

NEYLAND



COMMUNITY SCHOOL



SCHOOL PROSPECTUS

2025-2026

Neyland Community School
John Street
Neyland
Milford Haven
SA73 1TH



Ysgol Cymuned Neyland
Stryd Ioan
Neyland
Aberdaugleddau
SA73 1TH

Dear Parents

Welcome to Neyland Community School. We are looking forward to admitting your child to our school, and making their primary school years a happy, stimulating, rewarding and productive time.

This prospectus sets out to give you some information about our school which we hope you will find useful. We have endeavoured to keep the prospectus short and simple, but at the same time to address those issues that we as professionals and parents feel might be of concern to you.

Each member of the school community is a valued individual who deserves to feel happy and secure. Within an attractive and caring environment, every child is encouraged to fulfil their own potential and develop attitudes of mutual respect and responsibility.

Please do look at our website which will provide you with further information and our Facebook and Twitter page to take a look at life in Neyland Community Primary School.

I very much look forward to working together with you and to support your child and family to become a part of our very happy school. I look forward to getting to know you and your family.

Yours sincerely

Mrs Clare Hewitt

Headteacher

www.neylandcommunity-school.co.uk

Tel / Ffôn: 01646 600659

HeadNeylandCom@pembrokeshire.gov.uk // Admin.NeylandComm@pembrokeshire.gov.uk

THE GOVERNING BODY OF THE SCHOOL

Chair of Governors:	Mr David Western
Vice-chair:	Cllr Simon Hancock
Clerk to the Governors:	Pembrokeshire County Council County Hall Haverfordwest Pembrokeshire SA61 1TP
Headteacher	Mrs C Hewitt
LEA Representative	Cllr P Miller
LEA Representative	Cllr S Hancock
LEA Representative	Mr D Western
LEA Representative	Cllr A Phelan
Teacher Representative	Mrs Z Kummer
Parent Governor	Mrs T Kinnersley
Parent Governor	Mrs K Hannon
Parent Governor	Mrs S Hannon
Parent Governor	Mrs S Arran
Parent Governor	Miss L George
Parent Governor	Vacancy
Community Governor	
Community Governor	Cllr E Phelan

THE ROLE OF THE GOVERNORS

The implementation of the Education Reform Act and the advent of Local Management of School (LMS) has brought increasing responsibility to the Governing Body. They undertake, in conjunction with the Head Teacher, the effective management of the school in all its aspects. These include ensuring:

- 1 That the school budget is effectively controlled in accordance with sound financial principles related to educational objectives and priorities.
- 2 That the school buildings and land are maintained to ensure the safety of the children in congenial surroundings.
- 3 That the school curriculum is broad and balanced and meets the requirements of the National Curriculum.
- 4 That the staffing of the school meets the needs of the children and the curriculum and that appropriate appointments and promotions are made.
- 5 That the law on Religious Education and Collective Worship is complied with.
- 6 That the parents have regular access to information about the curriculum and pupils' achievements.

Formal meetings of the whole Governing Body take place once per term. The annual meeting of the Governing Body with parents takes place in the Autumn Term and the attendance by all parents is strongly recommended.

School Staff – Autumn Term 2024

Headteacher	Mrs C Hewitt	
Deputy Headteacher/ALNCo	Mr C Griffiths	
Finance Officer	Mrs L Roberts	
Clerical Assistant	Miss C Howells	
Teachers	Pre and Progression Step 1 & 2 Mrs K Mathias Miss J James Mrs Z Kummer Miss C Thomas Mrs R Wright Miss S Howell Learning Resource Centre Mrs Charlotte Harding	Progression Step 3 Mrs P Potter Miss Kaitlyn Ehrenfellner Mrs M Mallitte Miss R Morgan Mr L Dow
Nursery Leader	Miss J James	
HLTAs	Mrs J Barrett	
Play Therapist	Mrs J Burns	
Learning Support Assistants	Mrs C Rothero Miss A Herbert Mrs J Bellerby Mrs E Kemp Mrs H Edwards Mrs K Cook	Miss R Goodridge Mrs S Evans-Browning Miss C Lowndes Mrs L Padmore Miss B Edwards Mrs C Banner
Lunchtime Supervisors	Miss R Goodridge Mrs S Herbert Mrs L Caldwell	Mrs A Herbert Miss B Edwards Mrs R Charlesworth
Kitchen Staff	Mrs A Harris Mrs D Ewart Miss E Morris	Mrs A Phillips Mrs J Morley
Road Crossing Patrol	Mrs C Scourfield	
Caretaker	Mrs J Arran	
Cleaners	Mrs J Arran Mrs S Herbert Mrs A Phillips	Mrs L Caldwell Mrs M Sanderson

OUR SCHOOL MOTTO

"Dream Big, Work Hard"

OUR SCHOOL VISION

We will provide our young people with a safe and nurturing environment where individuality and cultural diversity is celebrated and valued. All our learners will experience an equitable and inclusive curriculum encompassing the four purposes enabling them to be ambitious, curious and resilient global citizens. They will have experiences that will inspire and encourage future aspirations both locally and beyond.

OUR SCHOOL VALUES

- My Cynefin
- Ready, Safe and Respectful
- Empathy and Resilience
- Ambitious and Confident
- Happy and Healthy
- Curious and Resourceful

We encourage all children to become responsible members of society by the development and implementation of being 'ready, respectful and safe' and a focus on the four purposes of the Welsh Curriculum;

- Ambitious Capable Learners
- Enterprising Creative Contributors
- Ethical Informed Citizens
- Healthy Confident Individuals

We are proud to have achieved the following awards, which underpin our school ethos;

- Trauma Informed Accreditation
- Rights Respecting Silver
- Eco Awards Silver
- Jigsaw PSHE Flagship

OUR SCHOOL

Our Facilities

Our school building was built in 2011. It is built on a single level, is welcoming, secure and fully accessible.

The building provides accommodation for up to 330 full time pupils with 11 classrooms, a large multi-purpose hall, IT suite and rooms for small group teaching and practical areas. It also has a large Nursery for part time pupils.

There is an Infant wing and a Junior wing, linked by a corridor which leads to the main hall.

The classroom layout is very flexible and we promote a range of opportunities to work with groups, independently and outside. Each classroom has an electronic whiteboard and sinks for practical activities along with PC's and laptops within the class. The rooms are bright and airy and each opens directly on to an external classroom for outside teaching with its own purpose built outdoor working space.

Externally, the school has access to a large sports field, both hard/grassed play areas, a nature area with a wildlife pond, an all weather floodlit games area as well as a trim trail. Also, ample car parking and landscaped areas.

At the front of the school we have a MUGA (multi use games area). Also bike, scooter and skateboard parking facilities to promote active travel to school.

An LRC (Learning Resource Centre) which opened in January 2025.

Neyland Community School: Environmental Sustainability

Neyland Community School has been designed to a BREEAM 'excellent' rating. BREEAM sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance. There are only a handful of new buildings in the United Kingdom with a higher BREEAM rating than Neyland Community School. An 'Excellent'-rated building is designed to a high level of environmental sustainability. The main aspects of the design are summarised as follows:

- The building has been constructed out of sustainable materials and included a minimum of 15% (by value) recycled materials.
- The building has been designed as a highly insulated structure with a high level of airtightness, thereby ensuring the efficient use of natural resources to heat it. It is built out of materials with a high thermal mass, which act as a store of 'coolth' therefore negating the requirement for air conditioning, even in the kitchen. The building is also orientated so that few classrooms are facing directly south, thereby reducing the likelihood of overheating.
- The main heating source is a Combined Heat and Power (CHP) unit, which will generate around 50% of the building's electricity as well as running its underfloor heating system and providing hot water for the building. In the summer, hot water will also be provided by solar panels.
- The building has a rainwater-harvesting system. The remainder of the rainwater will be disposed of through on-site soakaways. All the toilets in the school will be low-volume flushing and the building is designed to use no more than 1.5m³ per person per annum.
- Required mechanical ventilation to toilets and kitchens incorporates a heat exchanger, thus avoiding wastage of the heat used to warm the air in the building. Internal rooms will be ventilated naturally via the use of windcatchers, rather than mechanically.
- The building has high levels of daylighting provided by large glazed screens supplemented by rooflights and sunpipes.
- The building is designed to take account of the anticipated warmer wetter summers in terms of the capacity of its rainwater-disposal systems. Other elements, such as the aluminium windows, are designed to be easily upgraded with more efficient glazing which is likely to become available in the future. As mentioned previously, the building is 'super-insulated' to a much higher standard than current building regulations, so it is to a certain extent 'future-proofed'.

School Opening Times

We are operating the Asymmetric Working Week

Monday – Thursday

Part time afternoon session	12.00pm – 3.00pm
Nursery/Progression Step 1 and 2 (Reception, Year 1-3)	8.50am (*) – 3.15pm (**)
Progression Step 3 (Year 4-6)	8.50am (*) – 3.25pm (**)

Fridays

Part time morning session	8.50am (*) - 11.15am
Nursery/Progression Step 1 and 2 (Reception, Year 1-3)	8.50am (*) – 1.00pm (***)
Progression Step 3 (Year 4-6)	8.50am (*) – 1.00pm (***)

*** School will close at 1.00pm for all children going home. Lunch will be provided for all children. There is a Childcare Club until 3.00pm on a Friday that needs to be pre-booked in advance.

School will open from 8.00am – 8.50am every morning where breakfast will be served in all the classrooms.

Kids Club will run after school until 5.00pm, Mondays to Thursdays. This is a school based after school facility with a cost of £10.00 per session,

In the Nursery/Reception and Year One, we request that an adult brings your child to school and collects him or her at the end of the day. Children should be encouraged to pay careful attention to the School Crossing Patrol Officer even when accompanied by an adult.

At the end of the day, parents should collect their children from his/her classroom exit door. The class teacher will not release your child until you have been seen. Older pupils leave the school via their playground gate. Please inform us of the arrangements for our older pupils – whether they are to walk home or be collected. If parents are unable to collect their children at the end of the day, please inform the class teacher of the alternative arrangements.

The main school entrance door and gates leading to the playground area are locked at all times.

* Children are collected at staggered times to allow a steady and safe flow of children and adults on the school site. Please let us know if you would like us to change your time due to work or sibling commitments.

We also operate a Walking Bus that collects children in the morning to take them to school and also takes them home at the end of the day. There are two routes, one from the High Street and the other Gordon Parry. You can sign up for this on ParentMail at the start of the year or speak to a staff member during the term to add your child(ren) on to the Walking Bus. This is run by school staff and Year 6 prefects together.

If your child is in Year 3, 4, 5 or 6 and you would like them to walk home then please let us know through the form on ParentMail so we can make sure our records are up to date. Thank you.

Absences

Parents have a legal responsibility to explain all absences. If your child has a medical appointment parents need to inform the school in advance of this, for example by providing medical appointment cards or letters.

If your child is ill, or unexpectedly absent, we request that you telephone the school (01646 600659) or advise the school via our school's ParentMail system, on the child's first day of absence. If we have not heard from parents by the end of morning registration (09.25am), a member of staff will attempt to contact parents to determine the reason for absence. Children who are not in school are considered to be 'at risk' of harm, and it is our duty to continue contacting families and any emergency contacts by phone, text, letter or home visit until we are satisfied.

Please note that it is up to the school whether or not to authorise an absence, and if we receive conflicting information to explain an absence, we will investigate and may involve external teams to ensure that children are indeed safe and well.

Term dates are available on request, via the school website and Facebook page as well as on the Pembrokeshire County Council website. If you are unsure, it is your responsibility to check. In the case of emergency closure, information is broadcast via local radio, ParentMail, the school Facebook page, County Council website and if necessary phone calls from the school.

To ensure your child's success we hope that you can arrange your holidays around the existing 175 days the schools are closed through weekends and school holidays. There is strong evidence to suggest that attendance rates are linked with GCSE results. For example a child with 90% attendance every year has had the equivalent of taking a whole year off school by year 10. It is therefore no surprise that high attendance rates are linked with achieving better GCSE results.

Absence due to holiday or truancy, persistent and unexplained medical absence, regular lateness, or parentally condoned truancy for example, days off because of birthdays or late nights due to weekend activity will be recorded as unauthorised on your child's permanent school records.

Parents who deliberately take their children out of school during term time, or whose children fall below the 95% attendance target can expect to be contacted and interviewed by the school and may be asked to complete a 'contract'. They also may face legal consequences and fixed penalty notices (currently £60-£120), in accordance with the **Education (Penalty Notice) (Wales) Regulations 2013** and Section 444A and 444B of the Education Act 1996.

Pupil attendance data is monitored and reported to the Governing Body on a termly basis. Attendance data is available on request (in line with the school's data protection procedures). Individual attendance is reported to parents in their child's annual report.

Attendance Information

2024-2025

Unauthorised Absence	Authorised Absence	Attendance for the Year
2.2%	4.5%	93.3%

Visitors and Promoting Child Safety

Visitors are prohibited from wandering around the school by security systems unless accompanied by a member of staff. All visitors are requested to sign the visitors' book in the main school foyer. We actively promote safety and wellbeing of children by adhering to policies (eg e-safety), pastoral care systems and by working with outside agencies such as police and NSPCC.

Road Crossing Patrol

<u>Place</u>	<u>From</u>	<u>To</u>	
Kensington Road	7.50 am	9.00am	Monday to Friday
	3.00 pm	4.10pm	Monday to Thursday
	1.00pm	1.30pm	Friday

Class Structure - Autumn Term 2025

<u>Year Group</u>	<u>Class</u>	<u>Teacher</u>
Nursery	Pufflings	Miss J James
Reception	Dosbarth Puffins	Mrs K Mathias
Year 1	Dosbarth Seren	Mrs R Wright
Years 2/3	Dosbarth Poppit Sands	Mrs Kummer
Year 2/3	Dosbarth Marloes	Miss Thomas
Year 2/3	Dosbarth Skomer	Miss S Howell
Year 4/5	Dosbarth Kittiwake	Miss R Morgan
Year 4/5	Dosbarth Ramsey	Mrs Malitte
Years 4/5	Dosbarth Whitesands	Mrs P Potter
Year 6	Dosbarth Newgale	Mr Dow
Nurture	The Haven	Miss C Lowndes Mrs L Padmore
Learning Resource Centre	Dosbarth Harbwr	Mrs Charlotte Harding

The School Curriculum

The Curriculum for Wales informs all our learning activities and is based around the Areas of Learning, all which have an equal weighting;

- Languages, Literacy and Communication (including Welsh)
- Mathematics and Numeracy
- Health and Wellbeing
- Science and Technology
- Humanities
- Expressive Arts

The Four Purposes drive our Curriculum planning so all our children become;

- Ambitious Capable Learners
- Enterprising Creative Contributors
- Ethical Informed Citizens
- Healthy Confident Individuals

We also follow the Primary Knowledge Curriculum Cymru to ensure consistency and equity as well as progression of knowledge and skills from Nursery through to Year Six.

As a school we work to incorporate Pembrokeshire County Council's guidelines for Equal Opportunities into our primary practice. Certain strategies are employed to ensure that the cross-curricular dimension of equal opportunity permeates all of the life and work of the school.

More information can be found on our school website.

Religious Education

We follow the Pembrokeshire Agreed Syllabus for Religious Education 2022 (available on request). This is broadly Christian in its content although children are encouraged to develop an awareness of other main religions.

Collective Worship

Collective Worship is an important part of our school life and reflects the Christian faith. During the week children and staff meet together for school or class assembly.

Services are led by the Headteacher, Senior Leadership Team, staff members, local clergy and members of the community who visit the school on a regular basis. Special services to which parents are invited are held throughout the year and may be held in the school hall or in one of the local places of worship within the local community.

Relationships and Sex Education (RSE)

The school does not aim to replace parental responsibilities in Sex Education. Each child will need help, advice, information and understanding from their parents. In this school we carefully follow the RSE Code which is delivered through our Jigsaw Programme. This can all be accessed on our school website and termly curriculum leaflets are also sent home so you have a clear understanding of what is being covered.

Under the new guidance for RSE, parents/carers, do not have the right to withdraw their child/ren from the teaching of RSE.

Welsh

At Neyland Community School we are a Category 1 English Medium School. This means that English is the school's main language of internal communication as well as with parents and carers. There is recognition that creating a Welsh language ethos within the school will support and encourage positive attitudes towards Welsh language use. A learner in a school of this category will be able to read, write, speak and listen in English according to age and ability, and will have some understanding of Welsh. Welsh will be taught and assessed as part of the Area of Learning and Experience (AoLE) for languages, literacy and communication. At least 15% of the learners' school activities (both curricular and extra-curricular) will be in Welsh.

Subject Area Responsibility

<u>Curriculum Area/AoLE's</u>	<u>Staff Member's Name</u>
Health & Wellbeing (PE, PSHE, Sex/Relationships, Substances, Healthy Eating, Work related Experiences)	Mrs M Mallitte
Expressive Arts (Art, Drama, Music, Dance, Film, Digital Media Appreciation, Creative Appreciation)	Miss C Thomas
Humanities (RE, History, Geography, Business, Social Studies)	Mrs R Wright Miss J James
Languages, Literacy and Communication (Oracy, Reading, Writing, Digital Communication, Literature, Welsh and other languages)	Mrs P Potter Miss Z Kummer (Welsh)
Mathematics and Numeracy (Financial Skills, Space/Data, Quantities and Real Life)	Mr L Dow
Phonics	Mrs K Mathias
ALNCo and Deputy Head	Mr C Griffiths
Science and Technology (ICT) (Financial, Impact of Technology, Computer Science)	Miss K Ehrenfellner
Teaching & Learning Lead, Progress & Attainment, Cluster, Health & Safety, DSL Safeguarding Lead	Mrs Clare Hewitt

Curriculum responsibilities are subject to change

Our Home Learning Policy

This forms part of our positive approach to working with parents to support the children's education and is firmly rooted in communication. Home Learning takes place as daily reading and log ins for Mathletics and Numbots.

Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Wales Safeguarding Procedures and inform Social Care of their concern. All staff are trained in child protection and the nominated Senior Child Protection Officer for the school is the Headteacher.

After School Clubs

These run weekly throughout the terms with choices such as Welsh Club, ICT, Traditional Games, Football and Rugby etc. The latest lists can be found on our school website.

Behaviour Expectations

We promote a positive behaviour ethos following the Pivotal Method; Ready, Safe, Respectful; which includes;

- Above and Beyond Assemblies weekly
- Positive postcards home
- Certificates
- Hot Chocolate Friday

More details can be found on our school website.

We have a behaviour policy and anti-bullying policy which can be found on our website.

Admission Policy

Priority is always given to children within our own catchment area. If the child is outside the school catchment area, then an application in writing must be made to Area Office in Haverfordwest, stating your reason for choosing this school. A copy of the LEA admissions policy is available from the school upon request.

The level of admission to the Nursery Unit is set at 39 children per session. Subject to the availability of places, children may be admitted in the term following their third birthday for either the morning or afternoon session. Although we will try to accommodate parental preferences this is at the school's discretion. Parents and children are encouraged to visit the school beforehand. A welcome booklet with lots of important information is available to parents. Children may be offered full-time education in the term following their fourth birthday.

Most pupils transfer to Milford Haven Secondary at the end of Year Six.

Uniform

We encourage all pupils to wear school uniform to bring a sense of belonging as a 'team'. This is encouraged by the Welsh Government and the local Governing Body.

<u>School Uniform Nursery -Year Five</u>	<u>PE Uniform</u>
Yellow/blue polo shirt	Yellow/blue polo shirt or t-shirt
Grey trousers, shorts, culottes, royal blue or black jogging trousers	Black shorts or royal blue or black jogging trousers of leggings
Grey skirt or a pinafore	Grey/white socks
Blue and white gingham dresses for the summer	Blue Hoody
Royal blue sweatshirt, fleece or cardigans	Trainers – outside
Grey/white socks	Plimsolls – inside
Blue hoodie for Friday session only	
<u>School Uniform Year Six</u>	<u>PE Uniform</u>
Yellow/blue polo shirt	As above
Grey trousers, shorts, culottes, royal blue or black jogging trousers	
Grey skirt or a pinafore	
Black sweatshirt, fleece or cardigan	
Grey/white socks	
Blue hoodie for Friday session only	

The uniform can be ordered through the school at a very reasonable cost. We offer both logo and non-logo uniform as well as the option to pay iron on logos to add to your own uniform. For safety reasons, clogs, mules, flip-flops and high heels are not to be worn in school and if earrings are worn, they should be of the stud variety.

School Meals - Cashless

The Welsh Government provide free school meals for all pupils from Reception – Year 6.

If your child is bringing in a packed lunch, we promote healthy lunch boxes to ensure all our children are getting a balanced diet. If you would like any support with this, please let us know and we can access additional support from our school nurse. Please do not send in any warm/hot foods or glass containers/jars, for health and safety purposes.

Free Breakfast

The Welsh Assembly Government has made a commitment to provide all children in Wales with the opportunity to have a free, healthy breakfast at school each day.

The Scheme is intended to improve the health and concentration of children to assist in the raising of standards of learning and attainment. It is not intended to replace breakfast already provided by parents/guardians, but to allow all those children who for whatever reason have not had breakfast at home, to have one in school.

Breakfast is available to all children who arrive to school between 8.00 and 8.45 am.

Preparing Your Child to Start School Age 3 or 4

There are a number of ways in which parents can help the work of the school and help the child to adjust to school life more easily.

Thought and preparation should begin early, and it is advisable to bring your child on a visit to the school, preferably when we are in session. He/she can then meet the staff and children and become acquainted with the building and most particularly it's atmosphere.

It would be most helpful if your child could be encouraged in the early years to do simple tasks for him/herself. In this way they will build up confidence and acquire a little independence eg

- 1) Using the toilet properly.
- 2) Putting on their clothes and tying shoe laces.
- 3) Washing their hands before meals.
- 4) Using eating utensils properly.
- 5) Putting materials away tidily.
- 6) Recognise own name.

Parents can help by reading to their child, telling him/her stories, poems and nursery rhymes, and encouraging him/her to look at picture books. Reading is best accompanied by experience – trips, favourite television programmes, and involving him/her with books about similar experiences.

Encourage your child to draw, crayon and paint, as these activities lead to self-expression, conversation and increased confidence. If writing for your child, please use simple script and not capital letters. Help your child to understand how numbers occur in life (not by doing sums but counting in various ways eg 'how many cups are on the table?').

Parent Teacher Fundraising Group

Our School has an active Parent Teacher fundraising Group, 'The Friends of Neyland Community School' who are always looking for new members to help at fundraising events. If you are able to offer your time please contact the school office.

Charging and Remissions Policy

The school has a Charging and Remissions Policy. Copies of this are available on request.

Procedures Relating To Complaints

The WAG has laid down guidelines to deal with arrangements for making complaints. Within the procedures, fair consideration will be given to any complaint and undue delay will be avoided.

Should you wish to make a complaint, then the Headteacher will advise on the full procedures to take. Initially, any complaint will be dealt with informally at the school, but if this is not possible, the complaint should be directed to the Governing Body for the attention of the Chair of Governors.

Disability Update

Our disability equality duty means that we will ensure that all pupils have appropriate access to the school building and the environment surrounding it. We have ensured that we have a medical room and bathroom fit for the purpose and which are easily accessible. All school policies have a statement on equal opportunities. Our new school building is designed for disability access.

Operation Encompass

Our school takes part in the Operation Encompass project that runs jointly between schools and Dyfed-Powys Police.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident.

Operation Encompass will ensure that a member of the school staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to, a domestic abuse incident.

Operation Endeavour

The school takes part in a project that is run jointly between schools and Dyfed-Powys Police. It is a county wide initiative across all schools in Pembrokeshire. Operation Endeavour is the sharing with schools, prior to the start of the next school day, of an incident involving a child or young person being reported as missing to police. Operation Endeavour will ensure that a member of the school staff, known as a Key Adult, is trained to use the information that has been shared with them about the missing incident to ensure that a child is adequately supported upon their return to school.

CCTV

The outside areas of the school are all monitored by CCTV.

Buses and coaches used for educational visits may use CCTV and audio recordings. This is beyond our control.

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admin.neylandcomm@pembrokeshire.gov.uk
website: www.neylandcommunity-school.co.uk
www.facebook.com/NeylandCommunitySchool

