobile Phone Policy](#)) and complete our mobile phone contract using the following link: <https://forms.office.com/e/bNFX61HhPp>

### ***Extra-curricular clubs and dates for your diary***

Please keep a look out for our extra-curricular clubs offer which you can expect to receive via class dojo. Please find online our [family calendar for 2024-25](#), which contains important dates for your diary. All dates on the calendar are subject to change. We will endeavour to provide you with as much notice of changes as possible.

### ***Family volunteers***

We are always on the lookout for new volunteers at Gelliswick School. Whether it be listening to readers, accompanying a school trip or popping in each week to support with organising our Lighthouse Hub. We have many sporting fixtures coming up over this next term and would be really grateful of a helping hand to ensure our children can attend. If you or a relative would like to give some of their time to support the learners of Gelliswick School, please speak with a member of our leadership team, or make a call to the school office. We can promise you a warm Gelliswick welcome and lots of fun with our brilliant children!

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

## 2025 – Further family dates for your diary

<b>Tymor y Gwanwyn / Spring Term 2025</b>	
<b>Ionawr/January 2025</b>	
6 <sup>th</sup>	INSET and twilight session for staff
7 <sup>th</sup>	Pupils back to school
8 <sup>th</sup>	New Nursery intake parents meeting
15 <sup>th</sup>	Y5/6 Disability awareness play session
17 <sup>th</sup>	Fran Evans – Author and illustrator in to meet Y1,2 and Havens pupils
22 <sup>nd</sup>	Y5/6 Disability awareness play session
27 <sup>th</sup>	Staff twilight session – no clubs
28 <sup>th</sup>	Parent drop-in session 9-10am
31 <sup>st</sup>	NSPCC number day Y3/4, Y5/6 and Girls Cluster Football Teams competition
<b>Chwefror/February 2025</b>	
3 <sup>rd</sup>	Mental health awareness week
10 <sup>th</sup> – 14 <sup>th</sup>	Scholastic Book Fayre in school – open after school each day from 3.25-3.45pm
11 <sup>th</sup>	Safer internet day
17 <sup>th</sup>	Staff twilight session – no clubs Y6 lifesaving skills and sign language workshops
19 <sup>th</sup>	Cluster concert – Milford Haven School - evening Marky Griff – Podcast recording with Y5/6
21 <sup>st</sup>	Choir singing at Church of the Holy Spirit – evening
24 <sup>th</sup> – 28 <sup>th</sup>	Half term
<b>Mawrth/March 2025</b>	
3 <sup>rd</sup>	Pupils back to school
5 <sup>th</sup>	St David's Day and Eisteddfod Cluster Welsh concert - evening
6 <sup>th</sup>	World Book Day
10 <sup>th</sup> and 11 <sup>th</sup>	Parents evening meetings this week
21 <sup>st</sup>	Cluster Tag Rugby and Netball competitions – Y3/4 and Y5/6
24 <sup>th</sup>	Staff twilight – no clubs
<b>April/Ebrill 2025</b>	
4 <sup>th</sup>	Cluster Tag rugby and netball Y3/4 and Y5/6
8 <sup>th</sup>	Y6 visit to Wizard of Oz at MHS
10 <sup>th</sup>	Easter family bingo
11 <sup>th</sup>	Last day of term
14 <sup>th</sup> -25 <sup>th</sup>	Easter holidays
28 <sup>th</sup>	Pupils back to school
30 <sup>th</sup> – 2 <sup>nd</sup>	Y6 to Llangrannog
<b>May/Mai 2025</b>	
5 <sup>th</sup>	Bank Holiday – no school
12 <sup>th</sup>	School Nursing Team in for Reception Children Measurement Programme
16 <sup>th</sup>	Cluster Cricket Y5/6 boys and girls
19 <sup>th</sup>	Walk to school week
20 <sup>th</sup>	Girls cricket festival
21 <sup>st</sup>	National numeracy day
22 <sup>nd</sup>	Girls cricket festival - Carew
26 <sup>th</sup> – 30 <sup>th</sup>	Half-term holidays
<b>June/Mehefin 2025</b>	
2 <sup>nd</sup>	INSET – no school for pupils
9 <sup>th</sup>	Healthy eating week
13 <sup>th</sup>	Upper Schools Sports Day Y5/6 Boys and Girls Cluster cricket
16 <sup>th</sup>	Lower School Sports Day – 1pm start
19 <sup>th</sup>	Boys mixed cricket festival
27 <sup>th</sup>	Y6 Transition Day to MHS
30 <sup>th</sup>	INSET– no school for pupils

	Y6 Transition Day to MHS
July/Gorffennaf 2025	
1 <sup>st</sup>	Summer Fete 3pm
3 <sup>rd</sup>	ALN cricket festival
4 <sup>th</sup>	Cluster Sports Festival Y1/2
8 <sup>th</sup>	Y1/2 Summer Spectacular performance AM
9 <sup>th</sup>	Y1/2 Summer Spectacular performance PM
10 <sup>th</sup>	Y6 leavers service AM and leavers party evening
17 <sup>th</sup>	Gelliswick's Got Talent Finals AM
18 <sup>th</sup>	Last day of term for learners – Prize giving assembly
September/Medi 2025	
1 <sup>st</sup>	INSET – school closed to pupils
2 <sup>nd</sup>	Pupils return to school

*Get to know some of our team beyond you child's class*



**Mrs Prevel**  
Headteacher




**Mrs Reynolds**  
Acting Deputy  
Headteacher



**Mrs Davies**  
ALNCO/Senior  
Leader




**Mrs**  
Mountstevens  
Senior Leader




**Miss Ralph**  
Senior Leader  
Y5/6 Lead



**Mrs Vaughan**  
Early Years  
Lead



**Mrs Brock**  
Y1/2 Lead



**Mr Stow**  
Y3/4 Lead



**Ms Evans**  
Community  
School Manager




**Mrs Ashworth**  
Business  
Manager



**Mrs Hadley**  
Attendance/  
Admin Support



**Mrs Davies**  
Admin  
Support



**Mrs Summons**  
Admin Support