

**YSGOL GELLI AUR
GOLDEN GROVE SCHOOL**



'Together we aspire, together we achieve'

**INFORMATION
FOR
PARENTS**

**Orange Way
Pembroke
SA71 4DP**

**Head Teacher:
Mr A Williams**

**01646 682605
head.golden-grove@pembrokeshire.gov.uk**

Ysgol Gelli Aur
Golden Grove School
Orange Way
Pembroke
Pembrokeshire
SA72 4DP

Tel: 01646 682605

Email Head.golden-grove@pembrokeshire.gov.uk

Dear Parent

Welcome to the School Prospectus for Golden Grove School. Finding the right school for your child is vitally important. Most parents want a good primary education for their children but they also want them to be happy and to feel safe and secure. At Golden Grove School we believe we can offer all of these things.

We pride ourselves on the broad, balanced and full education we provide in the Foundation Phase and Key Stage 2 settings, and the high standard of teaching and learning are a credit to the hard work of both staff and pupils. Equally, we are also proud of the atmosphere of respect, friendship and co-operation which is always evident.

In the prospectus we will aim to introduce the school to you and answer many of the questions you might have about the school. We value our pupils and we believe that their time in school should be rewarding and fulfilling. Their voice is also important so we have also sought the views of the children in compiling this information.

Should you choose to send your child to Golden Grove School, I am fully confident that we will be able to provide a well-structured and exciting learning environment for him or her.

If you have any further questions about the school, please do not hesitate in contacting me. I will be pleased to answer any questions about the school and, if necessary, arrange a time for you to visit the school.

Yours sincerely

A Williams

Mr A Williams
Headteacher

Dear Parents

May I, on behalf of the Governing Body of Ysgol Gelli Aur/Golden Grove School thank you for expressing an interest in the school prospectus.

This prospectus aims to provide you with information about the school and its aims, hopes and aspirations in respect of the system of education provided.

Clearly your child's education will form part of the foundation upon which their individual future is based, and The Governing Body and Staff would encourage you to take an active part in respect of your son/daughters learning journey.

The school is able to offer a wide range of activities and support, and is proud to form an integral part of the local community. The main core subjects are offered through the medium of Welsh and English. The school strives to give the children a rounded education and a good understanding of the world in which they live.

The Governing body is made up of a diverse cross section of local people, who share common goals and who are justifiably proud and supportive of both the school and children's achievements. The children perform well and develop in both curricular and extra curricular activities, which is testimony to the hard work and effort of the Staff and children alike.

Please feel free to contact the school to discuss any aspect of your child's learning journey. We are confident that sending your child to Gelli Aur/Golden Grove will give them a great start in life, and most importantly a positive, happy and productive school experience.

It is the sincere wish and hope of the Governing Body that every child realises their full potential, and that you and your children will look back on their most formative years with fondness and pride.

Yours sincerely

D Francis

Dave Francis
Chair of Governors

Staff at Ysgol Gelli Aur

Senior Leadership Team	
Head Teacher	Mr Andrew Williams
Deputy Head Teacher	Mrs Hannah Golding
Inclusion Manager	Mrs Katie Jones
Literacy Lead	Mrs Rhian Bruce

Classes		
Class	Teacher	Teaching Assistants
Yellow	Miss M Edwards (HLTA)	Mrs L Jones Mrs C Halliwell
Blue	Miss A Harding	Miss E Watts Mrs A Millican
Dosbarth Gwyrdd	Mrs B Lewis	Mrs W Preece Miss S Evans
Red	Mrs M Olyott Miss M Thorne-Williams	Miss K Kitts Mrs K Scourfield
Purple	Miss L Wainwright	Miss J Hillary (Apprentice)
Orange	Mrs K Jones	Mrs Roberts-Ogleby
Dosbarth Pinc	Mrs R Beynon	Mrs J Hart
3RA	Miss R Adams	Mrs A Phillips
Dosbarth Mrs Golding	Mrs H Golding	Miss C Jones
4SS	Mrs S Smith	Mrs R Brown
5/6SJ	Mr S Jenkins	Miss K Williams Miss N Cresswell
5/6RB	Mrs R Bruce	Mrs S Francis Mrs T Evans
5/6NW	Mrs N White	Mrs A Ford
Dosbarth Mrs Charlton	Mrs S Charlton	Miss L Moffett
PPA Cover	Mrs P Bevan	Miss M Thorne-Williams Miss C Jones Mrs V Boyle

Other important staff who help the school to run successfully	
Administrative Officer	Mrs A James (Admin.golden-grove@pembrokeshire.gov.uk)
Secretary	Mrs K Cole (Head.golden-grove@pembrokeshire.gov.uk)
Caretaker	Mr J Taylor
School Meals Cook	Mrs S Axon (01437 771821)
Kitchen Assistant	Mrs P Wallace
Lunchtime Supervisors	Miss K Williams Mrs M Davies Mrs K Scourfield Miss K Kitts Mrs T McLean Mrs S Rochester
Breakfast Club	Miss S Evans Miss K Kitts Miss E Watts Mrs L Jones Mrs W Preece
Cleaners	Mrs C Sture Mrs J Palmer Mrs T McLean
Flying Start 01646 681096	Mrs S Brown Miss K Lewis Miss S Regan Mrs L Rickards Mrs S Rochester

GOVERNING BODY

School Governors	
Chair of Governing Body	Mr D Francis
Vice Chair of Governing Body	Mr Neil Lewis
Community Representative:	Mr D Francis Mrs P Hogg Mrs D Bush Cllr A Carey
Local Authority Representative:	Cllr A Brinn Cllr H George Mr D Evans
Parent Representative:	Mrs N Carey Mr N Lewis Mr G O'Leary Mrs A Kavanagh Miss J Gurney
Teacher Representative:	Mrs H Golding Mr S Jenkins
Staff Representative:	Mrs R Brown
Clerk to the Governors:	Director for Children and Schools Education County Hall Haverfordwest Pembrokeshire SA61 1TP

THE ROLE OF THE GOVERNORS

The implementation of the Education Reform Act and the advent of Local Management of Schools (LMS) has brought increasing responsibility to the Governing Body. They undertake, in conjunction with the Head Teacher, the effective management of the school in all its aspects. These include ensuring:

1. That the school budget is effectively controlled in accordance with sound financial principles related to educational objectives and priorities.
2. That the school buildings and land are maintained to ensure the safety of the children in congenial surroundings.
3. That the school curriculum is broad and balanced, meets the requirements of the National Curriculum and that standards are maintained.
4. That the staffing of the school meets the needs of the children and the curriculum and that appropriate appointments and promotions are made.
5. That the law on religious education and collective worship is complied with.
6. That the parents have regular access to information about the curriculum and pupils' achievements.

General meetings of the whole Governing Body take place once per term.

LOCATION OF THE SCHOOL

The school is located on Orange Way between the bottom of Grove Hill and St Daniel's Hill, within the thriving town of Pembroke and on the edge of the Pembrokeshire Coast National Park. The town is renowned for its stunning medieval castle, the birthplace of Henry Tudor, as well as being a short distance away from some of Pembrokeshire's finest beaches.

The entrance into the school grounds is from Grove Hill and the exit is onto Orange Way. A new toucan road crossing is now in place on Orange Way to assist the children crossing the main road. First Coaches run service buses to the Green and to Grove Estate, and these coincide with school opening and closing times.

Parents are allowed to park inside the school grounds but we do ask them to respect the disabled bays. The designated area for the bus in the bus bay outside is clearly marked.

- A 'Managing Traffic Safely on and Around School Sites' policy is in operation.

OPENING & CLOSING TIMES

	Monday - Thursday	Friday
Early Years & Reception	9:00 am – 3:20 pm	9:00 am – 12:00 pm/12:30 pm if staying for lunch
Years 1 & 2	9:00 am – 3:20 pm	9:00 am – 12:00 pm/12:30 pm if staying for lunch
Years 3 – 6 (KS2)	8:50 am – 3:30pm	8:50 am – 12:10 pm/12:40 pm if staying for lunch
Breakfast Club	8.00 am – 8.35 am	
After School Club	3.20 pm – 5.30 pm (from 3:00 pm on a Friday)	

Parents are asked to ensure their children arrive on time.

- Children are supervised on the school premises before and after the official school day.
- Members of staff are on duty for 15 minutes before and after the official school day.
- Children should **not arrive earlier than 10 minutes** before the start of the school day.
- Weather permitting, they should wait in the playground until the start of the school day. In wet weather they will be supervised within school for the 10 minutes until opening time.
- At the end of the school day, parents should wait for their children outside the classroom exits or within the school grounds - car park side by the pedestrian entrances.
- Foundation Phase children will only be released to parents or nominees made known to the staff. For safety and security reasons, any other arrangements must be discussed with the class teacher or school office.

- Playtimes are supervised by staff on duty during dry days in the playgrounds and on wet days within the school building. During the summer term children are allowed to use the school fields, with children being supervised at all times.
- Lunchtime supervision is carried out by Lunchtime Supervisors, employed by the Local Authority through the school.
- The school operates a No Smoking Policy both inside the main building and on the immediate surrounding premises.
- Dogs are not permitted at all inside the school grounds, except for guide dogs.

The school ethos can be expressed in the short statement ‘Together we aspire, together we achieve’.

We aim to encourage the development of children in all areas of their lives by providing a caring atmosphere in which all children are aware that they matter and are valued for the contribution they can make to school, to each other and to society, regardless of their race, gender, ability or language.

Our School Aims

- Create a safe, happy and engaging environment for all.
- Promote equality, opportunity and respect for everyone, irrespective of belief, race and gender.
- Work closely with parents and carers.
- Develop an appreciation of the heritage and history of Pembroke, Pembrokeshire and Wales.
- Develop bilingualism, using the language throughout the day.
- Develop the new Curriculum for Wales which is driven by the Four Core Purposes.
- Develop children’s love of learning – creating lifelong, ambitious and independent learners.
- Encourage each child to reach their full potential and be the best they can be.
- Use every opportunity to develop the skills of Numeracy, Literacy and Digital Competency, enabling each child to experience achievement at all levels.
- Develop imagination and creativity by offering a wide range of authentic learning experiences.

GENERAL INFORMATION

Ysgol Gelli Aur/Golden Grove Community School is a designated bilingual primary school, category DS (dual stream), catering mainly for children from the town of Pembroke and outlying districts. Due to its bilingual nature, children from further afield attend the school in order to access Welsh Medium Education.

Although the school is currently dual stream, a new Welsh School will be opening in Pembroke in January 2023 with the children from our Welsh Stream moving over to it. The school here will continue to be called Ysgol Gelli Aur/ Golden Grove School, but it will revert solely to an English Medium School.

The school came into being in September 2002 as a result of the amalgamation of two well known, well respected and highly successful schools – Golden Manor Infants and Grove Junior ~ hence the name – Gelli Aur/Golden Grove.

The accommodation comprises of fourteen classrooms, a hall, a library, a community room and a Flying Start room. Four of these classes are in the Welsh stream and ten classes are through the medium of English.

The school has built up an excellent reputation over the years. All classes use computerised whiteboard systems safely linked to the internet. In addition to this, they have their own PCs as well as having access to several lap

top trolleys, Apple Macs, iPads and Chrome books. The school is well resourced with IT equipment and is benefitting from Welsh Government's Transformation Grant for IT.

There are excellent outdoor facilities with extensive grounds for a variety of sports including football, rugby, netball, rounders, cricket and athletics. Early Years' children have their own secure playing area comprising of a soft play surface and plenty of play resources.

Within the grounds we have a large wooded area which has been developed into a Woodland School, complete with a specially designed and constructed round house teaching area. The entrance is via a traditional five barred gate and carved wooden archway. There are several seating areas, a willow tunnel and a carved oak story telling chair. It is a wonderful learning environment that is used extensively by the children throughout the school.

The school holds a European Green Flag Award for nature conservation along with several other prestigious Forestry Commission 'Woods for Wales' awards.

We encourage involvement in the Community; visits from and visitors to the school are important.

ADMISSIONS

Admission to school is no longer an automatic process and there is a requirement for parents and carers to submit an application to Pembrokeshire County Council. To assist parents and carers and to maximize the possibility of obtaining a place at our school, the Local Authority has developed an online application form accompanied by supporting documentation to guide parents through the application process.

We ask parents to visit the school prior to admission and this can be done by contacting the office to make an appointment. The Head Teacher will be available to show you around.

Children attend the Foundation Phase Department (English and Welsh) for either morning or afternoon sessions the term after their 3rd birthday. They are admitted to full time education at the commencement of the term following their 4th birthday. They then transfer to the Key Stage 2/KS2 in the Autumn term following their 7th birthday. Sometimes, and with the best interests of the child in mind, they may be taught in classes of mixed year groups.

In the September term following their 11th birthday pupils usually transfer to Ysgol Harri Tudur/ Henry Tudor School. Those in the Welsh will transfer to Ysgol Caer Elen, although some may opt for Ysgol Harri Tudur/ Henry Tudor School.

ABSENCE AND HEALTH

If your child is unable to attend school, please telephone the school as soon as possible. If we do not hear from you before 9.45 am, we will contact you. Absence notes must be received when the child returns to school.

Parents must ask permission from the Head Teacher if they want to take their child on holiday in term time. The school is required to keep attendance records and if attendance is poor the school will inform the LEA, who will investigate. The school expects high levels of attendance of at least 95%.

HEALTH & SAFETY IN THE SCHOOL

The Head Teacher has been nominated as the *Health and Safety Co-ordinator*, under the regulations required by the New Safety Act. All appropriate precautions are taken for the safety of the children at all times.

- The main school area is fitted with a security lock. Please remember to enter school through Reception if you wish to see your child's teacher.
- An intruder alarm and Fire safety points are installed throughout the building.
- Pupils must not bring glass containers to school.
- The school should be made aware of any medication that the children are taking and any medical problems or allergies. Pupils should have an agreed Health Care Plan for severe cases.
- Fire drills are held regularly and children practise recognising the fire signal and proceeding without delay to pre-arranged meeting points.

ACCIDENTS

Accidents and incidents are recorded and parents are informed in writing or by telephone. If your child needs medical attention and we are unable to contact you, your child will be taken to hospital in an ambulance with a member of staff.

ADMINISTERING MEDICINES IN SCHOOL

Whilst we are prepared to administer prescribed medicines when necessary, it can only be done following a request, with written instructions from the parents. A form is available in school for this purpose.

All children with medical needs will have a healthcare plan which will be drawn up in consultation with the parents. This will apply to any child with long term medical needs, i.e. allergies, inhalers etc....

RECREATIONAL PERIODS

During recreational periods, members of staff are on duty in the playground, or, during inclement weather, in the school. During the lunch period, supervision is carried out by the lunchtime supervisors. Children will have the opportunity to access playground games. During inclement weather, each class can access board games, books and various art materials.

EMERGENCY PROCEDURES

In the event of inclement weather, heating or power failure, parents will be contacted as soon as possible of school closures. The school will also contact the LEA and the local media outlets to pass on any announcement if needed.

In the event of widespread illness, the decision to close the school to children will be taken by the LEA. If the school is closed because of this, children will be able to access the curriculum through the use of HWB. The school itself will remain open with teachers producing work. The school will therefore become a drop off point for completed work so that the curriculum can still be accessed by all.

CHILD PROTECTION

Parents should be aware that this school has a responsibility to ensure the wellbeing of its pupils. This is undertaken by following the Child Protection policy and procedures laid out by the LEA, copies of which can be requested or viewed on the Pembrokeshire Portal.

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare” Safeguarding Children: Working Together under the Children Act 2004.

We are committed to safeguarding and meeting the needs of all our children.

Designated Safeguarding Co-ordinator

Mr A Williams (Headteacher)

On matters of Child Protection, he is assisted by

Mrs H Golding (Deputy Head Teacher) Mrs K Jones (Teacher)

Mr Dave Francis is currently the school governor with responsibility for safeguarding.

COMPLAINTS

All complaints will be fairly and fully investigated. We will keep the complainant informed at each stage. Any complaints should be made to the Headteacher. The Headteacher will take the appropriate action and inform the complainant of the result. If satisfaction is not reached, the laid down LEA procedures must be followed.

LEARNING AND TEACHING

“A child has the Right to an Education” Article 28

At Golden Grove School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun.

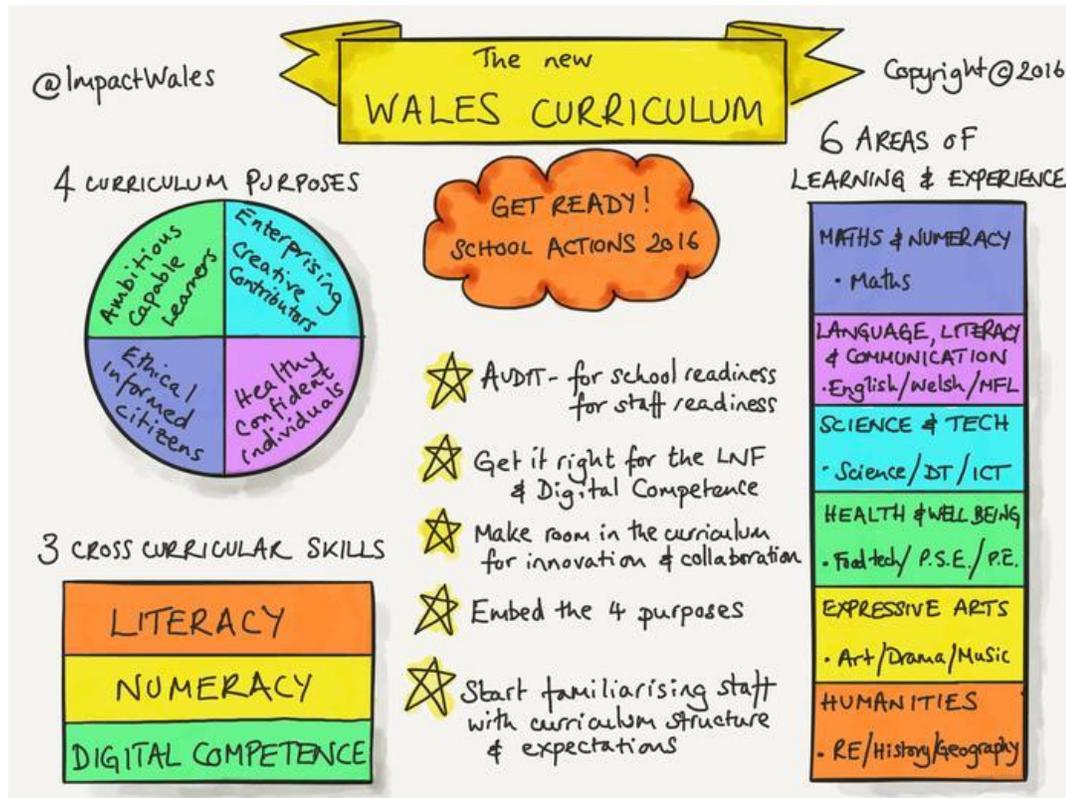
Through our teaching, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives. We also believe in equality of opportunity to succeed for every child and our learning programmes will enable each learner to reach his / her full potential.

The New Curriculum for Wales

Our Curriculum

In Wales, we are currently undergoing an exciting curriculum change. We are committed to developing a curriculum which engages, enthuses and inspires our children and staff. A curriculum we can call our own. The new curriculum is being developed for Wales and will be used in all schools throughout Wales by 2022.

Our Curriculum is based upon the New Curriculum for Wales:



Aims:

Our curriculum is enriched, engaging, broad, balanced and relevant. It ensures progression and continuity for all pupils and provides opportunities for them to acquire knowledge, skills and experiences through engaging cross curricular themes across the year.

Teachers plan and formatively assess thoroughly. A varied range of learning experiences and opportunities allow these skills to be learnt and applied with independence.

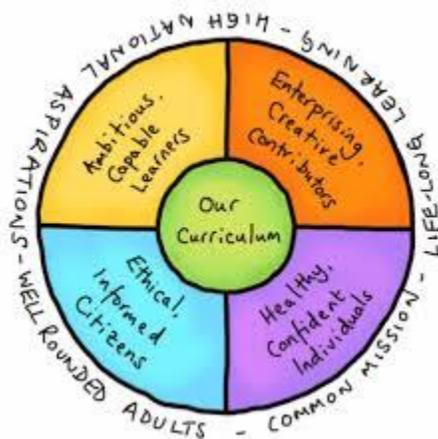
The focus on **Assessment FOR Learning (AfL)** ensures that opportunities to identify strengths and areas for development are incorporated into the planning and delivery of the curriculum; this should help to promote inclusion and engagement in education and learning. More formal assessment tests are also used for **Assessment of Learning**; these help staff in monitoring individual pupil progress over time. Staff are encouraged to use a variety of teaching and learning approaches to ensure the best outcomes for our pupils – whole class, small group, focus teaching and independent activities.

Our Curriculum includes:

- 6 Areas of Learning and Experience (AoLEs) from age 3 to 11. These are:
 - Languages, Literacy & Communication (Including English, Welsh and Foreign Modern Languages)
 - Mathematics and Numeracy
 - Science and Technology
 - Humanities
 - Health & Well-being
 - Expressive Arts
- 3 cross curricular responsibilities:
 - Literacy
 - Numeracy
 - Digital Competence.

What our learning looks like:

At Golden Grove we want all children to 'be the best they can be' and ultimately achieve the 4 Core Purposes.



How pupils learn is as important as what they learn. Our curriculum is broad and balanced, offering children many exciting and wonderful learning experiences to develop their spiritual, social, creative, linguistic, mathematical, scientific and technological knowledge and skills. Our teachers promote learning through a range of approaches.

Expectations for learning:

We have very clear expectations of the staff, pupils and the environment in which we all learn.

The teachers will...

- Keep a consistent focus on the four core purposes of the curriculum
- Challenge all learners
- Encourage and praise sustained effort
- Use a blend of pedagogical approaches
- Build upon previous knowledge
- Create authentic contexts for learning

- Employ Assessment for Learning principles
- Teach across all areas of learning and experiences
- Reinforce cross curricular responsibilities including, literacy, numeracy and digital competency
- Provide opportunities for pupils to practise their skills for real life situations
- Encourage pupils to take responsibility for their own learning
- Support social and emotional development
- Encourage independence and interdependence.

The pupils will...

- Build from what they know
- Make choices to support their learning
- Ask questions about their learning
- Value their own and others' ideas
- Learn from their mistakes
- Make choices about their learning including when using ICT
- Have time to reflect on own and others' work
- Challenge themselves
- Use a range of approaches and learning
- Enjoy working together and on their own
- Respect the rights of others.

The school learning environment will provide...

- Experiences of real life problems and situations
- A safe comfortable, inspiring place for learning
- Appropriate technology to inspire creative learning
- Enjoyable opportunities for outdoor learning
- Children with opportunities to care for and manage their natural world.



1st LANGUAGE WELSH STREAM

At present there are four 1st Language Welsh Classes at Gelli Aur, spanning both key stages. In the Foundation Phase, the children are totally immersed in Welsh from the start and this is the dominant language for the younger children. English is introduced as they enter Key Stage 2 (Year 3). The written form of the language is introduced gradually as the children become more confident and more mature.



Welsh is also taught as a second language in the English Stream where 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 are also encouraged to be proud of their Welsh heritage and to respect the cultural identity of all children in school.

PUPILS WITH DISABILITIES

Every effort is made to enable pupils to play as full and active a part in their education at school as possible. The school building and playground is fully accessible for a wheel chair. Resources for special provision are reviewed regularly to maximise the inclusion of all children. The Strategic Equality Plan is revised regularly to ensure that the best provision is made for these pupils.

EQUAL OPPORTUNITIES

We safeguard and promote the welfare of all children. The equal opportunities legislation, which covers age, disability, gender, race, religion and belief, and sexual orientation, further places a duty on us to eliminate discrimination and harassment, to promote positive attitudes and equal opportunities and encourage participation in all areas of school life.

We develop in every child a sense of personal and cultural identity that is receptive and respectful towards others. We plan across the curriculum to develop the knowledge and understanding, skills and values and attitudes that will enable children to participate in our society in Wales.

ADDITIONAL LEARNING NEEDS

We are committed to providing a developmentally appropriate and high quality education to everyone within the school community. Our school is committed to inclusion and we develop our policies and practices to include all learners. All pupils are given an equal opportunity to access the curriculum and experience the range of opportunities on offer to them at school.

Additional Learning Needs (ALN) are identified and monitored by staff throughout the year from the time of admission, in line with the ALN Reform. Whatever stage of need a pupil may be at, we strive to provide appropriate support and provision.

- Initial ALN support is primarily delivered by class teachers through differentiated teaching methods and making reasonable adjustments.
- Additional support may be delivered by trained support staff across the school.

- Outside Agency support, such as Speech & Language provision, may also come to the school to assist in supporting the delivery of additional provision. This may include training up support staff to deliver programmes.
- All interventions are carefully monitored and evaluated.

As parents or carers, you will be involved in every step of our ALN process, from the initial recognition of need, to supporting and planning interventions and provision. Further information is available from Mrs Golding (Deputy Head Teacher) and Mrs Jones (Inclusion Manager).

MORE ABLE AND TALENTED

The term 'More Able and Talented' encompasses approximately 20% of the school population and is used to describe pupils who require enriched and extended opportunities across the curriculum. The top 2% may be considered to be exceptionally able. Ability and talent may be shown in many different ways including academic, creative, music and in sports.

We provide an environment in which all children are encouraged and supported to achieve their maximum potential. We recognise and identify children that are able or talented and require enriched and extended opportunities across the curriculum in order to develop their abilities in one or more areas. This may be through the informal and formal curriculum. We have a MAT co-ordinator who oversees the monitoring, evaluating and provision for identified pupils. We provide staff training so that all staff become aware of the best practice and new initiatives in the needs of such pupils, including the provision of additional resources.

If your child has been identified as being more able and talented, you will be informed so that we can work in partnership to ensure your child reaches their full potential.

ASSESSMENT & MONITORING

A written report of the child's progress is given to parents in the Summer Term with parents being invited in to discuss the report. Parents' meetings are also arranged for the Autumn and Spring Term.

Children's progress is monitored by their teachers throughout the year and reports are based on this Teacher Assessment.

In addition to the above, teachers can be available to discuss children's progress, should parents so wish. It is advisable to make an appointment rather than be disappointed if teachers are not available due to meetings, courses, etc.

Parents with anxieties about their child's educational, behavioural or physical development are invited to discuss any problems with the class teacher and/or Headteacher.

Most difficulties can be dealt with within the school. A child in need of even greater help can be referred to the Local Authority's Education Psychologist for assessment. Parents will always be consulted in advance about such arrangements.

We employ a large number of Teaching Assistants, working usually in classroom situations helping small groups and/or individual children. For certain activities, children are withdrawn from the classroom. All assistants work

under the Headteacher, ALNCOs (Additional Learning Needs Co-ordinators) and the class teacher following the school's policy for ALN, and with the needs of each individual child in mind.

HOMEWORK

Homework is anything that pupils do outside the normal school day that contributes to their learning in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teachers and parents to support children's learning. For example, a parent who spends time reading a story to their child before bedtime is helping with homework.

Why is homework important?

Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. We are well aware that children spend more time at home than at school, and develop their skills, interests and talents to the full when they make maximum use of the experiences and opportunities that are available outside of school.

These are our reasons why we promote homework:

- It consolidates work already covered at school
- It offers opportunities for pupils to become independent learners and researchers
- It helps pupils to make more rapid progress in their learning
- It is a discipline and prepares learners for study skills in the Secondary school
- Allows parents to take an active interest in their child's education and furthers the partnership between home and school

How is homework organised?

The amount of homework set is gradually increased as pupils progress through the school.

Foundation Phase children are encouraged to take reading books home to share with parents. In Early Years, this will encompass discussing stories with children. Class teachers will advise parents on how best to achieve meaningful reading with their children. This approach will hopefully lead to pupils eventually becoming more proficient and independent readers by the end of KS2.

From Year 1, children will follow a regular homework timetable which includes Mathematics, English (spellings), including reading and research work. This extension of classwork will lead to more independent work from pupils and give parents an insight into the type of work being undertaken in school. This will also help pupils to prepare for the transition to secondary school where they will be expected to undertake a far more formal homework timetable.

PERSONAL DEVELOPMENT AND RELATIONSHIPS

Health Education at the school is taught to all children through the SRE and Science curriculum. Often, outside providers are invited into the school to deliver presentations on personal health and substance misuse. For Year 5 girls and all children in Year 6, the school nurse is invited into the school to discuss body changes. This is in line with LEA guidelines and the school's policy on personal development and relationships.

RELIGIOUS EDUCATION

We follow the Pembrokeshire Agreed Syllabus for Religious Education 2008 (available on request). This is broadly Christian in its content although children are encouraged to develop awareness of other main religions through a whole school thematic approach. Children have the opportunity to learn from varied and broad experiences where they are encouraged to be responsible for their own learning.

COLLECTIVE WORSHIP

Collective worship is an important part of our school life. This is done through daily, collective worship as a class and/or a whole school community, for all registered pupils during the school day. Collective worship takes into account the family backgrounds, ages and aptitudes of the pupils involved.

We expect all children to attend assembly. However, any parent can request that their child is excused from collective worship. A parent does not have to give reasons. Pupils who are excused will be supervised by the school. The school may, in agreement with parents, provide alternative arrangements for worship for one or more pupils that are excused, but is not obliged to do so.

Collective worship is led by teaching staff, local clergy or recognised church workers in the community who visit the school on a regular basis. Special services to which parents are invited are held throughout the year.

HEALTHY SCHOOLS

Gelli Aur is part of the Pembrokeshire Health Promoting School Scheme. As part of this scheme we aim:

- To promote actively the self esteem of all members of the school community.
- To actively develop good relationships in the daily life of the school.
- To identify, develop and communicate a positive ethos and appropriate social values within the school community.
- To ensure that all pupils have the opportunity to benefit from stimulating educational challenges.
- To take every opportunity to enhance the environment of the school.
- To develop good school/home/community links and shared activities.
- To encourage all staff to fulfil their health promoting role, through staff development and training.
- To develop and implement a coherent health education curriculum.
- To establish good links with associated schools to ensure smooth transition, both socially and in relation to a developmental health education programme.
- To develop the school as a health promoting workplace with a commitment to the health and well being of all staff.
- To develop the complementary role of all school policies to the health education curriculum, such that the curriculum reflects the contents of the policy and the policy reinforces the curriculum.

- To develop partnerships with appropriate outside agencies and individuals, including the school health service, for advice and active support for health education and health promotion in the school.

The school has been active in the Healthy Schools Scheme. Pupils' health and wellbeing is a high priority. The School Council and Eco Committee are made up of elected representatives from each class. There is access to water at all times during the school day and we actively encourage children to bring a water bottle to school every day, along with a piece of fruit.

In the Foundation Phase, milk is made available to all children daily though, again, we would welcome children coming to school with a piece of fruit as well. We encourage children to bring a healthy school lunch box.

In the Foundation Phase all children are part of the 'Designed to Smile' initiative; you will be asked to complete a consent form for your child to participate if they are part of this phase. Tooth brushing takes place daily; all children are provided with a toothbrush free of charge.

FREE BREAKFAST

A free breakfast club is run every day for children of all ages, between 8:00 am and 8:40 am during term time. Children are supervised by school staff before being escorted to their classrooms for the start of the school day.

AFTER SCHOOL CLUB

During the term there is a child care facility available for children between the ages of 3 and 11 years which runs until 5:30 pm each evening. There is a charge for this facility (currently £8 per session) and booking is all done through our ParentMail. For more information, please contact the school office or Miss Sam Regan, our Lead of the After School Club (ReganS20@hwbmail.net).

DISCIPLINE AND PASTORAL CARE

Overall responsibility for school discipline rests with the Head Teacher but it is a shared responsibility for everyone connected with the school, including parents and carers. There are three school rules - Respect, Ready and Responsible – and the aim is for children to work towards a high standard of personal behaviour. Children are expected to conduct themselves in a courteous and orderly manner at all times and it is considered important to develop children's self-discipline, especially in their approach to their work and in their relationships with staff and fellow pupils.

The Discipline Policy promotes **positive behaviour**. This is achieved through openly praising pupils who are prepared and ready, rather than focusing attention on those who are not. At Golden Grove School we reward good behaviour.

We have an effective team who work to support children and families experiencing behaviour and/or emotional difficulties which include: Inclusion Manager, Pupil Support Officer, Behaviour Support Teacher, School Nurse and Emotional Learning Support Assistants who are highly effective in supporting these needs.

Our three school rules are Ready, Respect and Responsible and we expect the staff of the school to develop consistency in their approach by being calm, positive and approachable. We celebrate children's achievements in school, including when they are going over and above with their behaviours, and we have a number of

positive reward systems: in-class token system, postcard home, phone call home, over and above certificates and hot chocolate with the Head.

Staff have been trained in Restorative Practice where we use restorative questions to help resolve conflicts and encourage everyone to think about their feelings and those of others. They also encourage everyone to discuss what should happen next.

From time to time, where misbehaviour persists, parents/ carers will be informed by the class teacher. Should there be no obvious change, parents will be invited in to discuss the situation with the Inclusion Manager or the Head Teacher.

However, continual disregard of acceptable standards of behaviour will be responded to, and where necessary, pupils will be excluded from school. This process involves school governors and the LEA, and follows strict procedures.

We have a whole school approach to preventing bullying which includes:

- Developing a positive ethos which includes knowing bullying is unacceptable here;
- Expecting positive behaviour which helps and supports learning and development;
- Promoting co-operation and expecting socially responsible behaviour;
- Encouraging those who witness bullying to act positively by alerting staff and exerting collective peer pressure to deter the bullies;
- Valuing and celebrating everyone's differences, skills and talents;
- Supporting the development of emotional literacy, self esteem and resilience through assemblies, Circle Time, the Healthy Schools programme, skills development, teaching pupils personal coping strategies (e.g. with Dr Emily Lovegrove), School Council involvement, Buddy schemes and Peer Mentoring;
- Active involvement of our designated Police SCPO in the delivery of the all Wales School Liaison Core Programme;
- Showing respect for others;
- Making the information in this policy available to all stakeholders;
- Involving all members of the school community in designing /implementing policy.

PARENTAL /CARERS INVOLVEMENT

Information Newsletters and Updates are sent regularly to parents through ParentMail.

Facebook and Twitter are regularly updated with school information.

Parent Evenings are held at the school twice a year and a child's report is produced at the end of the academic year.

Parents are invited to attend Assembly when their child is taking part, and they are also encouraged to attend both formal and informal concerts and activities at the school.

The school has an active **Parent-Teacher Association**, which is constitutionally organised.

The involvement of parents in the life of the school is encouraged at all levels. All parents are automatically members of the ***Friends of Golden Grove School*** and would be welcomed at all meetings. Fundraising events are arranged to benefit pupils at the school.

We encourage parents and carers to become involved from the very beginning of their child's journey at our school. Joining our school at any point, we encourage you to be part of our school community:

- Workshops for parents (inc. Springboard)
- Volunteer at the school – regularly listening to readers, supporting the Arts and Sport, or helping with trips (a DBS must be obtained prior to assisting in school).
- Supporting Friends of Golden Grove (FOGG)
- Meetings
- Celebrations, concerts and assemblies
- Responding to questionnaires honestly to improve our school.

Parents are encouraged to visit the school to discuss any concerns with individual staff members. Please speak to your child's class teacher initially, or call into the school office to make an appointment to see Mr Williams, who will make every effort to see you that day.

Complaints

If you have any concerns, first try and resolve the matter by making an appointment to discuss your concern with the class teacher, and then with the Head Teacher if the teacher cannot resolve your concern. If your concern is still unresolved, you should put your concern in writing to the Chair of the Governing Body, Mr Dave Francis.

A copy of the Complaints Procedure is available from the school office or from the school's website.

Use of Digital Images and Permissions from Parents/ Carers

Staff will record your child's learning and take photos throughout their time in school. The photos will be recorded in class books, on See Saw and HWB. Much of the children's learning is shared with parents and carers through Facebook, Twitter, the local newspaper and the school website. If you do not wish your child's photo to appear on any social media outlets, please let us know on the general consent form, which will be sent out via ParentMail annually.

The school is compliant with GDPR policies and procedures.

MEDICAL

It is important that the school receives and keeps up to date records of pupils' addresses and parents' home and work telephone numbers, together with details of people nominated by parents who can be contacted in the event of an accident or illness. **Emergency contact numbers . . . mobile phone numbers . . . are vitally important. Ex-directory numbers will be kept confidential.**

It is equally important that any special medical information should be made available to the school and this, too, is seen as confidential.

ADMINISTERING MEDICINES

In line with Pembrokeshire County Council procedure the school is only able to administer medicines that have been medically prescribed including asthma pumps. Parents themselves, however, may administer non prescribed medicines at a time convenient to them and the school. A comprehensive “Administering Medicines in Schools” policy is in place.

We have regular staff training and effectively manage the medication needs of children with more complex medical needs such as diabetes, epilepsy and anaphylaxis.

Children who require medication/management have a health care plan drawn up between ALNCO, school nurse and parents.

Minor accidents are dealt with by members of staff. Should an accident occur during school time which necessitates medical treatment every effort will be made to contact parents or their nominee. Failing this, pupils requiring treatment will either be seen by a doctor or taken to the Casualty Department at Pembroke Dock or Withybush Hospital.

We have a number of senior First Aiders on site who will be called when needed by staff working with a child.

An ambulance will be called for your child when it is deemed necessary by the First Aider treating your child. In a life threatening emergency paramedics will be called first and then continued attempts to contact parents.

Any kind of bump to the head will be reported to parents. Even if it seems minor parents will be given the opportunity to collect their child if they so wish.

Accidents requiring medical attention are recorded in an accident book.

Children who become ill at school will need to be taken home. It is important therefore that working parents have contingency plans for such an occasion.

Following absences due to illness, or withdrawal for any reason, a letter must be written and sent in to the class teacher. Failure to comply will result in an unauthorised absence being recorded.

With some illnesses children have to stay away from school for a certain number of days:

Chicken Pox	5 days from onset of rash
Measles	5 days from onset of rash
Mumps	5 days from onset of swollen glands
German Measles	5 days from onset of rash
Whooping Cough	5 days from commencing anti-biotics
Scarlet Fever	5 days from commencing anti-biotics
Diarrhoea and Vomiting	48 hours after the last episode of diarrhoea and vomiting

Advice on the current treatment of head lice can be obtained from any local chemist and parents are asked to check their children’s hair regularly.

ANCILLIARY SERVICES

The school nurse tests the children's vision and hearing at Year 1. The Speech Therapist is in regular contact with the school.

Parents are informed of all medical screening and invited to all medical examinations at the school.

HEALTHY EATING

Pupils are encouraged to keep themselves hydrated in order to promote learning and all staff allow the drinking of water throughout the school day. The school is able to supply filtered, cooled water to pupils at no cost, as long as it is in a suitable plastic container.

Pupils may, if they wish, bring their own drinks to school in a plastic container but we actively discourage fizzy or coloured drinks, preferring water. It is encouraged that all water bottles and lunchboxes are taken home at the end of the day to be washed thoroughly. Similarly, healthy snacks are encouraged at break times and lunchtimes. Advice on Health Promoting Schools is regularly displayed and for any further advice.

SCHOOL MEALS

School meals are cooked in the school kitchen and are served in the school canteen at a cost determined by the LEA. Payment is made through Pembrokeshire County Council's Cashless System.

Please note that the school is no longer accepting cheques or cash payments for school meals. There are a number of ways of paying for school meals which are as follows:

1. By Direct Debit
2. Online through PCC's website www.pembrokeshire.gov.uk via My Account
3. By telephoning the Council's Contact Centre 01437 764551
4. In person at any of the Council's Customer Service Centres in: Pembroke Dock, Neyland, Milford Haven or Haverfordwest.

For more info, please contact Catering Services on 01437 775922

cashless.catering@pembrokeshire.gov.uk

School Meals

SCHOOL MEALS SERVICE – PRICING STRUCTURE

The County Council Cabinet agreed the following revisions to the School Meals pricing structure to take effect from 1st of September 2016.

- 1) A 10% discount to any Parent / Guardian who commits to purchasing meals every school day (190 days) and to spread the cost over 11 months via direct debit, (no charge in August). This will effectively give you 19 `free` meals if your child is in school every day.
- 2) A `Family` discount of 50p per child per meal / day for families with 3 or more pupils attending Pembrokeshire Schools, whether they attend a Primary or Secondary school.
- 3) Tiered pricing for Foundation Phase and Key Stage 2 pupils. Foundation phase pupil meals will be 10p cheaper than Key Stage 2 pupil meals, to reflect portion sizes.

Free school meal entitlement is available to families where household income does not exceed £16,190 p.a. Free School Meal application forms can be obtained from your child's school or downloaded from the 'Lunch with Lennie website' - www.lunchwithlennie.co.uk. Alternatively, you can contact Revenue Services on 01437 764551.

Children bringing a packed lunch may bring drinks but these must not be carried in glass containers. Packed lunches should not include hot drinks, soups or convenience foods which require boiling water.

Pupils should bring in a water bottle to take advantage of the constant supply of freshly cooled water available in school.

Free meals are provided for children whose parents qualify for them and application forms are available from the Area Education Office.

SCHOOL UNIFORM

Why do we encourage school uniform?

- School uniform promotes learning: it requires full attention to be successful. Pupils should focus on what they are learning, and not on what they are wearing.
- School uniforms nourish a sense of equality. When pupils have similar expectations for dress, unhealthy competitive feelings about looks are reduced. Pupils can stand out because of who they are, their character and not their clothes.
- It promotes a feeling of community; they are part of a team working towards success in the classroom, and preparing for life.
- It makes it easier to get ready in the morning, no more indecisions about what to wear in the morning.
- It is much more affordable and durable that stand up to repeated washing and wear. Overall, families save money by not having to keep up the latest fashion.

- * Dark dress, skirt or trousers/tailored shorts
- * Jade sweatshirt/ cardigan
- * Jade/ navy polo-shirt
- * Jade Gingham dress, if desired in the summer
- * Sensible shoes (no raised heels, crocs or flip flops)

The official school uniform is available form Tee R Us ([Shop - Tees R Us Embroidery and Print](#)) or St. Brides Bay Clothing ([St Brides Bay Print & Embroidery](#)). Uniforms are available to be ordered and delivered through their websites.

Children should be provided with a suitable change of clothing/footwear for PE, for indoor and outdoor activities. Pupils may also choose to wear a t-shirt of their team colour or the school navy sports t-shirt, both of which are available from our uniform suppliers. Sensible footwear is encouraged at all times.

Children who wear clothing that is considered inappropriate (for example, crop tops, maxi dresses, strapped tops...) may be sent home to change.

Please Remember....

- Hair accessories such as slides, ribbons, bobbles etc. should be simple if possible.
- Parents are asked to ensure that all items are labelled clearly with their child's name.
- For safety reasons we ask that the children do not wear jewellery in school. If earrings are to be worn, then they must be studs.
- Haircuts should be sensible – please avoid shaved patterns and extreme styles.

SCHOOL TEAMS

HERONS

SWANS

CORMORANTS

Friendly competition, both sporting and non-sporting, is encouraged between the teams with an accent on effort and enjoyment.

MONEY AND VALUABLES

The school cannot be held responsible for items lost, mislaid or sadly even stolen. Parents are asked to ensure that children do not bring toys, jewellery, mobile phones or other valuable items to school and no money other than that which is for school purposes, i.e. dinner money, fruit money, book club money etc. . . . This should be placed in an envelope and marked clearly with the child's name and class.

EDUCATIONAL VISITS

Many aspects of the New Curriculum necessitate travel outside school. The value of educational visits is recognised by the school and we will continue to organise both day and residential excursions. The Head is the nominated Educational Visits' Co-ordinator.

Under the 1988 Education Act, the school may only seek voluntary contributions from parents for travel costs and other expenses involved in school trips during school hours. If insufficient contributions are received, the visit may not be viable, as no school funds are allocated to subsidise travel costs. However, every effort will be made to ensure the trip will take place for all children, and no individuals will be excluded.

All residential visits during term time must be paid for by parents/carers if they wish their child to take part.

SCHOOL ACTIVITIES

School events are held regularly. Parents are always encouraged to attend and participate in such functions e.g. *Class Assembly, Sports Day, Open Evenings, Christmas and Harvest Services, School productions and concerts, St David's Celebrations, Presentation afternoons, Friends of Golden Grove School meetings and fund-raising functions such as the Golden Grove's Got Talent.*

The school participates, with other schools within Pembrokeshire, in *swimming galas, football, rugby and netball matches, athletics, music concerts and festivals.*

The school enters a variety of competitions organised by local **businesses and groups, the Local Education Authority and the Urdd.**

Cycling Proficiency Tests are carried out annually, under the supervision of the Road Safety Officer for Pembrokeshire.

There is a very strong community spirit based around the school, and we regularly benefit from the support of the **local churches, chapels and the Town Council.**

EXTRA CURRICULAR ACTIVITIES

We try to offer a wide range of extra curricular activities for the children. These are activities which take place outside lesson time. They will vary from time to time depending upon staff expertise, the time of year and the age of the children. Some of these activities mean that children have to be taken to competitions or performances in other areas and permission slips are a necessary component in this process.

The school takes an active part in the Urdd and a range of activities and competitions are available to all children who are Urdd members. The cost of membership is a parental responsibility.



SPORTS ACHIEVEMENT

The school has an excellent reputation in sport and it is considered a great honour to represent the school in any element of sport. With all these activities, the aim is for the pupils to participate competitively with particular emphasis on enjoyment, sportsmanship and being part of a team. However, all children gain a great deal of confidence and enjoyment from the PE programme offered in this school.

Golden Grove pupils compete against other schools in netball, football, rugby, cross-country, cricket, athletics and swimming through Family of Schools, Pembrokeshire and Urdd (Welsh Language) competitions.



The school discourages the wearing of any jewellery for Health & Safety reasons. Please be aware that the only acceptable items of jewellery are a watch and small stud earrings. These must always be removed for any games/sport activity and the school will not accept responsibility for injuries or loss caused through failure to comply with this request.

MUSIC PROVISION

From September 2021, we will no longer be part of the Pembrokeshire Peripatetic Music Service. We will, however, be providing all the children across the school with small group music provision from an outside provider, and this will be in addition to the Music that the children cover as part of the curriculum. Children who currently have 1:1 tuition for an instrument will be continuing with this as well.



INCLEMENT WEATHER

In the event of snow or a serious storm, there may be a requirement of the school to close. Parents will be asked to use their discretion in these instances, but every effort will be made to contact parents via ParentMail, Facebook or through phone calls. Alerts to school closures will also be announced on Radio Pembrokeshire and on Pembrokeshire County Council's website.

SAFETY AND SECURITY

All possible precautions are taken to ensure the safety of the children. A Fire Drill and an Incoming Emergency Planning Alert Exercise are carried out termly and there are trained first aiders on the staff. The school has a Health and Safety policy which has been formulated following advice from the County Council. A security system is in place and visitors have to ring the bell at reception for attention. A visitors' book must be signed on entry.

ATTENDANCE OF PUPILS

We place a high priority on regular attendance and punctuality of children. The importance should not be underestimated by parents and carers. It is a legal requirement that schools record a child's absence daily, so please contact the school before 9:00 am if your child is going to be absent. This can be done by phone or through ParentMail.

Important Attendance and Punctuality Facts

- 95% Attendance equals 10 days absent.
- 85% Attendance equals 30 days absent.
- 15 minutes late per day during the school year equals 10 teaching days lost.

You can help by:

- Ensuring your child attends school every day and arrives punctually in order to make the most of the education offered.
- Avoiding medical appointments in school time.
- Avoiding taking holidays in school time. (Any holidays must be requested in writing)

We as a school recognise there are factors which affect attendance, including the well-being of the pupil and family circumstances. We, therefore, know that many learners at some time in their school life may experience difficulties which may affect their learning. Please arrange to meet with Mr Williams (Head Teacher), Mrs Golding (Deputy Head Teacher) or Mrs Jones (Inclusion Manager) if you require any support with this. Should your child's attendance drop considerably, you may also be offered support from the school's Educational Welfare Officer.