School Prospectus

May 2016

St Aidan’s
Church in Wales VA School

Wiston, Haverfordwest Pembrokeshire SA62 4PS
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Tel: 01437 731449

Executive Headteacher: Mrs M Brown
Chair of Governors: Mr M Gardner
School Motto and Vision

**School Motto**

Our school motto is ‘Believe and Achieve’

**School Vision**

The school vision was created up by pupils and staff, parents and Governors were consulted. This embodies the ethos of our Church School.

St Aidan’s is a place where God’s love surrounds everyone; where pupils work together and are challenged to meet their goals because they ‘Believe and Achieve’.
Dear Parents,
Welcome to St. Aidan’s Church in Wales Voluntary Aided School. We look forward to admitting your child to our school and making his/her time at St Aidan’s a happy, stimulating, rewarding and productive time.
As a Church school, Christian Values are at the heart of all aspects of school life. The staff at St Aidan’s are extremely committed and strive to ensure that all pupils achieve their full potential, whilst developing attitudes of mutual respect and responsibility through a Christian ethos. Even though, as Executive Headteacher, I have overall responsibility for all aspects of school life, I rely on the support of all the staff and you as parents. To work together in “partnership” for the benefit of your child is our main aim and I look forward to getting to know you and your child.
Please do not hesitate to visit the school to meet the staff and the children, who will be only too pleased to show you around and share with you the many activities undertaken by the children.
I am sure your association with our school will be a memorable and happy one.

Yours sincerely,
Mrs Margery Brown

Dear Parents,
What’s the difference between a Voluntary Aided School and a County Primary School? A question we all ask at some time. Briefly a C.P. school is owned by the Local Education Authority and a V.A. School has been set up and is owned by the Church. We are largely financed by the L.A., but the Governors are responsible for the day to day control and maintenance of the premises, which means the Governors occasionally have to raise the money to pay the bills!
A Voluntary Aided School has more independence with the Governors employing the staff, controlling admissions and religious education according to a Trust Deed. At St. Aidan’s we pride ourselves on the caring ethos of the school where Staff, Governors and Parents work together to create the conditions where children can realise their full potential. After all, that is what education is all about.

Yours sincerely,
Matt Gardner (Chairman of the Governing Body)
St Aidan’s School is one of four Voluntary Aided Church of Wales primary schools in the St David’s Diocese and is situated in the village of Wiston, 9 miles NE of Haverfordwest, Pembrokeshire (population: 10,812). Haverfordwest is not the biggest town in Pembrokeshire but the most populous, and is the central administrative hub of this region of Wales. The rural community of Wiston includes the village plus Clarbeston, Clarbeston Road and Walton East. St Aidan’s Church in Wales V.A. School lies to the west of the village but buses are provided as most pupils live outside the statutory walking distance.

The language category of the school is English medium. The school opened in 1977 and was built to serve the areas of Slebech, Clarbeston Road, Walton East, Llawhaden and Robeston Wathen.
St Mary’s Church

As a Voluntary Aided school we have very close links with both St Mary Magdalene Church in Wiston and St Aidan’s Church in Llawhaden, as this is an important aspect of our identity and ethos.

We hold services at both churches and encourage all children to participate in these events. We also hold a Eucharist each term. We also offer Confirmation classes during school time. If you wish your child to attend, please contact the school.

Parents have the legal right to withdraw their child from an act of collective worship and the school will respect any such request made. Pupils not attending acts of Collective Worship will be provided with alternative activities and supervised by a
The building houses five rooms which are situated around a central learning area with a sixth classroom adjoining the school hall. Our school building has been adapted to the needs of disabled pupils and visitors. Children with disabilities are always made welcome in the school and are placed in the school’s mainstream classes and given extra support according to their needs. This includes the admission of pupils with additional educational needs and pupils who require English as an additional language. Measures have been taken to prevent disabled pupils from being treated less favourably than other pupils. The rear entrance to the school has a ramp to enable easy access for all and the disabled toilet and shower room is found near this entrance. Furniture in the main area and the corridor is arranged to ensure that children with disabilities have clear access. Door frames have been painted different colours for visually impaired pupils, knobs are fitted on all exterior doors for easier access and blinds fitted in all classrooms. All alterations to the building are carried out with access as a priority and the school has a Disability and Discrimination Policy and an Access Plan in place which has been fully adopted by the school.

School Admissions Policy

The school will admit

1. Any children identified on the Looked After Children register.
2. Children from the parishes of Llawhaden, Walton East, Clarbeston Road, Slebech and Wiston.
3. Siblings of children attending the school at the time of admission, including half siblings.
4. Children of Anglican parents wishing their children to have an Anglican education.*
The uniform is:
Red Fleece Red sweatshirt/cardigan
White Polo shirt
Black or grey trousers or skirt
These are available through the TeesRUs in Haverfordwest or www.teesrus.co.uk along with further school items such as school fleeces and caps. School uniform is also available from uniforms4school in Narberth www.uniforms4school.co.uk
Please ensure that these items are clearly marked with your child’s name to prevent confusion.

Swimming and PE kit
Junior pupils visit the swimming pool, once a week on a rota basis. This is an important activity and together with Physical Education is a compulsory aspect of the National Curriculum. Therefore, appropriate kit is important for both.

Swimming Kit
Swimming hat – compulsory for all
Bathing costume – no bikinis or shorts past the knees, towel
In emergencies staff will purchase swimming hats at the pool on behalf of pupils if the correct money is sent in on the day.

PE Kit
T-Shirt – (no strappy tops), sweatshirt, shorts or jogging trousers, trainers or plimsolls
Football boots
The School Day

Breakfast Club
A free Breakfast Club operates from 8.15am to 8.45am each school day. Any parent wishing their child to attend needs to complete a consent/information sheet for the club records. Forms are readily available from the school during the day or from the breakfast club itself. The club provides all children attending with a breakfast and an opportunity to take part in a wide range of supervised activities. Children can be dropped at the club at any time during the session but breakfast is not available after 8.30am.

Times of Opening and Closing
Staff are on duty at 8.45am to supervise the pupils on the playground and pupils should not arrive in school before this time. Pupils enter through the school reception area, where they are greeted by a member of staff; any pupils arriving late are signed in by a member of staff.

At 8.55 a.m. a warning bell prepares pupils for the start of the day at 9.00 a.m. Teachers are requested to collect their pupils from the playground and supervise their entry into the school.

At the end of the school day each teacher will register their pupils in the classroom and walk their own class to the front of the school in an orderly manner.

Children travelling home on the bus will be put on the bus by their class teacher. Some pupils are collected from the front of the school by parents/carers. No teacher is to release a pupil until the parent or authorised carer has been seen.

Written permission or a phone call is required if a change is made to the end of day routine. All phone calls to be recorded in the office diary.

If for any reason the parents are not on time then the pupil will remain in school to await a safe return to home.
# The School Day

## The School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9.00</td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>9.00 – 10.15</td>
<td><strong>1st session</strong></td>
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<tr>
<td>10.15 – 10.30</td>
<td><strong>Collective Worship</strong></td>
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<tr>
<td>10.30 – 10.45</td>
<td><strong>Break</strong></td>
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<tr>
<td>10.45 – 12.00</td>
<td><strong>2nd session</strong></td>
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<tr>
<td>12.00 – 1.00</td>
<td><strong>Lunch - Foundation Phase</strong></td>
</tr>
<tr>
<td>12.15 – 1.00</td>
<td><strong>Lunch – Key stage 2</strong></td>
</tr>
<tr>
<td>1.00</td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>1.00 – 2.05</td>
<td><strong>3rd session</strong></td>
</tr>
<tr>
<td>2.05 – 3.15</td>
<td><strong>4th session</strong></td>
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## Snack time

All classes have a daily snack time at morning break. All pupils are encouraged to bring in a healthy snack or purchase snack from the tuck shop for 20p. Free milk is also available at this time for Foundation Phase pupils.

The school day ends at 3.15 pm. If any pupil needs to be collected from the school during the day for an appointment then they will need to be signed out with a reason provided. Any pupil arriving late will need to be signed into school by a member of staff.
Transport

At the end of the school day each teacher will register their pupils in the classroom and walk their own class to the front of the school in an orderly manner.

Children travelling home on the bus will be put on the bus by their class teacher. Some pupils are collected from the front of the school by parents/carers. No teacher is to release a pupil until the parent or authorised carer has been seen.

Written permission or a phone call is required if a change is made to the end of day routine. All phone calls to be recorded in the office diary.

If for any reason the parents are not on time then the pupil should remain in school to await a safe return to home.

School Buses
All children travelling to school on any of the school buses are required to have a bus pass. For information about bus passes please contact the school or the Transport Department at County Hall.

Changes to these times
If any change is to be made to the school session times, parents will be notified well in advance. Occasionally, throughout the year schools close for In-Service Training Days and again parents will be notified in advance. In case of inclement weather it may only be possible to give short notice but details will be made available on the Pembrokeshire C.C. website. Your child will not be sent home from school without any prior notice being given.

Behaviour on Board School Transport
Pupils who travel on school transport are responsible for their own behaviour and abide by the contract they have signed with School Transportation. Pupils who do not behave appropriately and show behaviour that is cause for concern will be reported to School Transportation, who will deal with the issue according to their own policies.
Christian Values for Life

Values for Life & Collective Worship
The school has adopted the Values for Life Scheme, as produced by the Diocese of Gloucester. This scheme, primarily underpins all Collective Worship, but the values are adopted across the whole school and referred to and embedded throughout the whole curriculum.

The eighteen Christian values are covered:

Courage, Creativity, Peace, Trust, Forgiveness, Justice, Thankfulness,
Compassion, Friendship, Hope, Truthfulness, Humility, Generosity, Respect & Reverence, Wisdom, Perseverance, Service, Responsibility.

A timetable for delivery is in the Collective Worship Policy and Scheme. Collective Worship for the whole school takes place on Mondays and Wednesdays. The incumbent of St Mary’s Church visits to take the service on a Wednesday. Each class enters the hall in an orderly manner accompanied by their class teacher.

Celebration Assembly is held on Fridays where pupils are praised for all their achievements including attendance. Class assemblies take place on the other days of the week.

Parents have the legal right to withdraw their child from an act of collective worship and the school will respect any such request made. Pupils not attending acts of Collective Worship will be provided with alternative activities and supervised by a member of staff.
All attendances are recorded and recent legislation requires the school to report all unauthorised absences. Parents are requested to explain any absence by letter or telephone call.

Taking children out of school for family holidays is not allowed and cannot be authorised by the school as it has a detrimental effort on a child’s education.

<table>
<thead>
<tr>
<th></th>
<th>Target</th>
<th>Autumn term 2014</th>
<th>Spring Term 2015</th>
<th>Summer Term 2015</th>
<th>End of year</th>
</tr>
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<tbody>
<tr>
<td>Attendance</td>
<td>96%</td>
<td>96.88%</td>
<td>93.52%</td>
<td>95.73%</td>
<td>95.53%</td>
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<tr>
<td>Authorised Absence</td>
<td>3.05%</td>
<td>5.86%</td>
<td>2.49%</td>
<td>3.67%</td>
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<tr>
<td>Unauthorised Attendance</td>
<td>0.07%</td>
<td>0.62%</td>
<td>1.77%</td>
<td>0.8%</td>
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</tbody>
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Attendance Target for 2015/6 is 96%
Staffing

Executive Headteacher
Mrs M Brown

Teaching Staff
Mrs S James
Mrs W MacGarvie
Mrs H Davies
Mr S Morris
Mr J Howells

Support staff
Mrs S Devonald
Mrs Y Morgan
Miss K Roberts
Mrs S Canton-Jones
Mrs R Trick-Walker

Kitchen Staff
Mrs L Harries
Mrs B Thomas

Lunchtime Supervisors
Mrs Y Morgan
Miss K Roberts
Mrs S Canton-Jones

Caretaker
Mrs F Clash

Cleaning Staff
Mrs J Oughton
Miss L Miller
Suggestions for parents of children entering the school

Children are invited to spend an afternoon in school during the term before they start school.

The class teacher will offer a home visit prior to your child starting school or if you wish you may come into school to meet her. There are a number of ways in which parents can help the work of the school and help the child adjust to school life more easily.

- Talk and listen to your child as much as possible.
- Sing to your child and say rhymes and jingles from the earliest years.
- Read to your child frequently and use pictures to foster an interest in books.
- Provide your child with toys that stimulate imagination
- Teach your child to use the toilet properly, to dress, wash their hands, blow their nose and tidy away.
- You may be able to start on tying laces and coping with buttons and fasteners.
- When starting school keep clothes simple
- Encourage your child to follow instructions
- Provide big crayons, pencils, paper and chalks.
- If there is a playgroup in the district try to join it so that your child learns to mix and share and has other valuable pre-school experiences.
- Please do no push your child into reading and writing and please do not teach your child to write in capital letters. Correct letter formation is taught when the child starts school.

Home/School Agreement

The school has a written home-school agreement explaining the respective responsibilities of school and parents in raising standards. It is designed to help your child develop as an individual within supportive surroundings and forge an effective link between the home and school. Parents are asked to read and discuss the agreement with their child, then sign it and return to school.
Class Organisation

The pupils are organised into mixed age classes mainly by age with some exceptions and there is flexible grouping within each class. Children are admitted to Foundation Phase in the term following their fourth birthday, providing they have attained that age before 1st September, 1st January and 1st April.

Classes for this academic year are as follows:

**Class 1:** Reception and year 1—Mrs James, Mrs Devonald, Miss Roberts, Mrs Canton Jones

**Class 2:** Year 2—Mr Howells and Mrs Trick-Walker

**Class 3:** Year 3 and year 4—Mrs Davies, Mrs Morgan and Mrs Devonald

**Class 4:** Year 5 and year 6—Mrs MacGarvie and Mrs Devonald

At the Foundation Phase weekly contact time is 22 hours 5 minutes hours and at Key stage 2 weekly contact time is 23 hours and 30 minutes.

As teachers we aim to facilitate the learning of every child at St Aidan’s Church in Wales V.A. School, according to age, aptitude and ability in accordance with the National Curriculum. Within the school learning is a shared process between the learner and the teacher – each bringing their own experiences to the learning situation.

Teaching starts where the learner is and creates experiences and identifies goals which meet the needs and ways of learning of the children. This requires a mixture of learning styles and learning experiences. The total learning experience and variety of styles are coherent, consistent and achieve progression of learning.

We develop an ethos within the school which actively promotes the acquisition of positive attitudes, values and relationships within a pleasant, caring and secure environment.

**Secondary Transfer**

Children transfer mainly to Sir Thomas Picton Secondary School at the age of 11. If parents wish their child to transfer to a different secondary school they may apply to the Local Authority.
Our Aims

Our aims are to enable our pupils:

- To grow and live according to Christian Values and develop their spiritual dimension
- To become effective lifelong learners
- To become more confident
- To respect others
- To be able to communicate effectively
- To be literate and numerate
- To become active, effective and responsible members of their local community
- To have an understanding of the world around them
- To have an understanding of how the world has developed
- To develop an interest in culture
- To understand the importance of a healthy lifestyle
- To prepare for smooth transition to different phases of education

We desire that this be achieved in a happy, secure and stimulating environment, and that pupils’ learning is relevant to their needs.

We are also committed to supporting our staff and their professional development, that they too may be challenged to achieve their potential.

In our policies we aim to give an equally favourable opportunity to all children within the school. We offer a curriculum which is:

Broad—Introducing children to a wide range of knowledge, understanding, experience and skills.

Balanced—Each part being allocated sufficient time to make its contribution.

Relevant—The work will be relevant to the children’s experiences and give due emphasis to the practical aspects, providing continuity and progression.

Differentiated—Matching pupil’s abilities and aptitudes to what is taught and how it is taught.
The Foundation Phase Curriculum is a statutory framework in Wales for pupils aged 3 to 7. The Foundation Phase is about enhancing the learning experiences which enable children to be creative, imaginative and to have fun while learning.

All children will be given lots of opportunities to explore the world around them and places greater emphasis on experimental learning, active involvement and developing each child’s skills and understanding. The Curriculum is based around seven areas of learning:

**Personal and Social Development, Wellbeing and Cultural Diversity**
This area focuses on children learning about themselves and their relationships with others.

**Language, Literacy and Communication**
Skills are developed through talking, communicating and listening. Pupils are also given opportunities to choose and use books, reading materials and enjoy mark making and writing experiences.

**Mathematical Development**
Activities include matching, sorting, sequencing and comparing a range of objects and shapes. Tasks also include using appropriate mathematical language and numbers in order to solve problems in role playing and real life situations.

**Knowledge and Understanding of the World**
Children are given opportunities to increase their curiosity about the world around them and to begin to understand past events, people, places and living things.

**Physical Development**
Children are encouraged to enjoy physical activities. Self image, self esteem and confidence in believing in them is encouraged. They are introduced to the concepts of health, hygiene, safety and the importance of diet, rest, sleep and exercise.

**Creative Development**
Children have opportunities to participate in a range of creative, imaginative and expressive activities in art, craft, design, music, dance and movement.

**Welsh Language Development**
This area focuses of children learning to use the Welsh language by communicating to the best of their ability. Children listen to Welsh being spoken and respond simply to what they hear in a range of familiar situations.

**Religious Education**—See Key Stage 2 information
Key Stage 2 (Years 3—6)

In Key Stage 2 the Curriculum is made up of twelve subjects.

Core Subjects
Religious Education, English, Welsh and as a second language, Mathematics and Science.

Foundation Subjects
Design and Technology, Information and Communication Technology, History, Geography, Art, Music and Physical Education.

The school’s teachers are aware of and plan for the development of the Key Skills and common curriculum requirements set out in the National Curriculum for Wales. The school has adopted the Cornerstones approach for ensuring a whole school thematic approach is adopted to curriculum planning. Teachers are aware of the National Literacy and Numeracy Framework (LNF) identifying opportunities for these skills to be appropriately incorporated into lessons across the curriculum.

**English** – enabling the children to listen attentively and with understanding, communicating clearly and confidently in speech and writing with responsible grammatical accuracy. To encourage the children to write creatively, sensitively and with imagination, to be able to read fluently and accurately with enjoyment, understanding, feeling and discrimination.

**Welsh** – The emphasis is to develop pupils speaking and listening, reading and writing skills through an atmosphere which puts the children at their ease, and encourages enjoyment. Incidental Welsh is used throughout the school and we aim to develop pupils understanding of Welsh culture.

**Mathematics** – through a practical approach to develop knowledge, and understanding of mathematical ideas and use mathematics as a means of communicating, describing, explaining and to apply it in the solving of problems, relevant to everyday situations.

**Science** – developing knowledge and understanding of scientific ideas, skills and competencies as a process of enquiry.

**Art** - developing the ability of pupils to use a variety of media while also studying the work of a number of artists. To encourage pupils to investigate and understand a variety of Artwork as well as involving them in making a wide range of artefacts.

**Physical Education** – developing agility in physical activity and the ability to express feelings through movement. To develop a growing feeling of enjoyment in physical activity. Key Stage 2 pupils take part in a range of sporting activities during the year eg. football, tag rugby, netball, and good sportsmanship is encouraged at all times. Key Stage 2 pupils also have the opportunity to receive swimming lessons for one term during the school year. The school has a large playing field which is utilised as much as possible.

Each child is placed into one of 4 houses: Birch, Chestnut, Oak or Rowan.
Key Stage 2 (Years 3—6)

Religious Education – acquiring an understanding of the nature and value of the Christian religion and to develop a Christian way of life both in the school and the outside world. To develop an awareness of the existence of some other religions and an awareness and sensitivity towards others. Parents have the legal right to withdraw their children from religious education lesson and the school will respect any such requests.

Design Technology – providing many and varied opportunities for children to gain first hand experience of the processes which are central to technological activity and which transcend arbitrary bounders of subject areas.

ICT – Enabling children to use information technology appropriately, confidently and effectively to communicate and handle information in a variety of purposes across the curriculum as well as in the context of every day living.

Music – The school has a strong musical tradition. We have a lively orchestra and an enthusiastic choir. Practice for these takes place during school hours and lunchtimes. The school participates in many local and Diocese musical events. Peripatetic teachers of violin, cello and brass instruments visit during school hours and parents are charged a nominal fee for these lessons. The children are given a test to ascertain their suitability for the instrument of their choice. Key Stage 2 children are given the opportunity to learn the recorder during music sessions and are expected to provide one of their own.

Geography – develop a learner’s understanding of their environment. The study of a variety of places helps pupils to increase their understanding of their own home and that of other places around the world.

History – the development of history skills takes place during the study of specific periods in our history such as the Celts. The understanding of chronological change is developed through the study of the changes in travel, houses and homes.

Personal and Social Education – the school maintains strong links with the school nurse and she plays a vital part in our Personal and Social Education throughout the school. The majority of our Personal and Social Education is incorporated in other subject areas. We aim to prepare pupils to cope with the physical and emotional challenges of growing up.

Sex and Relationships Education – In St Aidan’s Church in Wales VA School we believe that sex and relationship education (SRE) is an important issue, which will help pupils to understand physical and emotional changes in the human body. The school regularly reviews its SRE policy and schemes of work, which have to be approved by the head teacher and governing body. Under the 1993 Education Act, pupils can be withdrawn by their parents/guardians from the parts of the sex education programme that are outside the compulsory elements of sex education contained in the Science National Curriculum. Any parent wishing to see the SRE policy or schemes of work for pupils in our school can do so by request.
**Other Curriculum Areas**

**Education for Sustainable Development and Global Citizenship**

Education for Sustainable Development and Global Citizenship is part of our whole school ethos. It is about:

- The links between society, economy and environment and between our own lives and those of people throughout the world.
- The local and global implications of everything we do and the actions that individuals and organisations can take in response to local and global issues.
- Looking for ways to develop attitudes, ideas and policies that will meet the needs of the present without compromising the abilities and rights of future generations to do the same.

**Additional Learning Needs**

The school implements the instructions issued in the Code of Practice for Additional Learning Needs.

The Additional Learning Needs Co-ordinator and Learning Support Assistants structure the work carried out with identified pupils to meet their needs as efficiently as possible. The Co-ordinator monitors the provision throughout the school.

Children experiencing difficulties receive as much help as possible. Children who are felt to be in need of greater support may be referred to the Psychological Service or a range of outside agencies for assessment or support.

More Able and Talented pupils are also catered for and allocated additional support accordingly. Parents are kept informed at regular intervals about their child’s progress.

**Assessment** – at all stages progress and performance is checked so that pupils can be challenged further or given support. Teacher assessment results at the end of the Foundation Phase are reported to parents each year. See results for 2015 at back of prospectus. All documents relating to the curriculum and Additional Learning Needs are available on request from the Head Teacher.
Other Areas of School Life

**Parent/Teacher Interviews** - take place each term when parents are given the opportunity to make an appointment to discuss their children’s work and progress with the class teacher. Annual reports on all children are sent home at the end of the summer term. Parents are able to comment on the reports and discuss them with the class teachers. Staff are available to discuss concerns throughout the year but we would appreciate it if parents visited or telephoned outside teaching hours if possible.

**School Council** – all pupils in the school are able to vote for two members of their class to represent them on the school council. All pupils vote for a Head Boy and Head Girl from year 6 who are also on the school council. School Council meetings are held every half-term. Members are asked to bring ideas and concerns to the meeting gathered from their class meetings.

**Homework** – Homework is given on a regular basis and homework books are provided.

**Medication and Accidents** – the Executive Headteacher has overall responsibility for the school and depends on the close cooperation of the whole staff in caring for the children. Parents are asked to keep the school updated on the particulars of how they are to be contacted in an emergency. In the event of an accident requiring medical attention we try first to contact the parents. Failing this it may be necessary to take the child to hospital. Minor accidents are dealt with by staff and recorded. If a child requires medicine during the day please follow the following guidelines:
- If medication is required during the day you may either come into school to administer the medication yourself or complete a permission form if you wish a member of staff to do it on your behalf.
- Prescribed medicines must be given to a member of staff in their original containers for storage.
- Information on dosage, frequency, name of medication must be provided.
- Parent contact number must be given.

A record of all medicines is kept by the school.

Staff and pupils ensure the school is a happy place by promoting the school’s Christian values at all times. The school is required to provide personal, social and emotional education in line with the requirements of the Personal and Social Education Framework for 7 to 19 year olds and the Foundation Phase.
Other Areas of School Life

Wellbeing
Staff and pupils ensure the school is a happy place by promoting the school’s Christian values at all times. The school is required to provide personal, social and emotional education in line with the requirements of the Personal and Social Education Framework for 7 to 19 year olds and the Foundation Phase. The school has a member of staff trained in Emotional Literacy to provide support for any pupils with emotional needs.

Restorative Practice
We are a proactive Restorative Practice School and parents are encouraged to use our Open Door Policy to share worries and concerns. All staff have attended training and are proficient in using the process in order to manage conflict. The process assists with Wellbeing within the school as well as complimenting discipline and behaviour management strategies.

The pupils ‘Check In’ on a daily basis, letting staff know how they are feeling on a scale of 1-10, where 10 is high. At the end of the day, all children ‘Check Out’. It is extremely important to us that all pupils are in a good frame of mind for learning.

Discipline/Behaviour
The overall responsibility for school discipline rests with the Executive Headteacher, but it is a matter for everyone connected with St. Aidan’s Church in Wales V.A. School, including parents.

We concentrate on positive behaviour and we have reward systems in place to reinforce this.

Children are expected to conform to certain standards of behaviour whilst in our care. Christian values are encouraged which include showing regard for others and to respect the rights and property of other people. Any punishment for a misdemeanour will be reasonable and moderate.

Serious breaches of the school’s behaviour policy will necessitate parents being contacted who will be expected to visit the school to discuss the problem. In all cases of violent or abusive behaviour the school will contact the parents.

Repeated serious breaches could result in a restricted time at school, adaptions to the Curriculum and possible alternative arrangements made to include social exclusions. In more extreme cases after consultation, a temporary exclusion from school would be issued and ultimately a permanent exclusion.

Anti-Bullying Policy
The school has an Anti-Bullying policy which defines bullying as ‘the persistent physical, emotional and verbal abuse by an individual or group’. Everyone at St. Aidan’s Church in Wales V.A. School is committed to not tolerating any form of bullying. A number of strategies have been adopted to ensure that any such problems are dealt with swiftly in a supportive environment. The school uses Restorative Practice to deal with any inappropriate behaviour.

The school is also keen to ensure that parents and pupils are aware of the dangers of bullying via new communication means, such as texting and email, the dangers of Cyber Bullying has been built into our Curriculum and there are specific activities/resources we have developed to support this.
Other Areas of School Life

News and Letters
Parents are kept informed about school matters by means of regular letters and monthly newslets-
ters. These letters are emailed to all parents or sent home via pupil post. At times during the
school year Curriculum Presentation Evenings and Learning Walks will be held at the school in or-
der to give parents and people in the community an opportunity to find out more about the
teaching and learning that goes on in school.

School Fund
The school fund is administered by the Executive Headteacher The accounts are audited at the
end of the Summer Term and presented before the Governors in the Autumn Term.

Parent/Teacher Association
There is an enthusiastic and successful Parents Association and all parents are invited to join the
committee. The association is very active and the committee meets regularly, organising a variety
of functions. The aims of the association are to develop strong home school links and to raise
funds for the school.

Parent Helpers
We are always on the lookout to increase our number of parents and local volunteers who give up
their time to help with reading, gardening and school trips. If you know of any way in which you
can help the school please contact us. Due to current legislation we will need to ask you to under-
go a DBS check and provide two written references.

Outside Visits
During each school term, children will be asked to take part in activities which take place outside
the school grounds. At the start of each new school year, parents are asked to sign a form for
their child/ children to leave the school premises, with adequate supervision, for visits which in-
volve no transport. Whenever transport is involved, parents will be asked to give permission for
the child to attend each individual excursion.

Charging and Remission
During your child’s time at our school, the majority of activities offered are free of charge. Howev-
er, throughout the school year there will be times when classes will visit places out of school, per-
haps as an integral part of work within their topic or maybe a visit to a theatre. On other occa-
sions, visiting theatre or dance companies may perform at the school. These activities need to be
financed. Should such activities be arranged, parents may be invited to give voluntary contribu-
tions towards the cost. The school will give an indication of the cost per pupil, whether you wish
to contribute or not is your decision – you may wish to contribute according to your wish or cir-
sumstance. However it must be said that should the total voluntary contributions be insufficient to
meet costs, it may be necessary to cancel a planned trip or activity. A charge will be made for
residential trips.
Other Areas of School Life

School Meals

School meals are available from our well-equipped kitchen. If possible we like to collect the week’s dinner money on Monday mornings.

Dinner money

This has to be paid to the local authority and should not be included on a cheque with trip money as this causes difficulties. Please send money in a named envelope. School meals envelopes are available from kitchen staff. Meals not taken during the week will be credited.

Free School Meals

Application forms for free school meals are available from the Local Authority.

Drinks

All pupils are provided with a drink of water. Please ensure that no glass containers are brought into school and that a water tight container is used for all drinks. No drink apart from water is allowed during the school day apart from lunchtime, unless a medical reason requires it.

Chilled water is available throughout the school day from the water machine in the main corridor. Pupils are encouraged to fill up their water bottles during break times and are allowed to have water bottles in the classroom.
Other Areas of School Life

After School activities

These activities are for all age groups and vary from term to term. They involve a variety of activities and run from 3.15pm to 4.15pm. For safety reasons we ask parents to collect their children from the school at the end of these sessions. Parents are asked to complete permission slips for after school activities at the start of each term. The school utilises the expertise of outside sporting agencies to deliver a variety of clubs. This enables staff to offer a wider variety of after school clubs.

Equality of Opportunity

At St. Aidan’s we aim to provide equality of opportunity for all pupils whatever their age, ability, gender, race or background. We want all pupils to achieve their full potential during their time with us. To do this we work to ensure that our working practices and attitudes do not hinder their development in any areas of the curriculum or socially with their peers. Outside the curriculum boys and girls are encouraged to participate equally in a range of activities.

Health and Safety

The Governing Body is committed to ensuring a high standard of security and health and safety for all staff, pupils and visitors. All visitors to the school are directed to the front entrance and are admitted to the school by staff only. They are provided with an identification badge upon entry. Pupils do not have access to the front of the school during the day unless supervised by a member of staff. Regular fire drills are held and there are designated fire doors and other outside exits for effective evacuation of the pupils from the building. It is the responsibility of all staff and parents to report any concerns to a senior member of staff.
Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child maybe subject to ill treatment, neglect or any other forms of abuse, staff will follow County Child Protection Procedures and inform Social Services of their concern.

Mrs M Brown is the designated member of staff with the responsibility of promoting the educational achievement of Looked After children. The Governing Body has a policy in place to ensure the school fully supports and promotes inclusion of all Looked After Children.
## Results for 2015

### TEACHER ASSESSMENT RESULTS

#### FOUNDATION PHASE

Percentage of Pupils Achieving Outcome 5 or Above

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>School Target Set for 2015</th>
<th>ST AIDAN’S SCHOOL RESULTS 2015</th>
<th>PEMBROKESHIRE RESULTS 2014</th>
<th>NATIONAL (WALES) RESULTS 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language, Literacy &amp; Communication</td>
<td>92%</td>
<td>70%</td>
<td>89%</td>
<td>87%</td>
</tr>
<tr>
<td>Numeracy</td>
<td>92%</td>
<td>80%</td>
<td>92%</td>
<td>89%</td>
</tr>
<tr>
<td>Personal and Social Development, Well-being and Cultural Diversity</td>
<td>92%</td>
<td>80%</td>
<td>96%</td>
<td>94%</td>
</tr>
</tbody>
</table>

### TEACHER ASSESSMENT RESULTS

#### KEY STAGE 2

Percentage of Pupils Achieving Level 4 or Above

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>School Target Set for 2015</th>
<th>ST AIDAN’S SCHOOL RESULTS 2015</th>
<th>PEMBROKESHIRE RESULTS 2014</th>
<th>NATIONAL (WALES) RESULTS 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>100%</td>
<td>100%</td>
<td>91%</td>
<td>88%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>100%</td>
<td>100%</td>
<td>91%</td>
<td>89%</td>
</tr>
<tr>
<td>Science</td>
<td>100%</td>
<td>94.4%</td>
<td>93%</td>
<td>90%</td>
</tr>
</tbody>
</table>
Targets for 2015—16

Target Summary Grids

The targets for 2016 and 2017 for Key Stage 2 were set by Governors in the Autumn Term 2014 and are reviewed this term by all staff and governors. Targets for 2017 in Foundation Phase and 2018 for Key Stage 2 are yet to be agreed by the Governing Body. This is scheduled for the next meeting in November.

**Target—Foundation Phase**  
**Percentage of Pupils attaining Outcome 5+**

Year 2 pupils are assessed under Foundation Phase areas of learning. Therefore, the old National Curriculum 'level 2' now equates to level 5 on the Foundation Phase Continuums. The year 2 cohort this year include two pupils whose target will not be included in our target setting as English is an additional language for them at present.

<table>
<thead>
<tr>
<th></th>
<th>Number of Boys</th>
<th>Number of Girls</th>
<th>Total Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Pupils in Cohort</strong></td>
<td>8</td>
<td>8</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td><strong>LCE</strong></td>
<td>6 (2 NEWBE)</td>
<td>8</td>
<td>14</td>
<td>100</td>
</tr>
<tr>
<td><strong>MDT</strong></td>
<td>6 (2 NEWBE)</td>
<td>8</td>
<td>14</td>
<td>100</td>
</tr>
<tr>
<td><strong>PSD</strong></td>
<td>6 (2 NEWBE)</td>
<td>8</td>
<td>14</td>
<td>100</td>
</tr>
<tr>
<td><strong>Foundation Phase Indicator</strong></td>
<td>6 (2 NEWBE)</td>
<td>8</td>
<td>14</td>
<td>100</td>
</tr>
</tbody>
</table>
### Target Summary Grids

Target—Key Stage 2 Percentage of Pupils attaining Level 4+

<table>
<thead>
<tr>
<th>Category</th>
<th>Target 2016</th>
<th>Target 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Boys</td>
<td>Number of Girls</td>
</tr>
<tr>
<td>Number of Pupils in Cohort</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Maths</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Science</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Welsh Second Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Subject Indicator</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>
Complaint Procedures

If you have a complaint or even a minor concern then please see the Executive Headteacher before the situation escalates. Hopefully, issues can be worked out swiftly and satisfactorily. If you wish to take your complaint further, then the Executive Headteacher can advise you how to do this.

The Governing Body has a Complaints Policy and will investigate any complaints that cannot be dealt with informally by the Executive Headteacher. Such complaints should be directed to the Chairperson of the Governing Body c/o St Aidan’s Church in Wales V. A. School
Governing Body as at October 2015

Term Dates and School Holidays 2015-16

<table>
<thead>
<tr>
<th>Term</th>
<th>Begin</th>
<th>Half-term</th>
<th>End</th>
<th>Number of school days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Begin</td>
<td>End</td>
<td></td>
</tr>
<tr>
<td>Autumn 2015</td>
<td>Wednesday 2 September 2015</td>
<td>Monday 26 October 2015</td>
<td>Friday 30 October 2015</td>
<td>Friday 18 December 2015</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Monday 4 January 2016</td>
<td>Monday 15 February 2016</td>
<td>Friday 19 February 2016</td>
<td>Thursday 24 March 2016</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>Tuesday 12 April 2016</td>
<td>Monday 30 May 2016</td>
<td>Friday 3 June 2016</td>
<td>Wednesday 20 July 2016</td>
</tr>
<tr>
<td>Directed teachers’</td>
<td>Tuesday 1 September 2015 and Monday</td>
<td>Tuesday 1 September 2015 and Monday 11 April 2016</td>
<td>2</td>
<td>Total</td>
</tr>
<tr>
<td>closure days:</td>
<td>11 April 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

1. **Tuesday 1st September 2015 and Monday 11th April 2016** will be designated staff training closure days for all maintained schools in Pembrokeshire. A further three staff training closure days will be taken at the discretion of each individual school. From time to time additional closure days may be agreed for specific purposes. The school will advise you of these.

2. All schools will be closed on **Monday 2nd May 2016** for the May Day Bank Holiday.

3. Good Friday and Easter Monday fall on **25th and 28th March 2016** respectively.

This calendar is subject to any change that may arise as a result of service requirements or government policy. Whilst such changes are unusual, you should note that Pembrokeshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.
Alterations to the School Prospectus for 2015

* Vision
* Staffing
* Foundation Phase
* End of Key Stage Assessment Results
* School Term Dates and Holidays
* Attendance Figures
* Governing Body