

# SCHOOL PROSPECTUS

## YSGOL GER Y LLAN



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*Happy and secure as we learn together in a Christian Community*



# WELCOME/ CROESO

Dear Parent/Guardian,

Choosing the right school for your child is a major decision. You will want your child to receive an excellent education but you will also want him/her to feel happy, safe and secure. We believe that the Ysgol Ger Y Llan can meet your needs. Our aim is to provide a safe and happy environment for you child to learn and develop to their full potential.

We pride ourselves on high standards of attainment, behaviour and pastoral care. We care greatly about each individual at the school and have a strong belief that every child matters, and how they learn and behave is key to how we respond to their needs. We have very committed and experienced staff at the school, who have been immersed in training to understand how children develop and how best we can support their needs emotionally as well as academically.

At Ysgol Ger Y Llan we offer a stimulating curriculum that focuses on a theme-based work to engage the pupils' learning and provide them with life-essential skills for the future. We offer a range of different after-school activities throughout the year to help the pupils acquire new skills and talents.

Pupil progress is high on our agenda at Ysgol Ger Y Llan. We take great care in monitoring each individual's progress and celebrating each individual's success. We have a strong belief in nurturing pupils' individual talents and focusing on their achievements in relation to their progress and not the school as a whole.

Ysgol Ger Y Llan prides itself on its strong Christian links – not only with the local parish but also the diocese of St David's. We regularly attend the local church as well as weekly visits from Rev Pat Rogers. The pupils take regular trips to St David's Cathedral for a host of different activities. We have strong transitional links with Ysgol Bro Gwaun, our catchment's secondary school, in order that our pupils have plenty of opportunities to visit the school prior to beginning year 7.

We look forward to meeting you and introducing you to life at Ysgol Ger Y Llan. Should you have any queries or concerns, please do not hesitate to contact me. I firmly believe that education is a four-way partnership between the child, parents and carers, school staff and the local community.

We must all work together if we are to achieve the very best for your child. We are totally committed to making this partnership a success.

Yours sincerely  
Sasha Edwards  
Acting Headteacher

# Ysgol Ger Y Llan

Ysgol Ger Y Llan was established in 2004 after the amalgamation of Tredafydd and Letterston Primary schools. The school amalgamated once again in 2011 with Mathry VC school and we opened our doors to the new school building on the current site in 2012.

## Our Background

We are situated in the village of Letterston between Haverfordwest and Fishguard. Currently we have around 140 pupils at the school. The school is a *transitional school*, which means we teach 70% of our curriculum subjects through the medium of Welsh in KS2 and 100% of the subjects in foundation phase through Welsh. The language of everyday use in the school is Welsh and we have a strong Welsh ethos at the school.

We are a Voluntary Controlled school that holds strong links with the local church and diocese of St David's.

Our staff work extremely hard to create an environment that fosters a love for learning that provides the grounding for every child to reach their full potential.

## **CLASSROOM ORGANISATION**

The school is split into 6 classes of mixed ability/gender. They are as follows:

- Full time Nursery + Reception
- Reception + Year 1 pupils
- Year 2
- Year 3 + 4
- Year 4 and 5
- Year 6

Many of the year groups are split over two separate classes. Pupils are organised using their date of birth to assign them to the relevant class.

Throughout the school the curriculum is differentiated to match work to the needs of each child. By using a mixture of whole class, group and individual teaching we seek to challenge those who are most able and provide additional support for those who need it. We also address the different ways in which children learn and seek to develop their skills as independent learners.

The school promotes positive behaviour through the use of the Class Dojo reward system. Pupils are rewarded for positive behaviour by earning points which are awarded via an online app used by all classes. Pupils are awarded a treat of their choosing provided they earn a set number of points by the end of each week. Points can be deducted for causing physical or verbal harm to another pupil.

We also use a reward assembly on a Friday, where teachers award pupils certificates for good work and for Welsh speaker of the week.

## THE SCHOOL DAY

### **Breakfast Club**

The school runs a breakfast club for pupils from 8:00am until 8:50am. This provides the pupils with a healthy breakfast and a chance to socialise with their friends before being handed over to their teachers at 8:50am. We ask that all children arrive before 8:30am. Registration forms are available on request from the school office.

### **The start of the school day**

The school gates open at 8:50am. We kindly ask that children do not arrive before this time as there will be no supervision for your child prior to this. Pupils are to enter their classrooms via the outside classroom doors or through the nursery/reception entrance. Doors and gates will be locked at 9:00am. Any pupils arriving after this time will need to report to the school office.

Please ensure your child has been greeted by a member of staff if they arrive after the commencement of school before you leave the school premises.

The school crossing patrol is present from 8.15am in the morning and 3.00pm in the afternoon.

### **Part time Nursery Children**

Part time Nursery takes place daily between: 09:00 – 11:00. Pupils are collected via the *main entrance* first thing in the morning and released from the main entrance at the end of the session.

### **Foundation Phase Classes (Nursery/Reception/Year 1 + 2)**

|                           |                         |
|---------------------------|-------------------------|
| 9.00 am – 9.10 am         | Registration            |
| 9.10 am – 10.00 am        | 1 <sup>st</sup> Session |
| 10.00am – 10.15 am        | Milk and Fruit snack    |
| 10:15 – 10:30             | Assembly                |
| <b>10.30 am –10:50 am</b> | <b>Morning break</b>    |
| 10:50 am – 11:50 am       | 2 <sup>nd</sup> Session |
| <b>12.00 pm - 1.00 pm</b> | <b>Lunchtime</b>        |
| 1.00pm – 2:20 pm          | 3 <sup>rd</sup> Session |
| <b>2.20 pm – 2.30 pm</b>  | <b>Afternoon break</b>  |
| 2:30 pm –3.15 pm          | 4 <sup>th</sup> Session |

### **Key Stage 2 – Yrs 3, 4, 5 + 6**

|                     |   |
|---------------------|---|
| 9.00 am -9:10 am    | Registration                              |
| 9.10 am – 10.15 am  | 1 <sup>st</sup> Session                   |
| 10.15am – 10.30am   | Assembly (Mon + Tue)                      |
| 10.30 am – 10.45 am | Morning Breaktime                         |
| 10.45 – 12.00pm     | 2 <sup>nd</sup> Session                   |
| 12.00pm - 1.00 pm   | Lunchtime                                 |
| 1.00 pm – 3:15 pm   | 3 <sup>rd</sup> + 4 <sup>th</sup> Session |
| 2.45 pm – 3:15 pm   | Collective Worship (Wed)                  |
| 2.45pm – 3:15pm     | Merit Assembly (Fri)                      |

## ***After School Care***

An independent After School Club is held daily at the school - you can contact them on this no: 07591635861

**Mrs Sandra Nicholas**

**Miss Becky Nicholas**

## **ATTENDANCE**

We set ourselves high targets for school attendance. Any low attendance patterns will be referred to the Education Welfare service. We have a clear policy on attendance and how we deal with absences which is available on the school website or from the office.

## **HOMEWORK**

The school has a homework policy. This can be found on the school website or from the office.

Children in the Foundation Phase will have homework that focuses on developing learning experiences. Parents are asked to send in photographs of their child undertaking these tasks via e-mail. Information regarding homework will be on the fortnightly newsletter.

Children in Key Stage 2 will have one piece of homework per week (Literacy or Numeracy) plus spellings, multiplication facts handwriting and reading to practice.



# THE CURRICULUM, EDUCATIONAL ORGANISATION AND TEACHING METHODS USED IN OUR SCHOOL

## ***Foundation Phase: 3-7 Year olds***

This stage provides for the magic of early childhood. The world is all around us to be explored and discovery is a real adventure. The Foundation Phase curriculum is about the child. Well structured and purposeful play activities enhance and extend the children's learning, to guide their play, to offer choices, to challenge them with care and sensitivity, to encourage them to move their learning along.

The areas of learning in the Foundation Phase are:

- Language, literacy and communication skills
- Personal and social development, wellbeing and cultural diversity
- Creative development
- Mathematical development
- Physical development
- Knowledge and understanding of the world
- Religious Education

## ***Key Stage 2: 7-11 Year olds***

The essential skills of communication, literacy and numeracy are still the central focus of the curriculum. As with the Foundation Phase the school teaches mathematics, language, Religious Education and Physical Education/ Development as specific lessons. The school also follows a thematic scheme of work and thus all subjects and skills including the Literacy and Numeracy Framework are taught through the various topics. Parents/carers are informed of the learning content at the start of each topic.

### ***Core Subjects:***

- Welsh
- Mathematics
- Science
- English

### ***Foundation Subjects (i.e. in addition to the Core Subjects):***

- History
- Geography
- Design Technology
- Art
- Music
- Information Communication Technology/Digital competency
- Religious Education
- Physical Education
- Personal and Social Education

All areas of the curriculum are underpinned by the Key Skills of: Information Technology, Thinking Skills, Communication and Numeracy.

We have policies for all the curriculum areas. These highlight clearly the skills and range to be covered. We study different themes each *half term* and the different subject areas are taught through each theme. We encourage parents and carers to discuss any questions they have about the subjects taught with the class teachers.

## **RELIGIOUS EDUCATION**

As a Church School within the Diocese of St David's, our collective act of worship is the focal point of the school day. It is a time when the whole school can meet together for Christian worship and reflection. We explore the importance of Christian festivals, biblical stories and traditions and we share the importance of Christian values. The children are taught to pray and to praise God. We seek to develop a sense of awe and a sense of our shared responsibility for the future of our world.

The school has a very close relationship with St David's and clergy visit the school on a regular basis. We use the village Church plus the Cathedral of St David's for special services. In our Religious Education lessons children follow the Church in Wales Agreed Syllabus.

Parents have the right to withdraw their children from Religious Education or Collective Worship. If they wish to do this, they should discuss this with the Headteacher.

## **WELSH LANGUAGE**

The curriculum is taught predominantly through the medium of Welsh. In the foundation phase Welsh is the only medium of communication. Welsh is taught as a discreet subject in language lessons, and thematic work also uses Welsh as its main medium of communication and study. The Curriculum Cymreig features strongly in our planning we seek to develop a strong sense of Welsh identity and knowledge of our country and its heritage.

The majority of our assemblies are through the medium of Welsh. Our collective Worship is conducted through the medium of English. Children participate in various activities, in line with the Cwricwlwm Cymreig, for example, various competitions such as taking part in the Urdd Eisteddfod, singing Welsh songs and enjoying Welsh folklore.

## **ADDITIONAL LEARNING NEEDS**

Those pupils who have additional needs are identified by class teachers and support teachers. Appropriate arrangements are then made for these pupils, including support within class by a Support Teacher or Support Assistant and withdrawal for extra help. Early identification of any learning or behavioural difficulties is crucial in helping children to overcome disadvantage. The school has a large team of support staff in addition to class teachers to assist children with special educational needs.

Parental and carer support and involvement is all important and regular liaison meetings are held with parents/carers of children on the additional learning needs register. Pupils who have statements of special educational needs are provided with support as detailed in their statement. We work closely with the Educational Psychology Service and with the County Behaviour Support Team to obtain as much help as possible for children who need it. Other external agencies such as the Speech Therapy, Physiotherapy and Occupational Therapy departments and the Local Authority's Advisory Teachers for the Hard of Hearing and Visually Impaired work with the school on a regular basis.



The school seeks to promote inclusivity and we do our utmost to meet the needs of all our pupils.

### **LOOKED AFTER CHILDREN (LAC)**

The Headteacher has the responsibility for promoting the educational achievement of Looked After Children in the school and will ensure that appropriate arrangements are put in place and regular meetings with relevant outside agencies are convened to ensure adequate support is provided to both the pupil and carer. The child's pastoral care and educational achievements are also reported at these meetings. The Local Authority Looked After Children (LAC) review officer will oversee all arrangements and procedures.

### **SEX EDUCATION POLICY**

Sex Education is taught as part of the statutory Personal and Social Education subject/development area which is part of the National Curriculum. Upper KS2 pupils will receive a talk from the School Nurse about 'Growing up' as part of the PSE curriculum.

### **SPORT**

Our school has excellent grounds and sporting equipment and a wide range of sports activities are available. These include swimming, rugby, football, tennis, cricket, netball, athletics, gymnastics, dance, rounders, cross-country and outdoor adventure. Any child that represents the school is praised and sporting achievements are considered equal to academic and artistic achievement. Physical education also fosters team spirit, improves health and fitness and develops physical skills. We aim to give children of all abilities the opportunities to participate in both competitive events and non-competitive physical education.

P.E. Kit is necessary for all forms of physical exercise. Children are asked to wear t-shirt, shorts/trousers and trainers. We kindly request that the pupils bring their kit into school to change into and must not wear their kit to and from school.

All P.E. Kit must be labelled clearly with your child's name and should be brought in a suitable small bag. All Juniors have the opportunity to go swimming during their time in Key stage two at Fishguard Leisure Centre This is organised on a timetabled basis. All children must wear a swimming hat and goggles are recommended.

### **EXTRA CURRICULAR PROVISION**

The school provides a wide range of extra-curricular activities. Various activities include football club, rugby (TAG and contact), cricket and dance.

### **VISITS**

Parents/carers will be informed, and their permission requested, before pupils undertake any educational visits. An annual permission slip is requested from parents/carers in relation to local visits. Risk assessments will be undertaken of any site visited.

## **CHARGING**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. If we do not receive sufficient voluntary contributions, we may cancel a trip.

## **SCHOOL UNIFORM**

School uniform is navy jumper, grey or black trousers/skirt and yellow polo shirt. All children are encouraged to wear school uniform as it helps support the school equal opportunities policy and provides a strong sense of identity. The range of uniform choices continually expands and parents and carers have consistently endorsed their preference for a school uniform.

The school's uniform policy is successful because it is supported by parents and carers. School uniform is available from the school office.

## **SCHOOL MEALS**

School meals provided by the LA's School Catering Service are available for all children. Meals are cooked in our kitchen on the school premises, and are served in the hall by the kitchen staff. There is a choice of menu, which follows a three-week cycle.

The cost of the meal is currently £2.25 per day for Juniors and £2.15 per day for infants. Payment for meals should be made in advance each Monday and the money should be placed in an envelope clearly marked with the pupils name and class.



Any queries with regard to payment should be made to the School Meals Clerk. Free School meals are dealt with by the Education Office and you can consult with an officer at the Dept of Education and Children's Services, (Telephone: 01437 764551 if you think you are eligible i.e. in receipt of Family Credit or Income Support).

Children may also bring sandwiches. Please ensure sandwich boxes are clearly labelled with your child's name. We try to promote Healthy lunchboxes and hope that parents/carers **will not** include chocolate, sweets and fizzy drinks, and we also ask kindly that you avoid including packets of nuts, due to some children have severe nut allergies.

## **SNACKS**

As a Healthy School children are only allowed to bring in fruit, yoghurt and water. Milk is given at school in the Foundation Phase.

## **MEDICAL NEEDS/FIRST AID/ILLNESS**

If your child has any medical needs such as hearing or speech difficulties, or health conditions such as asthma or epilepsy please ensure that you tell us. The School Nurse is available to discuss any health issues with you in confidence. This will help us to understand your child's needs, and enable us to take the right course of action if your child has any health problems in school.

If your child is receiving medication please could you administer any dosages before and after school. If it is necessary to administer further dosages you are welcome to do so during school-time. Children who have a Medical Statement and who have a prescribed dosage of medicine will have their medicine administered by school trained support staff. Asthma inhalers should be clearly labelled and will be kept in the teacher's cupboards.

From time to time your child may be called for a medical examination by the School Nurse or doctor. You will receive written notice of this and we would urge you to be present. Children are also checked during their time in the Reception class with the parents'/carers' consent in relation to their overall development.

Whenever a child becomes ill and is unfit to remain in school, their parents or carers will be informed by telephone. All parents/carers are asked to inform the school of any change in their circumstances (such as: address, telephone number, work telephone number, second contact number etc.) so that a telephone call can be made promptly in the event of an emergency.

There are First Aid Boxes in each phase of the school. Any child who has a cut, abrasion or bruising will be given First Aid as necessary and any incidents are recorded in an accident book. Parents/carers will be contacted as soon as it is possible if the child has had a head injury or any other cause for concern or if the child has had to be taken to hospital.

Please do not send your child to school when illnesses are still infectious. The Department of Health recommends a period of 48 hours before returning to school after sickness or diarrhoea.

## **EQUAL OPPORTUNITIES**

The school has an Equality and Diversity Policy. The Governing body and the Headteacher promote equal opportunities and anti-discriminatory practice for all who attend or work in the Model Church in Wales School regardless of disability, age, race, colour, creed or sex. Citizenship modules, which form part of the curriculum for Personal, Social and Health Education, develop the concepts of equal opportunities and anti-discriminatory practice with our pupils.

Pupils with disabilities are subject to the same admission policy as other pupils at the Ysgol Ger Y Llan. Every effort will be made to provide the necessary support for disabled pupils and the school has certain facilities to enable their attendance. We have a toilet with facilities for the disabled; we have wheelchair access and a number of support staff with both qualifications and experience in working with children with disabilities

## **NO SMOKING POLICY**

The school has a No Smoking Policy. This applies to the whole of the school site, to visitors and contractors.

## **CHILD PROTECTION/SAFEGUARDING**

The school takes the safety/well-being of its pupils extremely seriously. All staff have received relevant training in child protection and are familiar with the school's policies and procedures regarding making referrals to the proper authorities related to safeguarding of children and young people. The school operates within the guidelines of the All Wales Child Protection document and more information is available from the school with regard to the policy and legislation related to this.

**If you have any concerns regarding a child or young person, it is your duty to report it to the proper authorities.**

**The school's designated safeguarding officers are:**

**Mrs Sasha Edwards (Headteacher)**

**Mr Owen Good (Deputy Headteacher)**

**Mrs Bethan Salmon**

These designated members of staff are trained to deal with disclosures or sensitive information regarding children and can pass information/referrals to the relevant authorities.

*In the event that you cannot contact these individuals, then you can inform the proper authorities yourself by contacting:*

**Duty Social Worker Desk: (01437) 776322 or 6325 or 6444**

## **SCHOOL SECURITY**

We would ask you to ensure that your child arrives at school by 8.50am at the latest, and we would ask you also to collect your child at the end of the school day on time. Children should not arrive before 08:50am as they will not be supervised unless they attend our Breakfast club which opens at 8.00am. If there is inclement weather the Headteacher will use her discretion and inform parents/carers as soon as possible through a text message/notification, if there are any alternative arrangements.

Pupils in Nursery, Reception and year 1 (Mrs Salmon + Miss Gibby's Class) leave through the designated Nursery/Reception entrance/exit. Parents wait outside the entrance and a member of staff ushers the pupil to the parents/guardian.

Year 2 pupils leave via the side gate. Pupils are escorted by staff to the side doors near the library and a member of staff on duty at the gate calls the relevant pupil who is then ushered to the parent.

Year 3, 4, 5 + 6 are escorted to the school hall. Members of staff are on duty to supervise the pupils. Members of staff at the main entrance call for relevant pupils to be ushered to the parents/guardians. Pupils who have parental permission to walk home are released from the hall first.

Bus children are escorted to the rear exit of the hall. A list of pupils who travel on the bus, and any exceptions/absences for the particular day are recorded on the bus registers. Teachers will be informed of any changes to pupils who normally travel on the bus prior to the end of the day.

Pupils attending after school club are collected by the after school club staff from the main hall and from the Nursery/reception area.

In the event of a parent/guardian not collecting a child after 10 mins, a phone call will be made to the parents/guardians. No child is allowed to leave unless we are sure they are safe.

All parents/carers must ensure that staff are told beforehand if children are to be taken for medical appointments during school hours.

All Children in Year 4,5 and 6 who have permission to walk home alone must submit written permission from their parents/carers to the class teacher beforehand. No child will be allowed to leave the school premises unless accompanied by an authorised adult or unless written permission has been received. Children wishing to cycle to and from school should also bring a letter giving consent by their parents/carers.

All external doors are locked throughout the day. A number of doors are security locked to ensure access is restricted. All visitors to the school MUST report to the main reception area. All visitors to the school will be asked to sign a Visitors' book and will be given a Visitor's badge. The school has an intruder alarm system; security cameras and security lighting. The staff car park is limited to staff cars and emergency vehicles. A car park for parents is

located at the front of the school. The car park has wheelchair access to the school.

## **COMMUNICATION**

Letters are sent out weekly to inform families about special events and other arrangements. These and other information are posted on to the school website. We are also able to send text messages to your mobile phone which can be particularly useful if there is an urgent message (e.g. in the event of bad weather). Please keep us up to date of any changes to mobile numbers or other contact details. The school also makes use of 'Push Notifications' using the Our schools App, which is available for Free download from the Android and Apple stores. This offers parents a variety of information, dates, events and links to important documents related to school.

## **COMPLAINTS**

We are committed to dealing effectively with any concerns or complaints in relation to the school that you may have. We would invite you to raise any concerns or complaints in relation to the school with your child's class teacher in the first instance, or if you feel it necessary, with the Headteacher. We would hope to deal with your concerns as informally as possible, although we recognise that there may be occasions when we will need to respond to your concern or complaint more formally. Concerns or complaints about your child's education or treatment in school can be made following the procedures laid out in our Complaints Procedure Policy, which is available from the school.



## **ADMISSIONS**

All admissions are handled by the Schools Admissions Officer in County Hall, Haverfordwest. Parents or carers who are considering Ysgol Ger Y Llan for their child should contact the Headteacher in the first instance.

If you are new to the school, you will be invited to visit us, meet the staff and see the pupils at work. If you wish to register your child, the Admin officer will provide you with an Admission form, which you should return to the Admissions Officer in County Hall, Haverfordwest.

Children are admitted to the Nursery the term after their third birthday. Initially they will attend part-time. It is expected that all children are toilet trained on admission. They are invited to spend an induction morning in class before they start school.

Please note that parents need to re-apply for a place in the Reception class even though they are in Nursery at this school.

The Admission Number for the school is 21 per year group as stated in the schedule of schools together with the school's total pupil capacity.

## **CONCLUSION**

We are proud of our school and what we can offer to our pupils during their time with us. We hope that you have enjoyed reading this prospectus, and that you have found it informative. If there are any issues that we have not covered in the prospectus that you would like to ask us about, do get in touch with us to find out more.



