

**ST MARY’S CATHOLIC**

***Ysgol Catholig Santes Fair***

**PRIMARY SCHOOL**

***BRIDGEND***

****

**Prospectus**

ST. MARY'S CATHOLIC PRIMARY SCHOOL – YSGOL CATHOLIG SANTES FAIR

Llangewydd Road

Bridgend

CF31 4JW

Tel: (01656) 815560

e-mail: [head.stmarys@bridgend.gov.uk](mailto:head.stmarys@bridgend.gov.uk)

Website: www.stmarys.wales

Dear Parent,

Welcome to St Mary’s School and thank you very much for considering sending your child/children to us. We are a Catholic school of the Archdiocese of Cardiff and so all that we do here is rooted in the Gospel values.

We set and have very high academic and behavioural standards at our school and your child would most certainly be able to benefit from this if he or she attends St Mary’s.

We have a broad range of policies and structures that ensure our high standards. For example we promote a philosophy of **Building Learning Power.** This ensures that we not only spend time developing our childrens’ skills in the content of the curriculum but we also enable them to develop as confident, happy, independent problem solvers. Full details of our approaches are included in our Teaching and Learning Policy which you are very welcome to read. To this end we are recognised by the University of Exeter as an ***Advanced*** ***Thinking School.*** This is an acknowledgement of the school’s outstanding work in this area of cognitive development.

We always work in close partnership with parents and as such we ask you to take responsibility for supporting the Catholic ethos of the school and your child’s education in any way you can. This particularly applies to ensuring your child does his or her home-learning regularly and on time and of course that he or she reads daily at home. In addition it makes a significant difference to our children if there is a positive attitude to education generally and to reading in particular at home and therefore, if you are able to listen often to your child read and take an interest in books this will have a very positive effect.

This sort of approach is very likely to mean that your child will enjoy school, learn with high levels of effort and gain a tremendous amount from the experience. Thank you in advance for your co-operation.

St Mary’s is a very good school and we work very hard to do our best to enable your child to reach his or her full potential. Included in this prospectus is all the basic information that you will need about our school. I hope you enjoy reading it. Having done so if you have any queries or concerns please do not hesitate to get in touch with me at the school and I will be very pleased to help you.

Yours Sincerely,

Lyndon Watkins

Headteacher

**General Information for Parents**

**Contact Details**

1 The school is a Voluntary Aided School and functions under the Trusteeship of the Archdiocese of Cardiff. It is co‑ educational and is designated as a Primary School (rising 3 years to 11+).

2 The Chairperson of the School’s Governors is:

Mr. David Bolton

c/o St Mary’s Primary Catholic School

Llangewydd Raod

Bridgend

CF31 4JW

3 The Clerk to the Governors is:

Governors employ a professional external clerk.

4 The District Education Office is:

Education and Leisure Services

Bridgend County Borough Council

Sunnyside

Bridgend

CF31 4AR

Telephone: Bridgend 642600

5 The School Caretaker is: Mr. Mark Sadd

**School Staff**

***Teaching Staff***

Mr L Watkins, Mrs G Weale, Mrs Parry, Mrs K Williams,

Mrs J Wallace, Miss L. Pike, Mrs C Coles, Mrs P Gmitrowicz,

Mrs A Jones, Mrs C Bowd, Mrs E Devine.

***Secretary*** ***Cover Supervisors*** ***Learning Support Officers***

Mrs Pamela Fullerton Mrs Lynne Taylor Mrs Ann Morgan

Mrs Hayley Hitchings Mrs Hayley Hitchings

Mrs Ann Morgan Mrs Lucy Bolton

Mrs Hilary Davies

Mrs Sharon Price

Mrs Heather Smith

Mrs Charlotte Johns

Miss Claire Dalton

Miss. Louise Saxon

Mr. Ben Wooding

***Peripatetic  Staff*** - Miss Ruth Felton ‑ Strings peripatetic (LA)

Mrs Rubina Davies - Wind, Piano

Mr T Power - Guitar

***Cleaners*** - Local Authority Services

***Lunchtime Supervisors*** ***Kitchen Staff***

Mrs Judith Sadler Mrs Dawn Jeanes

Mrs. Renata Lemanska Mrs Ann Jones

Mrs Angela Ruddy Mrs June Price

Mrs Irena Mazur Mrs Janice Webb

Mrs Lucyna Juraszek

Miss Natasha Minchinton

**Communication from School.**

There is a regular newsletter telling of school news, future dates to note, etc. Individual letters go out separately regarding other matters such as school trips for example.

Our website includes a range of useful information about the school at **www.stmarys.wales**, archive newsletters are available there. There is also a school Hwb website available for parents and pupils <https://hwbplus.wales.gov.uk/schools/6723322>

Parents receive full written reports for their children annually in the Summer Term and an Interim Progress Report mid-year.

If the Headteacher wishes to contact an individual parent, he will telephone, e-mail or write to arrange a meeting.

Further news is often transmitted through the Parish Bulletins.

**Communication to School:**

If a child is absent the school would expect to receive a telephone message by 9.30 am or a note covering the absence. If we do not hear from you, we will contact you directly in the interests of the child’s safety.

Where there are specific problems in the home, which you feel might impact on your child in school, please inform us. We will do everything we can to help and support parents and families in difficulties.

**Our Mission Statement**

As a Catholic family,

we will do our best to live and

learn as Christ taught us.

Our aims are designed to allow us to live out the Mission Statement.

**School Aims**

a To create a community where love, peace and joy are present and to be true to the values of the Gospel and to make our Catholic faith alive by building such a community.

b To develop a dynamic interaction between home, school and parish and provide a formation for each child to realise their full potential in all aspects of spiritual and moral development.

c To develop a zest for life and an enjoyment of learning.

d To allow children to respect all forms of life.

e To achieve high standards in academic learning.

f To develop creativity and a love of art, music and drama.

g To encourage children to learn physical skills and a knowledge and control over their own bodies to compete against themselves and others in order to raise their performance.

h To have experience of the Welsh Language and be introduced to Welsh culture and others from around the world to reflect the cosmopolitan nature of our school.

i To make sense of the world around them scientifically and by understanding other people, their history and their environment.

j To foster good attitudes and appropriate behaviour, manners and dress.

k To help children love their school and always to remember their time spent here and the values that they have learned.

**Governors of St Mary’s Primary Catholic School**

The Chairperson of our governing body is Mr. David Bolton.

Our governors are like a Board of Directors and they make decisions about how the school is run. They meet at least once a term at school and a range of sub-committees meet regularly. They are the employers in a Voluntary Aided school and they control the admissions process.

**School Development Fund**

As St Mary's is a Voluntary Aided School, governors are legally responsible for 15% of all external maintenance work. The other 85 % is paid by a Welsh Assembly Government grant. Generally, internal maintenance is paid for by the Local Authority.

The School Development Fund was established by governors to ensure that monies were available to meet any essential external maintenance of the school that arose. Typical recent expenditure has included the replacement of external security lighting and the installation of safety glass in external doors and most recently security cameras around the outside of the school and renewing the perimeter fencing.

The fabric of St Mary's School is well maintained and the establishment of this fund will ensure that the standards continue in the future.

Governors ask that all families make voluntary donations to this fund. We ask that parents consider contributing either £2 or £5 each month. The best way to do this is by standing order (forms are available from the school office) or, if you prefer, you can send your contribution in to school monthly, termly or annually. For every £15 given we have £100 spending power. Your contributions are very important in these days of tight fiscal arrangements.

Many thanks for your support in this area.

Dr. David Bolton

Chairperson

**Our Catchment**

Our catchment area is very large. To the east (Pencoed) and to the south west (Porthcawl). Our children come from within the full socio-economic spectrum. A significant feature of the school is the number of children for whom English is an Additional language. We welcome and celebrate this great diversity of cultures, and backgrounds joined by our Catholic faith.

**School Hours**

Children are supervised in the yard from 8.40 am onwards. Children who arrive before this time are not directly supervised. All parents who transport their children to school to be punctual. This means ***being on the school premises before 8.50am.***

Morning Session: 8.50 am ‑ 12 noon

Afternoon Session: 1.00 pm ‑ 3.15 pm

Morning Break: 10.30 pm ‑ 10.45 am

Afternoon Break: 2pm ‑ 2.15 pm

School ends at 3.15 pm

**Traffic Management at the Start and End of Day**

Pupils who are transported by bus, mini bus or taxis are dropped off at the side gate. Members of staff are on duty to greet and meet the children. Buses use the turning circle to park, drop off and re-join the road. Parents are not allowed to park in the turning circle during these times. It stops the buses from dropping or picking children up and it is dangerous.

Please ensure that you park away from this area. All children whether they travel by bus or car must come through the side gate and walk around the school into the playground. Also you must not park in front of the school gates because you are blocking the entrance to a public building for an Emergency Vehicle.

Recently a number of cars have had parking tickets from the Police and Traffic Wardens. If you wish to park your car and come to school to speak to a member of staff then please park in a safe and legal place.

**Safety In and Around Our School**

We very much appreciate parental support in ensuring all our children are kept safe. Therefore, it is necessary to note the following regulations:-

* Please enter and leave through the side gate and avoid use of the car park gates for access for safety reasons.
* School Entry – Please report to the Main Reception area (it’s well sign-posted) and press the buzzer and wait for the door to be released. A camera relays your picture to the Office. Someone will release the door for you to enter. Please be patient.
* No car is permitted to be driven onto the school premises when presenting or collecting your child.
* This also applies to after-school functions such as Children's Discos or Concerts.
* Please park safely OUTSIDE the school gates.
* No dogs are allowed on the school premises. The health and safety of our children is very important and dogs fouling the grounds would provide an unnecessary danger.
* If your child has long hair, this should be tied back in school. During the day your child may be involved in science, P E, or technology tasks where loose hair falling forward may be hazardous. Your support in this matter would help your child understand the importance of safety in many varied situations.

**The Curriculum**

**Building Learning Power**

St Mary’s is a Building Learning Power school. This means that we enable our children to become better learners and we contribute to the development of real-life, lifelong learners. BLP is implemented throughout the school from Nursery to Year 6. It is not taught separately. It is interwoven throughout the whole school and is a major part of school life. Children are often rewarded when they show development in one of the 4Rs. We have BLP monitors in each class to help class teachers and pupils identify when particular dispositions are being well developed.

Developing learning power means working on four aspects of pupils’ learning. The 4Rs of BLP and their dispositions are;

* Resilience – Absorption, Managing Distractions, Noticing, Perseverance.
* Resourcefulness – Questioning, Making links, Imagining, Reasoning, Capitalising.
* Reflectiveness – Planning, Revising, Distilling, Meta-learning.
* Reciprocity – Interdependence, Collaboration, Empathy and listening, Imitation.

St. Mary’s is a *Curriculum Pioneer School*. This means that we do a lot of innovative work in relation to teaching, learning and assessment. We break the curriculum into the following Areas of Learning:

**Religious Education (RE).** We follow the ‘Come and See’ programme for our learning in RE. We aim to encourage our children to learn about the Catholic faith and to reflect on ways to put it into practice for the good of others. We also study other major world faiths and we encourage respect for them all.



**Language and Literacy.** This is a thread which runs through all teaching and learning. Staff have a strong track record of developing pupils’ skills rapidly. We ask that parents spend time every day, if possible, in reading with and to their children; this makes a real difference to how well children do. This area includes the Welsh language (see below for details).

**Mathematics and Numeracy.** Basicskills are taught in Maths lessons. They are applied throughout the curriculum using practical methodologies. Again, we ask parents to support their children’s progress in the basics, including times tables.

**Science and Technology.** Many opportunities exist for pupils to develop their ‘finding out’ and making skills. We encourage the development of curiosity and scientific rigour simultaneously.

**Expressive Arts.** Ample opportunities exist for pupils to develop their creativity during their learning. A wide range of skills in Art, for example, are developed and the school has a rich musical life. All pupils have the opportunity to learn to play an instrument, we have a school choir and singing generally features strongly.

**Humanities.** Learning is cross-curricular throughout the school and many links are made. These studies involve finding out about the world in which we live in both a geographical and historical sense. Pupils increasingly learn to research independently as they progress through the school, therefore, skill levels by the time they are in Year Six are high.

Geographical field trip.

**Health and Wellbeing.** Pupils learn about their health and well-being throughout their time at school. External experts contribute to this when appropriate. In age appropriate ways the find out about: healthy eating, the benefits of exercise and rest, relationships, respect for others, self-esteem and the development of their own bodies.

***Literacy, numeracy and digital competence*** are interwoven into all Areas of Learning.

**Welsh**

Welsh is taught in all classes throughout the school. Lessons are given from a published scheme of work using a range of worksheets, audio and visual programmes. This covers the three profile components of speaking and listening, reading and writing.

The purpose of Welsh in the curriculum is:

* to develop bi-lingualism within the classroom
* for the children to enjoy using the language
* cultural enrichment
* to achieve competence in the skills of listening, speaking, reading and writing
* to develop a positive attitude towards Welsh and Welshness.

We aim to give children access to the cultural and linguistic heritage of Wales in both its spoken and written forms.

In the Foundation Phase children are taught to listen and respond appropriately to a range of stimuli including audio – visual media. They are taught to read simple Welsh text using a range of methods. Children are taught to write so that they are able to express themselves creatively and factually in simple term.

As well as following a programme of work in lessons, the children are encouraged to actually use the language in everyday situations during the school day. Children are encouraged to read captions and labels around the school. They will learn simple songs and rhymes, as well as Welsh hymns in assemblies.

We introduce the children to the culture of Wales by holding a School Eisteddfod on 1 March. We take the children to the Urdd Centre at Llangrannog and the Welsh Folk Museum at St Fagan’s. The children will also throughout their study of Welsh have opportunities to develop and apply knowledge of the economic, environmental and historical characteristics of Wales through the study of other subjects in the National Curriculum.

**Eisteddfod**

The school is divided into four houses, St Richard Gwyn (Red); St David Lewis (Blue); St Philip Evans (Green) and St John Lloyd (Yellow). Your child will be allocated a ‘House’ when they enter school.

The School Eisteddfod is held annually in early March. Children have the opportunity to write poems, paint pictures, recite, sing and play instruments. Children work very hard and the standard is high. St Mary’s uses opportunities as they arise to enrich the children’s cultural heritage of Wales. Indeed multi-culturalism is part of an area of learning at Foundation Phase and even though we are proud of our own culture of Wales we also celebrate the diversity of the other cultures which make our society.



**Arrangements for Complaints about the Curriculum**

In the event of a complaint the procedure is as follows;

* Please speak to the class teacher. If the complaint is not resolved then please arrange an informal discussion with Headteacher, it is hoped that in most cases it can be resolved by the school.
* If the complaint at the local level ie Headteacher, cannot be resolved, then the parent should submit the complaint in writing asking for the situation to be referred to the Clerk to the Governors, St Mary's Catholic Primary School.
* Complaints about the curriculum should be directed to the Clerk to the Governors.
* A written response will be provided in due course.
* Complaints that do not adhere to this policy will be deferred.

**Curriculum Consultation Afternoons and Evenings**:

These will be held, in different forms, once a term. A formal meeting takes place in the Autumn Term. In the Spring Term we usually take an ‘Open Afternoon’ approach and Summer Term meetings will be held if required after a detailed written report has been provided to parents.

Appointments:

Parents are welcome to make an appointment at any time to see the Headteacher about any issue concerning their child’s development. Simply get in touch with the school secretary.

**Additional Learning Needs (ALN)**

We are a Catholic School and as far as is possible we aim to develop each individual child recognising their strengths. Each child is unique, each with their own needs. ALN encompasses learning difficulties, disabilities, emotional and behaviour difficulties and also gifted children.

If a child is deemed to have additional needs we will:

a Liaise with parents throughout.

b And inform and work with other agencies if required such as education psychologists, behaviour support teachers, speech and language experts.

We will work closely with parents and external agencies to support pupils to allow for best progress to be made. Behaviour Policy (see below) will be consistently followed.

**Discipline**

The school mission statement is:

***As a Catholic family:***

***We will do our best to live and learn as Christ taught us.***

The purpose is to develop the character of the child to respect his/her own property and person and to respect other people and their property in the name of Christ. For good learning, effort, honesty, helpfulness, success, courage and other qualities children are praised verbally and mentioned in assemblies and merit marks given which are awarded to one of the four houses to which the child belongs by the class teachers.

On occasions when pupil behaviour is not acceptable we invoke the principle of ***restorative justice*** (see full policy for details).

In the final instance, the Headteacher has the right to exclude any child whose bad behaviour is deemed to be sufficiently serious. Parents will always be informed by letter and also told their rights of appeal.

The above is a very rare occurrence indeed in the history of St Mary's.

Common Class Rules are:

1 Listen closely.

2 Hands and feet should be kept to yourself.

3 Help each other and help to keep the classroom tidy.

4 Best effort is expected.

**Pupil Management**

We endeavour to take a positive attitude towards pupil management emphasising the good things our pupils achieve. We use praise and encouragement to raise confidence and self esteem. Good behaviour and work is rewarded. We ignore the ignorable. Our school belongs to our community – pupils, parents, staff, governors and the many parishioners who have contributed over the years – therefore nothing which is harmful to the well being of our community is acceptable.

Each class teacher has pastoral responsibility for his/her class. Senior staff have pastoral responsibility of the children and teachers in their teams. Should a serious incident occur an adult will inform you. Warning, time out and sanctions may be imposed to punish inappropriate behaviour. When the occasion demands – parents are requested to visit the school to discuss joint strategies to change poor behaviour. We also work with the Bridgend Behavioural Support Team when necessary. Parents may request to see our Discipline Policy which includes Anti-Bullying strategies. Parents are responsible for their children’s behaviour on school transport. Poor behaviour will result in withdrawal of the chid from the bus.

**English as an Additional Language (EAL).**

St. Mary’s has been greatly enriched by the number of pupils it receives from across the world. We have about 40% of pupils with EAL. Children are screened on entry and depending on age and competence in language the appropriate class and support is decided. Mrs Devine is the main contact teacher.

**Education in Sustainable Development and Global Citizenship**

St Mary’s is a registered Eco school. Indeed even before this became ‘popular’ we have always spent time on the outdoor curriculum. We have a very large and well used Conservation Area, recycling has been a feature of the school for many years.

The school is also multi-cultural. Currently we have 40% of children for whom English is an additional language. This does not include a number of second generation children from countries other than Wales.

Any parent wishing to find out more or contribute in any way to enhance our understanding of the above please contact school and speak to the Headteacher.

**Sickness and Accidents**

If your child is unwell in school and the Class teacher feels he/she should be home you will be contacted. It is very important that you give your works number (if you work) or indeed emergency numbers in this event and update regularly.

If your child has an accident in school and the First Aider or class teacher or indeed myself feels that the child should need medical attention you will be informed. If your child has a head injury however small you will be notified.

The school will do all in our power to contact you at these times.

**No Smoking Policy**

Smoking by any person, at any time, on the school premises (ie in any part of the school or its grounds) is prohibited.

We hope that all visitors will welcome and support this policy.

**Eco School**

St Mary’s is a Platinum ECO school. We extensively use our school environment including the Conservation area and our apiary (picture below). We promote the ‘green’ message to our children: we recycle extensively and we work to reduce our carbon footprint. Parents will be informed of other initiatives as they occur.

Our pupils regularly help to manage the apiary.

**Term and Holiday Dates for 2018/2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Term** | **Term Begins** | **Mid term holiday** | | **Term Ends** | **Days** |
| **Begins** | **Ends** |
| **Autumn  Term   2018** | Monday  3 September 2018 | Monday  29 October  2018 | Friday  2 November 2018 | Friday  21 December 2018 | 75 |
| **Spring  Term    2019** | Monday  7 January  2019 | Monday  25 February 2019 | Friday  1 March   2019 | Friday  12 April 2019 | 65 |
| **Summer  Term  2019** | Monday  29 April 2019 | Monday  27 May 2019 | Friday  31 May 2019 | Monday  22 July 2019 | 55 |
| Total: | | | | | **195** |

**Admission Arrangements**

This policy refers to admissions at St. Mary’s Catholic Primary School which is a Catholic School founded by the Church to provide education for Catholic children. The Governing Body has sole responsibility for admissions to this school.

The Education Act, 1980 Section 6, gives parents the right to express a preference with regard to which school their children attend. Admission to the school will be made in accordance with parental choice subject to the order of priority listed below.

The school tries to allow all who express a desire for a Christian education to come to this school.

All applicants are required to sign a statement to indicate positive support for the aims and ethos of the school as expressed in its Mission Statement.

The criteria for admissions are, in order of priority:

1. Baptised looked after Catholic children.
2. Baptised Catholic children.
3. Looked after children who are baptised in another Christian denomination.
4. Children who are baptised in another Christian denomination.
5. Children whose parents/guardians wish them to be educated in a Christian School and who support the Catholic ethos of the School.

In considering applications relating to these categories, a priority order may have to be established by reference to:

* 1. the age of any sibling in the receiving school; the youngest sibling commanding the highest degree of priority.
  2. the proximity of the pupil’s home to the receiving school as measured by the shortest practicable walking distance. The governors will use the Routefinder GIS software system to measure all distances.
* In the above category, Looked After Children will be given top priority.
* Applications from children with special needs or additional learning needs will be considered within the context of each of the criteria and in accordance with the Governing Body’s Special Needs Policy.

**Transition**

Transition into and away from school can be a difficult time. We do all we can to make our children’s experiences positive and happy.

Children entering the school will be invited to spend at least a half day in the Nursery Class in the Summer Term prior to their entry. If need be some children might be invited to make more visits. Our aim is to make the child secure and happy. St Mary's is a Christian Catholic school, when children leave here we hope that they will continue their education in the Catholic Sector.

Archbishop McGrath is the nearest Catholic Comprehensive School. We at St Mary's enjoy a close, professional and honest relationship with Archbishop McGrath. Teachers from the Comprehensive School visit St Mary's to introduce themselves and provide points of contact. Children visit Archbishop McGrath School on several occasions before transition:

a Open Evening.

b New entrants' Mass.

c Two whole day visits.

d Music lessons.

e. Curriculum bridging activities

A transition plan exists to make the above more fruitful and smooth. Links are also forged in other ways, for example: visits by the Archbishop McGrath orchestra, lending of resources and the sharing of ideas and knowledge. If parents choose to send their children to other schools then that is their prerogative. Such parents must make their own arrangements, ie contact the Local Education Authority and the school of their choice. Permission for the child to visit the school during term time will be granted upon request.

**Snacks**

As part of the Healthy Schools campaign the following is school policy. Fruit is provided for all Foundation Phase children. Parents are asked to contribute termly.

Juniors (years 3 –6); only fruit is allowed to eat at break-times.

**Healthy Schools Initiative**

St Mary’s is a recognised Healthy School. The school develops yearly targets to improve the health of all members of the school community. You are asked to follow the schools policy on healthy packed lunches and fruit for snacking. Parents are informed as initiatives develop. For example water on desks, exercise classes. The school operates a healthy eating Breakfast Club which is available to all pupils free of charge. It runs between 8.10 and 8.40 am.



**School Meals**

School meals have improved their targets to produce healthy food for children. They are eaten in the Hall. They are always supervised. Young children are supervised by the Learning Support Assistants in order to encourage good eating habits and manners. Prices vary from year to year. More information is available from the school secretary. The school operates a cashless payment system.

**Packed Lunches**

Please make these nutritious and balanced. Please help us by providing a balanced healthy lunch for your child.

**P TA**

The PTA’s prime function is to raise money for the school. This is done by organising events such as Discos, BBQs, Easter Egg Raffles, Shopping trips and Balloon Races for example. If you can’t be an organiser or a helper please support the event with gifts or by turning up at the function. I am very grateful for all parents who support the school in any way that they can. If you’d like to join the PTA please get in touch with us at school.

**Attendance**

In order to help your child understand the importance of their education your support in ensuring that attendance is regular and punctual is vital. Persistent lateness means your child is missing essential learning experiences.

Children should not arrive before 8.40 am as there will be no-one to receive them.

If your child is absent you should inform the school on the first morning of the absence. We will contact you if you do not do this, in order to ensure that your child is safe.

Regular pupil attendance is a vital factor in the continuity and progression in children’s learning. Children should be on the premises prior to the beginning of the school day ie 8.50 am. Children who have medical appointments – dental, optician, hospital visits – should attend school before or after the appointment. Holidays in term time are strongly discouraged. They will only be authorised according to exemptions given in Welsh Government guidance.

**Parents must inform the school of the reason for pupil absence. An officer of the Local Authority monitors attendance half-termly. Unacceptable levels of attendance are followed up and could result in prosecution.**

**Disability non Discrimination**

The school is committed to equal opportunities for all pupils, their families and adults in the workplace. Provision is made to meet the needs of all pupils with Additional Education Needs, medical needs and physical needs. The school is committed to working with external agencies to help meet these needs.

The Governors Health and Safety sub committee is undertaking an audit to formulate a plan to address Disability Non Discrimination. This will be available to parents on request.

**Sporting Aims and Provision for Sport**

* Making sure that PE and sport plays an active part in our Curriculum.
* Encouraging our pupils to take part in sport, inside and outside school.
* Recognising the achievements of all our pupils.
* Improving facilities and developing our resources.
* Encouraging links between schools and the wider community.
* Providing every opportunity to all pupils to develop and nurture their sporting enthusiasms and talent.



**Child Protection**

St Mary’s School has as its priority, the protection and well being of all pupils in the school.

In our school the Headteacher has overall responsibility for child protection matters and acts as a source of advice and support to other school staff.

Our school also has a nominated child protection governor (Mr. Bolton), who has to ensure that the school has a child protection policy in place which is consistent with the All Wales Child Protection Procedures that all staff in the school must follow if there are concerns or suspicions in relation to child protection matters.

If we receive information about a child which suggest that he/she has been abused or at risk of being abused, we have a duty to refer these concerns to the social services, or the police without delay. We have no discretion in this matter.

Our first concern as a school is your child’s welfare and when we have general concerns these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns we have about your child will then be fully discussed with you in a way which is consistent with your child’s best interest.

**Home-learning Policy**

It is the parents’ responsibility to ensure that home-learning is completed as well as is possible and on time. We have always placed emphasis on home-learning at St Mary’s. It is a feature of the school and the vast majority of children and parents comply with the policy. There will be occasions when children may not complete home-learning but these should be very few. Please do not encourage your child to give lame excuses.

Home-learning Timetable

Below is an idea of the home-learning timetable (this is a guide and it will vary):

Reception Spelling lists, Reading books

Year 1 Reading Books, Weekly spellings, homework Friday

Year 2 One piece of Maths, weekly spellings, reading and one piece of other

Year 3 One piece of Maths, 1 piece of Language, weekly spellings, reading book

Year 4 Weekly spellings, weekly table, one piece of Maths, one piece of English

Year 5 Weekly spellings, weekly table, one piece of Maths, one piece of other,

Reading book, tables until known

Year 6 One piece of English, Maths and Science, weekly spellings, Reading Book to be filled in

Ten Top Tips for Reading

1. Try to make reading and listening pleasurable experiences for both the reader and the listener. Success is directly linked to enjoyment
2. Find a comfortable place to sit, as far away as possible from distractions such as the radio, television or other family members.
3. Don’t waste time trying to listen to a child who cannot yet read – spend the time more productively by reading to them and enjoying the time together sharing a book. Your enjoyment will convey very positive messages about the pleasure of reading to your child.
4. If your child says ‘no’ to reading, (and they will), tell them that ‘no’ simply means that you will find another time. Try to negotiate an agreed time.
5. Discuss the book both before starting and after reading. Talk about the characters, or ask for a prediction about what may happen next. This can be as valuable as the actual reading session.
6. Be patient, especially if the reader is trying to break down or sound out an unfamiliar word. Stress or signs of impatience can be counter productive.
7. Allow your child the chance to self correct any mistakes before you point them out. When the page, or a section of text,, has been finished, try reading it to your childe and then let them read it a second time. Praise the improvement – success breeds success!
8. Try not to judge progress by the number of pages read. It is better that small amounts are read carefully. Racing to finish a book does no good at all, and may increase pressure through anxiety.
9. Don’t make comparisons between children, whether your own or others in the class. All children deserve the time to develop at their own rate.
10. Last but not least…. Do you set a good example to your children? Do they see you reading newspaper, magazines or books?

**Arrangements for Pupils with Disabilities**

The school has wheelchair access and there is a disabled toilet in school. Governors welcome applications from pupils with disabilities.

Please arrange to speak to the Headteacher if you have any requirements in this area.

**Visitors with Disabilities**

Visitors are most welcome at our school. Access is available to all areas of the building.

**Wrap Around Care**

St Mary’s is able to cater for children between 8.10am and 5.00pm.

A free Breakfast Club is available to all pupils, who simply have to register to attend.

The after school Sunbeam Club runs as a separate entity to the school between 3.15 and 5.00pm. A daily rate applies. Please contact the office for further details.

**School Meals**

Pupils may have school meal or bring packed lunches. If parents provide packed lunches they are requested to ensure they are nutritious and that foods high in salt and sugar are avoided.

School meals are cooked on the premises. Menus are provided by Catering Services who regularly monitor hygiene standards. Cook will provide suitable alternatives for vegetarians and children with food allergies.

Payment is via a ‘cashless’ on-line system. It is simple and effective to use.

Application forms for free meals are available from the school.

**Medicines**

Medicines will be administered. However, the following criteria must be followed:

1. Only prescription medicines will be given
2. You must sign a School Medicine Form. This is available from the office.
3. All medicines must always be in the correct bottle.
4. All medicines are kept in a filing cabinet in the Headteacher’s Room.
5. Epi-pens must be clearly labelled and replaced in good time prior to reaching expiry dates.
6. Asthma pumps should be accessible to the child. As soon as they are able they should carry and administer their own pump. This should be the ‘reliever’ pump and not the preventative steroid pump which is not appropriate for school. Relievers are usually blue and do exactly that; relieve symptoms of asthma when a child is wheezy or breathless. Please ensure any spacers are also included with the pump and that your child is familiar with its use. Very young children’s pumps are kept in the classroom.
7. Children with chronic illnesses that require medication will be supported. All staff at St Mary’s are sympathetic to this and will do all in their power to give help.
8. The school will not be held responsible for any maladministration of medicines.

**Senedd Yr Ysgol**

St Mary’s actively encourages ‘pupil voice’ and the devolvement of responsibility back to pupils for some areas of school life. The Senedd is elected by pupils annually. They meet as a group. A number of teachers meet with the Senedd. They are greatly valued by the adults in the school. The process teaches children about democracy and about responsibility by looking at holistic issues for the good of all.

**Education in Personal Relationships/Sex Education (EPR)**

A healthy appreciation of one’s worth and the way one is accepted is at the heart of health care. If we recognise that each of us is of worth, our bodies and our talents are of value, we have the beginning of a good health education. We are also aware of the importance of relationships, family and friends, in a healthy approach to living.

It is in this context we approach sex education. This is a shared home/school programme covering Year 1-6. We are currently using ‘All That I Am’ - a published scheme recommended by our archdiocese. All materials are available for parents to view on request. The Schools’ Health Visitor reinforces our teaching with talks about puberty and related issues.

In our EPR programmes we aim to develop self – esteem; to help young people adapt to the physical and emotional changes; to give our children a basic personal health knowledge and an understanding of human development; to develop a growing realisation that they have control and choice over their lifestyles; to enable our children to understand and formulate value judgements about themselves and others; and to encourage pupils to have regard for moral considerations of adult life.

**GOVERNORS' POLICY STATEMENT ON SEX EDUCATION**

The policy takes into account:

• The guidance of the Church in recognising that our sexuality is a fundamental component of our human personality and that children and young people need to be provided with a positive and prudent sex education.

• The guidance of the church in recognising the right of young people to be educated to make sound moral judgements based on a well informed conscience and to put them into practice with a sense of personal commitment.

• The need to comply with Government legislation concerning sex education in schools.

• The rights of parents as the ideal and chief instructors of their children.

Its aims are:

1 To engage parents in consultation and dialogue in order to respect and enhance their responsibilities and meet their needs and the needs of their children

2 To be aware of where each child is, in his/her own knowledge and understanding and identify each one's concerns. To encourage growth in self-respect and self worth, recognising that each of us is created in God's image.

3 Aware that many young people do not come from stable family groups, to give some appreciation of the values of family life. To create the understanding that love is central and the basis of meaningful relationships.

4 To inform the feeder Secondary school through parent and teacher collaboration and dialogue.

5 To provide a forum where pupils can voice their concerns. To offer a climate of support in which pupils know they will be listened to sensitively. To correct mis-information.

6 To ensure that the whole approach to Sex Education in St Mary's Primary School embraces the physical, emotional, intellectual, moral, cultural, social and spiritual aspects of personal sexuality.

This policy statement is the subject of consultation and discussion and the school welcomes response from parents. If you have any queries please contact the school. In Years five and six sex education becomes more detailed and specific. You will be told when these sessions are. You have a right to withdraw your child from these lessons.

**Charging and Remissions Policy**

It is the policy of the Governing Body:

(a) To make no charge for education provided during school hours, including provision of books and apparatus, with the following exceptions

(i) A charge for board and lodging costs on residential visits.

(ii) A charge for instrumental music tuition if the parent requests lessons for their child with the CAVMS organization

(iii) Lost or misplaced reading/library books without a valid excuse

(b) To seek voluntary contributions from parents so that activities during school hours, for which a charge may no longer be made, can continue. No children will be excluded from such an activity because their parents cannot make a contribution, but these activities can only be provided if there is sufficient voluntary funding eg special workshops, pantomimes, live theatre.

**Transport** – the Local Authority are responsible for transporting children to and from school if they live the required distance away from St Mary’s. No charge is made for transport at the present time for pupils who live beyond the statutory distance from school, which is two miles.

Transport is available from Pencoed & District, Porthcawl & District, Pyle & District, Brackla, Litchard, Ewenny and other areas more than two miles from the school. Parents are asked to talk to their children and make them realise the importance of good behaviour on buses. There is an escort on each bus. A list of stops is available from the LA.

Any complaints regarding the matter of behaviour can be directed to

Education and Leisure Services Transport Department

Bridgend County Borough Council

Civic Offices

Angel Street

Bridgend

Telephone: Bridgend 642600

For children whose behaviour is constantly unacceptable:

(i) parents will be notified by letter from the LA

(ii) if in the opinion of the Education Office they constitute a danger then you will be responsible for transporting your own child/children to school

Music – LEA provision. This carries no cost. However demand exceeds supply and there is an age limit. Individual small group music lessons are available in any instrument through CAVMS at any age. The financial arrangements are between the parent and the company.

Educational Visits – There are a number of Educational visits which take place during school time. We ask parents for a contribution. If not enough monies are collected then the visit will be cancelled. In cases of financial hardship please contact me personally. No child will be stopped from going on a visit for financial reasons.



Residential Visits: Year 5 and 6 pupils are taken on a residential visit every year. Parents are informed of these opportunities well in advance.

**Conservation Area**

There is a beautiful and well stocked nature area in the school grounds. It is the habitat of many creatures and mini beasts. There is a wet long grass area, a pond, a log pile and numerous shrubs and established trees. Children use the area in lesson time or science club for various activities across the curriculum. It is an exciting stimulus for children. It is used most days by at least one class. If any parent wishes to help in any way, for example by cutting shrubs, advice, work with small groups, please contact the school.

**New Parents**

A meeting for all new parents is held in the Spring Term. Arrangements are made for new children to spend at least half a day in the school some time during June and July.

Admission of children is staggered during the first two weeks of term.

**School Uniform**

School uniform policy has been agreed by governors and we ask for your co-operation in allowing us to maintain high standards. Uniform is available through the school at a substantially lower price than most shops or specialist school uniform shops. Contact Monica Rumbul 01656 659401 or e-mail Buyschooluniform@aol.com

*St. Mary’s Catholic Primary School Uniform – for all pupils from Reception to Year Six pupils.*

* Standard grey trousers (no fashion trousers or ‘skinny jeans’), white shirts, white or maroon polo shirts with school badge, maroon sweatshirts or cardigan with school badge, grey socks and black shoes.
* Alternatively, maroon skirts or maroon pinafore, white blouses, maroon tights or white socks and black shoes may be worn.

* In the Summer, grey shorts or pink checked dresses may be worn.

**Cultural Activities**

We celebrate the cultures of all our families from around the world and we aim to develop a sound understanding of the Welsh culture; our commitment to Eisteddfodau illustrates this well. We hold a Book Fayre at least twice a year in which you can buy a selection of good quality children’s’ books. The school has a healthy commission which is put back into school fund. Children have the opportunity to either visit live theatre or live performances come into school.

Years 4, 5 and 6 can learn to play an instrument if they so wish (brass and strings). The school has an arrangement also with CAVMS which can provide a large range of instrument tuition for a small amount of money. These are very popular and a feature of the school.

Children often visit the Theatre when appropriate productions are being shown.



*World Book Day*

Please contact the headteacher if you have any queries about our school. He will be delighted to help.

**Appendix**

**Key Performance Data**

St. Mary’s has high academic standards. Assessment data confirm this. The data below provide a brief summary. You are very welcome to contact the Headteacher if you would like to have additional information, which we have in abundance! In addition, the ‘MyLocalSchool’ website has a wide range of data available.