

COSHESTON VC SCHOOL



School Prospectus 2023-24

School details

Address: Point Lane, Cosheston SA72 4UN

Phone: 01646 683490

Email: admin.cosheston@pembrokeshire.gov.uk

head.cosheston@pembrokeshire.gov.uk

Website: <https://www.coshestonvcschool.org.uk/>

Head Teacher: Mrs K Adams

Chair of Governors: Mrs S O'Hanlon

Classification of School: Voluntary Controlled

Category of School: EM (English Medium)

Age range of pupils: 3 to 11

Number on roll: 59

We have three classes in school.

Dosbarth Enfys: Nursery and Reception mornings – Mrs Lewis

Dosbarth Lleuad: Year 1, 2 and 3 – Mrs Davies. (This class is joined by Reception children in the afternoon. On Fridays, Ms Russant teaches this class.)

Dosbarth Seren: Y3, 4, 5 and 6 – Miss Griffiths

Welcome to Cosheston V.C. School!

Dear Parents,

Thank you for your interest in Cosheston VC School... in this prospectus we'd like to tell you a little about the life and work of the school.

Some things we'd like you to know...

- Our school is a caring and stimulating environment – this helps our pupils grow and learn.
- We are an Attachment Aware school - this means that we really value and develop the relationships in our school and this helps promote good behaviour.
- Our positive behaviour policy has Emotion Coaching at its heart.
- Our main aim is to encourage our pupils to achieve their full potential so we give them opportunities to learn in lots of ways.
- We believe encouragement is the key to growing a child's confidence and self-esteem.
- We take care of their educational needs and also help them grow into independent young people who can also work as a team, respecting others.
- Here every child is an individual – we celebrate their successes based on their starting points and how they develop, not by measuring them against others.
- When we plan the school curriculum, we focus on the different needs of our pupils.
- Our school is organised into mixed age classes. There are flexible groupings within each class, based on the progression stages in the new curriculum. All classes use a variety of teaching strategies, such as whole class, focus group teaching, cooperative learning, paired and individual teaching.
- **We want this a happy and successful time in your child's life.**

Home/school links

- Close cooperation between home and school will help achieve the best for your child so we are always available to talk to you about any aspect of your child's education and we love to share their achievements as well as discussing concerns.
- We like parents to bring any concerns to us as soon as possible so that we can work through them together.
- We like to keep you up to date using ClassDojo and our new school website – these have lots of reminders and information for parents. We occasionally email parents too – we aim to be paperless to be more environmentally friendly.
- We send tasks to work on at home – a lovely way for you to work with your child and support their learning.

You can contact the school to arrange a visit during school hours, to meet the Head Teacher and staff and to experience the working atmosphere of the school - we look forward to meeting you!

Yours sincerely

Mrs K. Adams Head Teacher

Our School

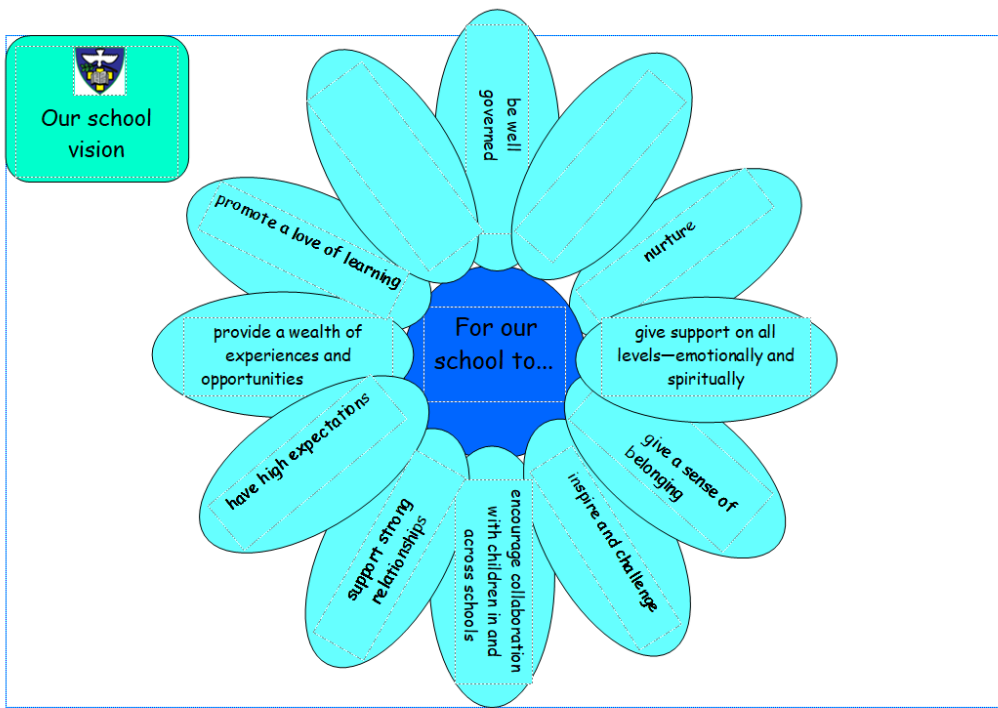
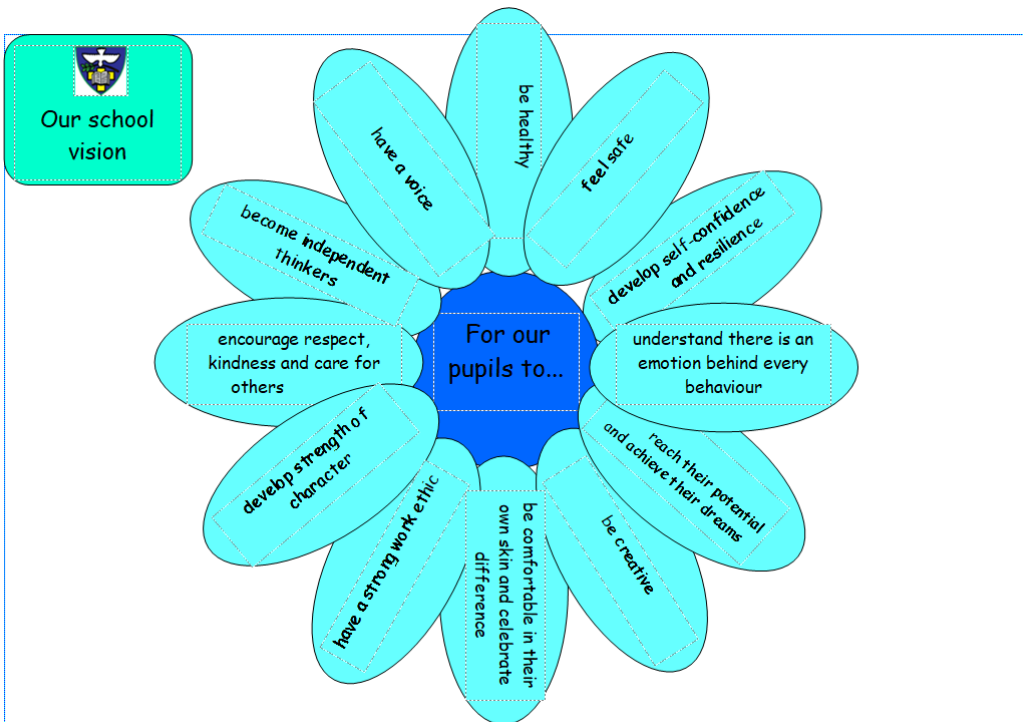
Our School is a Church of Wales Voluntary Controlled Primary – this means we have part time, Foundation Phase and Junior pupils – PS1, PS2 and PS3, the progression steps within the new curriculum.

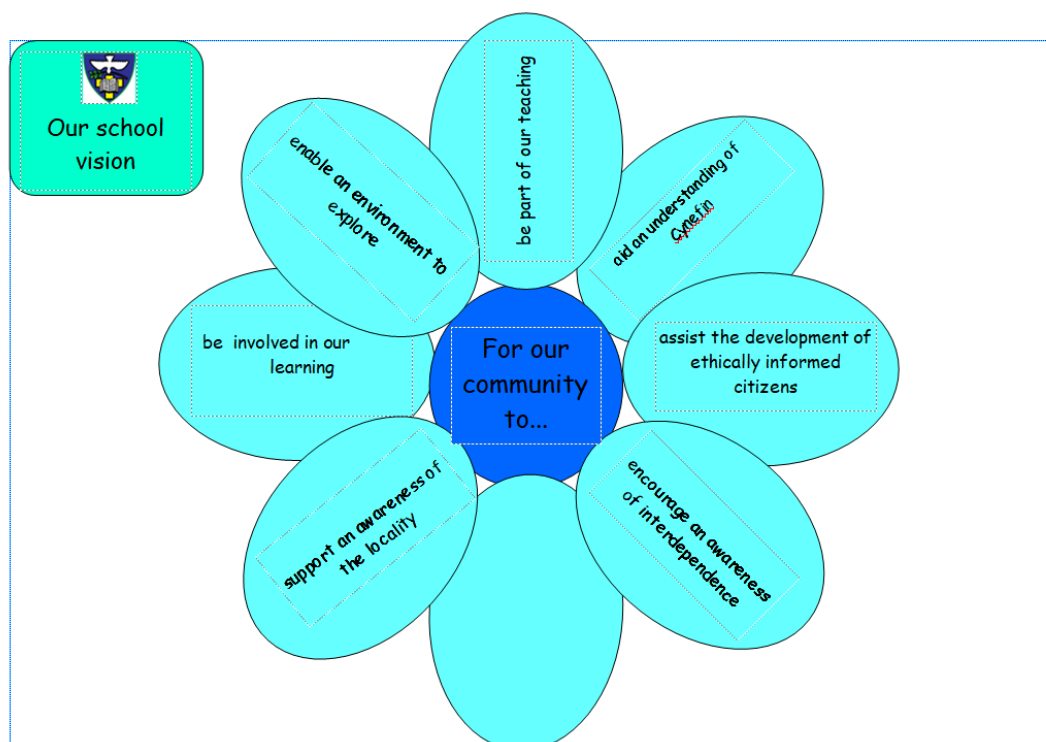
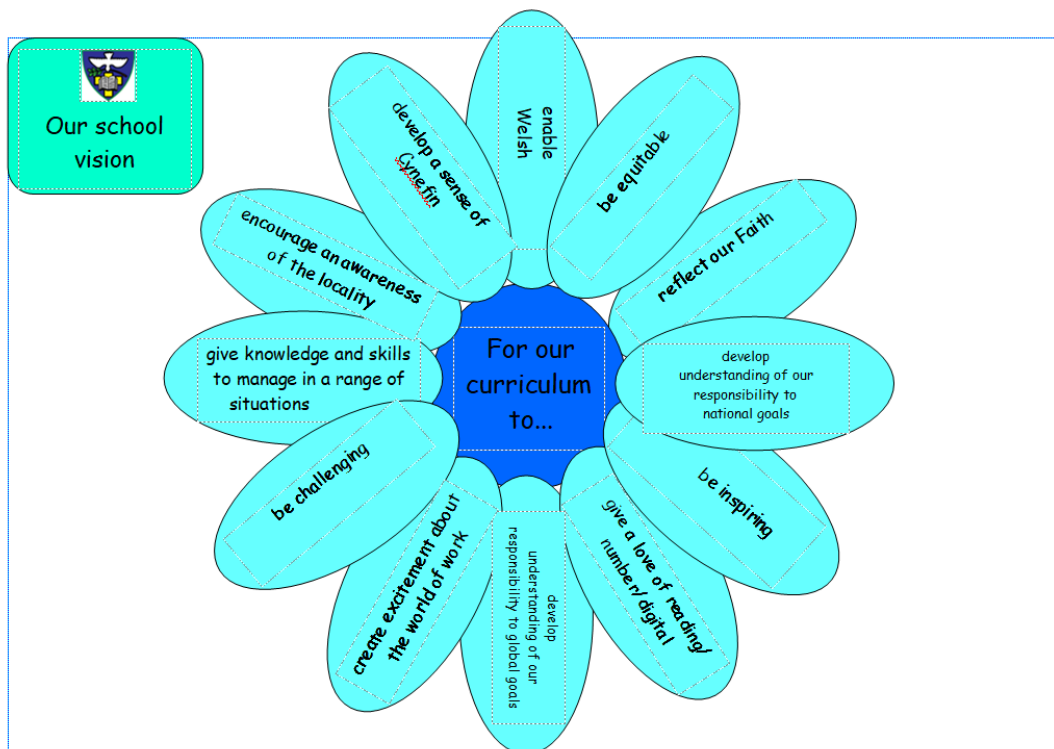
We have a controlling Governing Body which meets once a term.

The foundation of our school is our Christian ethos.

Our School Motto: Be the difference

Our School Vision:





Our Values

Through the structure of Christian values:

- Support social and emotional development and promote positive relationships. Only when a child has this core stability can secure progression be made.
- Create positive attitudes towards learning.
- Provide encouragement and support to all stakeholders raising confidence and self-esteem.
- Create a caring, stimulating environment in which pupils can grow and learn.
- Celebrate effort, achievement and success.
- Develop positive attitudes such as self-discipline, honesty, kindness and responsibility.
- Develop significant relationships which allow for significant learning to take place.

Our Mission Statement:

We believe that supporting social and emotional development and building positive relationships is at the heart of everything. Children can only make good progress when they have good social and emotional development and strong relationships.

Our mission statement as a Church school is to provide a calm, safe and caring atmosphere which allows each child to develop their own strength of character and belief. This is underpinned by our strong Christian values.

Our Commitment:

- We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.
- We make sure that all our employees, pupils and any others involved in the school community, with any form of disability, are treated equally.
- We promote a culture of inclusion and diversity so that people feel free to disclose their disability and can participate fully in school life.
- We monitor the achievement of disabled pupils to raise standards and ensure inclusive teaching.

- We make reasonable adjustments to make sure that the school environment is as accessible as possible.

Our Disability Equality Scheme promotes disability equality in every aspect of our school's life and relates to:

- pupils
- parents/carers
- staff
- members of the wider school community

Our Strategic Equality Plan is a plan of action with specific objectives and our Governing Body reviews it annually.

You can request a copy of our Accessibility Plan (under the Disability Discrimination Act 1995) and find more information on approach to Additional Learning Needs here [The Additional Learning Needs Code | GOV.WALES](#).

Our School Staff 2022-23

Teaching Staff

Mrs K. Adams

Mrs D. Cheshire-Davies

Miss H Griffiths

Mrs M Lewis

Learning Support Assistants

Mrs N. Ardern

Mrs L Eastop

Mrs C. Reynolds

Mrs S. Shanahan

Mrs K. Wakeman

Mrs M. Williams

Ms C. Russant

Lunchtime Supervisors

Mrs K. Wakeman

Mrs D. James

Mrs C. Reynolds

Other Teachers

Mr S. Morris Music

Breakfast Club

Mrs D. James

Mrs S. Shanahan/Mrs C. Reynolds

Other Staff

Mr R. Impey Caretaker/Cleaner

Miss K. Donoghue Admin Officer/Meals Clerical Assistant

Mrs W. Hughes Admin Support

Our Governing Body 2023-24

Chair of Governors: Mrs Suzanne O'Hanlon

Head Teacher: Mrs Katharine Adams

Teaching Governor: Mrs Danielle Davies

Parent Governor: Ms Ceri Russant

Parent Governor: Mrs Suzanne O'Hanlon

Parent Governor: Mrs Fern Jarrold

Local Authority Representative: Cllr Tessa Hodgson

Foundation Governor: Mrs Maureen Davies

Foundation Governor: Mrs Eleanor Jarrold

Community Governor: Mrs Joan Bevans (Vice-Chair)

Community Governor: Mrs Natalie Watts

Admission of Pupils

Places are allocated **BY THE LOCAL AUTHORITY, NOT THE SCHOOL.**

Places are allocated up to our admission number without any conditions.

Once the admission number is reached in a particular year group, conditions are applied.

You can find these online at: <https://www.pembrokeshire.gov.uk/school-admissions/admission-to-schools-information-for-parents>

If our standard admission number is exceeded, some pupils might be refused admission. This would only be the case if their admission would 'prejudice the provision of efficient education or the efficient use of resources'.

If this happens, these factors will be taken into account when deciding which pupils will be admitted:

- the area which the school naturally serves
- how close the pupils live to the school
- whether the pupil has a brother or sister in the school
- specific medical or social reasons
- Christian ethos
- additional learning needs

Parents can appeal against decisions about the school their children should attend and the Local Education Authority has a procedure for dealing with these.

School Term Dates

These can be accessed through the following link:

<https://www.pembrokeshire.gov.uk/pembrokeshire-schools/term-dates-and-school-holidays>

There will be other times when the school is shut for teacher training, but we will always let you know in advance.

The School Day

We ask parents to encourage their children to be punctual at all times.

Breakfast Club: 8:20am to 8:50am

This is funded by the Welsh Government. Pupils can attend our Breakfast Club at no cost every morning from 8:20am to 8:50am. The last entry is at 8:30am so that breakfast can be served – this is cereal, toast and juice. We ask parents to book places at least a week in advance.

There will be members of staff on duty at 8.50am to supervise the pupils in the classes – we ask that pupils don't arrive in school before this time. Pupils enter through our school gate, where they are greeted by a member of staff and signed in. If weather permits, children wait in the playground for the start of school but when it's wet, children go straight to their classrooms. If pupils arrive late, they are admitted by a member of staff and 'L' is recorded on the register.

School Times for Part-time Nursery Pupils:

Start	9am, register taken at 9:05am
Morning Break	10:45am to 11am
Finish	12pm

School Times for Full-time Nursery and FP Pupils:

Start	9am, register taken at 9:05am
Morning Break	10:45am to 11am
Lunch Break	12pm to 1pm
Finish	3.05pm

School Times for Pupils in Years 3-6:

Start	9am, register taken at 9:05am
Morning Break	10:45 to 11am
Lunch Break	12:15pm to 1pm
Finish	3:20pm

We encourage the children to eat a fruit snack and to drink water during the school day.

If parents normally meet their children at the end of the day but find one day they can't arrive on time to do this, we ask that they let us know what other arrangements have been made. If no-one arrives to meet a child, we will let the head teacher know and then arrange to get them home safely.

After School Club: We offer two clubs – our Welsh Club is held on Mondays, from the end of school until 4:00pm. Jackanory Club takes place on Thursdays after school until 4:00pm.

Absences

We want all our pupils to achieve success! We feel it's really important that parents do their best to support pupils in attending school for the full 190 days that make up an academic year. (This is in the Education (School Day and School Year) (Wales) (Amendment) Regulations 2006.)

The Education Act (1996) says it's the responsibility of parents to ensure that their children attend school. If your child is away for any reason, please phone school or message via ClassDojo on the morning of the first day of absence so that we know the reason they're not in school. If your child has a medical appointment, please show the appointment letter to the class teacher. We will contact parents if we don't receive any explanation. If children arrive after 9.30am with no reason given, we have to add the unauthorised absence code for that session.

We follow Pembrokeshire County Council's absence policy. Holidays of up to 10 days may be authorised in particular circumstances. Parents need to complete a holiday form to request time out of school in term time, explaining the extenuating circumstances for the application.

We have to contact the Education Welfare Officer (EWO) if unauthorised absences continue for a school week or when we see a pattern of occasional absences. The EWO will then contact parents directly.

Because school attendance is so important, missing school can really impact on pupils' achievement. This table shows how this can happen over a year:

95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

School Closure

At times when there is extreme weather or unforeseen circumstances, it may only be possible for us to give short notice of closure but details will be made available on the Pembrokeshire C.C. website and through ClassDojo. We will not send children home from school without notice being given beforehand.

Safeguarding

We make sure that all visitors to our school can easily be identified and accounted for by wearing a badge and lanyard. Visitors and parents must report to the head teacher or the office staff and will need to sign in.

Safeguarding leaflets for parents, visitors, staff and pupils are given to all stakeholders and these are available at school.

Our policy for Child Protection is available in school. The All Wales Child Protection Procedures are followed if there is a cause for concern. **Our designated member of staff is Mrs K. Adams and in her absence, Mrs D. Davies and Miss H Griffiths.**

Mrs Eleanor Jarrold is our Governor with the responsibility for safeguarding.

We will take any reasonable action to ensure our pupils are safe. If we are concerned that a child might be subject to ill treatment, neglect or any other forms of abuse, our staff will follow Wales Safeguarding Procedures and inform Social Services of their concern.

Additional Learning Needs

Mrs K Adams is our school's Additional Learning Needs (ALN) coordinator. She works with class teachers to make sure that our children's needs are met through a variety of strategies and plans.

It's not unusual for children to have Additional Learning Needs at some stage. These needs may involve:

- learning in a specific area
- a medical condition that makes it harder to learn
- an emotional or behavioural difficulty

Some children might have advanced academic ability. Others may have particular talents, perhaps being athletic, creative or artistic. Some children show they are natural leaders or may be entrepreneurial thinkers. Our class teachers aim to challenge all our children so that they can achieve their best and make the progress we expect of them.

We have a wide range of resources to support all our children's needs. We involve parents from the start and keep them up to date with all their child's developments. If we need to involve an outside agency, we will ask parents for their consent. Children that have additional learning needs are taught in mainstream classes and will be supported in the classroom. Sometimes they might be withdrawn from the classroom so that they can take part in specific programmes, if this is needed.

We contact parents to make appointments to discuss their child's needs. All children's progress is carefully tracked and monitored during the school year. The Governing Body's curriculum committee is updated each term about the progress of each cohort (year group) of children. The school is currently implementing the new ALN Code and pupils are moving from the old code to the new code in planned year groups.

Mrs Eleanor Jarrold is the governor for Additional Learning Needs.

Health and Safety

The Governing Body will make sure there's a high standard of security and health and safety for all our staff, pupils and visitors. All visitors to the school are admitted by staff only. We hold regular fire drills and lockdown procedures and there are designated fire doors and other outside exits for when we need to evacuate our pupils safely from the building. The fire alarm system is checked weekly and emergency lighting is tested regularly.

Medication and Accidents

Our head teacher has overall responsibility for the health, safety and security of our school and pupils. Members of staff deal with minor accidents which are treated and then recorded in school.

We ask parents to keep us regularly updated about their contact details. Serious accidents are reported to the Local Authority, and in this case we would ask parents to come to school. If parents weren't unavailable then the head teacher or senior member of staff would go with a pupil to hospital and if needed, would stay with the pupil until their parent was available.

A school is not the place for a sick child. Children should not come to school for 48 hours after they have had vomiting and diarrhoea.

Permission forms need to be completed by parents before we can administer any medicines in school. If children need medicine during the day, we ask parents to follow these guidelines:

- If medication is needed during the day, parents may either come into school to give the medication themselves or complete a permission form if they wish a member of staff to do it on their behalf.
- Only **prescribed** medicines will be given in school and must be given to a member of staff in their original containers for storage.
- Information on dosage, frequency and the name of the medication must be provided by the dispensing pharmacist.
- Parent contact details must be given.

A record of all medicines is kept by our school.

During the year, the school nurse will complete medical checks on specific year groups. The nurse will also spend time discussing general health with pupils. This will include Sex and Relationships

Education with year 5 and 6 pupils. Parents will be informed when this event is taking place.
Currently our school nurse is Denise Powell.

School Uniform and Clothing for PE

Girls: Navy skirt or jogging bottoms
Jade polo shirt

Boys: Dark trousers or jogging bottoms
Jade polo shirt

All: Navy blue sweatshirt/navy fleece
We strongly advise no pupil names on sweatshirts/jumpers as part of Safeguarding

We encourage our children to wear shoes rather than trainers, for hygiene reasons.

We ask that clothing is clearly labelled with the child's name. Our uniform can be bought from Tees R Us at <https://www.teesrus.co.uk/>. Tees R Us also offer an embroidery only option so the school badge can be added to clothing bought elsewhere. We have some second hand uniform available in school if you are interested in this.

Physical Education and Sporting Opportunities

All our children take part in physical education, it's part of the curriculum. Our children learn to develop skills in gymnastics, ball games, team games, dance and outside sports activities. We ask that pupils wear appropriate kit for PE, for hygiene reasons. We suggest a white t-shirt (no strappy tops), sweatshirt, shorts or jogging trousers (no jeans) and trainers (not shoes).

We give our pupils opportunities to take part in a range of sporting events, including those organised by the Urdd and a group of small schools.

Every summer term we hold a Sports Day. Children take part to earn points collectively for their 'house'. At Cosheston School there are three 'houses' and the children are asked to wear specific coloured t-shirts to represent their 'house'. These are: Tŷ Dwr (blue), Tŷ Ddaear (white) and Tŷ Tân (red). Each 'house' has captains, often voted in by their peers.

All children from Year 1 to Year 6 take part in weekly swimming activities during the autumn and spring terms. For swimming sessions, the children need to wear a bathing costume and a swimming hat and goggles - bikinis or shorts past the knee are not permitted by the leisure centre.

Basic Equipment

We provide basic items in our classes but we recommend that every pupil should have a pencil, pen, rubber, ruler and pencil sharpener, plus a pencil case and bag to carry their equipment to and from school. Labelling these with their name is always useful!

School Dinners

All pupils are entitled to free school dinners as part of the new **Universal Primary Free School Meals** scheme. We ask them if they would like to order a meal each day during morning registration.

It is important that families who would have been entitled to free school meals still apply for information from the Education Office as this is important for school funding.

Our school dinners are cooked in Pennar Community School, Pembroke Dock and brought in. All menus are based on the LEA's Healthy Eating Policy and our children can choose from different items each day. Children may also bring packed lunches.

Drinks

We encourage our pupils to bring in a named, reusable plastic water bottle - no glass containers please. A built-in drinking spout is helpful in preventing spillages! We encourage the children to fill up their water bottles during break times and they can have their water bottles in the classroom. We encourage water only during the school day, unless a medical reason requires something different.

Home/School Links

Meetings with your child's class teacher take place twice a year to discuss progress but if you feel concerned about anything, then we will arrange a meeting with the teacher at a time that's convenient - we have an 'open door' policy. In the same way, our head teacher will see parents about any type of problem in the strictest confidence.

We send home written reports once a year.

When your child starts school with us, we ask that you and your child read our Home/School Agreement. This explains the responsibilities of school and parents in raising standards. It also sets out boundaries for behaviour, conduct and contact between school and home. It's designed to create a link between the home and school. We ask parents to read and discuss the agreement with their child, then sign it and return it to school.

We hold Information Evenings regularly – please try to attend so that you can support your child at home.

We are helped by outside agencies such as the School Psychologist, the Family Support Team, school nurse and other agencies such as the local Police and Fire Service. These all help us to support our learners and promote good behaviour. If we feel your child would benefit from additional interventions from outside agencies, this will be discussed in detail each step of the way with parents.

During the year our pupils perform concerts and plays for parents and friends. Parents are also invited to whole school worship, seasonal services and the presentation of awards.

Friends of Cosheston School

The Friends of Cosheston School support us through an interesting array of fund raising activities! All our pupils' parents are automatically members – if you'd like to join in, you can find out more either by coming along to an event or by attending a meeting. New parents are always welcome to come along to get together and socialise as well as raise money for the school to use.

School Visits

We arrange lots of educational visits and activities during the year. These extend the work being done in the classroom and also help the children become involved with other local schools, sporting activities and church events. We will let you know when these are taking place. Some of these will be held locally and others may need transport.

Before any educational visits take place, we undertake risk assessments. For out of school hours visits and residential trips, we submit forms to Pembrokeshire County Council.

Charging and Remission: We currently operate a 'no charging' policy. The Friends of the School work hard to support the school by paying for most trips.

Residential trips, such as Llangrannog, Cardiff and Glan Llyn are not subsidised in any way and these must be paid in full by parents/carers, however in certain cases there may be some funding we can access to support families in children being able to attend. Details of our residential trips will be shared as soon as possible and parents/carers can spread the cost by paying in instalments over the year, if they wish.

The Curriculum

The new **Successful Futures Curriculum in Wales** has four central purposes to develop well-rounded pupils who are ready for the fast changing world we live in:

- ambitious, capable learners – this is to develop self-belief, to encourage the children to reach for challenging personal goals, enabling them to become independent and motivated decision makers.
- ethical informed citizens – this helps our children be socially aware of their local community and its place in Wales and the wider world. We want to empower them to make informed, ethical and considerate choices as global citizens and to understand their rights.
- enterprising, creative contributors – this is to encourage the children to be risk takers and problem solvers, so that everyone has a voice to enable them to work with the community to gain real life experiences.
- healthy confident individuals – this is to create a nurturing and inclusive community for all.

Subjects are now organised into Areas of Learning Experience (AoLE).

The new curriculum has brought lots of changes in the way we teach and the way our pupils learn!

There are lots of exciting activities that:

- challenge our pupils to be the best they can be
- develop our children's creativity
- help them become critical thinkers
- build on their knowledge and skills
- create real-life opportunities for them to learn
- encourage them to be independent.

We've designed our school curriculum by talking to staff, pupils, parents and the wider community. This is in accordance with guidelines for the new curriculum for Wales (2022).

Our curriculum is based on personal and social education - the content and the way we deliver it doesn't discriminate on grounds of race, gender, religion or disability. To make sure of this, we have an equal opportunities policy and an inclusion policy.

We offer a dynamic and innovative curriculum – we want it to challenge, excite and inspire us all to learn in a twenty-first century way!

We encourage our children to own the learning process – we want them to be able to master skills in real-life contexts. We teach them a wide range of skills, knowledge and understanding through the areas of learning and in a cross-curricular way through topics.

Our teachers use a variety of teaching methods and will continually assess our pupils throughout their time in our school. We might teach some parts of the curriculum through educational visits. We will let you know about these visits in advance. Some lessons are delivered by accessing the internet and include sending and receiving emails using pupil Hwb accounts. Some lessons are recorded by pupils on their online learning platforms but these accounts are only available to view by the pupil and members of staff. Some lessons are recorded or evidence is stored by pupils on their Hwb OneDrive account. This account is available to view by the pupil only, unless they choose to share their files.

We will show evidence of our curriculum by photographs. We might display these on our school website, in our school, in the classes, in our pupils' books or sometimes in other printed publications we might produce. Some photographs may be used to archive the history of the school. Please note that we also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or a high profile event). Pupils will often appear in these images. The news media may use these images in printed publications (including local or national newspapers), on televised news programmes or on their website. If you don't want your child's photo to be used or kept in this way, please let us know in school.

As part of the curriculum, our pupils will have the opportunity to make or sample different foods. **If your child has any food intolerances or allergies, please inform the school.**

Throughout a school year, we collect a range of data. All results support the teachers' judgements of achievement which we share with parents through meetings and written reports.

Outdoor Learning: This is an important part of our school curriculum! We expect our pupils to have appropriate clothing e.g. wellies, waterproofs/leggings and other clothing, dependent on the weather. We have timetabled whole phase outdoor sessions, but outdoor learning activities for

groups of learners can take place on any school day.

Welsh Language: As part of the Welsh National Curriculum, all our pupils have the opportunity to study Welsh language and culture. It's a natural part of our day to day learning and includes songs, art, conversation, prayers and assemblies, as well as other aspects of the curriculum. We hold our Eisteddfod every year on St David's Day (March 1st) and encourage the children to wear traditional costume and take part in a range of cultural activities. Shwmae Day is held in October and we celebrate key Welsh events throughout the year.

Building Learning Power: Building Learning Power (BLP) helps our children's capacity to learn grow. It helps them develop transferable learning skills and it prepares them for lifelong learning. We introduce children to the idea of BLP in Nursery and then develop and extend their understanding of 'how' they learn throughout their school journey. We help them build up a picture of what it takes to be a good learner so they're able to develop their learning habits, as well as their appetite and ability to learn in different ways.

Religious Education: As a Voluntary Controlled School we follow the RVE Syllabus for Primary Schools, written by the Church in Wales.

Collective Worship: Christian Values are central to all aspects of our school life - Friendship, Perseverance, Peace and Hope, Trust and Responsibility, Thankfulness, Creativity, Forgiveness and Compassion and Truthfulness. Collective Worship takes place daily. Reverend Norman Gilbert visits school each week to take a whole school Collective Worship. We encourage the use of Welsh in all our services. We have a Special Assembly on Fridays where pupils are praised for all their achievements during the week.

Parents have the legal right to withdraw their child from an act of Collective Worship and we will respect any requests made, however parents are not able to request withdrawal from RVE sessions. Pupils who don't attend acts of Collective Worship will be given alternative activities and supervised by a member of staff.

Relationship and Sexuality Education Policy (RSE):

If you have any concerns regarding the above, please contact the head teacher.

Complaints

Parents are welcome at any time at school. If you have a query or problem relating to your child or the curriculum, please contact the school or one of the school governors.

If any parents wish to make a complaint, they should speak to the head teacher in the first instance. If the complaint is about the head teacher, then parents should contact the Chair of Governors. There is a formal complaints procedure for parents to follow and this can be found on the school website.

Please contact school with any questions you may have after reading our prospectus – we'll be happy to help you!