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,

Welcome back to the start of the 2026-27 academic year! We hope you had a wonderful summer break. The weather since coming back is certainly getting us ready for Autumn and putting that beautiful summer sunshine behind us.

It has been wonderful seeing the children settle back into school routines so smoothly in these early weeks. They have settled very well and are back into learning with a bang.

Leadership Arrangements:

A reminder from the July update about our leadership arrangements for this academic year. Mrs Williams and Mrs Thomas will be stepping up to Acting Headteacher and Acting Deputy Headteacher for three days per week, as I begin my Secondment with the Welsh Government.

This will see me on the school site on a Monday and either a Thursday or Friday (flexible based on school needs).

We have also increased our extended leadership team and provided other support in the school to support the interim leadership arrangements, with the focus of ensuring that every pupil and your experience of our school is not affected operationally with me being out part of the week.

We will continuously keep these arrangements under review and the Governing Body will be evaluating these arrangements each half term, to ensure the school continues its upward trajectory in improving standards and learning outcomes for every pupil.

Attendance

After significant improvements in our attendance last academic year, a reminder that attendance is still on our School Improvement Plan and continues to be a focus for this coming year. Our final attendance at the end of 2025-26 was 90%, an improvement from the previous year of 87.9%.

Our target this year is 93%. A big ask, but we feel is an achievable target.

A particular focus for us in school is Friday attendance. Although it improved last year, it still impacted our overall attendance by 1.5%. We will be monitoring Friday's closely and wanting to work with you on improving attendance.

Each Friday we deliver our usual morning routine of Literacy, Reading, Mathematics and Welsh, meaning a small number of pupils missing valuable learning each week when missing Friday regularly.

Attendance Reward Scheme

To encourage excellent attendance and punctuality, we will be running a weekly attendance reward scheme from now until Christmas. This will begin Monday 28th September 2026.

Every Friday, class teachers will check attendance and punctuality for the week. Children who have attended school every day and arrived on time each day will receive an **attendance sticker** in class. These children will also be given a **raffle ticket**. The children will then write their name on the ticket and place it into their class attendance raffle pot.

At the end of each half term, the raffle pots from each class will be collected during assembly and one winning ticket will be drawn from each class pot. The children whose names are selected will receive a special prize.

As children can earn a raffle ticket every week they achieve full attendance and punctuality, they will have multiple chances to win.

School start times:

- Prioryville: **8:45am - registers close at 9.15am**
- The Meads: **8:50am - registers close at 9.20am**
- Nursery: **9:00am - registers close at 9.30am**

Thank you for your continued support in helping your child attend school regularly and arrive on time each day.

We understand that children will sometimes be absent from school due to illness or other unavoidable circumstances. This scheme is is designed to celebrate and reward regular attendance and good punctuality, while encouraging positive habits and recognising the efforts children make to be in school and ready to learn each day.

Together, we can give every child the best possible start to their learning.

Parking:

Our arrangements for vehicles entering the school sites remain the same this year on Prioryville Site. Vehicles can enter and use the turning circles to reduce pressure on the residential streets during drop off and collection.

We kindly ask that no vehicles are parked in the teachers' parking bays, as there are pedestrian crossings here to allow our pupils to leave the site safely each day.

MEADS SITE CHANGES:

The Governing Body has reviewed the parking arrangements for the Meads site. Following identified misuse of the parking arrangements during the last academic year, which resulted in a significant number of vehicles on site, difficulties navigating traffic, reduced visibility for pedestrians using the crossings, and instances of staff receiving abuse when challenging inappropriate use, it has been decided that parking passes will only be issued to disabled users for the 2026-27 academic year.

As a reminder, a valid Blue Badge must be clearly displayed on the vehicle dashboard and must belong to the individual using it. In addition, only one adult should enter the site to drop off or collect children. If a second adult accompanying the child is not the registered Blue Badge holder, they will be asked to use the Meads Leisure Centre car park and walk to the school.

We appreciate that this change may be frustrating for some families. However, the safety of our pupils,

families and other pedestrians on site is the Governing Body's highest priority, and this decision has been made with that in mind.

If you wish to apply for a parking pass, please email the school admin email with a copy of your valid Blue Badge. Reception will then issue a new pass.

These arrangements will take effect from **Monday 21 September 2026**.

Uniform:

We kindly ask that all children wear school uniforms throughout the year. A reminder that we still carry out regular PE throughout the week, which involves 30 minutes of exercise every day or 45 minutes 2 x per week. Due to this, we relaxed our uniform policy, meaning pupils can wear shorts, leggings, tracksuit bottoms and trainers each day.

We kindly ask that all pupils have a school jumper/hoody, jacket or cardigan with the school badge for events and trips. We are more than happy for pupils to wear a white or red polo T-shirt without a school badge to save costs. We can also support having the badge placed onto any existing uniform to save the costs of buying new ones. Please come and see us if you would like support this.

Thank you in advance for your cooperation.

School Meals – Pembrokeshire Message:

Healthy, tasty lunches at no cost to families

Parents and carers of primary school pupils are being encouraged to take advantage of Universal Primary Free School Meals, ensuring children enjoy a nutritious, balanced lunch every school day while helping families save money.

With the new school year approaching, we are reminding families that all full-time primary pupils can receive a delicious school lunch free of charge, providing a healthy meal packed with the nutrients children need to learn, play and grow.

Good for Children, Good for Family Budgets

Choosing a school meal can make a real difference to household finances. Families can save hundreds of pounds over the school year by taking up the offer of free school meals, while also removing the daily pressure of preparing packed lunches.

Nutritious Meals Designed for Growing Minds

School meals are carefully planned to meet national nutritional standards and are designed to provide children with the energy and nutrients they need throughout the school day.

Menus include:

- ✅ Fruit and vegetables every day
- ✅ A variety of healthy main meal options
- ✅ Vegetarian choices
- ✅ Wholegrains
- ✅ Desserts served as part of a balanced meal

Take a Look at What's on the Menu

Families can view the current school menu and explore the wide range of meal choices available by visiting: Primary school menu - Pembrokeshire County Council

Special dietary requirements can be catered for on request, ensuring every child can enjoy a safe and nutritious lunch. For more information visit: School menus and special dietary requirements - Pembrokeshire County Council

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Reminders for the new term:

A reminder that dogs are not allowed on school sites, with the only exception being for guide dogs. Staff will approach you to ask you to leave site, and we kindly ask that you show respect and kindness if approached.

We also have a no E-Scooter policy due to the fire risk these create.

Also, smoking and/or vaping on school grounds is not allowed and could result in fines being issued.

Complaints Procedure:

We will always endeavor to do our very best for every pupil at our school and their families, however, there are times unfortunately where something may go wrong.

We will continue to operate our same complaints procedure, which is currently working very well to resolve any issues as early as possible and provide a better experience for our pupils and you as parents/carers. Please see overleaf for an overview of this procedure and what you should expect from the team at our school when raising a concern.

Our values as a school are, to be honest, respectful, fair, show kindness, positivity and perseverance. We will always do this, especially when trying to resolve any issues you may have and ask for the same in return.

Best Wishes,
Mr S Thomas, Headteacher

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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 Holmes
Reception – Mrs Smart
Year 1 – Mrs Thomas
Year 2 – Mrs Thomas

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 (Mr Thomas will undertake these, but may have to delegate to Mrs S Williams (Acting Headteacher 3 days per week) due to time constraints in working two days per week. This is to ensure prompt responses in line with the policy)

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 Lee Morgan – MorganL853@hwbcymru.net)