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# GENERAL INFORMATION

**School Details**

**Name:** Tenby Church in Wales Voluntary Controlled Primary School  
**Language Category:** EM (English Medium)  
**Address:** Heywood Lane,  
Tenby,  
Pembrokeshire,  
SA70 8BZ  
**Telephone Number:** 01834 843241  
**Email Address:** admin.tenby@pembrokeshire.gov.uk  
**Head teacher:** Mr John Palmer  
**Deputy Head teacher:** Mr Alan Davies  
**Chair of Governors:** Mrs J. Morris  
C/o Tenby C.I.W.V.C School,  
Heywood Lane,  
Tenby  
Pembrokeshire,  
SA70 8BZ
Welcome

Tenby Church in Wales Voluntary Controlled Primary School is an English medium school, housed in a state of the art new building within the beautiful and historic town of Tenby. The school can accommodate up to 380 pupils (Nursery to Year 6) and also contains a Learning Resource Centre for specialist provision in the Tenby area. Ours is a Church School; the special link with the Church is important to us. Our children gain a clear understanding of a Values system that is broadly Christian in nature. With a spacious playground and school field we strive to develop the strong traditions of sporting provision and achievement at Tenby, as well as promoting music and the Welsh language for the benefit of all our children. Access to an impressive and evolving woodland area, as well as the local beaches within walking distance, helps us to take education outdoors for the children. All classes enjoy their own outdoor areas to enhance learning experiences. We aim to provide the highest quality education that allows all children to reach their potential.

We offer our own Playgroup facility for two and three year olds, ‘Tiny Treasures’, as well as our ‘Creative Tots’ parent and toddler group from 9.30-11.30am on Mondays, Wednesdays and Fridays. Our ‘Fun Zone’ After School Club runs every evening from 3.15-5.30pm. A free Breakfast Club runs between 8am and 9am each morning, also supporting working parents.

There is a wonderful sense of community at Tenby, of which the school is at the heart. We make regular visits within the local area, including to St. Mary's Church. All who have been connected with education in Tenby have taken pride in the high academic standards achieved by our children in the past, as well as in the wide range of opportunities on offer. Parents, Governors and members of the community play an active part in the many successes of our children, the school and the town. We will take pride in Tenby CIWVC Primary School as a happy place for children, staff and visitors. From your child’s first day, we want school to be a positive and enjoyable experience. We will strive to achieve this by working closely with you. Please take advantage of our open door policy to visit either myself or your child’s teacher to discuss any aspect of school life.

I warmly welcome prospective parents to come and see our lovely new school for themselves!

John Palmer
Headteacher
Tenby Church in Wales Primary School

Tenby Church in Wales Primary School is situated on the outskirts of the town, in leafy Heywood Lane. The school draws its pupils from the town itself and the surrounding areas. The school caters for pupils between three and eleven years, though our Tiny Treasures Playgroup accepts children from two years of age. At eleven, pupils usually transfer to Greenhill Secondary School.

The school also has an attached Learning Resource Centre, a twelve-place specialist provision for Key Stage 2 pupils with additional or complex needs.

Our new school was opened in September 2016, following the closure of Tenby Infant School and Tenby Junior School – a primary school once again for the town. We are very fortunate to have a purpose built school and wonderful new facilities. Please contact us to arrange a visit.

Mission Statement

At Tenby Church in Wales Primary School we offer a happy and nurturing environment, underpinned by strong Christian values, supporting every child to further their talents and reach their potential.
School Aims

- To provide a caring, welcoming, family environment, aiming for high standards of teaching and learning and always striving to improve.
- To promote the self-esteem and confidences of our children through a nurturing, Christian ethos and through our school values in order for all children to be ready to learn effectively and to interact in the most positive way.
- To place our Values at the heart of all aspects of school life, to be shared by everyone involved with the school.
- To ensure health and well-being is at the heart of our school.
- To provide a creative and challenging curriculum appealing to children and staff, in order to build confidence and self-esteem, allowing all children to reach their potential.
- To create an environment where children develop the confidence to think for themselves, welcoming curiosity and nurturing ambition.
- To work in true partnership with governors, parents and our local community, celebrating success in all we do.
- To ensure an attractive environment indoors and outdoors, providing quality facilities and experiences for our children.
- To embrace developments and new ideas so that our school is prepared for the challenges of the future.
- To help pupils to understand the society in which they live, preparing them for the opportunities, responsibilities and experiences of the future.
- To actively promote and protect the physical, mental and social well-being of our community through positive action by such means as policy, strategic planning and staff development with regard to its curriculum, ethos, physical environment and community relations.

As a health promoting school we have attained the National Quality Award. We aim to improve young people’s abilities to take action and generate change. In practice a health promoting school:

- is a happy school.
- is a caring community which is concerned with the health of all its members, pupils, teachers, non-teaching staff and all those who interact with it.
- encourages pupils to recognise that what they do counts – that we all affect one another’s lives.
- recognises that health education is not just taught in the classroom, but is supported and re-inforced in the daily life of the school and local community.
- provides all the information pupils require about nutrition, exercise, relationships, sex, smoking, drugs and alcohol and encourages them to take responsibility for their own actions.
## List of Staff

### Teaching Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head Teacher</strong></td>
<td>Mr J. Palmer</td>
</tr>
<tr>
<td><strong>Deputy Head teacher</strong></td>
<td>Mr A Davies</td>
</tr>
<tr>
<td><strong>Teacher and Senior Leader</strong></td>
<td>Miss Lisa Davies</td>
</tr>
<tr>
<td><strong>ALNCo and LRC teacher</strong></td>
<td>Mrs L Kelly</td>
</tr>
<tr>
<td><strong>Teacher and Senior Leader</strong></td>
<td>Mrs L McSweeney</td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td>Mrs S Phillips</td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td>Mrs S Oeppen</td>
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<tr>
<td><strong>Teacher</strong></td>
<td>Mrs A Hayes</td>
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<tr>
<td><strong>Teacher</strong></td>
<td>Mrs N Dowell</td>
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<tr>
<td><strong>Teacher</strong></td>
<td>Mr O Park-Davies</td>
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<tr>
<td><strong>Teacher</strong></td>
<td>Mrs L Evans</td>
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<tr>
<td><strong>Teacher</strong></td>
<td>Miss S Redford</td>
</tr>
<tr>
<td><strong>Nursery Leader</strong></td>
<td>Mrs K Heywood</td>
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<tr>
<td><strong>Playgroup Leader</strong></td>
<td>Mrs R Dilks</td>
</tr>
<tr>
<td><strong>P.P.A. Cover</strong></td>
<td>Miss R D’Ortez</td>
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<td></td>
<td>Mrs M Cox</td>
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</table>

12 full time equivalent teachers in total

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td><strong>School Administrator</strong></td>
<td>Mrs K Palin</td>
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<tr>
<td><strong>School Administrator (P/T)</strong></td>
<td>Mrs M Cox</td>
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### Learning Support Assistants

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mrs T Sayers</td>
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<td>Mrs J Walker</td>
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<tr>
<td>Mrs A Nicholas</td>
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<tr>
<td>Mrs R Hunt</td>
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<tr>
<td>Mrs S Davies</td>
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<tr>
<td>Mrs R Salisbury</td>
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<tr>
<td>Canteen Staff</td>
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<tr>
<td>---------------</td>
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<tr>
<td>Assistant</td>
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<td>Assistant</td>
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<tr>
<td>Clerk</td>
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<td>Road Crossing Personnel</td>
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List of Governors

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<th>Type of Governor</th>
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<th>End Date</th>
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<tbody>
<tr>
<td>Community</td>
<td>Mr D Hancock</td>
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<tr>
<td>Additional Community</td>
<td>Cllr Mrs S Skyrme-Blackhall</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>Mrs A Ponisch (Vice Chair)</td>
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<tr>
<td>Foundation</td>
<td>Miss J Peen</td>
<td>15/11/2020</td>
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<tr>
<td>Foundation</td>
<td>Mr J Frazer</td>
<td></td>
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<tr>
<td>Headteacher</td>
<td>Mr John Palmer</td>
<td></td>
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<tr>
<td>Local Authority</td>
<td>Cllr M Evans</td>
<td>15/11/2020</td>
</tr>
<tr>
<td>Local Authority</td>
<td>Mrs J Morris (Chairperson)</td>
<td>20/06/2021</td>
</tr>
<tr>
<td>Local Authority</td>
<td>Mr David Morgan</td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td>Miss R Harries</td>
<td></td>
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<tr>
<td>Parent</td>
<td>Mrs K Heywood</td>
<td>15/11/2020</td>
</tr>
<tr>
<td>Parent</td>
<td>Mrs N Craig</td>
<td>15/11/2020</td>
</tr>
<tr>
<td>Parent</td>
<td>Ms T Evans</td>
<td>15/11/2020</td>
</tr>
<tr>
<td>Staff</td>
<td>vacancy</td>
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<tr>
<td>Teacher</td>
<td>Mr A Davies</td>
<td>15/11/2020</td>
</tr>
<tr>
<td>Bishop’s Visitor</td>
<td>Mrs N Evans</td>
<td></td>
</tr>
</tbody>
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Clerk to the Governing Body: Kate Evan-Hughes  
Director for Children and Schools  
County Hall  
Haverfordwest  
SA61 1TP
School Routines

Free Breakfast Club
8am - 8.45am (Only for children who need to be provided with breakfast in the mornings. Children should arrive by 8.30am at the latest please.)

All other children should arrive from 8.45am and before 9am, when teachers will be on duty on the playground. Please note that members of staff cannot accept responsible for the children’s safety if they arrive early. The school doors are opened at 8.45 a.m. Children who arrive earlier than this time will not be given entry to the school and should not be left by parents before this time. Younger children should be walked from the car park towards the school entrance in the mornings. THE SCHOOL WILL NOT BE ABLE TO ACCEPT RESPONSIBILITY FOR THE SAFETY OF YOUR CHILDREN BEFORE 8.45 UNLESS THEY ARE ATTENDING BREAKFAST CLUB.

Foundation Phase
9am - 12pm (15 minute break from 10.30)
1pm - 3.15pm (Children will have a break in between activities in the afternoon)

Key Stage 2
9am - 12.15pm (15 minute break from 10.45)
1pm - 3.15pm

Morning Nursery sessions are between 9am and 11.45am, though we hope that many parents will also opt for our chargeable wrap-around Playgroup, 'Tiny Treasures', in the afternoon. Nursery pupils attending Tiny Treasures can stay in school all day and will need to have a cooked school meal, or bring a packed lunch. Other Nursery children should be collected at 11.45 please.

After-School Club
3.15pm - 5.30pm daily
(This is a chargeable service for children who attend school from Nursery – Year 6)

SCHOOL ETHOS AND VALUES

We pride ourselves on the welcoming ethos that the children experience from their first day in our school, strengthened by the nature of our school community. The Christian Values that underpin our nurturing approach at Tenby Primary have been instrumental in the School having such a warm, friendly and industrious ethos. You will see our Values display board in the school hall, next to our altar table. We focus on a different Value each half term and discuss this in assemblies, Circle Time sessions and in lessons. This emphasis on positive behaviour and high standards permeates the whole School and is one of the many ‘added value’ aspects of the curriculum we hope will be appreciated by prospective parents. Our children are a pleasure to be around. They take part in activities with enthusiasm, welcoming additional responsibilities and challenges as they move through the School. Our Home/School agreement is designed to recognise the partnership between School and home. We aim to work closely with all families for the benefit of all of our children.
School Values, chosen by our children

- Honesty
- Happiness
- Respect
- Responsibility
- Friendship
- Hope
- Determination
- Caring
- Courage
- Tolerance
- Appreciation
- Forgiveness

**Behaviour and Discipline**

As a school, we have adopted the Golden Rules as set out by Jenny Mosley:

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

These rules are displayed prominently in our school hall and are the simple framework we use to set high expectations of our children. It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. The school expects every member of the school community to behave in a considerate way towards others. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. We promote good behaviour, rather than simply focusing on the negative.

**We praise and reward children for good behaviour in a variety of ways:**

- teachers congratulate children;
- teachers give children golden time;
- teachers award merits or class stars for good work and good behaviour
- each week we nominate two children from each class to receive praise in assemblies – our ‘superstars’ certificates;
- we distribute praise to children either for consistent good work or behaviour, or to acknowledge outstanding effort, displays of our school Values or acts of kindness;
- Good work is displayed in classrooms and in the corridors of the school, or brought into the classrooms of other for praise
The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we might ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task to the best of their ability.
- If a child is disruptive in class, the teacher may reprimand him or her. If a child misbehaves repeatedly, we reserve the right to isolate the child from the rest of the class until s/he calms down, and is in a position to work sensibly again with others.
- The safety of the children is paramount in all situations. If a child’s behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or intentionally upsets another pupil the child is reprimanded. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child’s parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child. The blue home-school book might be used to report incidents of good or bad behaviour, though teachers always aim to pass these messages in person to parents at the end of the day.
- Several members of staff are trained in Restorative Practice techniques. This is primarily to provide the necessary skills to de-escalate conflict situations and support children. However, if a pupil is behaving in a way that threatens the safety of themselves or others, we reserve the right to use positive handling techniques learned by members of staff through ‘Team Teach’ training.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from worry. See our Anti-Bullying Policy for further details.

The Role of Parents

The school works collaboratively with parents, so children receive consistent messages about how to behave at home, outside of school and at school. We expect parents to support their child’s learning, and to co-operate with the school, as set out in the home–school agreement (see appendices). We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child’s welfare or behaviour.

If the school has to use reasonable sanctions to punish a child, we would expect parents to support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If after a time a parent still has concerns they may request an appointment with the headteacher. Finally, if these discussions cannot resolve the problem, a formal complaints process can be implemented.
Further information can be found in the Behaviour and Discipline Policy which is available to view on the school website. A paper copy can be requested from the school office.

Other Rules

Rules for Appearance and Personal Belongings

- No jewellery other than a plain pair of stud earrings is allowed.
- Other body-piercings, make-up or nail varnish are not allowed.
- Children will be asked to remove or tape up earrings while undertaking some activities for safety reasons (this will always be the case for PE lessons).
- The school would prefer that children avoid dyed hairstyles and those of an unconventional cut such as tramlines, etc.
- Long hair has to be tied back (to avoid the spread of headlice)
- No mobile phones, iPods or similar technology should be brought to School.
- Children cycling bikes to School must wear a helmet and have cycles that are in good repair. Children are only allowed to cycle unaccompanied if they have written permission from parents (Year 5/6) We regret that we can accept no responsibility for damage to or loss of bikes or scooters that are brought to school
- Breakages of school or private property caused deliberately must be paid for by families.

Money and Valuables

Pupils should not generally carry money to school. Any items of value that need to be carried should be named. The School does not accept responsibility for such items if they are lost or broken. Trip money, etc. should be placed in a sealed envelope marked with the child’s name and purpose. These are usually handed in by parents at the main office. Money for trips, photographs, etc. should be made payable to Tenby Church in Wales Primary School.

Collective Worship

Tenby Primary School is a Church in Wales School, with strong links to St. Mary’s Church, Tenby. Collective worship is Christian in nature and occurs daily:

Monday – Whole-school collective worship led by the Headteacher, themed according to our Values, the Church calendar or topical events
Tuesday – Collective worship in classes
Wednesday – Whole-school collective worship led by local clergy and the Headteacher
Thursday – Collective worship led by our Criw Cymreig
Friday – Celebration assembly

Parents have the right to withdraw their children from collective worship by informing the Governing Body in writing. The Collective Worship Policy states, “We expect everyone to take an active part in assemblies unless the parents expressly request otherwise and that this has been agreed by the Governors of Tenby C.I.W.V.C. School.” A teacher or a Learning Support Assistant will supervise children who are withdrawn.
Uniform

Our School uniform is not compulsory, but we like all children to wear it with pride. All of our children wear uniform on a daily basis. Uniform can be purchased from Tees R Us at New Hedges. The School holds a stock of quality second hand items, for which only donations are requested.

Daily Uniform
Grey trousers, grey pinafore dresses/skirts or blue gingham dresses are available from supermarkets and other local shops, while badged white polos, royal blue cardigans and jumpers should be purchased from our school supplier. Coats complete with the school logo are also available from Tees R Us at a very reasonable cost. Badged coats are encouraged but not expected. It is important that you also purchase a home-school ‘book bag’ from Tees R Us, so that books can be maintained and any communication sent home securely. Girls should not wear ‘jeggings’ or leggings to school, please.

PE Uniform
All children are assigned to one of four school ‘houses’. Once you are told of your child’s house as they enter our school, we would also be grateful if you could buy a coloured house t-shirt, again complete with the school logo, to be used during all PE lessons. Black or navy blue shorts, jogging bottoms or cycle shorts are to be worn with the t-shirts for PE, along with a sturdy pair of trainers. It is essential that children change into PE kit for all activities.

Footwear
Finally, the governing body would very much like to encourage the children to wear plain black school shoes every day, rather than colourful shoes or trainers that can detract from the otherwise smart impression created by their uniform.

Lunch Time Arrangements

Mrs Roberts and her kitchen staff provide balanced and freshly cooked meals. Menus change occasionally during the year and will be displayed both at school and on the website:

www.lunchwithlennie.co.uk

Menus are decided by Pembrokeshire County Council and cannot be influenced by the school. You can also ask at school for further information on school meals, payments and costs. Meals are now charged at £2.45 per day for Foundation Phase pupils (Nursery to Year 2) and at £2.55 per day for children at Key Stage 2 (Year 3 - Year 6.)

A reduction of 50p per child per day will be offered if you have three or more children in any of Pembrokeshire's schools taking dinners regularly. However, an application form must be completed before this reduction can be processed.
A 10% discount will be offered to parents who commit to purchasing a school meal every single day their child attends school via a monthly direct debit. This could effectively mean that the child will receive 19 'free' meals during the year (190 teaching days annually).

Finally, some children may be entitled to Free School Meals if household income does not exceed £16,190 p.a.. Applications for Free School Meals can be obtained from school, or from the Lennie the Leek website (link above). Alternatively, you can contact Revenue Services for advice on 01437 764551. Please apply if you feel you are eligible.

Punctuality and Attendance

Illness or Absence
If your child is too unwell to come to school, or if there is another reason for absence, please call us on 01834 843241 from 8.30am to let us know on the first morning they are not in school. We would be grateful if any absence could be reported by 9am at the latest so that registers can be updated accordingly. You can of course report the absence in person if you are dropping off another of your children to school. You will receive a phone call if an absence is unexplained. We'd also be very grateful if you could call again if a medical absence lasts longer than three days, in order to update us on how your child is feeling.

Please try your best to ensure that any medical or dental appointments are taken outside of school hours. This is extremely important in order to avoid your child missing class lessons. It also helps the school greatly in terms of attendance - an area that we are expected to improve year on year. If it is impossible to avoid an appointment during the school day, please bring your child into school for morning or afternoon registration first, so that they can receive their mark for the session before leaving for the appointment.

As a general rule, all schools in Pembrokeshire analyse attendance information and make initial contact with parents if attendance drops below 90% for the academic year. You are likely to receive an official letter inviting you to discuss your child's attendance if it remains
persistently below this figure. The local authority will be involved and may wish to discuss their concerns if your child's attendance drops to around 85% or under for the year.

Lateness
Lateness is not acceptable unless a genuine reason can be given. It is disruptive for the other children and teachers but is also embarrassing for the children who arrive after all their classmates. All children who arrive late to school must be signed in by their parents at Reception, including a reason for the lateness. There is a special book for this purpose. The frequency of these late marks is monitored both by school and the local authority. Our registers close at 9.30am. An arrival between 9 and 9.30 is marked as 'late, before the register closes'. After 9.30 an arrival is marked as 'late, after the register closes'. This means that effectively the child is absent for the whole session on the register.

Term Time Holiday Requests
Holiday requests are dealt with on an individual basis at a monthly meeting of our school’s Attendance Panel (comprising the Headteacher, School Admin Manager and Attendance Governor). You will need to collect a request form from our office staff and submit it in plenty of time before your intended holiday (more than a month in advance please if at all possible). We will write to you to confirm whether or not your holiday has been authorised and Mr Palmer is very happy to discuss decisions or requests with parents as and when they are made. Please contact us if your intended holiday is approaching and you have not yet received a decision letter from the school.

Please support us by helping your child to attend as often as possible.

Extra-Curricular Activities
At present the school offers (depending on age and numbers):

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clwb Joio, Year 1 and 2 – Mrs Hayes Lunchtime</td>
<td>Girls Tag Rugby, Years 3 – 6 – Miss Redford (3.15 – 4.15)</td>
<td>Netball, Years 3 – 6 – Miss Redford (3.15 – 4.30)</td>
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<tr>
<td>Gymnastics, Years 3 – 6 – Mrs Park-Davies (3.15 – 4.15)</td>
<td>Rugby, Years 3 – 6 – Mr Davies (3.15 – 4.15)</td>
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<tr>
<td>Football, Years 3 – 6 – Miss Redford and Mr Craig (3.15 – 4.15)</td>
<td>Storytelling, Years 1 – 6 – Mrs Dowell (3.15 – 3.50)</td>
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<tr>
<td>Triathalon Club, Years 5 and 6 – Mr Griffiths (3.15-4.30)</td>
<td>Super Sports, Years 1 and 2 – Miss Thorne-Williams (3.15 – 4.00)</td>
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<tr>
<td>ICT Club, Years 1 and 2 – Miss Scriven (3.15-4.00)</td>
<td>Art Club, Years 1 and 2 – Mrs Heywood (3.15-4.00)</td>
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<tr>
<td>ICT Club, Years 3-6 – Mrs McSweeney (3.15-4.15)</td>
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<tr>
<td>Cook It Club, Years 1 and 2 – Miss Davies, Mrs Dowell, Miss Thorne-Williams (3.15-4.30)</td>
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TEACHING, LEARNING AND THE CURRICULUM

All the children are regularly monitored in relation to the requirements and standards of the National Curriculum. At present the children have a Baseline Assessment on entry and at the start of Reception, and annual tracking of attainment thereafter, with more formal measures of assessment from Year 1 onwards. Statutory assessment of attainment occurs at the end of Foundation Phase (Year 2) and in Year 6. The children are also required to sit Welsh National Tests in numeracy and reading from Year 2 to Year 6. There are also annual assessments of spelling, reading and mathematics within each class to check on pupil progress and to ensure that activities are planned appropriately for all.

The Foundation Phase (3 – 7 Years) - The Foundation Phase curriculum comprises the seven areas of learning outlined in the Foundation Phase curriculum documents. These areas of learning are:

- Personal and Social Development,
- Well-Being and Cultural Diversity,
- Language, Literacy and Communication Skills,
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Key Stage 2 - There are twelve subject areas taught to children at Key Stage 2 (Years 3-6) in the primary School. There are the three core subjects of Mathematics, English and Science and the foundation subjects are Welsh, History, Geography, Art and Design, Design Technology, Information Technology, Music and PE. Religious Education is not in the National Curriculum but it is a compulsory subject. Welsh is a foundation subject in an English medium School. Personal and Social Education is also a compulsory component of the curriculum. A new national curriculum for Wales is currently under construction.

Here at Tenby Church in Wales Primary School we strive to offer all our children an inclusive, rich curriculum. We focus on the teaching of mathematics and literacy in the morning sessions, whilst during afternoons there is an emphasis on the learning of skills through various topics / themes. This is an approach that continues from Foundation Phase through to Key Stage 2. Currently, there are eleven classes throughout the school (ten mainstream, one local authority Learning Resource Centre), with work differentiated for individuals in each class.

The school’s policy documents relating to each curriculum area or pupil welfare issues may be inspected by prior arrangement with the Headteacher. Many are available on the school’s website. Pupils are taught through a variety of teaching methods – whole class, group and individual teaching. Parents are given information about the topic to be studied by their child on a half-termly basis and are offered formal meetings with their child’s teacher once each term.

All subjects feature in the learning experiences of the children, though the three main subjects - English, Mathematics and Science - assume a greater proportion of the teaching time at Key Stage 2, as do literacy and numeracy at Foundation Phase, with the Welsh Government’s digital competency framework providing a structure for the teaching of IT skills both
discretely and across all other curriculum areas throughout the primary school. How we teach skills expected within areas of learning or curriculum subjects is determined by school policy and the needs of the child. Each member of the teaching staff has responsibility for at least one curriculum area throughout the school. The school has adopted its own Schemes of Work and uses the Cornerstones Primary Curriculum for Wales to support the teaching of ‘subjects’ at Key Stage 2 and in the Foundation Phase areas of learning through cross-curricular projects half-termly. These schemes determine how our school delivers the National Curriculum. In this way, subjects are largely taught thematically, in a cross-curricular fashion that makes sensible links and is more enjoyable for the children.

Curriculum Coverage

Literacy

The skills of Speaking and Listening, Reading and Writing (including handwriting and spelling) are developed. The writing is developed by way of editing and drafting written work, the reading by way of progressive reading schemes (Read, Write, Inc. phonic reading scheme moving on to Songbird Phonics as well as Oxford Reading Tree and supplementary books from other schemes before independent reading) and by fostering a love of reading through class lessons and activities. All pupils have a reading book which they can take home on a daily basis, once they have learned to decode and blend phonemes. Children will usually take home their first reading book during their Reception year. We encourage parental involvement with this; you should read with your child and hear your child read on a daily basis. Pupils experience a range of reading strategies e.g. shared reading, guided reading, paired reading etc., some of which are useful for you to use as a support for your child at home. Members of staff are happy to train/ inform parents regarding these approaches if you so wish. Look out for curriculum evenings at school to support you to help your child at home.

Numeracy

The children must work towards the targets set out in the Welsh National Curriculum through its structured mathematics framework with the help of schemes of work and published maths materials. Consistent methods of calculation within the 4 rules are part of school policy, as is the learning of tables and bonds. The learning of progressive number skills is enhanced through our use of Big Maths, a structured programme for the teaching of maths throughout the school. Resources relating to Big Maths can be found on our school website. Enjoyment of and confidence in mathematics are primary aims, as is the understanding of problem solving within the Maths Curriculum, working towards securing life-long confidence in number.

Science and Technology

In the Foundation Phase, science is delivered through the area of learning known as ‘Knowledge and Understanding of the World’ (embracing science). Children experience the world around them through enquiry; investigating the indoor and outdoor environment in a safe and systematic way. They are given experiences that help them to increase their curiosity about the world around them. At Key Stage 2, children are given opportunities to build on the
skills, knowledge and understanding acquired during the Foundation Phase. They increasingly develop their skills through enquiry and investigation.

**Welsh**

Welsh is taught to all classes – Early Years to Year 6 – as a second language. The main elements of the teaching rely on oral work and also deal with aspects of Welsh culture and heritage. The school has adopted the Pembrokeshire Scheme of Work for Welsh as a second language and is working towards the Siarter Iaith Bronze Award. Tenby Primary School is categorised as an English medium school. We want our children to leave us with a good knowledge of the language; to be as bilingual as possible. Our Criw Cymreig includes elected members of each class and is a body responsible for promoting the use of Welsh across the school.

**ICT**

Our school uses I.C.T. as a valuable tool for learning. Our I.C.T. co-ordinator, Mrs McSweeney, is responsible for its implementation. To assist the staff in their teaching, an interactive whiteboard is installed in every classroom. Ipads and visualisers connect to these whiteboards to support the children’s learning. We also have a suite of 16 laptop computers in our spacious technology room for the teaching of IT skills, as well as class sets of ipads at both key stages for the children’s use. There are five laptop computers in every class for children to use in groups in order to apply their IT skills across the curriculum.

The school uses a scheme of work to teach the requirements of the Welsh Government’s Digital Competency Framework across all year groups.

**Foundation Subjects**

**PE**

All children are expected to participate in P.E. activities, unless unwell. These activities promote physical literacy, fitness, sporting skills, team spirit and enjoyment. Swimming is available to pupils in Years 1 - 6 at Tenby Leisure Centre. We encourage as many pupils as possible to compete in inter-school sports competitions, as well as joining specialist clubs in the area. The school offers inclusive PE teaching to develop the skills of all pupils, but also believes strongly in the provision of competitive opportunities for school teams and for individuals. We have an enviable reputation as a school that offers wide ranging opportunities and achieves much sporting success.

**Religious Education**

The curriculum subject of Religious Education is closely linked with the festivals of the Christian Year, where there is a strong emphasis on learning about the life of Jesus and his ancestors. Bible studies and stories form a large part of our study of Christianity, along with a
balanced introduction to the other major faiths. The school has adopted the Church in Wales syllabus as its scheme of work.

Parents have the right to withdraw their children from Religious Education lessons. Applications to withdraw a child from Religious Education must be made in writing to the Headteacher.

**History, Geography, Art and Design, Music**

Throughout the year, these subjects will be taught through a theme based approach involving cross-curricular activities. Teachers plan their work to address a range of skills and the themed work is often highlighted with visits out of school.

**Peripatetic Music Service**

The School offers a wide range of music tuition to those children who show an aptitude for a particular instrument after initial assessment. Please note: As places are limited it is important that every child commits themselves to the full year of tuition. This may mean representing the School at concerts organised by the Music Service or by the School. Children will not usually be allowed to opt for another instrument once a choice has been made. Violin tuition is on offer at an earlier age than some of the other instruments. If your child is undecided, wait until an instrument is on offer before you make your choice. Parents are responsible for providing a reasonable quality instrument and should consider the offer of tuition a yearly contract between themselves and the School.

**N.B.** If the School budget is under pressure this service will be one of the first to be brought under financial scrutiny.

Children may need to leave school early to attend the area orchestra, though this will only be permitted after discussion with the Headteacher.

**Personal and Social Education**

Our whole school approach to P.S.E. incorporates a range of experiences to promote the personal and social well-being of our children, enabling them to develop a strong sense of self-worth and to be able to relate effectively with others. P.S.E. in our school will equip our children to be more confident and will enhance learning, motivation, performance and achievement.

Personal and Social Development (PSD) is a core area that is assessed for every child at Foundation Phase, up to the end of Year 2.

The aims of P.S.D. in our school are therefore to:

- Equip pupils to be personally and socially effective by providing learning experiences in which pupils can develop skills, explore attitudes, values and personal qualities, and to acquire, evaluate and apply appropriate knowledge and understanding.
- Develop pupils’ self-esteem and personal responsibility.
• Prepare pupils for challenges, choices and responsibilities of work and employment and life-long learning.
• Encourage pupils to participate in their communities, protect their environment and develop a global perspective.
• Assist pupils to live healthy and fulfilled lives.
• Foster and encourage positive attitudes and behaviour towards the environment and the principles of sustainable development locally, nationally and globally.

Our Values Education and Circle Time are the main vehicles for delivering the PSE curriculum at KS2. At Foundation Phase, teachers plan activities and experiences that allow them to assess the children’s development against skills and expectations for Personal and Social Development, as set out in the Foundation Phase document for all schools in Wales.

**Additional Learning Needs**

All children learn differently. As a consequence some children may need more support than others at specific times. All teachers differentiate class work carefully to cater for the needs of every pupil in their care, including the more able. At Tenby Church in Wales Primary School we work together to identify and help children who have difficulties as early as possible. Pupils who require additional help for a variety of reasons are supported by the ALNCo (Additional Learning Needs Coordinator), the class teacher and Learning Support Assistants. Mrs Heywood and Miss Peen are the Governors with responsibility for these areas. If your child is experiencing difficulties, perhaps with acquiring reading or numeracy skills or listening and understanding, you may be invited to discuss these concerns with your child’s class teacher and our Additional Learning Needs Co-ordinator, Mrs Waring. After discussion your child may receive extra support, either in class or through small group withdrawal for specific programmes. An Individual Education Plan or Individual Development Plan will be drawn up in consultation with parents, which will identify targets for your child and will detail what additional help is being given, who will provide the help and how often. You may also be given advice on practical ways to help your child at home. You will have many opportunities throughout the year to discuss your child’s progress with staff. This level of support is called Class Action or School Action.

After a period of time if your child needs more specialised support the Additional Learning Needs Co-ordinator may request your permission to ask advice from outside specialists such as the Educational Psychologist or Speech and Language Therapist. Following this advice your child will be placed at School Action Plus and a new Individual Education Plan or Individual Development Plan devised. At every stage you will be consulted on your child’s progress. You will have ample opportunity to discuss this with the school. Please realise that this is a positive measure to help your child’s progress.

It may be that a very small number of children may require a Statement of Educational Needs.

Some pupils may require additional emotional / pastoral support, while other children may be recognised for specific talents or ability. For children who may lack self-esteem or confidence we have trained support staff called ELSAs (Emotional Literacy Support Assistants), who meet with identified children weekly, with the permission of parents. We also highlight More Able and Talented (MAT) pupils on our Additional Learning Needs
register and teachers are aware of the need to challenge those children appropriately through careful differentiation in their class planning.

The School Nurse and Pupil Support Officer are regular visitors to the school. Speech Therapists visit the school to support individual pupils. These professionals are at school supporting your child. We have excellent relationships when working together and you will be actively involved in these visits.

**Basic Skills (Literacy and Numeracy)**

The school identifies those children who are under-attaining and has put in place support activities to develop their understanding. We hope that parents can be part of this process - the children may be given activities to do at home. Parental permission will be sought for involvement in literacy and maths support programmes for your child. These support activities, together with an ongoing assessment programme, help the children to reach their potential.

**Sex and Relationship Education**

Relationship Education is essentially taught through Circle Time and positive behaviour is encouraged throughout the school day. Sex and Relationships Education within the school is taught in a factual way, through the science section of the National Curriculum. The school works closely with the School Nurse. Our Year 5 girls are taught by the nurse about the bodily changes that occur during puberty and when in Year 6 all our pupils watch a ‘Growing Up’ video and experience a more in-depth discussion related to puberty. Parents will be informed of this beforehand. We want our pupils to be well informed (by the time they leave Tenby Primary School) of the changes that they may already be or will soon experience. All issues are dealt with in a sensitive manner. Parents are more than welcome to discuss any of these issues with the Headteacher and pupils will not participate in these lessons unless you have been informed. You are also able to discuss the content of these lessons with the Headteacher or School Nurse. The school acknowledges that parents have the right to withdraw their child from Sex Education at school.

**Discussion on Curriculum or Support Arrangements**

All questions about the school’s curriculum and its implementation should be directed to the Headteacher in person in the first instance. Approaches to individual members of the governing body will be directed back to the Headteacher. If a parent is not satisfied with the Headteacher’s response they may discuss the issue with the Chair or Vice Chair of the Governing body.

**School Visits and Voluntary Contributions**

Visits to enhance learning and to engage the children are a very important aspect of the curriculum. With Pembrokeshire being a rural county, we often have to use buses / coaches / cars to transport our pupils to places of interest. Any teachers and LSAs using their own cars for transport have obtained the correct business insurance to do so.
NB. As with the regular school walks around our community classes might undertake, bus trips are regular occurrences. Permission forms are generally required in order to take children on such journeys. The organising class teacher will undertake a risk assessment in conjunction with any out of school visit. Topic related visits often involve more than one class. All of the children are insured for trips and outings via an authority based policy.

Residential trips and those occurring out of school hours involve risk assessments being completed that include all of the children’s names, addresses and telephone numbers. Also on the form will be the names of the responsible members of staff, acceptable staff to pupil ratios, routes and costs. This form is sent to County Hall electronically prior to the event taking place.

The Education Act of 1988 states that there is no obligation for parents to make a contribution towards the cost of any School activity. We are, however, very grateful to the vast majority of parents who do make voluntary contributions so that the children can undertake the interesting and varied activities on offer. The cost of bus transport continues to increase and contributions are essential for the viability of our school trips and activities.

**Homework**

We believe that it is of benefit for children to spend regular but short periods of time on different learning activities at home.

We think homework can be important for the following reasons:

- A child can practise a skill learned in the classroom and therefore homework can contribute to children’s learning.
- It can help pupils to begin to develop the skills of independent learning. Independent working encourages responsibility and innovation.
- It gives the child experience of being responsible for organising a period of time for work without the guidance of the teacher.
- It creates the chance for parents to see the kind of work the child is currently doing in school. It is an opportunity for parents to talk to children about their learning and support where appropriate, understanding a little better their own child’s strengths and areas for development.
- It can support and strengthen the dialogue and relationship between home and school.
- Children can be given helpful feedback on what they have achieved and how to develop their skills further, either verbally at home or back at school, or through written comments/marking.
- It sets a pattern of personal responsibility and discipline which will be continued into Key Stage 3

We encourage every pupil to read each night and spend time discussing their books. We would also strongly suggest that you also read to your child daily, regardless of their age.

Each week your child’s teacher may send a piece of maths and English work home for them to complete. The length of task will clearly be proportionate to age, with our older children needing to spend longer amounts of time in order to prepare them for
the homework given at secondary school. In Nursery and Reception, this homework is usually limited to reading booklets/books that are changed regularly, phonic letter sound sheets for our younger children to complete and Big Maths Learn Its. From Year 1 upwards, children are likely to receive a piece of English homework and/or a piece of maths each week.

Please refer to our Homework Policy for further information. Copies are available to view on the school website or from the school office.

**Transition**

Tenby Church in Wales Primary School is a feeder school for Greenhill Secondary School, Tenby.

There are very good links between all schools in the Greenhill cluster and a number of transition events are arranged to make the experience as smooth as possible for the children.

Arrangements are made for our Year Six pupils to spend a full day at Greenhill Secondary School in their final term, though transition visits are made to other secondary schools for pupils who will not attend Greenhill.

Year six pupils and parents are invited to meet members of staff at an evening meeting at the end of June at the Secondary School of their choice. They are usually given a tour of the school.

The Greenhill cluster Transition Plan is available for parents to view on request.

**Complaints Procedures**

Any complaint or even minor concern is very important to us – we would wish to address the situation immediately. Please see the classteacher in the first instance before any concern escalates. In the vast majority of cases, issues can be worked out swiftly and satisfactorily. However, if you wish to take your complaint further, an appointment can be made with the Headteacher.

The Governing Body has a Complaints Policy and will investigate any complaints that cannot be dealt with informally in the first instance by the class teacher (Stage 1) or the Headteacher (Stage 2). Such complaints should be directed to the Chairperson of the Governing Body c/o Tenby Church in Wales Primary School.

**Equal Opportunities and Pupils with Disabilities**

Our school aims to give ALL pupils the same curricular and extra-curricular opportunities whenever possible. The school’s guidelines are clearly laid down in our Strategic Equality Plan. Tenby Church in Wales Primary School was newly built in 2016 to fully comply with accessibility guidelines. Wheelchairs can access all areas and there are three disabled toilets in each of the three sections of the school building. The large parking area has several bays for the disabled.
We have an Equal Opportunities and Inclusion policy and ensure that all our procedures follow the guidance in this policy.

Incidents of racism are extremely rare. Any issue of racial harassment is dealt with in the school’s general discipline policy and is reported to the Governing Body.

If you have any constructive comments regarding equality or accessibility, please see the Headteacher at your earliest convenience. We greatly value your opinions.

HEALTH, SAFETY AND SECURITY

Safeguarding and Child Protection

We have very comprehensive and extensive procedures for the safeguarding of children. All staff and volunteers have DBS checks, two references and receive child protection training. Mr Palmer is the designated officer for child protection, or Mr Scale in his absence. We have a Safeguarding (child protection) policy that has been agreed by the Governing Body and is available on the school website or from the school office.

Security of Pupils and Staff

Security is a priority for schools and Tenby Church in Wales Primary School operates within security guidelines laid down by Pembrokeshire County Council.

During the school day the following security measures are in place:

- The main entrance to the school is locked and visitors can only be admitted by Reception staff once they have signed in the ‘Visitors’ Book’ and received a visitor’s pass.
- All perimeter gates and doors are locked during the school day to ensure that the school site is secure. In this way, unwelcome visitors are prevented from entering and children are unable to abscond.
- The school Health and Safety Policy can be inspected, upon request, at any time.
Medical Requirements

It is important to make the teaching staff immediately aware of any medical issue that is affecting your child.

We will contact you using the details you have provided if your child becomes ill or is injured during the school day.

The Head teacher must be contacted if you wish your child to be given any medicine. You may request a copy of the administration of medicines policy from the school. If the Head teacher agrees to administer prescribed medications, the person who issues the medicine, normally the Head Teacher, has to adhere to the instructions on the containers as recommended by the doctor. You will need to fill in a form to give permission for this to happen. No child will be given medicine that has not been issued by a doctor, has gone past its use-by date or is in a non-standard container. Children should not carry aspirin or paracetamol, or any other tablets to School, nor should they carry any other type of medicine or remedy, including proprietary children’s cures such as Calpol, homoeopathic medicines or cough sweets. The only exception to this rule concerns those children who use asthma medication and who are personally responsible for their use. These inhalers must not be shared. A form will be given to all parents on entry asking about their child’s health. There are specific questions relating to the problems associated with asthma and allergies. The above responses are given on the recommendation of the ‘First Aid at Work’ course providers and on the advice of our School Nurse. A specific medical need may result in your child requiring a Health Care Plan, usually written by parents, the school nurse and members of staff collaboratively. If your child is subject to a Health Care Plan and has a serious medical condition, we will use his or her image to create a poster that will be displayed prominently in the school staff room and medical room, informing staff of their needs.

Please note that the teaching unions advise all teachers not to administer any medicines unless they have attended a specific course relating to the Administration of Medicines.

If your child has a contagious disease, the School will adhere to the local Health Authority’s guidance list on infection control. This may sometimes conflict with your doctor’s advice. If your child has been poorly with a stomach upset or sickness, it is recommended that they stay away from school for 48 hours. From time to time, concerned parents will inform us about an infestation of headlice. We then ask all parents to check their child’s hair and treat accordingly. It is important that parents check their children’s hair regularly. Head lice like clean hair! We ask that all children with long hair should tie their hair back into a ponytail, bunches or plaits.

Finally, the school has a duty of care to all children. If your child has significant unexplained bruises, cuts, etc. we are duty bound to report our concerns. Please tell us if your child has been hurt.

Healthy Schools

Tenby Church in Wales Primary School is part of the Pembrokeshire Health Promoting Schools Scheme and recently gained the National Quality Award, the highest level to be achieved as a ‘Healthy School’.
All food and drink prepared for the children during school time and After School Club is expected to follow Pembrokeshire County Council healthy eating guidelines.

During breaktimes we have a ‘fruit only’ policy. Children should bring their own fruit snack from home daily in a pot or container labelled with their name.

We work hard to promote the health and well-being of the children and staff at school. Please see your child’s class teacher if you have any concerns in this regard.

We ask parents of children who bring a packed lunch to school to make every effort to ensure that the packed lunch contains a healthy eating and drinking selection. This is consistent with our Health Promoting Policy. Members of staff are also encouraged to follow Healthy Schools guidelines.

Drinking water – Drinking plenty of cold, fresh water helps to develop concentration skills and the well-being of the individual. We can ensure that our children have access to cold, fresh drinking water throughout the school day – please send your child daily with a suitable water bottle for this purpose that can be returned home at the end of each day for washing.

Children will be encouraged to engage in activities to protect and sustain our environment. They will receive visits from members of the community annually, such as, the police, RNLI, firefighters and the school nurse to ensure they have understanding of who can help them and are taught about safety measures to keep them safe at all times. These are fundamental parts of our P.S.D curriculum.

Children receive lessons to promote a ‘Growth Mindset’ ensuring pupils understand it is acceptable to make mistakes and to promote self-worth and self-esteem.

All children receive 2 hours of physical activity every week to promote and encourage a healthy and active lifestyle.

Parking

The following suggestions will help reduce congestion and are made with child and visitor safety as our key priority:

- Please park safely and appropriately if you wish to come into school for any reason. Never stop for any length of time in our drop-off bay, to avoid congestion and accidents. Park in marked bays only, and only in disabled bays if you are a blue badge holder.
- Drive very slowly and carefully around our car park and slow to a crawl as you approach the red crossing points.
- Always park for the shortest time necessary.
- Share a car with a neighbour or a friend, taking it in turns to do the school run.
- Make sure you fully supervise your children whilst moving from their classrooms upon collection to the car parking areas. Please ensure they behave sensibly.
- When parents walk home with their children it is strongly advisable that the child walks on the inside, away from the road.
- Take extra care when crossing the road and moving through parked areas. When in the car park, always use the crossing points marked with red paint when walking into school.
• Keep reversing to a minimum and take special care when doing so. It is safer to reverse into spaces than to reverse out of them.
• Parents of pupils who wish to bring cycles or scooters to school are requested to make sure that the bike or scooter is road worthy and a helmet is worn at all times. Cycles and scooters must not be ridden in the school grounds.

LINKS WITH PARENTS AND THE COMMUNITY

There is a very strong community spirit in Tenby. Local businesses and organisations, as well as parents, are most supportive of any activity being undertaken. We have already established a thriving playgroup daily, as well as a parent and baby group run by Mrs Heywood three times each week. However, our children often go out into the community to support organisations such as the Rotary Club, who in turn add value to the school by bring sponsorship through events such as their Young Musician competition, hosted at our school.

The School has an active Parents and Friends Association (PFA) that organises regular fund raising and social activities, many of which are suitable for the wider community to attend. They are a great asset to the school and welcome all interested newcomers.

The local church is called St. Mary’s and is visited by the School for a service around once each half term. The vicar, Canon Reverend Andrew Grace, visits the School every Wednesday to lead our school service. The wonderful St. Mary’s Church in the middle of Tenby is also used as valuable resource for our school projects, while St. Mary’s Church House is sometimes used as a venue for school productions.

Parents are welcomed to school as often as possible throughout the year, for assemblies, to share in worship, for fund-raising events or performances, as well as for formal Parent-Teacher meetings three times a year. Springboard classes are offered to parents throughout the school and have been very well received, with children learning and applying new literacy and numeracy skills alongside their parents.

Our very well used and informative Facebook page is a vital source of information for parents and a way for the school to reach the community as a whole, celebrating school and pupil successes. Similarly, the school website is a comprehensive and useful resource for parents.

www.tenbyprimary.co.uk

See ‘Tenby Church in Wales VC Primary School’ on Facebook

ADMISSIONS PROCEDURES

Children can be admitted to our Early Years class on a part-time basis at the beginning of the first term following their third birthday. Full time attendance can begin at the start of the term following your child’s fourth birthday. Statutory full time education must begin at the start of the term after the fifth birthday of your child. According to county policy, all children accepted into our Nursery class must reapply in an attempt to secure a full-time Reception
place at the school. Applications must be made directly to Pembrokeshire County Council via their website.

All new applications for admissions, whether they are from within our catchment or from outside, must be dealt with by the local authority’s Admissions’ Officer based in County Hall. Tel: 01437 764551. However, you are welcome and encouraged to visit the school before you place an application, where the Headteacher would be delighted to show you around.

**TINY TREASURES PLAYGROUP AT TENBY PRIMARY SCHOOL**

Prior to your child starting in our Nursery setting, we offer a chargeable Playgroup Service, ‘Tiny Treasures’, for any children of two years and above. Children can attend mornings, afternoons, or both, and those who have half day Nursery places can also attend ‘Tiny Treasures’ for the other half of the school day. Please enquire at the office, or with our lovely Playgroup leader Mrs Dilks, if you would like your child to attend.

**CREATIVE TOTS PARENT AND BABY/TODDLER GROUP**

Mrs Katie Heywood runs our hugely popular Creative Tots group on Mondays, Wednesdays and Fridays, from 9.30-11.30. The activities on offer are wonderful and examples can be seen on our school Facebook page. Mrs Heywood is hugely experienced and also works in our Playgroup. Creative Tots is a wonderful start to life at our school and will help you to see what Tenby Primary School is all about, before applying for a school place for your child.

**OUR AFTER-SCHOOL CLUB – ‘FUN ZONE’**

Any child who attends school from Nursery to Year 6 can go to our after school club at the cost of £7 per day (£6 per child if two or more siblings attend at the same time). This runs from the end of the school day, 3.15pm, until 5.30pm and supports working parents. The children are given a snack and a drink and can enjoy a wide range of fun activities in a relaxed and happy environment. Please enquire about our ‘Fun Zone’ at the school office.

**HOW YOU CAN HELP US**

**Absences**
Please telephone the School if your child is to be late or absent for the day. Late arrivals without reasonable explanation are given an unauthorised absence. Regular lateness or absence is monitored carefully and in some cases these absences may be reported to the Inclusion Officer in County Hall. Remember to phone again to update us after the third day, if your child is still unwell.
Changes of Routine
If you decide to alter the normal arrangements for your child’s journey home, or you wish a new person to collect your child at the end of their day, please let the School know immediately. Where members of staff are unsure, we will not release your child until we have spoken to you. Children are only permitted to walk home from school when in Year 5 or Year 6 and with written consent from parents.

How to prepare your child for School (Early Years Entrants)
• Help them to learn their name, basic address, birthday, etc.
• to write their name (capital letters for only the first letter)
• to learn to count groups of objects up to 10
• to learn the colours
• to learn nursery rhymes and songs
• by talking to them about everything that goes on
• by teaching them how to dress and undress themselves
• Encourage your child to talk about their interests and experiences
• Collect books at home and set aside time to talk about these books with your child. Read to your child as often as you can
• Give your child plenty of imaginative play opportunities
• Give your child the experience of paints and crayons, blunt ended scissors and glue
• Ensure that your child gets plenty of sleep
• Help your child to learn how to use the toilet properly and to be aware of personal hygiene. If your child has difficulties or a medical issue impacting on toileting it is important that we are fully aware of this from the outset
• Encourage respect for other children and adults
• Encourage respect for other people’s property and be willing to share
• Give lots of praise for every effort, success or near miss!

Food and Snack Time
• We participate in the Pembrokeshire Healthy Schools scheme which aims to promote the health and well-being of pupils, staff and their families
• Chocolate and bags or packets of sweets, even as part of a lunch box, are discouraged. Fizzy or sugary drinks are not allowed; nor are glass bottles
• Children may bring a piece of fruit or some seeds to eat at break-time. No other snacks should be brought to school. Free milk is available for our Foundation Phase children during their morning break and we will encourage all children to have this unless we are made aware of dairy intolerance
• Cold water from a cooler is available throughout the day. The children may purchase a new water bottle at the beginning of the school year (available at the school office) but you can provide your own from home, as long as it is not a disposable bottle that should not be reused. Water bottles will need to be taken home daily for washing and refilling.
• Please speak to the school at your earliest convenience if you have any problem or worry regarding your child. We will always do our utmost to help and want every child to be very happy here.
## Pembrokeshire County Council
### School Term Dates 2019-20

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<tr>
<th>Year</th>
<th>Term</th>
<th>Begin</th>
<th>End</th>
<th>Mid-term break</th>
<th>Begin</th>
<th>End</th>
<th>School days</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Spring</td>
<td>Mon 6 Jan 2020</td>
<td>Fri 14 Feb 2020</td>
<td>Mon 17 Feb 2020</td>
<td>Fri 21 Feb 2020</td>
<td>Mon 24 Feb 2020</td>
<td>Fri 3 Apr 2020</td>
</tr>
</tbody>
</table>

Plus designated staff training closure days: Mon 2 Sep 2019 and Mon 20 Jul 2020

**School Holidays**
- Easter Monday: 13 April 2020
- Good Friday: 10 April 2020
- Early May Holiday: 04 May 2020
- Spring Bank Holiday: 25 May 2020

Please note that this calendar is subject to any changes which may arise as a result of government policy decisions. Pembrokeshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.
### Charging and Remissions

Out of school hours hire charges for use of the school building:

#### CLASSROOM

<table>
<thead>
<tr>
<th></th>
<th>One hour</th>
<th>Two hours</th>
<th>Three hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Groups/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Users</td>
<td>£15.12</td>
<td>£18.14</td>
<td>£21.17</td>
</tr>
<tr>
<td>Commercial groups &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One off lettings</td>
<td>£18.28</td>
<td>£25.59</td>
<td>£32.88</td>
</tr>
</tbody>
</table>

#### ICT SUITE

<table>
<thead>
<tr>
<th></th>
<th>One hour</th>
<th>Two hours</th>
<th>Three hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Groups/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Users</td>
<td>£21.67</td>
<td>£31.02</td>
<td>£40.32</td>
</tr>
<tr>
<td>Commercial groups &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One off lettings</td>
<td>£23.97</td>
<td>£37.18</td>
<td>£50.40</td>
</tr>
</tbody>
</table>

#### SCHOOL HALL (BASED ON 140 m2)

<table>
<thead>
<tr>
<th></th>
<th>One hour</th>
<th>Two hours</th>
<th>Three hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Groups/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Users</td>
<td>£37.80</td>
<td>£45.36</td>
<td>£52.92</td>
</tr>
<tr>
<td>Commercial groups &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One off lettings</td>
<td>£45.69</td>
<td>£64.00</td>
<td>£82.21</td>
</tr>
</tbody>
</table>

Charges are as recommended by Pembrokeshire County Council in their Lettings Policy, (April 2012, reviewed in April 2014.)

Free use is to be offered to the PFA, the School, St Mary’s Church and the Governing body for school activities.

Birthday or other parties in the hall will be by agreement only. (subject to a £50 deposit which is refundable if no extra cleaning is required). Malicious damage to be the responsibility of the hirer.

Coaching staff having any contact with children and belonging to ‘outside clubs’ are to hold the relevant, up-to-date qualifications and insurances. All adults involved with children should have
current DBS checks. The Headteacher and the Chair of Governors are to check this with organisers.

Most decisions pertaining to the use of classrooms and the hall will be via consultation between the Head and Chair. In certain circumstances the Chair will ask for the involvement of the full Governing Body.

School use will have priority over all other activities, as detailed in the lettings policy.

Canteen facilities are the responsibility of Pembrokeshire County Council’s Catering department and cannot be used by the school other than at lunchtimes.