

## Annual Report to Parents

### **Holy Name Catholic Primary School**

Holy Name Catholic Primary School is a voluntary aided school.

The School Standards and Framework Act, 1998 requires the membership of the Governing Body includes

- a) 8 Foundation governors (except where the Headteacher has given notice that he/she chooses not to be a governor, when the number of Foundation governors will be 7);
- b) 1 Parent governor;
- c) 1 LEA governor;
- d) 1 Teacher governor;
- e) 1 Staff governor;
- f) 1 Community governor who will be a governor for whose appointment nominations are to be sought from the minor authority or (as the case may be) from one or more of the minor authorities in relation to the school. This will be the additional community governor;
- g) the headteacher, except at any time when s/he has given written notice to the clerk to the governing body of the school that s/he chooses not to be a governor.

Total number of governors 14 (except at any time when the headteacher has given notice as above that s/he chooses not to be a governor, when the total number of governors will be 12).

Excluding the Headteacher who serves for the duration of office, all other governors serve a term of four years. Upon completion of this term of office, governors can re-apply to serve for more than one term.

<b>Governor Type</b>	<b>Governor Name</b>	<b>Start Date</b>	<b>End Date</b>
<b>Foundation</b>	Mrs Hazel Evans	02/11/2016	09/11/2024
<b>Foundation</b>	Mrs Angela Evans	14/09/2017	14/09/2025
<b>Foundation</b>	Mrs Alyson Jones (Chair)	04/10/2017	04/10/2025
<b>Foundation</b>	Fr Richard Jones	20/02/2018	19/02/2022
<b>Foundation</b>	Mrs Mary Davies	06/09/2018	05/09/2022
<b>Foundation</b>	Mrs Esther Butler	06/09/2018	05/09/2022
<b>Foundation</b>	Vacancy		
<b>Foundation</b>	Vacancy		
<b>Community Governor</b>	Vacancy		
<b>Staff Governor</b>	Vacancy		
<b>Headteacher</b>	Mrs Abigail Davies	01/09/2016	
<b>Parent</b>	Mrs Dawn Lloyd	22/05/2018	21/05/2022
<b>Teacher</b>	Miss Claire Richards	01/09/2019	31/08/2023

## **GENERAL INFORMATION/ YFFREDINOL**

### **Chair/Cadeirydd:**

Mrs A Jones  
C/O Holy Name  
Catholic Primary  
School

### **Clerk to the Governing Body:**

**Clerc i'r Llywodraethwyr:**  
Steven Richards Downes  
Director for Children and Schools/Cyfarwyddwr dros  
Blant ac Ysgolion  
County Hall / Neuadd y Sir  
Haverfordwest / Hwlfordd  
Pembrokeshire / Sir Penfro  
SA61 1TP

### **Election of Parent Governors**

Arrangements are made for the election of parent governors one school term before a parent governor's term of office expires, or on receipt of a resignation. Information about the election is sent to parents via pupil post.

### **Etholiad Rhiant-lywodraethwyr**

Gwneir trefniadau ar gyfer ethol rhiant-lywodraethwyr un tymor cyn i gyfnod swydd rhiant-lywodraethwr ddod i ben, neu pan fydd rhiant-lywodraethwr yn ymddiswyddo. Anfonir gwybodaeth ynglŷn â'r etholiad drwy law'r disgyblion.

## **Message from the Chair of Governors**

Dear Parents / guardians

On behalf of the Governing Body of Holy Name School may I present the Annual Report to parents for the academic year 2020 / 21.

Once again a Covid Pandemic affected year had a significant impact on everybody within the school community. Another enforced school closure led to our pupils once again participating in home learning tasks for a lengthy period. I congratulate and thank Mrs Davies, and her staff for all their hard work, in ensuring the pupils had regular and meaningful daily tasks to offset the consequences of not being in school. In such challenging circumstances they did their very best for all our pupils.

When our pupils were able to attend school, either side of the school closure, they dealt with some of the restrictions and Welsh Government guidelines admirably. You should be very proud of your children. I hope we can look to this current academic year with a little more optimism with the hope that our children can once again receive what we would consider a normal school based education.

Many thanks

*Alyson Jones*

Chair

Governing Body

Holy Name School

## Highlights of the academic year 2021/21– Report from Mrs A. Davies Head Teacher

You will see from the report which follows that this has been another unusual year due to the Covid 19 pandemic which meant that schools had to move to remote learning during the Spring Term. We also had the challenge of ensuring our pupils remained safe and we had stringent measures in place to mitigate the transmission of Covid 19.

Throughout this academic year working in partnership with the local authority and governing body the school has continued to provide support and education to all our pupils – the wellbeing of pupils, their families and staff has remained a high priority.

Holy Name Catholic Primary School is a school where children are taught a broad and balanced curriculum by highly skilled staff and the academic standards are high.

However, our school is more than this; it is about our Catholic faith that teaches children to follow the example of Jesus, enabling everyone to shine and be proud. We teach the children to have pride in themselves and to work harmoniously with others; it is also a place of acceptance and respect for the beliefs of others and pride in what others do well.

### School Data

#### Financial

<b>Total Funding for the year</b>	<b>£473,478</b>
<b>Educational Improvement Grant</b>	<b>£3,160</b>
<b>Surplus brought forward</b>	<b>£31,841</b>

#### *Details of Travelling and Expenses to Governors*

No claims have been made by the Governors.

### Numbers on Roll

	part time	full time	FTE	
			Actual	Predicted
January 23 (predicted)				134
April 22 (predicted)				141
January 22 (predicted)				136
September 2021		131	131	
April 2021		141	141	
January 21		137	137	
September 20		128	128	
April 20		130	130	
January 20		124	124	
September 19		116	116	

April 2019		119	119	
January 19		115	115	

### Staffing (Autumn Term 2021)

Class	Teacher(s)	Learning Support Assistants	Ages	Pupil Numbers
Class 1	Mrs N Beavis	Miss L Wilkes	Reception	20
Class 2	Mrs K Rees		Mrs L Lewis Mrs P Williams	Years 1 and 2
Class 3	Mrs Kplomedo Mrs Squelch	Mrs Van Kempen Mrs Walters	Years 2 and 3	29
Class 4	Miss Richards		Years 4 and 5	28
Class 5	Mrs Thomas Mrs Squelch	Mrs Walters	Years 5 and 6	29

### Looked After Children (LAC)

We currently have no Looked After Children in school.

### More Able and Talented, Gifted and Talented (MAT & GAT) pupils

We continue to provide for the MAT and GAT pupils identified at Holy Name School. Differentiated activities appropriate to the abilities are to ensure pupils are appropriately challenged

### Pupils with Disabilities

At Holy Name School we endeavour to ensure all pupils have access to the curriculum. The school has produced a Disability Access Plan which has been used to improve the facilities and access to the school. Holy Name is an inclusive school, all admissions are in line with the Local Authority Admissions Policy.

### Exclusions

There were no fixed-term exclusions for the year 2020/2021

### Racial Incidents

There have been no racial incidents in the academic year 2020/2021

### Healthy Living

The school continues to operate a healthy eating policy that encourages children to make healthy choices about the food that they eat and the exercise they take. Pupils are only allowed to bring healthy snacks to eat during their morning break and encouraged to choose healthy options for their lunchboxes at lunchtime. Pupils are requested to bring in a water bottle to school – they are encouraged to remain hydrated during the school day.

## **Toilet Facilities and Cleaning of Toilets**

The Welsh Government has made it statutory for schools to include a statement in their Annual Report on the toilet facilities in school and arrangements for cleaning these toilets. The school has separate toilets for boys and girls. These were refurbished in 2014. The school also benefits from a separate disabled toilet and changing facilities. Toilets are cleaned twice daily by the school cleaning staff.

## **School Policies**

The school has extensive policies that cover all areas of its work. Written in consultation by staff, pupils and governors a number of these policies are updated each year. This year policies were updated to take into account changes made to circumstances in school due to COVID 19

## **Extra Curricular Activities**

Under normal circumstances a range of extra curricular activities are run by staff – these include coding, sport and mindfulness. Due to the current restrictions extra curricular activities did not take place during the last academic year. We are looking forward to reintroducing these when circumstances permit.

## **Home-school learning**

During the period of school closure in 2020 all staff continued to work to provide education online for pupils. All pupils were set daily tasks on Google Classroom where they could interact and 'chat' with teachers. Every class had the opportunity to attend live lessons delivered by class teachers. This also provided an opportunity for live interaction and was a vital part of our provision. Tasks set included help videos and challenges. Where families were unable to access this work digitally paper packs were available for collection.

Teaching staff also maintained contact with families making regular phone calls to check in with parents and pupils.

During the period of remote learning we continued to provide onsite education for the children of key workers.

## **Global National and Community links**

The school enjoys a good reputation in the community and strong links with a number of local bodies. We also continue to maintain links with schools and communities beyond our local area. Some of the activities that we have been engaged in include:

- Visits from PCSOs Carwyn and PC Llewellyn took place throughout the year. They worked with all pupils developing understanding of keeping safe. During the period of school closure information shared by these agencies was shared with pupils as part of their home-school learning
- We continue to strengthen our link with the Parish – under normal circumstances pupils prepare for and attend Mass at least half termly. Where appropriate pupils join the Parish for planned events. Year 3 pupils prepare for the sacrament of Holy Communion.
- We have decided to develop the Parish link with the Pembrokeshire Food Bank and weekly collections of food and toiletries are taken by pupils to the local collection point.

- Pupils attended an online Welsh Jambori as part of our work to develop enjoyment of Welsh
- Parents were able to attend virtual teacher-parent meetings throughout the year.
- Although we were not able to welcome visitors into school pupils had the opportunity to engage in a number of virtual visits as part of their planned topic work
- Year Six pupils prepared a wonderful online leavers assembly – although we were not able to invite parents in they were still able to watch them celebrate all their successes and listen to them sharing their memories of their time in Holy Name School.
- All pupils had the opportunity to take part in the First Lego League Challenge – *FIRST*® *LEGO*® League introduces science, technology, engineering, and math (STEM) to children ages 4-16\* through fun, exciting hands-on learning. Participants gain real-world problem solving experience through a guided, global robotics program, helping today's students and teachers build a better future together.
- Some of our pupils had the opportunity to work with our School Sport's Development Officer to improve sporting confidence and skills.
- All pupils took part in two timetabled PE sessions each week taught by specialist PE teachers. These included health, fitness and wellbeing activities, creative activities, adventurous activities, dance, swimming (for Classes 4 and 5).
- At Christmas Time our chocolate raffle and Christmas Plate Sale raised £593.50 for school funds
- We raised £285.05 for Children In Need and £231.14 for Comic Relief
- Older pupils chose to support Changing Faces Charity in the Summer Term and raised £76
- In the Foundation Phase Children's physical development, enthusiasm and energy for movement is promoted through helping them to use their bodies effectively, by encouraging spatial awareness, balance, control and coordination, and developing motor and manipulative skills.

They are provided with opportunities to develop their gross and fine motor skills, physical control, mobility and an awareness of space, using large and small equipment, across all Areas of Learning, indoors and outdoors. Children are all encouraged to enjoy physical activity. They are introduced to the concepts of health, hygiene and safety, and the importance of diet, rest, sleep and exercise.

## **School Improvement**

Each year the school puts together a School Improvement Plan that provides the focus school development over the year. Below is a summary of the areas that staff and governors worked on during the academic year 2020-21

Priority Area 1 -

RE – to introduce and embed the new RSE scheme "Life to the Full" throughout the whole school

Priority Area 2 –

To raise standards in handwriting, spelling and grammar leading to raised attainment in writing

Priority Area 3

To continue to raise standards of teaching and learning in the Foundation Phase

Priority Area 4

To prepare for the New Curriculum developing a broad and balanced curriculum to excite and challenge learners

Priority Area 5

Continue to raise standards in Welsh particularly outside the classroom

### **Report on the Implementation of the Additional Learning Needs Policy and Disability Equality Scheme**

Named Governor for Additional Learning Needs – Mrs H Evans

Additional Learning Needs Co-ordinator – Mrs N Beavis

Holy Name Catholic Primary School is committed to ensuring equality of education and opportunity for all our pupils.

The Special Educational Needs Code of Practice and Framework for Inclusive Education are central to the school's A.L.N. Policy. Early identification of pupils with additional learning needs is made possible by good communication with parents and staff from pre school settings. Close observations and assessments highlight the way forward so increasingly, step by step, support at School Action and specialist expertise at School Action Plus can be put in place to help overcome the difficulties a child may have. If further support is required a request is made for a statutory assessment of special needs, which may result in a Statement of Need being issued for the child. Additional support for learning is available from staff who are deployed where needed throughout the school. We endeavour to utilise their skills and expertise to match the needs of the children. We liaise closely with a range of support services that can offer advice and support to pupils, parents and staff. All staff as part of their continuous professional development have undertaken training on Autistic Spectrum Disorders, Hearing Impairment and Language Development. A requirement of the Disability Equality Duty to produce a School Disability Equality Scheme linking with an Accessibility Plan has been undertaken and strengthens our commitment to ensure a proactive and inclusive approach.

Copies of the Additional Learning Needs Policy and Disability Equality Scheme are available on request.

### **Equal Opportunities**

At Holy Name Catholic Primary School we believe that each person is made in the image of God and our aim is to foster a caring, Christian community where everyone is treated with respect and fairness. In addition, the Governing Body recognises that it has a legal responsibility to abide by all current legislation relating to equal opportunities responsibilities concerning the pupils of the school, members of staff and others who make legitimate use of the premises. They also accept that observance of the law in regard to these matters requires to be supported by positive



attitudes on their own part and on that of the teaching and other staff. The Disability Discrimination Act and The Additional Learning Needs and Disability Act, highlight the principle of inclusion and help to ensure that disabled people have the right to pursue their education without unfair discrimination alongside their non-disabled peers and have access to the whole curriculum, as well as all educational institutions.

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them. If parents wish to use their rights under the Act to hold a meeting, four conditions will need to be satisfied. For information regarding these conditions please read the attached information.

### **Attendance**

Attendance 94.56%	Authorised absences 4.87%	Unauthorised absences 0.58%
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### **SCHOOL HOLIDAY DATES 2021-2022**

Autumn Half Term – October 25<sup>th</sup> – October 19<sup>th</sup>

Christmas Holiday – 22<sup>nd</sup> December – January 3<sup>rd</sup>

Spring Half Term – February 21<sup>st</sup> – February 25<sup>th</sup>

Easter Holiday – 11<sup>h</sup> April – 22<sup>nd</sup> April Summer

Summer Half Term – 30<sup>th</sup> May – 3<sup>rd</sup> June

Summer Holidays 18<sup>th</sup> July – 31<sup>st</sup> August

To mark the celebration of the Queen’s Platinum Jubilee - 2022 gets an extra bank holiday. This will mean that the late May Spring Bank Holiday 2022 will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will be created.

### **Your right to request a meeting with the school’s governing body**

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

#### **1. Parents will need to raise a petition in support of holding a meeting.**

The parents of at least 10% of the school’s registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the ‘signature’

required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

There were 116 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

## **2. The meeting must be called to discuss matters which affect the school**

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

## **3. A maximum of 3 meetings can be held during the school year**

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

## **4. There must be at least 25 school days left in the school year**

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is: Mrs A Jones, Chair of Governors, c/o Holy Name School, Vergam Terrace, Fishguard, SA65 9DG  
[Admin.holyname@pembrokeshire.gov.uk](mailto:Admin.holyname@pembrokeshire.gov.uk)

[Please note – due to the current circumstances all meetings are being held online](#)

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>