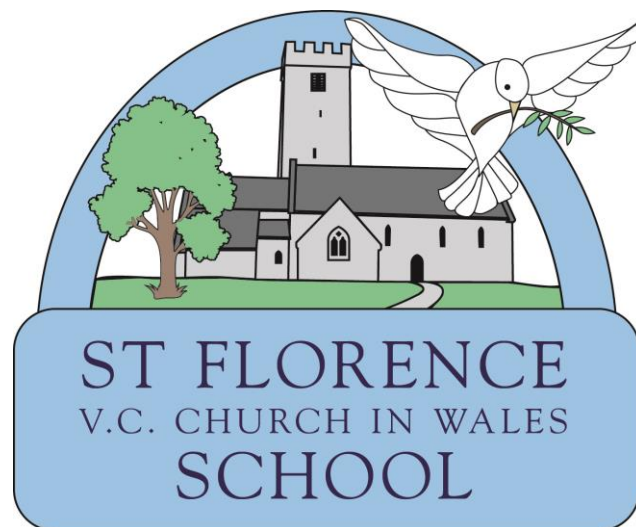
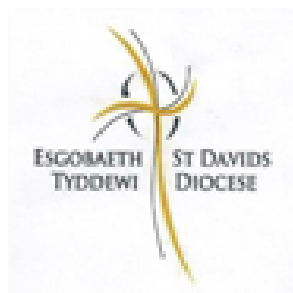


ST. FLORENCE CHURCH IN WALES VC SCHOOL



Believe, Achieve and Succeed Together



Prospectus

ST. FLORENCE CHURCH IN WALES VC SCHOOL

Head Teacher: Mrs. J. Davies

*Pembrokeshire County Council
St Florence V C School
St Florence,
Tenby
Pembrokeshire
SA70 8LY*

Tel 01834 871325

*Email head.stflorence@pembrokeshire.gov.uk
admin.stflorence@pembrokeshire.gov.uk*



@stfloschool

www.stflorence.pembrokeshire.sch.uk/

As a result of Covid, our school is operating in a different format for the foreseeable future to ensure the safety of our pupils, parents and staff.

This prospectus gives you an overview of how our school operates in “normal” times.

Details of the changes and new timetable in place during Covid can be obtained from the school office.

*Mrs J Davies
Head Teacher
September 2020*

GDPR

Pupil data will be stored on the school management information system and used for the purposes outlined in our privacy notice which is available from the school office or can be viewed on our school website at <http://www.stflorence.pembrokeshire.sch.uk>.

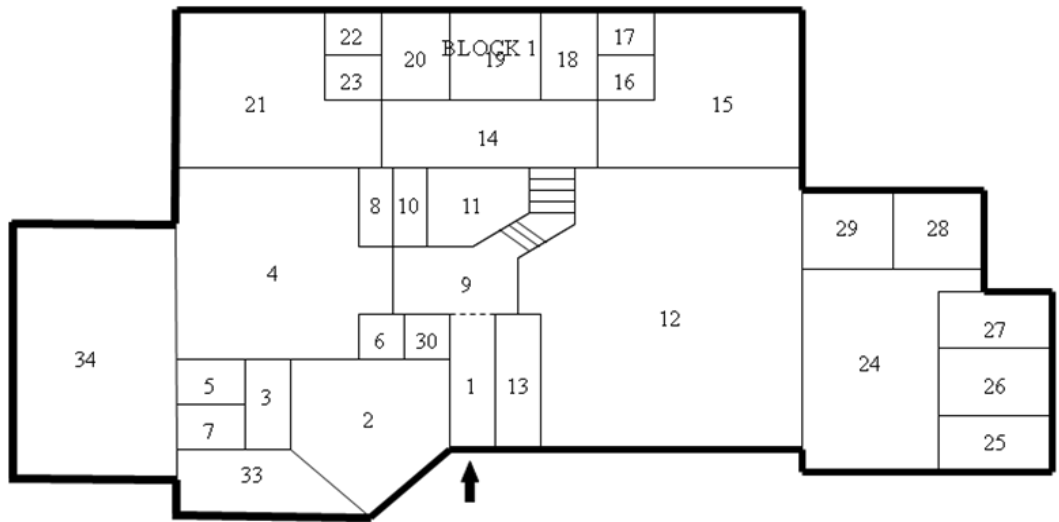
Every effort is made to ensure the accuracy and security of personal data held by the school.

Individuals have certain rights of access to personal information held on them as detailed in our privacy notice as well as the opportunity to request amendment or removal of information.

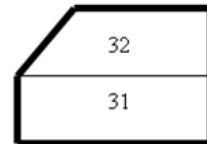
Reviewed September 2020

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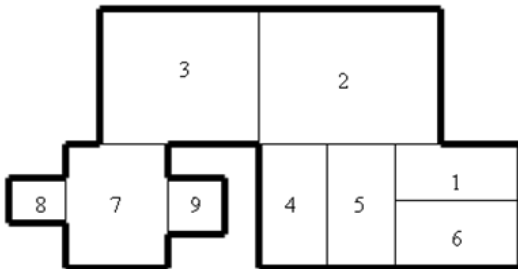
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BLOCK 1
FIRST FLOOR



BLOCK 2 E. S. N. UNIT



NOT TO SCALE

ESTAB No:	3055
ESTAB NAME:	ST. FLORENCE V. C.
SHEET No:	1 OF 1
DATE:	03/02/2014

- | | | | |
|----|--|-----|----------------------------|
| 1 | Entrance Hall | 18 | Boys toilet |
| 2 | School office | 19 | Entrance hall |
| 3 | Male toilet | 20 | Girls toilet |
| 4 | Class 1 | 21 | Class 2 |
| 5 | Prac. Area | 22 | Sore cupboard |
| 6 | Cloakroom | 23 | Store cupboard |
| 7 | Toilets | 24 | Kitchen |
| 8 | Unisex pupil toilets | 25 | Vegetable store |
| 9 | Corridor | 26 | Larder |
| 10 | Disabled/staff toilet | 27 | Dry store |
| 11 | Resource area | 28 | Kitchen staff toilet |
| 12 | Hall/dining room/classroom | 29 | Boiler room |
| 13 | Dining table and PE equipment storage area | 30 | Caretaker's store cupboard |
| 14 | Prac area | 31. | Library |
| 15 | Class 3 | 32. | Library |
| 16 | Store cupboard | 33. | Head Teacher's office |
| 17 | Store cupboard | 34. | Reception class |

Staff at St. Florence VC School

Teachers

Mrs. J. Davies Head Teacher and Class 2 Teacher
Mrs. A. Hobbs Class 1
Mr. J. Allen Class 3

Higher Level Teaching Assistant

Mrs. S. Davies

Teaching Assistants

Miss. L. Evans-Thomas
Mrs. S. Winfield

Breakfast Club

Mrs. S. Davies
Mrs. S. Winfield
Mrs. A. Osborn

Lunchtime Supervisors

Mrs. S. Davies
Miss. L. Evans-Thomas

Administration Assistant

Miss. K. Donoghue

Meals Clerical Assistant

Miss. L. Evans-Thomas

Caretaker and Cleaner

Mr. R. Impey

Peripatetic Staff

Mrs. R. Evans Choir
Mr. T. Reed IT/Science

Governing Body of St. Florence VC School

Chair of Governors: Mrs. C. Le Petit
5, Greenhayes,
St. Florence Tenby,
Pembrokeshire,
SA70 8NA

Clerk to the Governors: Director of Education
Education Services
County Hall
Haverfordwest
Pembrokeshire
SA61 1TP

Governors:

<u>Name</u>	<u>Governor Type</u>	<u>Term of Office Expires</u>
Mr. J. Allen	Teacher	10.10.2021
Reverend J Cecil	Diocesan Director	
Mrs. J. Davies	Head Teacher	
Mr. R. Davies	Parent	06.03.2022
Mrs. D. Evans	Additional Community	08.10.2021
Mr. P. Kidney	Local Authority	14.02.2022
Mrs. C. Le Petit	Parent	23.02.2024
Mrs. H. McLeod-Baikie	Local Authority	12.07.2020
Mrs. S. Phillips	Foundation	16.10.2021
Mrs. B. Price	Bishop's Visitor	
Miss. V. Swann	Parent	27.11.2021

Annual Governor Parent Report

The Governing Body and Head Teacher provide an annual report for parents.

This report provides information on school life during the previous year, plans for the future and reports on pupil's targets and achievements compared to the national standards.

Mission Statement

Believe, Achieve and Succeed Together

As a Church school we aim to develop a Christian ethos and understanding of the Christian faith within the spirituality of every aspect of school life.

School Aims

General Aims

- For each child to reach their full potential spiritually, physically and intellectually.
- To provide a range of resources, learning opportunities and experiences.
- To target work for each child's age, aptitude and ability.
- To provide a positive ethos for learning through inner confidence and self-motivation.

Academic Aims

Our aim is that each child should:

- Listen attentively with comprehension.
- Read accurately and fluently with expression, understanding and discrimination.
- Communicate clearly in speech and writing with good standards of spelling, punctuation and syntax.

- Learn and use mathematical computational skills with accuracy and speed.
- Be able to apply the acquired literacy and numeracy skills in everyday situations.
- Develop skills required by all aspects of the National Curriculum:
 - observation
 - enquiry
 - collection of information
 - co-operation
 - sorting
 - recording

Moral and Social Aims

- Create a caring environment in which children feel happy and secure, confident and valued.
- Instil positive attitudes of good manners and behaviour, respect and responsibility.
- Help children grow as individuals and also as sharing, caring members of a group.

Other Aims

- Concentrate on the main task of educating children.
- Have good relationships between all staff.
- Have good relationships between pupils and teachers.
- Have good relationships between parents and staff.
- Make the best use of valuable resources.
- Make the best use of people's skills.
- Welcome the involvement of the community in school life.
- Play a full part in the community of which the school is a vital part.

The Background of St. Florence VC School

The first evidence of a school in St. Florence, probably at Rock House, comes in a letter from the Church Warden to the Vicar, Thomas Hancock (1774-1804), stating that the school was being satisfactorily maintained.

In 1857 the National Society built a school for Promoting Religious Knowledge on land donated by Squire John Leach. The school had 56 pupils on rolls but the average attendance was only 45%.

Since the introduction of compulsory education in 1870 the numbers on roll have fluctuated considerably, from the days when families were large to the post-war period with fewer children.

As was normal in rural communities, terms and holidays often followed the agricultural calendar enabling pupils to help out at haymaking and harvest times.

Until the 1950s it was an elementary school catering for pupils up the school leaving age with only a few being selected each year to attend Greenhill Grammar School in Tenby. By the 1970s all pupils went on to the present Greenhill Comprehensive School.

In 1973 a new school building was completed for St. Florence and 65 pupils moved into the present building. The old school was adapted as a unit for handicapped pupils, a role it was to fulfil for over 20 years.

For over 200 years the school has had, and continues to have, close links with St. Florence Church. The Voluntary Controlled part of the school title shows that the Church is involved in its management while the local authority provides finance for the school.

Admissions

Children are admitted to St. Florence VC School:

- Part-time: the term following their third birthday
- Full time: the term following their fourth birthday.
- The September following their eleventh birthday they will transfer to secondary school.

Most children join Greenhill School in Tenby but parents may apply to an alternative school if they wish.

Currently pupils are taught in three classes:

Part-time, Reception, Years 1 and 2	Mrs. A. Hobbs
Years 3 and 4	Mrs. J. Davies
Years 5 and 6	Mr. J. Allen

Attendance

School starts at 8.50am promptly with registration closing at 9.00am.

If your child comes into school after this time they will be deemed as late and the register marked accordingly. They must be brought to the main school door by a parent as we have a late book parents need to complete.

If a child is absence due to ill health or medical appointment, it is considered an *authorised absence*. However, the school must be made aware of the reason for such an absence.

Our school follows the attendance procedures provided by Pembrokeshire County Council:

- If no explanation is given for a child's absence, we will contact you to establish the reason.
- If we cannot contact, you the Attendance Officer will be asked to look into the absence.
- If a child's attendance falls below 95% a series of letters from, and meetings with, the Head Teacher, Attendance and Welfare Officers will be used to establish the reason for any persistent absence and to arrange help where appropriate.

Any other absence, including family holidays, is deemed as an *unauthorised absence* and will reflect in your child's attendance statistics.

Children are expected in school for 190 days per year and academic calendars are sent home annually or can be obtained from the school office.

Parents will be informed in writing of any additional closure days used for in-service training for staff.

The School Day

8.00am	Pre-school club (to be booked in advance)
8.20am	Breakfast Club (to be booked in advance)
8.40am	Other pupils begin arriving at school
8.50am	Registration
10.30am	Morning break
10.50am	Lessons resume
12.00pm	Lunch
12.50pm	Lessons start for Classes 2 and 3
1.00pm	Lessons start for Class 1
3.10pm	End of school
3:10pm	After School Clubs run Monday – Thursday (to be booked in advance)
4:30pm	After School Club ends and children can be collected from the hall.

If your child is going to be absent it is important you telephone us no later than 9.00am to give the reason for absence.

Morning

- The authority does not accept responsibility for pupils not booked into Breakfast Club to arrive at school before 8.40am. Teachers will be responsible for the welfare of the children from 8.40am.
- Staff will supervise children attending Breakfast Club from 8.20am until registration.
- For Breakfast Club and start of the school day parents should park their cars on the *lower car park*. *At the end of the day the playground will be open for parents to park.*
- Parents of children in Class 1 should use the door at the rear of the school to drop children off in the morning.
- Parents of children in classes 2 and 3 should drop children off at the door at the bottom of the playground steps.
- To allow teachers to prepare for the day, as well as encouraging children's independence, parents are not to enter school premises. However, should you wish to speak with a member of staff, please let us know. If the teacher is unable to speak with you at that point we will endeavour to make an appointment for you later the same day.
- It is important that pupils arrive punctually before the bell at 8.50am as lateness:
 - will result in a "late" mark on the register;
 - can be upsetting for the children concerned;
 - is inconvenient to staff and is a bad habit that may continue into later life.
- All gates will be locked at 8.50am and access after this time is via the main door where parents are asked to sign a late book.
- Pupils are not allowed to leave the premises during school hours unless collected by a parent from the main entrance door.
- Children in Class 1 receive free school milk and this is usually given before morning break.

- All pupils are encouraged to bring a healthy snack to school to be eaten during morning break.
- All pupils are encouraged to bring a water bottle to school each day.
- Staff supervise children in the playground during all breaks.
- During good weather children may play on the grassed area as well as the playground.
- All pupils go out to play at break and lunchtime unless a note is received from their parent. It is important that everyone takes the opportunity to take a break from work, get some exercise and fresh air and visit the toilet. After break children should return to class refreshed and ready to start work again.
- Pupils will be expected to go outside in a coat if the weather is damp but if the rain is heavy, break will spent in the classroom.
- Children should not bring their own toys to school to avoid any arguments or damage to the toys.

Lunchtime

- Parents and children may choose to have either a packed lunch or a school dinner that is cooked on the premises.
- For packed lunches we encourage parents not to provide chocolate or sugary foods and please do not use any glass containers.
- Lunchtime supervisors help the children in the hall whilst eating their meal/sandwiches and on the playground afterwards. Teachers are always available for support at this time.
- Children are expected to treat the Lunchtime Supervisors with courtesy and respect and to display good table manners and eating habits.
- School meals cost £2.55 for children in Class 1 and £2.65 for children in Classes 2 and 3. Payment is made online through the Pembrokeshire County council payment system.
- The menu follows a three-weekly cycle and is changed twice a year. Copies are sent home when we receive them at school.
- If you think you may be entitled to free school meals please see our Meals Clerical Assistant, Miss. Evans-Thomas, or you can contact Revenue Services at Pembrokeshire County Council on 01437 776262.

End of the School Day

- School gates are opened at 3.05pm – please park on the playground, reversing into parking bays.
- Parents are asked to make every effort to be on time to collect their children at the end of the school day (3.10pm).
- Children should be collected as follows:

Class 1	Outside classroom door
Classes 2 and 3	Fire exit doors at the rear of the school

If you are not collecting your child at the end of the day, please let the class teacher know who will be picking them up.

If some unforeseen circumstance means you will be late picking your child up or someone else will be collecting them, please telephone to let us know the new arrangement.

Safeguarding

Safeguarding and Child Protection are key priorities for our school. We aim to support vulnerable children and young people to ensure they are safe as they can possibly be. We are committed to ensuring the safety and protection of all children and will take action to safeguard their well-being and acknowledge that children have a right to protection. Our Child Protection Policy is governed by the All Wales Child Protection Procedures (2008) and has been endorsed locally by the Pembrokeshire Local Safeguarding Children's Board. This policy is reviewed annually. The policy is available from school or can be viewed on the school website.

All staff and volunteers working within the school are DBS checked and undergo regular training in the guidance "Safer Working Practices for Adults Who Work with Children and Young People in Education Settings".

Safety in School

Necessary precautions are taken at all times to ensure the safety of our children and include fire and lockdown drills every term.

In order to increase the safety for children who choose to cycle to school Cycling Proficiency tests for years 5 or 6 are carried out by personnel from the Local Authority's Road Safety Unit.

The local authority also provides KerbCraft training for year 1 pupils – a course to make children aware of safety around traffic.

Safety is taught as an integral part of pupil's work rather than as an isolated topic, including being aware of personal safety on the Internet and Social media.

Uniform

Parents are encouraged to use school the uniform of:

- Blue polo shirt
- Navy sweatshirt
- Grey or black trousers or skirt
- Blue gingham dress for summer
- No high heels are to be worn to school
- No jewellery to be worn to school (apart from small studs in ears)
- Children may wear a watch when they can tell the time
- No makeup or nail varnish is to be worn to school
- Long hair is to be kept tied back (this applies to boys and girls)

Our uniform is available from Tees R Us at new Hedges (01834 845253)

*In the interest of safeguarding we recommend children **do not** have their name or nickname printed on the outside of any item of uniform, or indeed any clothing they wear to school.*

For PE children should bring:

White or navy top, shorts, sweatshirt and trainers

For swimming children will need:

One-piece swimming costume, towel, swimming hat (compulsory), goggles if they wish

Reviewed September 2020

The National Curriculum - Core Subjects

These are the backbone of the National Curriculum and occupy over half the school day.

English - Literacy

It is important to remember that literacy comes into every area of the curriculum.

Oracy/Listening and Speaking

These two skills are vital if a child is to learn to read and write successfully and the early years at school include activities (e.g. story-telling) which will develop these skills.

Reading

Children are taught to read through the Read Write Inc Program. They are taught the sounds for the letters and, when ready, use reading books linked to the scheme. RWI is taught regularly with the aim of instilling all children with a lifelong love of reading with fluency and accuracy.

To achieve this aim there is an extensive fiction library that includes a number of reading schemes and all books are arranged to accommodate increased levels of difficulty.

We encourage children to take their reading books home daily but they must be returned to school each day as their reading is regularly heard by the teacher, classroom assistant, reading buddy or one of our volunteers who come into school especially to listen to children read.

However, there is no substitute for parental support and a quiet 15 minutes a day will be of enormous help in the acquisition of confidence and fluency.

Writing

As pupils move through school their skills will develop through exercises in spelling, drafting, grammar and syntax, content and context to produce writing of different forms (e.g. narrative, reported, letters creative etc).

Hand-writing

It is our aim that pupils develop a neat, legible style by using the school's handwriting scheme. Joined writing is introduced in Class 2 and special pens are available for those pupils who have problems holding a normal pen.

Literacy and Numeracy

The skills acquired in maths and language lessons are then applied within all subject areas we follow the guidelines from the Welsh Government when using the literacy and numeracy framework.

In year groups 2, 3, 4, 5 and 6, children will sit literacy and numeracy tests as directed by the Welsh Government. These consist of 1 literacy test of reading, 2 numeracy tests of procedural and reasoning.

Mathematics - Numeracy

It is important to remember that maths goes beyond understanding and manipulating the number systems. Logical thought should be developed through the knowledge, concepts and skills that have to be acquired and consolidated through the study of:

- space and area
- shape
- all forms of measure
- problem solving techniques
- databases
- estimating
- algebra
- use of calculators and
- the practical application of maths

To achieve these aims the school uses the Abacus Evolve and Numicon maths schemes at the core of its teaching as it allows the national curriculum to be delivered in a structured form. It is ideal when teaching in small groups or occasionally at a child's individual pace. The format allows for ample consolidation and practice of concepts and skills. The exercises are presented in a colourful, user-friendly format and help our children to enjoy maths.

Science and Technology

Almost all science is taught through the integrated, cross-curricular approach because it is more relevant to the children when placed in context. This should lead to an increasing understanding of scientific principles of the world around the through learning the skills of:

- sorting
- fair testing
- classifying
- data handling
- recording and drawing conclusions
- as well as acquiring a bank of knowledge

We seek to foster awareness, understanding and expertise in those areas of creative thinking which can be expressed through planning, designing, making and evaluating while working with a variety of materials.

Information Technology

No other subject spans the whole curriculum like IT. Each class has computers with a good range of software. We also use iPads, Chromebooks, cameras, voice recorders etc.

Design Technology

We seek to foster awareness, understanding and expertise in those areas of creative thinking which can be expressed through planning, designing, making and evaluating while working with a variety of materials.

Welsh

All pupils receive tuition in set lessons associated with the class theme. Work is practical where possible using books of an appropriate level, worksheets, games and role-play. Welsh is taught informally as part of the hidden curriculum e.g. the dinner numbers routine could be in Welsh. Occasionally in a whole school approach the children learn and sing Welsh songs.

PSD

Personal and social development, well-being and cultural diversity.

Reviewed September 2020

Foundation Subjects

At St Florence School we have found history, humanities and RE are best taught as a mini-topic, not necessarily connected with a main theme while Welsh, art, information technology and craft and design are usually best taught as part of the theme. Literacy and numeracy skills are applied throughout all subjects.

Music and PE are best taught as single subjects that may or may not lie within a theme.

In lessons the children may work as a class, individually or as part of an ability/age/friendship group.

Humanities

The school has an extensive reference library, topic boxes, charts, artefacts, globes and maps as well as various trips to support the approach to this work. This enables children to acquire an enthusiasm for the past and an awareness of their environment with an understanding of people in other times.

Art

Pupils will undertake a balanced and varied programme involving different techniques and stimuli. They will also be taught to appreciate a variety of artistic styles. Art is usually taught on a termly theme.

Expressive Arts

Children gain an appreciation and understating of music though listening, singing, composing and playing instruments. Recorded and instrumental music is played during assemblies when singing also takes place. There is whole school singing once a week.

Our visiting music staff offer tuition with strings, brass and woodwind instruments.

Physical Education

- This is often seen as recreation but is in fact a compulsory subject that is vital for the physical and social development of children.
- All pupils have weekly PE lessons that may include netball, football, cricket and athletics with matches played against neighbouring schools and entry into district and Urdd competitions.
- Swimming lessons are held at Tenby Leisure Centre under the supervision of a qualified coach assisted by school staff every Monday.
- Parents and children alike enjoy our annual swimming gala.
- We are fortunate to have our own playing field and also use of the village hall sports field. Again, this is an event well supported by parents and friends.
- We have a trim-trail on the field in school which children are encouraged to use.

Religious Education

RE is taught through differing approaches, either as part of the theme or as a distinct entity.

Being a Voluntary Controlled school, the curriculum is based on an understanding and application of Christian beliefs and principles. Other religions are mentioned although the vast majority of RE is based around the bible and Christian calendar.

Parents wishing to withdraw their child from RE may do so after consulting with the Head Teacher.

Parents are invited to join us in celebrating at our Harvest Festival, Christingle and Carol Service at the Parish Church.

Access to Curriculum Documents

Every school is legally required to allow parents free access to curriculum documents. The information for St. Florence VC School can be seen on the school website, in the school office or a photocopy can be made available.

Children with Additional Learning Needs or Requiring Support

Those children identified as requiring support with their learning receive additional help through individual teaching and/or group teaching with work set by their teacher and the Additional Learning Need Co-ordinator or Headteacher.

In order for these pupils to gain meaningful support they are occasionally taught in a quiet area outside the classroom.

Each child receiving support has an individual education plan (IEP) with set targets and parents are kept informed at every stage.

Occasionally outside agencies like the Educational Psychologist, Speech and Language Therapists and Behavioural Support are involved.

Parents have the opportunity to discuss their Child's progress in addition to a general parents meeting.

Health and Sex Education

The school operates within the Governor's guidelines covering the subjects sensitively, usually linked closely with work being undertaken in Science. The scheme is designed to encourage children to become aware of themselves as growing and developing individuals and, more particularly, to emphasise their personal involvement and responsibility for their own health.

The School Nurse speaks with Year 5 and 6 boys and girls (in separate gender sessions) about growing up.

Parents may make a written request for their child to be excluded from sex education lessons.

Healthy Schools

We pride ourselves as being a school that promotes healthy living lifestyles. As part of this we ask for your support and encouragement by providing your child with healthy snacks for playtimes, lunchtimes and during any school trips.

Collective Worship

The subject matter of our assemblies should not be confused with the RE subject matter which has to be delivered as part of the national curriculum.

The emphasis of our services is moral development – honesty, trust, respect, care, love etc. This means that bible stories are used to underpin the principle rather than standing alone. Children are given the opportunity to reflect. The school day ends with a prayer.

Assemblies involve the whole school in a collective act of worship in the hall. The Headteacher and staff all lead assemblies.

Parents may withdraw their child from assembly after consultation with the Head Teacher.

School Council

St. Florence VC School has a well-established school council who are involved in and consulted on numerous issues. The Council meets regularly and their views/ideas are effectively disseminated and discussed.

Classroom Materials

No charge is made for materials or equipment. However, parents may be invited to provide materials on a voluntary basis for certain practical activities like technology and craft and design.

It is usual that parents of pupils receiving music tuition will provide an instrument for their child and pay a fee.

School Visits

Visits are arranged to support a study topic and are usually only a day trip making use of local sites of interest. Occasionally we may travel further afield e.g. to Cardiff.

Residential trips during term time include the Urdd Welsh Centres at Llangrannog and Cardiff and local activity centre Llanion Cove.

Charges for School Activities

Visits incur costs such as travel, admission fees, accommodation and food. The school wishes to provide the best educational facilities for all its pupils given the budget allocated by the Local Education Authority.

The law states that education during normal school hours is free of any compulsory charges to parents and we endorse this principle and will uphold the legal requirements.

However, it is recognised that many educational activities have been, and will continue to be, dependent on parental financial contributions either in whole or part. Without that financial support the school would find it impossible to maintain the quality and breadth of educational programme provided for pupils. With this in mind we ask that:

Day Visits which occur during school hours

Parents make a voluntary donation towards the cost of the activity

Residential Visits

Parents will be charged the full cost of the visit including cost for transport, board and lodging and activities undertaken during the trip.

Music Lessons

Are provided by an outside tutor. The costs of lessons is subsidised by the school with a termly contribution from each child for each instrument they play.

Race Equality

Our race equality policy is built on the school's core values and ethos.

St. Florence VC School aims to tackle racial discrimination, promote equality and good race relations between people of different racial groups across all areas of school activity including:

- Progress, attainment and assessment
- Behaviour, discipline and exclusions
- Pupil's personal development and pastoral care
- Teaching and learning
- Admissions and attendance
- Curriculum
- Staff recruitment and professional development
- Partnerships with governing bodies, parents and communities.

These aims are designed to ensure the school meets the needs of all, taking into:

- account ethnicity
- culture
- language
- gender
- religion
- sexual orientation
- age
- ability
- disability and
- social circumstances.

The school aims to meet the needs of pupils to ensure inclusion for all and that pupils are prepared for full participation in a multi-ethnic society.

Disability Equality Duty

- At St. Florence VC School we are committed to ensuring equal treatment of all our pupils, employees and others involved in the school community with any form of disability.
- We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life.
- The achievement of disabled pupils will be monitored and we use this data to raise standards and ensure inclusive teaching.
- We will make reasonable adjustment to make sure the school environment is as accessible as possible

At St. Florence VC School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit here.

The Disability Equality Policy sets out an approach to promoting disability equality and every aspect of our school's life and relates to:

Pupils
Parents, guardians and carers
Staff
Members of the wider community

Policy for Equal Opportunities

At St. Florence VC School we aim to provide equality of opportunity for all children whatever their age, ability, race or background. We want all our pupils to achieve their full potential during their time with us. As such we work to ensure our expectations, attitudes and practices, in particular those relating to gender, do not prevent any child from reaching their potential.

We recognise that a child's self-perception can be influenced by their environment so we aim to enhance children's self-esteem and self-confidence by positively working to reduce any gender bias and promoting equality of opportunity. At the same time we are aware that as children mature and their relationships with peers of both sexes develop; their perception of sex roles alters. We also recognise such perceptions are influenced by other factors including home, peer group and the media.

As a school we work to incorporate LEA guidelines for Equal Opportunities into our primary practice. Certain strategies are employed to ensure the cross-curricular dimensions of equal opportunities permeates all aspects of life and work at school.

Children of both sexes have equal opportunities within and equal to all areas of the whole school curriculum. This includes programmes of study and attainment targets for the national curriculum subjects; other subject areas currently outside the national curriculum and areas such as extra-curricular activities. Boys and girls are encouraged to participate equally in the full range of activities both inside and outside the classroom.

- Efforts are made to recognise and be aware of the possibility of gender bias in our teaching styles and learning materials.
- Materials are carefully selected for all areas of the curriculum to avoid sexual stereotypes and gender bias.
- Teacher time, attention and all resources are given equally to boys and girls.
- All children are encouraged to work and play freely with others of both sexes.
- Opportunities are given for children to work with teaching and non-teaching staff of both sexes.
- Teaching and other groupings such as dinner queues, assembly seating, lines for dismissal, classroom seating and playground areas are organised on the basis of criteria other than gender e.g. ability and friendship.

Equality between sexes is recognised when giving/delegating responsibility and noting the achievements of both staff and children.

- Discipline procedures – notably rewards and sanctions – are the same for both sexes.
- Our school uniform policy reflects equality of opportunity for all children.
- Children and staff are encouraged to value each other and build up and maintain co-operative working relationships both within school and the community, such relationships being based on mutual respect.

Any difference which arises in school involving gender is dealt with sensitively and is discussed with the children.

All teaching and non-teaching posts are not sex-specific.

Both men and women are encouraged to teach all ages and each Key Stage.

All staff have equal access to in-service training and posts of responsibility.

Practices and approaches involving equal opportunity in terms of gender issues are regularly reviewed by all members of staff.

Parental Involvement

A home/school agreement is provided for each child when they join our school.

We ask parents to take the time to read through it with their child and for parents and children to sign where appropriate and return it to school.

How parents can help

- Children will do best at school if they are alert and interested so parents should make sure their child has a good sleep and arrives at school on time to start lessons at 8.50am.
- Where parents show an interest in their child's school day a positive attitude to school will be fostered and the child will be eager to do well.
- Children enjoy reading to their parents in a close, affectionate, positive and supportive atmosphere. They enjoy the undivided attention they get from the parent and are keen to please. This fosters the idea for reading for pleasure. Ten minutes a day is enough, although you may find our child wants more than that!

Regular letters are sent by e-mail giving parents information about the activities their child will be taking part in during their time at school and also details of any events that parents and friends are welcome to attend are also displayed on the school website.

Information is also included about the swimming lessons for each class as well as any after-school activities.

Homework

Homework is left to the discretion of class teachers and can take various formats:

- Children are encouraged to read at home on a regular basis from a wide range of books. Foundation Phase children may take their reading book home after it has been read in school. It would be helpful if you would complete your child's reading record each time they read to you.
- If a teacher considers a child has not produced a reasonable amount of work in any one day it is certainly permissible in the case of older children to ask for the work to be completed at home.
- Homework may be part of an on-going piece of class work e.g. background research, an interview, a survey etc.
- A child may be interested enough in a piece of work to want to continue it at home. This is to be encouraged and the teacher will give necessary guidance.
- Small tasks are often completed at home especially if parental assistance would help e.g. reading, spelling, table etc.
- An assignment may be given in the child's Learning Log and this long-term project this will usually last for a half term period or as specified by the class teacher.
- Mathletics is an online maths learning platform where the children can access in school and at home.

Parents are asked to note that if work is taken home it is important that a child:

- Should only work for a reasonable period of time and not become worried or distressed about a lack of understanding or inability complete the work.
- Should be encouraged to develop good working habits like working in a quiet room without the distraction of television, keeping it clean and working to their highest standards.
- Should take work home in a waterproof bag and realise the importance of caring for all school materials and the need to return them in good condition.
- Class 1 homework consists of reading daily, spellings weekly, maths fortnightly and Learning Logs half termly, we encourage the use of Mathletics and any homework to the discretion of the class teacher.
- Classes 2 and 3 homework consists of reading daily, spellings weekly and Mathletics. Learning Logs will be sent home half-termly.
- Please see our homework policy.
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Open Evenings are regularly held to inform parents on the schemes and policies being used at our school.

Parent Evenings

Each autumn term parent's evenings are held giving you the opportunity to speak with your child's teacher and discuss the end of year report, assess progress and test results as well as planning any agreed strategies for the following year.

The confidential interviews are held at the end of the school day and last about 10 minutes. Appointments are available and letters are sent home before interview days.

We do not like to keep parents waiting for their appointment so if you think you need longer than 10 minutes please contact the class teacher and arrangements will be made for you to meet at a mutually convenient time

Children are not allowed in the classroom during the interview so for those parents who have no alternative child-care, children may wait in the school hall during the interview.

Meetings with parents will be objective and constructive with the teacher giving an honest, balanced and professional assessment of each child's strengths and weaknesses plus an indication of anticipated future progress.

Other Meetings with Parents

We believe that mutual understanding and co-operation between teachers and parents is of vital importance in the education of our children and therefore, we aim to integrate, wherever possible and practical, the school and community

We feel children make the best progress when home and school support each other for the benefit of the child, thus we see a good friendly relationship between teacher, parent and child to be an essential element of school life.

A school with an open-door policy means there is easy communication between staff and parents. Parents are welcome to discuss problems with teacher or the Head Teacher, preferably outside of lesson time although every effort will be made to accommodate parents who cannot meet staff before or after school hours.

It is particularly important to talk to staff if you feel worried, concerned or annoyed about any aspect of your child's life at school. In all our work it is the well-being of the child that is uppermost in our minds.

Occasionally parents may feel uneasy about approaching the Head Teacher and if this is the case you may prefer to speak confidentially with our Chair of Governors who details can be found on page 5 of this brochure.

It is the legal obligation of the school to make parents aware that Pembrokeshire County Council has a complaints procedure.

Information can be obtained from the Head Teacher; our website

www.stfloreance.pembrokeshire.sch.uk/

or from the Education Department at County Hall (01437 764551).

Visits to School

Parents, relatives and members of the community are always very welcome to attend school performances such as sports day, swimming galas, St. David's Day, Harvest Festival, concerts, Christingle and leaver's assembly.

Friends of St. Florence VC School

The Friends of St. Florence School is an association not only for parents but any member of the community. Parents with children at this school automatically become members.

The Chairperson, Treasurer and Secretary are elected at the AGM each September.

The committee consists of anyone (*including you!*) who wishes to get involved in some or all of the various social and fund-raising events organised each year.

Annually the association raised large amounts for the school – money that is all the more valuable in the current economic climate.

We encourage parents to give their full support to the Friends of St Florence School, perhaps offering particular skills or expertise or just as a general helper

Everyone has something to offer and no help is ever declined.