Ysgol Gynradd Gymunedol Aberdaugleddau
Milford Haven Community Primary School

Safle Meads/Meads Site:	Priory Road, Milford Haven, SA73 2EE
Rhif Ffôn/Tel. no:	01646 693861
Safle Prioryville/ Prioryville Site:	Prioryville, Milford Haven, SA73 2LQ
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Website:	www.mhcps.co.uk
Email:	admin.milfordprimary@pembrokeshire.gov.uk
Headteacher:	Mr S Thomas

Dear parents and carers,

Please see below for your latest updates:

School Attendance:
Firstly, a thank you for the improved effort with improving attendance at our school this year. We understand that some of the changes we've had to implement around lateness, early collection and holiday requests took a little bit of time to get used to, but we appreciate you working with us on these.

Our current whole school attendance is **91%,** which is a great improvement on last year so far from 87.7%.

Our target is 93%, so we continue to focus on improving attendance and encourage all to carry on as you are in prioritizing school attendance when your children are well enough to attend.

One area of focus for us moving forward is **Friday attendance**. This currently sits at 87.44% and is having an impact on our overall attendance as a school. As a result, we will be monitoring Friday attendance closely and our attendance team will likely be in contact to discuss patterns of absence on a Friday and what we can do to support regular Friday attendance.

Please note – Friday was extended to 12.55pm on Prioryville site and 1.05pm on the Meads site from September of this year. Last year, children only received one attendance mark but due to the changes they are now registered twice on a Friday, which equates to 20% of the school week.

All children receive teaching on a Friday of specific Reading skills development, their Literacy hour, a Maths lesson, 30x5 PE and our rewards assembly for the week, this means missing Friday regularly will have a big impact on their Literacy, Math's and Reading skills progress over the course of a year.

Parents Evenings:
A reminder that our Parents Evening is fast approaching.

This will be held on the week **beginning Monday 17th November**. Your child's class teachers will write to you informing you of which evenings you can attend and how to book an appointment. Please keep an eye out for this information on Class Dojo.

Bocs Teulu:
A reminder that our Bocs Teulu is up and running! We worked hard in the summer to set up a new Bocs Teulu at our Prioryville site. This has been a great success so far, with many community partners supporting the initiative to provide food at a 'pay what you can afford' basis to support our families.

This continues to operate this year and is open each week on a Tuesday and Thursday afternoon 2.15pm – 3.00pm. Please feel free to come along to use this to support with food costs at home, especially on the build up to Christmas. Any donations made; all go directly back into keeping the Bocs Teulu stocked each week!

Even if you can't pay anything towards the food on some occasions, you will not be turned away.

Children in Need:
This Friday 14th November is Children in Need.

We will be supporting the charity as a school and the children are encouraged to come to school dressed in colourful, spotty clothing or pyjamas for the day.

Throughout the day the Charitable Champions pupil voice group will be holding a range of fun games and activities for all to take part in ranging from 20p to £1 per go.

Christmas Timetable:
The Christmas period is fast approaching! Already!

We have a lots of Christmas activities taking place this year, these can be seen below:

Pantomime Visit (Torch Theatre):
- Thursday 27th November – Year 5/6
- Monday 1st December – Year 3/4
- Wednesday 3rd December – Year 1/2

Christmas Drama Workshop in school:
-Tuesday 2nd December – Nursery and Reception

Christmas Performances:
-Monday 8th December – Reception Christmas Singalong at the Meads site – 10.00am and 2.00pm
-Tuesday 9th December – Nursery Christmas Singalong at the Meads site – 10.00am and 2.00pm
-Wednesday 10th December – Year 3/4 Christmas Carol Service at the Community Gardens – 2.00pm
-Thursday 11th December – Year 1 Christmas Carol Service at the Meads site – 9.30am
-Thursday 11th December – Year 2 Christmas Carol Service at the Meads site – 2.00pm
-Tuesday 16th December – Year 5/6 Christmas Production at Prioryville site – 9.30am and 2.30pm

Information on any of our performances that require tickets and how to secure these will be sent to you shortly.

Christmas Dinner Day:
-Wednesday 17th December – Pupils can wear Christmas Jumpers to school.

A busy few weeks ahead! Please see below a table of dates to help organize all the activities coming up in the next few weeks.

Best Wishes,

Mr S Thomas,
Headteacher

Upcoming dates:

See below a list of the upcoming activities leading up to the Christmas holidays.

Date:	Activity:
Friday 14th November	Children in Need Day – Information above
Monday 17th November	Year 2HA – Trip to Castell Henllys
Monday 17th November	Parents Evenings this week
Friday 21st November	Year 6 Wellbeing Workshop – 'Bouncing time' in school
Monday 24th November	Cluster INSET – Cluster Teaching and Learning Conference – No school for pupils
Thursday 27th November	Year 5 and 6 – Pantomime – Torch Theatre
Monday 1st December	Year 3 and 4 – Pantomime – Torch Theatre
Tuesday 2nd December	Nursery and Reception – Christmas Drama Workshop in school
Wednesday 3rd December	Year 1 and 2 – Pantomime – Torch Theatre
Wednesday 3rd December	Year 5 – Transition Day Visit to Milford Haven Secondary School
Monday 8th December	Reception Christmas Singalong at the Meads site – 10.00am and 2.00pm
Tuesday 9th December	Nursery Christmas Singalong at the Meads site – 10.00am and 2.00pm
Wednesday 10th December	Year 3/4 Christmas Carol Service at the Community Gardens – 2.00pm
Thursday 11th December	Year 1 Christmas Carol Service at the Meads site – 9.30am
Thursday 11th December	Year 2 Christmas Carol Service at the Meads site – 2.00pm
Tuesday 16th December	Year 5/6 Christmas Production at Prioryville site – 9.30am and 2.30pm
Wednesday 17th December	Christmas Dinner Day - Pupils can wear Christmas Jumpers to school.
Friday 19th December	Last day of school before Christmas Holidays
Monday 5th January 2026	First day back to school for Spring Term.

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DISSATISFIED WITH SOMETHING?
THIS IS WHAT YOU SHOULD DO

Stage 1 - Informal Stage - Come and talk the problem through with us

Most issues can be resolved informally.

Step 1:
Speak to the **Class Teacher**

What you should expect:
1. To be listened to and taken seriously.
2. For the teacher to problem solve, put steps in place that improve the situation and keep communication open with you.

If you are not satisfied with the response at Step 1 or it has not solved your concern, move to step 2

Step 2:
Speak to **Year Group Leader**

What you should expect:
1. To be listened to, taken seriously and your concern recorded in writing and agreed with you.
2. A response verbally or in writing to share the outcome of your concern.

The Meads Site:

Our Year Group Leaders:
Nursery – Mrs Warlow
Reception – Mrs Smart
Year 1 – Mrs Rawlings
Year 2 – Mrs J Shaw

The Prioryville Site:

Our Year Group Leaders:
Year 3 – Mrs Z Jenkins
Year 4 – Mrs T Davies
Year 5 – Mrs R Johnson
Year 6 – Mr R Bowen

If you feel still your concern is not being actioned and improving the situation, progress to Step 3.

Step 3:
Speak to Senior Leadership

Mrs S Williams (Prioryville)
Mrs Rachel Thomas (Meads)



What you should expect:

1. To be listened to, taken seriously and your concern recorded in writing and agreed with you.
2. A response verbally or in writing to share the outcome of your concern.

IF YOU ARE NOT SATISFIED WITH THE OUTCOME – THEN THE PROCEDURE CONTINUES AS FOLLOWS:-

Stage 2 - Headteachers' Investigation

1. Complaint must be in writing.
2. Acknowledgment of complaint given to you within 3 working days.
3. Response within 10 working days (or as practically possible)

Stage 3 - Review by Governing Body - (You must have gone through Stage 1 and 2 before going to 3)

1. Formal complaint in writing to Chair of Governors.
2. A meeting with the Complaints Committee arranged.
3. 10 working days to consider all evidence.
4. Response from the committee within 5 working days.

If the complaint is about the Headteacher, you go to Stage 3 directly. You must contact the Chair of Governors. (Mr Adrian Armstrong – ArmstrongA37@hwbcymru.net)