



Ysgol Casblaidd

INFORMATION FOR PARENTS

NAME AND ADDRESS OF SCHOOL

Wolfscastle C.P.School
Wolfscastle
Haverfordwest
Pembrokeshire
SA62 5LZ

TELEPHONE NO/FAX NO.

(01437) 741361

E-MAIL ADDRESS

head.wolfscastle@pembrokeshire.gov.uk

SCHOOL WEBSITE

www.pembrokeshire.gov.uk

HEADTEACHER

Mrs. Wendy Raymond

GOVERNING BODY

CHAIRMAN OF GOVERNORS

Rev. Geoffrey Eynon

PARENTAL REPRESENTATIVES

Mr. D. Williams 01437741706
Mrs. C. Richards 01348840227
Mrs M Bateman 01437741438

Remainder of Governing Body

Mr E Williams Local Authority Governor
Cllr. B Harries Community Governor
Cllir. B Griffiths Community Governor
Mr. S> Maycock Community Governor

TEACHING STAFF

Mrs.W. Raymond - Key Stage 2 (7-11)
Miss B Lewis -Foundation Phase (3-7)

SUPPORT STAFF

Mrs. S. Griffiths - 0.3
Mrs. E> Beynon - Administration
Miss F. Clancy - Learning Support Assistant
Mrs.M.Peakman - Learning Support Assistant
Mr P. Thomas - Learning Support Assistant
Mrs. S. Lewis - Learning Support Assistant

PERIPATETIC STAFF

Mrs. P Roberts - Violins/Harp
Mr. C. Gillatt - Woodwind/Brass
Mrs. M. Barrett - Percussion
Mr. M. Roberts- Guitar
Miss. A John - Physical Education
Mr. P Thomas- Sports Club

CLEANER AND CARETAKER

Mrs. S. Hedley

KITCHEN STAFF

Mrs.H. Battin Dining Room Assistant/ Meals Clerical
Mrs.A. Davies Lunchtime Supervisor
Mrs E. Parry/ Mrs.S. Hedley Breakfast Club

TYPE OF SCHOOL.

Wolfscastle School is set in the centre of the village of Wolfscastle just to the north of Treffgarne rocks, which mark the divide between the "Welshry" of north Pembrokeshire and the "Englishry" of the south. The school is renowned for fostering that "Welshness" in its pupils, both culturally and linguistically, whether parents are able to speak the language or not.

Wolfscastle school is at the heart of the community, a true "village school", providing entertainment for the over 60s, helping with clean up and planting programmes, and forming an integral part of the village's entry to the annual "Wales in Bloom" competition and in the 2010 & 2015 Britain in Bloom competition. Villagers are very supportive of school activities and help to raise money for the school e.g via the annual Wolfscastle Festival. The school has a very active Parents and Friends Association which raises a substantial amount of money to support the school each year.

The school is a co-educational County Primary School, catering for children in the Wolfscastle and Treffgarne areas. The school was built in 1834 and consists of two classrooms, separated by what was originally the school house. Substantial developments at the turn of this century mean that the school has been refurbished with a new toilet block, a library/computer suite, an extra teaching room, store room and staff room. The Foundation Phase classroom is a large bright room which easily accommodates the areas of learning designated to the Foundation Phase. During recent years generous fund raising has provided the children with a creative play area/outdoor classroom, also a safe play area for the Foundation Phase children. This area is now accessible via the Foundation Phase classroom

due to the installation of patio doors, thus enabling the younger children to have adequate play experiences. The Junior classroom is also a large room also used as a dining area for school meals which are provided by Ger y Llan School kitchen. The Junior classroom also boasts French doors which give the children access to their own outdoor classroom. A portacabin is sited adjacent to the main building and is used for storage. The front of the school sports a large play yard and amazing willow maze. A small grass area gives the children opportunities to play on the tubes and to use a large selection of outside play equipment purchased each year by the School Council run by the pupils themselves. There is parking space for cars outside the school gates.

MISSION STATEMENT

Our aim is:

To enable each child to develop as a whole person
in mind, spirit and body, and for all persons involved in the school
to be part of a happy, healthy, safe and caring community.

We believe that it is our duty as Staff and Governors to help each child to reach his or her full potential in their learning and as whole people.

"Dyrodylaw imi ac fe awn i ben y mynydd" "Take my hand and together we will climb to the top of the mountain" are words taken from the school song which the children and staff listen to and sing in each school assembly.

ADMISSIONS POLICY

Children are admitted to the school at the commencement of the term following their third birthday, and normally leave to attend Ysgol Bro Gwaun in Fishguard, Ysgol Preseli in Crymych or Sir Thomas Picton School in Haverfordwest, in the September following their eleventh birthday. New children starting school are invited to attend at least two school sessions, mutually arranged beforehand, during the term prior to the child's admittance. Applications for the year 2018 should be submitted to Teleri Williams, Admissions Officer, County Hall Haverfordwest by 30th April 2017. Free school transport is available from the Treffgarne and Welsh Hook areas.

SCHOOL SESSIONS

Morning session: 9.00 a.m - 12.00 p.m
Afternoon session 1.00 p.m - 3.15 p.m Juniors
1.15 p.m - 3.15 p.m Infants

School commences at 9.00 a.m with registration.

Children are to be in school between 8.45 and 9.00 a.m (no later)

Parents are asked to ensure that the children are punctual at all times.

Please note that staff may be on the premises earlier than the pupils' start times, but they are unable to accept responsibility for the children's safety. We do however run a very successful Breakfast Club which is free to all pupils. Breakfast Club runs from 8.00 a.m- 8.45 a.m

Teaching contact time at school is a minimum of 21hrs for Infants and 23.5hrs for Juniors. This excludes worship, lunch, registration, and other breaks.

The children put down their pens at 3.15 p.m and are released as soon as possible after that time. Parents come into the school yard to collect their children. Gates are opened at 3.15 p.m.

SCHOOL SECURITY SYSTEM

The school has security gates. There is a camera and intercom system on the gate. Please press the buzzer, wait for a reply, ensure you can be seen by the camera. A member of staff will answer the buzzer and speak to you. Please wait for the release mechanism to be triggered by a member of staff. When you leave the school site you will need to press the green button situated on the right hand side frame of the gate. Please do not break the panel on the emergency pad above the green button. This should only be used in emergencies.

Please buzz in for Breakfast Club but the gates will be open from 8.45 a.m - 9 a.m.

For the 3.15 p.m end of day pick up the gates will be open for you.

For after school clubs which have an end time 4.15 p.m or 5 p.m the gates will be opened for you.

When you enter and leave the premises please DO NOT pull the bolt across when you shut the gate.

Please wait in Reception for a member of staff to come to you.

Safeguarding

Safeguarding is of paramount importance at all times. If you have any concerns about a student in this school you must report it IMMEDIATELY to one of the people listed below. They will advise you and will report the matter to the police and/or Children's Services if necessary.

Designated members of Staff

Child Protection Co-ordinator

Mrs. Wendy Raymond Head teacher 01437741361 or head.wolfscastle@pembrokeshire.gov.uk

Deputy Child Co-ordinator

Miss. Bethan Lewis Assistant teacher
01437741361

Child Protection Governor:

Mr. Eric Williams
ewilliams25@btinternet.com

*Alternatively please contact the Police or the
Duty Social Worker Desk 01437 776444*

Don't forget -

you could be the person who might make the difference. If you think there may be something wrong, it is your duty to report it.

ATTENDANCE

The school's average attendance is approximately 98%, this figure is well above the County and national figures. Absence notes and telephone messages are collected and monitored, continual absences have to be reported to the L.E.A welfare officers.

Holidays during term time are frowned upon by the Welsh government, the local authority and by the school as they disrupt your child's education and ability to reach their potential. The School Council has prepared an information and advice leaflet on attendance for parents and guardians.

PASTORAL CARE

The headteacher has overall responsibility for the school, but depends on the close co-operation of all members of staff in caring for the pupils.

The school keeps a record of telephone numbers, both home and work, of parents, and in the case of an accident where a child requires medical attention; every effort will be made to contact parents. Should it be impossible to do so, then the child will be transferred to the Casualty Department at Witybush Hospital. It is therefore very important that the school is informed of any change in address or telephone number. Minor accidents will be dealt with by the staff.

On each school day a member of staff is on duty fifteen minutes before the commencement of school, and the same period at the end of the school day. Two members of staff are always on duty at every break time. During the lunch period supervision is carried out by the lunchtime supervisors. At the end of the school day pupils will be transferred to their parents via the school's main doors. The school must be informed when arrangements have been made for a representative, on behalf of a parent, to collect a child.

Should inclement weather necessitates the early closure of the school, steps will be taken to invite parents to collect pupils, or to arrange their safe departure to their home or to the care of a person named by the parents as an emergency contact.

The class teacher must be informed should a child need to be withdrawn before the end of the school day due to dental, medical appointments etc.

PERSONAL AND SOCIAL ISSUES

The staff will inform you if they feel your child is having problems at School or if they believe your child is causing a problem in the School. It is important to make the teaching staff aware of any medical or social problem that is affecting your child. Please do not hesitate to approach the staff as most issues can be sorted out simply by discussing the problem, thus enabling us to take appropriate action.

ILLNESS AND MEDICINES

Any child who is obviously unwell should be kept home.

The Head teacher must be contacted if you wish your child to be given any prescribed medicine during school hours, all medicines must be handed over via an adult. Parents must also fill in and sign a medicine form which has been issued by the local authority and health board. Staff will not and cannot administer medicine unless the form has been filled in and signed. **No child will be given medicines that have not been issued by a doctor.** Children who use 'asthma inhalers', should provide the school with a spare set. A form will be given to all parents on entry asking about their child's health, if at any time a child's medical condition changes then a member of staff should be informed.

If your child has a contagious disease then the School will adhere to the local Health Authority's guidance list on infection control. This sometimes conflicts with the doctor's advice. It is vital that any allergies are reported to the Head teacher.

DISCIPLINE

Overall responsibility for the school discipline rests with the Headteacher. It is, however, a matter that concerns everyone connected with the school, including parents. We would hope that parents would support teachers in any disciplinary matter. The children are encouraged to develop a sense of self-discipline, to show respect for other people and their property. Punishment administered for misdemeanors will, at all times, be reasonable and moderate, such as a parent might expect a child to receive if he/she does wrong. However, in general we are proud that the behaviour of our pupils is exemplary.

School rules are discussed with the children and the need for them explained.

Specific rules:

1. No pupil must leave the school premises without the permission of a member of staff.
2. Cycling and skateboarding are not permitted in the in the playground. Cycling is only allowed during cycling proficiency lessons.
3. Clothing must be clearly marked with the child/s name.
4. Excessive jewellery is not permitted.
5. Valuables should not be brought to school.
6. Money should be handed in to the class teacher for safe keeping.
- 7 During inclement weather pupils will be kept indoors.
8. Consideration and respect must be shown to others.
9. Bad language is not tolerated.
10. Appearance and dress should be clean and tidy.
11. Toys are not encouraged due to possible breakage and loss.
12. School property must be looked after.
13. No unauthorized persons are permitted to enter the school premises out of school hours.

Children abide by the ethos of the Golden Rules and as a school state

- We are gentle
- We are kind and helpful
- We work hard
- We look after property
- We listen to people
- We are honest

Praise is given to those children going out of their way to keep these rules, children are also rewarded in other ways such as praise tickets and stars or the collection of group points for good work, using initiative to find out about a topic etc. At the end of each week in our award assembly a child will be awarded the "Star of the Week" award for good work, and the "Cymro Cwl" for efforts with the Welsh language.

Children may be disciplined if they discredit the School, even though they may do so out of School hours and beyond the School's premises.

SCHOOL UNIFORM

A school uniform has been adopted. The uniform is kept in stock at the school or may be ordered from the staff representative who has taken on the responsibility of ordering school uniform on behalf of the parents from a reputable company; this is done at least termly but also when necessary. The uniform includes:-

Girls: White/blue polo shirt; grey skirt, pinafore or trousers; plain royal blue sweatshirt or cardigan with school logo. Black shoes.

Boys: White/blue polo shirt; grey/black trousers; plain royal blue sweatshirt with school logo. Black shoes.

Suitable clothing for Games, Physical Education and Swimming will also be required, hats are compulsory for swimming. School hoodies are available to be worn for P.E sessions or school trips but not as part of the daily school uniform in place of the school sweatshirt.

We ask that all items of clothing be labeled clearly.

CURRICULUM

Wolfscastle School is very much at the heart of the community and it is important that this is reflected in the aims and objectives of the school. The school operates a broad curriculum which includes the following aspects of learning, namely:

Language studies

Mathematical studies

Scientific studies

Creative and Aesthetic studies

Social and Environmental studies

Religious and Moral studies

Physical education

The Schools main aims are:

- a) To develop each individual child emotionally and socially so that they will realise their full potential.
- b) To create an awareness of and desire for the spiritual dimensions of life.
- c) To encourage each child to become a responsible member of a bilingual community so that they may contribute to it and also gain from it.
- d) To instil a sense of moral values and to foster an awareness of the needs of others.
- e) To develop sensitivity, aesthetic appreciation, and leisure skills in each child.
- f) To foster skills and knowledge by encouraging each child to develop a lively and enquiring mind.

All the children are regularly monitored in relation to the statements mentioned in the National Curriculum. At present the children have a Baseline Assessment Test on entry, teacher assessments are given at the end of the Foundation Phase (Year 2), and teacher assessments are given in Year 6. Pupils in years 3-6 complete the National tests in English and Welsh reading and Procedural and Reasoning Mathematics during the summer term. Pupils in Year 2 complete the Welsh reading and the Procedural and Reasoning Mathematics during the summer term. There are regular other assessments pertaining to spelling, reading and mathematics. The teachers are always monitoring the children progress and will know if your child is, or is not, achieving.

In the Foundation phase there are six areas of learning which are Language, Literacy and Communication Skills, Mathematical Development, Knowledge and Understanding of the World, Creative Development, Physical Development and Personal and Social Development, Well-Being and Cultural Diversity

There are twelve subject areas taught to children in the Key stage 2 classrooms. There are the four core subjects of Mathematics, Welsh, English and Science, the foundation subjects are History, Geography, Art and Craft, Design Technology, Information Technology, Music and PE. Religious Education is not in the National Curriculum but it is a compulsory subject.

RELIGIOUS EDUCATION

The school's programme for Religious Education follows the agreed County syllabus for R.E. This reflects that the religious traditions of this country are, in the main, Christian but takes into account the teachings and practices of other principal religions.

Our teaching of Religious Education aims to:

- explore and develop pupils' own life experiences
- help children understand and appreciate that some people have religious beliefs and show how these are put into practice
- develop in children respect, understanding and empathy for beliefs that may be similar or different from their own and help them recognise the stance of nonbelievers
- lead children to appreciate and to respect their own local environment.

Parents who do not wish their children to take part in Religious Education lessons have a right of withdrawal and should write to the Headteacher if they wish to exercise this right.

PHYSICAL EDUCATION

All children have physical activity during the week. As we have not got a hall therefore during the winter months the children are transported to Fishguard leisure centre. The children are encouraged to take part in competitive team games and there is an opportunity for everyone to take part. The school plays many sports including netball, rounders, cricket, football and unihoc

SWIMMING

All full time pupils receive swimming instruction at Ysgol Bro Gwaun Swimming pool weekly for half of the Autumn and Summer terms. Pupils are transported by bus with members of staff. Swimming caps are required.

EQUAL OPPORTUNITIES

In every aspect of school life and work we offer equal opportunities and full access to the curriculum to all children. We regularly review our practice.

ORGANISATION AND TEACHING METHODS

The school is organised into two classes, one Foundation phase and one Key stage 2, based on ages of mixed ability. As a rule the children are transferred to the Key stage 2 Class in September following their seventh birthday. All children will have the opportunity to work with children of the same age, children who are older, and with mixed age groups. Careful consideration is given to the grouping of children in the class and differentiation of work is a priority.

The National Curriculum is taught mainly through a whole school, cross curricular, thematic approach. However some areas need to be taught as separate subjects outside the theme. Children who experience difficulty with their education, or who show exceptional ability in a particular area of the curriculum will be provided for, after consultation with parents.

Religious education is taught on the basis of Christianity as part of the thematic approach. The aim is to help pupils understand the nature of our religion and the religions of other communities in the world, and to instil social and moral values.

Parents may request that their children be withdrawn from Christian lessons and services. Religious assemblies are held daily for the whole school when the children are encouraged to participate, along with members of staff and governors.

SPECIAL NEEDS

The staff review children's progress on a regular basis, and when appropriate, assistance is sought from outside agencies. The school abides by the recommendations of the Code of Practice for Special Educational Needs (Revised April 2002).

USE OF THE WELSH LANGUAGE

As part of the Authority's language policy the school has been designated a category WM (I.e Welsh Medium) school belonging to a traditional Welsh area. It is our aim that pupils will become bilingual by the age of 11. Welsh is the main medium of the life and work of the Foundation Phase Class, while the Junior children are taught through the medium of both Welsh and English. English is introduced as a subject to the Year 2 pupils in the term prior to their transition to the Key stage 2 class.

Staff however, are sensitive to children moving into the area with no knowledge of Welsh or have no Welsh spoken at home. These pupils may be exempt from the teacher assessments at the end of Key Stage 2.

HOMEWORK POLICY

Homework, issued at the discretion of the class teacher, is regarded as being very important as it reinforces learning in the classroom. Parental support is essential in ensuring that homework is completed on time and presented neatly. Year 2 pupils may receive homework at the weekend, Year 3 and 4 pupils can expect homework to be issued once a week, whereas Year 5 and 6 pupils can expect homework to be issued at least twice a week. Reading at home on a regular basis is expected of all children. A Reading Record booklet is issued to all readers and parents are asked to assist in completing it properly.

SEX EDUCATION

In accordance with the recommendations of the Education Authority, sex education is taught across the curriculum from Reception to Year 6 as part of an integrated programme of personal and social education that includes health education, life skills, moral education, and personal development. We also teach the pupils about "appropriate and inappropriate touching" and on what they should do if they are not happy or are worried with personal issues. Close links exist with the school nurse and the Police school liaison officer who visit the school on a regular basis.

Parents can withdraw their children from all, or part, of the sex education provided.

EXTRA-CURRICULAR ACTIVITIES

School events such as concerts, visits, fundraising functions, are held at various times and advance notice is given to parents.

The school participates in activities with other schools in the area for such activities as athletics, football, cricket, rounders, and swimming, along with the Junior Schools Orchestra. The school also participates in many Urdd activities such as football, netball,

rugby, Eisteddfod, and visits to the Activity centre at Llangrannog and the Millennium centre at Cardiff.

Pupils of a high enough standard are encouraged to participate in county events such as cross country, swimming, football and rugby. Cycling proficiency tests are carried out at the school for the older pupils.

The school always endeavours to take part in many literary and artistic competitions.

ECO SCHOOLS

In September 2015 we achieved our Bronze and Silver Eco Schools awards. We are currently working towards the Eco Schools Green Flag status for our school.

SCHOOL OUTINGS

Permission slips are issued at the beginning of each academic year to enable us to take your children out of school on a variety of excursions. Parents are always informed when such an excursion takes place e.g educational visit, football match and what the mode of transport will be. All of the teachers and Learning Support Assistants' cars used for transport have been insured for carrying the children.

All of the children are insured for trips and outings via an authority based policy and via an insurance scheme paid for by the Parents and Friends.

The L.E.A are also informed of outings and hold details of the excursion at County Hall.

CHARGING POLICY

No charge is made for instrumental tuition. A charge may be made for accommodation and meals on residential courses. A voluntary contribution may be requested from parents for certain outdoor activities, pantomimes and educational visits.

SCHOOL MEALS AND MILK

The School Kitchen, run by Pembrokeshire County Council Catering department, produces a menu, which is displayed at various points around the school and distributed to all families twice a year. Children order meals, on a daily basis, during the registration period. Children's lunch money is collected on a Monday morning to the member of staff on duty. From September a meal currently costs £2.25 for Infant pupils and £2.35 for Junior pupils. Children of parents/carers in receipt of Income Support, Job Seekers Allowance or Child Tax Credit (but not Working Tax Credit) may be eligible for free school meals once the appropriate form has been completed, sent to Pembrokeshire County Hall and approved by the Income and Awards Service. Please see the head teacher for details. The catering service also give other schemes where parents may receive meals at a reduced price. Parents may pay by direct debit for meals where less actual meals are actually paid for the other scheme is that families with 3 or more children in Pembrokeshire schools may apply for family discount. Children not wishing to order a meal from the canteen may bring a packed lunch.

Children are not allowed to bring sweets, chocolate, canned or fizzy drinks into

school. Pupils may bring water, but not in a glass container.

We are a "Health Promoting School", milk is available free to all Foundation phase pupils each morning, Key stage 2 pupils may pay a small charge on a weekly basis for milk. Snacks are allowed at afternoon playtime only and should consist of fruit or plain biscuits no crisps or sweets are allowed.

A Fruit Tuck shop is available each day, this is a business initiative run by the School Council pupils. Pupils pay £1 per week to have a piece of fruit every day or pay 25p for individual days.

We also try to encourage children to think healthily at lunchtimes and often discuss how important it is to have a balanced diet, especially if you are bringing your lunch with you. Information is also distributed to pupils on how to maintain a hygienic lunchbox.

ANCILLARY SERVICES

The school is visited regularly by the school Nurse. Parents are informed of these visits and may attend if they so wish.

Close links exist with the Emergency Services also, who visit the school periodically.

LINKS WITH PARENTS

Parents are invited to discuss with the Headteacher and teaching staff any queries which they might have concerning the progress of their child. Parental consultation sessions are arranged during each term. Written reports are issued during the summer term. Parents are regularly informed of all school activities through circulars sent home with the children; therefore it is important that parents check their child's bag regularly.

Parents of children moving into the area or considering sending their children to the school are asked to contact the Headteacher to arrange a visit. Parents are often invited to attend school activities on special occasions and efforts are made to invite pre- school children whenever possible.

PARENTS AND FRIENDS OF WOLFSCASTLE SCHOOL

This association was established principally to support the school by raising funds to purchase extra resources as identified by the head teacher, and to provide funds for school visits and special occasions. Parents and Friends assist the school in many other ways such as gardening, transport and sports coaching.

VOLUNTEER HELPERS

We have a wonderful group of volunteers, who come into school to support children with a range of activities, especially reading. The School is very grateful for volunteers who come into school to assist class teachers. Volunteers can also help with art, craft, cookery and gardening activities.

All adults who work with children on a regular basis need enhanced Disclosure and Barring Service clearance and Tier 1 Child Protection training which is arranged by the Local Education Authority through the school office. Therefore, volunteer helpers are asked to see the Headteacher or School Administrator regarding the necessary checks.

THE SCHOOL COUNCIL

The School Council, consisting of two elected pupils from each of the classes Reception -Y6, they meet whenever the children, staff or community bring issues to their attention, and at least twice a half-term. These meetings are chaired by the school's elected chair person and are minuted by the School Council's secretary. Pupil voice is an important part of our school. In our Estyn Inspection Report February 2016 the school was graded excellent for this work.

COMPLAINTS

It is our aim to deal with all complaints satisfactorily by discussing them with parents. However, should this not prove possible, the complainant will be advised by the Headteacher to write to a Parent Governor, the Chairman of the Governors, or to the Education Office at Haverfordwest.

FURTHER INFORMATION

All parents/carers receive weekly Newsletters usually every Monday as a paper copy or by request via e-mail, including termly information about topics, dates for diaries and requests for help.

We aim to keep parents/carers well informed about general issues and about the progress that their children are making, particularly in Literacy and Numeracy. Parents/carers are encouraged to contact the school whenever there is a concern or if they have any questions about school generally. Similarly, teachers will contact parents/carers when there is a concern, which cannot wait for our termly Parent/Teacher Consultation Meetings.

PLEASE HELP US BY.....

- Telephoning the School if your child is absent - late arrivals have to be accounted for.
- If your child is to go home with a different person than normal please let us know.
- Holidays in School time are frowned upon by the L.A but if it is unavoidable then a form asking for permission is available from the School. Permission is at the discretion of the Headteacher whose consideration will always depend upon your child's/children's general level of attendance.
- Please make sure that we have up to date contact numbers in the case of an emergency, our data is renewed annually, but if, for example, you change your mobile phone, please let us know.

