



ST PATRICK'S R.C.

PRIMARY SCHOOL

School Prospectus

2021 - 2022

'Together we are one'

Dear Parents,

The choice of school for your child is probably one of the most important decisions you have to make, so it is with great pleasure that I welcome you to St Patrick's R.C. Primary School.

We believe each child is a unique individual, a child of God, made in the image of Father, Son and Holy Spirit and therefore has the right to be part of a community where each member is valued and respected for their own worth, irrespective of race, culture, faith or ability.

In partnership with parents and parish and with God's grace, the school tries to help the child to develop fully as a person with particular gifts and aptitudes. Guided and challenged by Gospel values, the school aims to provide a family and community in which the child will grow and experience the love of God, self and neighbour.

At St Patrick's we provide a secure, happy and stimulating Catholic environment in which your child will progress and develop their full potential.

Here, both you and your child are genuinely valued as part of our community. All at St Patrick's RC Primary School - Governors, Staff and Parents journey together to ensure that our children experience a challenging and fulfilling education as

"Together we are one"

Croeso

Mrs. L. R. Smith

St Patrick's R.C. Primary School

As a Catholic school we are conscious of our need to love and serve God and each other in all we do.

We use the key phrase **"Together we are one"** to remind us of our mission

Education is Holy

Everything connected with human living and the means by which we understand and come to terms with it, is part of God's revelation to humanity, whether those engaged in it are conscious or not. Therefore, the process of education, teaching and learning is a holy act and since the world in which we live is God's, all teaching and learning are related to him.
(Evaluating the Distinctive Nature of Catholic Schools)

Our Mission Statement

*Though many, we are one.
Living our Faith, learning together.
Knowing our strengths and weaknesses.
Recognising the worth of every individual.
Giving them room to grow in the image of Jesus Christ*

We are a Catholic community which is characterised by the gospel spirit of freedom, justice and love. These gospel values permeate the life and work of our school.

Our Vision is to: -

Lead the children to a positive awareness of God through Christ's teachings.	Create a caring, Catholic environment where children can learn to live in peace and harmony with themselves and others.
Provide a quality education for all our children and develop their full potential physically, spiritually, morally, academically and culturally.	Recognise the worth and talents in each individual, developing self-esteem and self-respect that they may grow in the image and likeness of Jesus Christ.
Build and strengthen the relationships (based on gospel values) which exist between home, school and parish.	

We strive to make this vision a reality through the belief that
"Together we are one"

School History

The school opened in 1958. Parishioners from St. Patrick's Church had saved for many years to raise the funds needed to build the school. Many of the first pupils to attend St. Patrick's still live in the local area and some of them now bring their grandchildren to the school. We are proud of our links with the Parish and the whole of the community we serve.

The school is situated in a residential area just over a mile south east of the centre of Newport and the M4. It sits within the community it serves in a quiet cul-de-sac and is overlooked by Somerton Park, the former football ground of Newport AFC and speedway track but now a residential area in itself. The area the school serves has seen a great growth in development; mixed housing schemes along the banks of the river and on former industrial sites, the expansion of retail parks, leisure facilities and small industrial units off the link road. The school has grown in numbers to accommodate the population growth and has seven-year group classes as well as a nursery that opened in September 2014.

If you wish to visit the school or receive further information, please contact the Headteacher. We are committed to working in partnership with all parents and welcome your involvement in the life of our school and visits are warmly invited.

Mrs. J. Cook
Chair of Governors
C/o St. Patrick's R. C. Primary School
Fairfax Road
Newport
NP19 OHR

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Mrs. L. R. Smith
Headteacher
St. Patrick's R. C. Primary School,
Fairfax Road
Newport
NP19 OHR

Tel. (01633) 272488

The information relating to the education year 2021-2022 that appears in this booklet is correct at the time of printing but may be subject to change before the start of, or during, the school year or subsequent years.

The Staff

The Staff

HEADTEACHER

Mrs. Lindsay Ruth Smith

DEPUTY HEADTEACHER

Year 2

Mrs. S Euden

NURSERY

Mrs. C Lewis

Mrs. S Oliver

RECEPTION

Mrs. G Kingston

YEAR 1

Mrs. S Euden

Year 2

Mrs J Johnson

YEAR 3

Miss L Darney/ Miss J Quigley

YEAR 4

Miss L Glover

YEAR 5

Miss G Lewis

Y6

Mrs. J Guinee

PPA COVER TEACHER

Mrs. L Alison

SCHOOL SUPPORT OFFICER

Mrs. Julie Griffin

SUPPORT STAFF

Mrs. S Ball Mrs. C Carless Ms. Gail Wilson Miss A Laybourne
Ms. Gillian Wilson Mrs. Tracey Vincent Mrs. R Bishop

MIDDAY SUPERVISORS

Ms. Wilson Ms. Wilson Mrs. Thomas Miss Hall Mrs. Daniels

CARETAKER

Mr. G Limon

CLEANING STAFF

Ms. Wilson
Ms. Wilson
Mrs. Thomas

SCHOOL MEALS

Chartwells Ltd

EDUCATIONAL WELFARE OFFICER

Ms. J Baron

SCHOOL NURSE

Gwent Health Service Team

Members of the Governing Body

As at September 2021

Foundation Governors

Mrs. J Cook (Chair)
Mrs. T Cook
Father B Cuddihy
Mrs. K. Mills
Mr. T Ward
Mrs. M Henry

Parent Governor

Mrs. Sullivan

Teacher Governor

Mrs. S Euden

Staff Governor

Mrs. J Griffin

Head teacher

Mrs. L Smith

Newport LEA Appointed

Cllr. A Morris
Cllr. J Richards

Clerk to the Governors

Mr. P Lambert

HOW ARE GOVERNORS CHOSEN?

- Foundation Governors - appointed by the Archbishop (8)
- Elected teacher representative (1)
- Elected parent representative (1)
- Elected non-teaching staff representative (1)
- Appointed LEA representatives (2)
- Headteacher (1)

Total ... 14 Governors

There will always be a majority of Foundation Governors on the Governing Body to ensure that the Catholic interest will always be protected.



The School Aims

We share a core value that we have a positive image of every child as being competent, capable, powerful, strong and full of potential.

Within this core value we aim to: -

- Work together to create a caring Christian community where each child can be educated in the Catholic Faith and experience Christianity in the daily life of the school.
- Provide a safe, stimulating environment that has a significant impact in learning so that every child will reach his / her potential in all aspects of school life.
- Foster each child's whole development through the provision of a meaningful and relevant curriculum.
- To meet the special educational needs of all children within the resources available.
- Build reciprocal relationships with everyone involved in our school, parish and local community.
- To develop self-esteem and self-discipline within a Christian framework of moral and ethical values, so that children are taught the difference between right and wrong, and to promote a sense of respect and responsibility to and for others.
- Extend active links between home, school and parish and the local community the school serves.
- Promote continuity and progression in the children's learning through close working relationships with other Catholic Primaries and St. Joseph's High School
- Recognise the value of all the staff working in our school, and enable them to reach their full potential through the provision of focused staff development.
- Develop the Governing Body's involvement in the active development and life of the school

Commented [A1]: Primaries?

The Organisation of the School

The school is divided into two Key Stages:

Foundation Phase: 3 - 7 years (Infants including Nursery)

Key Stage 2: 7 - 11 years (Juniors)

Our nursery occupies its own building and grounds set within the school boundary. Children can join nursery from the age of three. If spaces exist, then children who are 'rising threes' may be offered nursery places in January or April. These children will carry on into Nursery the following academic year.

The Primary school is a single form entry and children join in the September of the academic year in which they turn five. The school has seven classes, one for each year group from Reception through to Year 6. At the end of Year 6 most of our pupils transfer to St Joseph's RC VA High School for their Secondary schooling.

Equal Opportunities

The staff and governors of St Patrick's R. C. Primary School are fully committed to equality of opportunity in education. We will strive to take every step to implement positive policies to achieve this and meet the requirements of the Equality Act 2010.

At St. Patrick's it is our aim to ensure that all children and staff have equal opportunities in all aspects of school life, regardless of race, gender, disability or social/cultural background. The school aims to promote tolerance and respect for others and to foster each individual's self-worth and personal identity as part of a caring Catholic community.

Teachers have the highest expectations of all pupils. The school is proactive in gathering data on entry which will help us achieve these aims with regard to gender, race, and other equality issues. We track all pupils using teacher assessments and standardised tests year on year so any under-performance within the curriculum which could be linked to equality issues are spotted and we can then implement strategies to overcome these.

Race Equality

St. Patrick's Primary school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds. The school recognises that Wales and the UK have a diverse society made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are properly prepared to live in a diverse multi-cultural society. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour that is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged and reported. (For further information see Racial Equality and Racial Harassment Policies).

Admissions

St Patrick's School was established in 1958 to support the community within St Patrick's RC Parish boundaries and this now extends to all other areas of the city and to those who value the Faith ethos of our school and community.

As a VA School the Governing Body is the school's own admission authority. The policy for admissions is itself governed by the Welsh Government's regulations concerning admissions and the procedures to be followed. Applications to join the school must be made on the school's own admissions form ~~and for Roman Catholic applicants supported by proof of baptism. Applicants from other denominations and faiths are required to provide letters of support from their minister or faith leader. All applicants must support their application with proof of residence.~~ They must be returned to the school for consideration.

In considering requests for admissions the school works closely with the Local Authority and we follow the dates they publish for closing dates and the information regarding the allocation of places.

The school admissions policy and over subscription criteria is reproduced in Appendix 1 to this prospectus and is also available on request. For Roman Catholic applicants the application must supported by proof of baptism. Applicants from other denominations and faiths are required to provide letters of support from their minister or faith leader. All applicants must support their application with proof of residence.

Please note that the application process for Nursery and School are separate and distinct. Nursery children who wish to attend the Primary section of the school must apply in the same way as other children. Nursery children have no priority over other children entering the Primary School.

Application forms for both Nursery and Primary School are available from the school office.

In-year applications for admission into other year groups must be returned to the school office for consideration. The Governors will respond within 15 working days of receipt of the application.



Starting School and Home School Links.

Close links with parents are particularly important and we pay great attention to developing and maintaining open relationships. The preparatory work really begins before the children commence school in September when our induction programme starts.

Parents considering sending their children to the school are warmly invited to make an appointment to visit the school, to see it at work and discuss their child's needs with the Headteacher.

Our process for welcoming children into school commences with a visit of new parents and children coming in to meet teachers, governors, staff, the Parish Priest, members of the School's Friends organisation and each other. This first meeting allows us to explain our routines and expectations and answer parents' questions. It also gives parents the opportunity to discuss any issues or concerns on a one-to-one basis.

When possible the class teacher also visits any other feeder nursery schools to ensure that continuity with regard to the child's progress is maintained.

Following this, your child will have the opportunity to come into nursery or school so that he or she can become a little more familiar with the learning environment prior to starting with us in September. It will be a chance to explore the classroom and outdoor spaces and to meet the teachers and support staff and some of the other children with whom they will be sharing their time.

Children joining in Nursery and Reception have a staggered entry ensuring as smooth a start as possible. Details of this are given to parents in good time to enable them to make their arrangements.

Day to Day contact

We operate an open door policy where you have access to teachers at the end of the school day. This ensures that any concerns you (or your teacher) have are discussed and addressed straight away. We will seek out parents and carers to pass on information of minor bumps or illness suffered during the day; but for concerns that are more serious we will contact you directly during the day.

Mornings in school are busy times, teachers are available from 8.45 to speak too, and Foundation Phase teachers meet the parents greet the children as they enter. Minor concerns and other information (such as medical information, appointments later in the day etc.) should be passed to the class teacher in foundation phase and to the teacher on the door for Key stage 2 or left with Mrs. Griffin, our School Secretary, who will ensure they are passed on.

If there are serious matters that we need to be aware of, or need detailed discussion, then teachers and the Headteacher are available at the end of the school day. Appointments are to be made -via Mrs. Griffin in the School office. For urgent or confidential matters, the Head teacher is usually available during the school day to meet or take a phone call.

At other times messages and encouragement over work and progress are passed in note form in the 'Home Reading Record' and the 'Learning Journal' in KS2.

We produce a regular newsletter which gives reports on the school's activities and successes and also keeps you up to date with notices for the future. All the dates of events for the term are listed. We would prefer to make this available electronically and would appreciate an e-mail address. Text messages are used for reminders and these prove to be an effective method of

communication. Our school web-site is currently being rebuilt and is currently not available to act as a vehicle for information.

At the beginning of the year teachers hold informal information meetings to outline the work the children will be doing and explain their class procedures (PE days, trips planned etc.). All parents are warmly invited to attend.

Home-School links

Parents' Visits

At various times throughout the year parents are formally invited to visit the school. New intake meetings are held in July and class assemblies are held termly. Parents are also invited through newsletters to the Christmas concerts, class prayer times, view pupils work, sports days, PTA Events, Christmas and Summer fetes, Summer BBQ, Easter assemblies, Parent Workshops, Achievement assemblies and much more.

Class Welcome Meetings

These are usually held in the second and third week in September. The teacher outlines what the pupils will be learning during the term and explains how systems work. Teachers provide parents with an overview of what pupils will be learning that year and how to help their children at home. This is also a chance for parents to ask questions about the new class and express any concerns they may have.

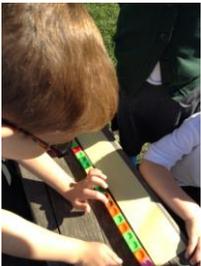
Parent-Teacher Consultations / Written reports

Parent-Teacher Consultations are held twice yearly, usually halfway through the autumn and spring terms. In the summer term, a written report is sent home. Any parent who has any concerns about their child is encouraged to contact the school to make an appointment to see the class teacher/ Deputy Head teacher/ Head teacher for an extra consultation to be arranged. A written report is sent to all parents at the end of the summer term which parents can choose to discuss.

The Governors' Report to parents is sent home annually.

Parent Consultations/Clinics for Pupils with Additional Educational Needs

Twice a year parents of children who have Individual Development Plans (IDPs) are offered an additional meeting with the class teacher and the AENCo (Additional Educational Needs Coordinator), Mrs. Williams. Staff will review the targets set for the pupils with the parents and set new targets. Pupils will also contribute how they feel they are progressing.



What will your child be taught?

The Curriculum

The curriculum includes everything a child learns at school.

At St. Patrick's we aim to provide a broad, balanced curriculum which provides for the social, emotional, spiritual, moral, physical and intellectual development of all our pupils and develops skills for life-long learning.

Through the curriculum we seek to promote equality of opportunity so that all children have equal access to opportunities which enable them to fulfill their potential whatever their gender, ethnic origin, ability or social circumstances.

The National Curriculum

The National Curriculum sets out a legal minimum of what is to be taught to children in every school in Wales. The curriculum itself is supported and enhanced by the National Frameworks for Literacy and Numeracy. The National Curriculum requirements apply to all children of statutory school age; that is from the term after the child's fifth birthday until they are sixteen. In September 2015 a new, statutory curriculum was introduced for Maths and English for both of the Key Phases.

The Curriculum itself is split into several distinct sections, the first two of which apply to primary schooling:

The Foundation Phase: covers from Nursery (aged 3) to Year 2 (age 7)

The Early Years curriculum for Reception lays the foundations for the rest of National Curriculum. In delivering the statutory requirements we keep in mind the ethos of the school in that we value children and we value childhood.

The Nursery and Reception class teachers ensures that an appropriate curriculum to foster the all-round development of each child's physical, social, emotional, intellectual and spiritual needs are provided for within a caring, supportive, learning environment. There are six areas of development within this curriculum and these are:

- Language, Literacy and Communication Skills
- RE, Personal and Social Development
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Each area of development has its own outcomes against which progress is monitored.

Throughout the Foundation Phase, children follow a curriculum that is based around carefully planned activities to include elements such as structured play (sometimes guided by the class teacher and at other times in activities generated by the children's own interests) as well as guided learning in Key Skills of Maths and Literacy. Learning takes place both in the classroom and the outdoor area dedicated to the task so children can develop their skills and understanding in an exploratory way.

Our over-arching plan throughout the Foundation Phase is based on the natural rhythm of the year in its Seasons and Celebrations. This unifying approach allows us to plan the learning directly linked to what is happening around them rather than being led by the term dates.

Key Stage 2: covers from age 8 to age 11 (Y3 through to Y6)

The National Curriculum for KS2 (the juniors) is a skills based curriculum. For clarity each subject area has its own booklet. Each booklet contains its own skill set and knowledge base (the 'Range'). The subjects which make up KS2 are:

- Maths
- English
- Science
- Information Technology
- Welsh (second language)
- History
- Geography
- Art and Design
- Design Technology
- PE
- Physical, Health and Social Education



Each subject has its Programme of Study and these have accompanying attainment targets (ATs) against which progress is monitored.

Underpinning these are a set of Key Skills which help children make links between subject areas and develop their intellectual, cultural and social skills. These Key Skills are:

- Developing communication (includes oral, written and graphical communication)
- Developing Number (application of maths skills in various situations)
- Developing Thinking
- Developing Personal and Social Skills

Learning in KS2 is taught wherever possible in a cross curricular, themed, way. The subject areas that make up the curriculum are led by the progressive learning of skills. The knowledge aspects (the Range) of the subject provides the conduit through which the skills can be learnt and applied. Each subject has its own over-arching plan from which teachers plan the programme of work to be undertaken both termly and weekly. These plans are shared and discussed with the governors and are available to parents upon request.

The National Frameworks for Literacy and Maths apply from Reception through to Year 6 (and beyond). They lay out the expectations in learning for most children in the development and application of both literacy and numeracy as they move through each school year.

Religious Education

As a Roman Catholic school, learning about our Faith is an important aspect of our daily life. We follow the RE Scheme of Work. This is known as 'Come and See' and is approved by the Bishops

of England and Wales. The scheme forms the basis of the religious education curriculum at St. Patrick's and is taught throughout the school in a progressive manner, from Reception through to Year 6.

The scheme also incorporates units so that children learn of other faiths.

Our Collective Worship programme is also used to raise children's awareness of key dates and festivities of other faiths. Religious Education is a daily part of the curriculum for every pupil.

Parents are encouraged to actively support their children by becoming involved in any homework, or by helping them to learn prayers or readings that are sent home. We also invite parents to share in the various class assemblies, Liturgies and Masses celebrated throughout the year.

The Core Subjects

English

At St. Patrick's it is our aim to ensure that all our pupils are given the full range of opportunities necessary to enable them to be confident in all aspects of Language. They will need to develop skills in oracy, reading and writing. Oracy is an integral part of the teaching of English. Nursery rhymes and traditional stories are so important in developing the ability to speak coherently. They give a firm basis to allow your child to rehearse language patterns and explore and understand story structure. Pupils will be encouraged to listen carefully, to rehearse what they want to communicate and to speak with confidence in a variety of situations, both socially and academically.

The main reading scheme used in school is called, 'PM Library'. Books from a range of sources support this. Children are also able to choose from fiction and non-fiction books to extend the range of their reading. From the time they start in Reception, the children are encouraged to take home books to read with their parents. Home reading is very important as it encourages, supports and develops a love of books. For young children we also have a range of Story Sacks, often based on traditional tales which, as well as the book to share, and has interactive games and toys for emerging readers to enjoy with their parents. The books we send home are closely matched to your child's needs for both de-coding and understanding. These will not always be books from the reading scheme used in school, but will usually be books from the library or a parallel reading scheme called 'Bug Club'. This has both traditional books which are also available electronically, via Internet access, at home. This reading scheme also includes ideas to support and extend understanding of what's been read.

We use techniques such as drama to challenge and extend understanding, a wide variety of stimuli including moving image to engage children in their writing and Philosophy for Children to develop reasoning and thinking skills.

The children are taught to understand the value of writing as a means of communicating, organising and developing ideas and information, and as a source of enjoyment. Grammar, spelling and punctuation are considered to be of tremendous importance. These are taught systematically and

progress is monitored very carefully. Basic skills of handwriting and presentation are taught using a structured programme and cursive script is introduced in Year 2 and developed fully in KS2.

Mathematics

The National Numeracy Framework is at the core of our Maths scheme but has been further developed in conjunction with the local Education Advisory Consortium (EAS). Our main aim is to ensure that children are taught the appropriate skills needed to enable them to apply them to real life situations. There is the opportunity to undertake structured investigations often practical in nature, set against a background of appropriate mathematical language. Maths is taught in an interactive way and develops sound mental maths strategies. The school is recognised as demonstrating good practice.

Commented [A2]: Should this be 'Education Achievement Service'?

Science

Science is taught, in the main, through a practical, investigative approach supported by various resources, chiefly the excellent scheme of work written by the Collective Learning Consultants team. Pupils are encouraged to raise questions, observe carefully and report findings in a variety of ways including written or verbal reports and use of graphs or pictures.



Welsh as Second Language

Welsh is taught as a second language as part of the National Curriculum and is used wherever possible in every situation. Skills in speaking and listening are given the greatest emphasis where children begin to use basic words and phrases from the Nursery and Reception Class and this progressively builds through the school following a carefully developed scheme. Skills in reading and writing also develop alongside the oral communication.

Peripatetic teachers from the Welsh Advisory Service support teachers in their classrooms in delivering learning. Staff attend in-service training to improve their level of expertise.

All staff are committed to encouraging all children to take a keen interest in Welsh culture and this is developed throughout the school and across all subjects as and when appropriate. It is celebrated in an Eisteddfod which takes place on St. David's Day.

ICT

Each class is equipped with computers connected via the Local Authority intranet to the 'web'. Most teaching is done via whiteboards/TV screens/lap tops and or Chrome books. We have a wireless network and use a large bank of mini laptops and tablets to extend our connectivity and opportunity. We are developing our access via the Welsh Government's Hwb+ network -and look forward to the opportunities that will provide to enhance children's learning as well as parental access to information. Our Scheme of Work is based on the Newport LEA model that allows the

children to progressively learn the skills needed to be confident and discerning users of IT. The web provides access to a wide range of information and teaching resources to match the learning across the whole curriculum.

The Foundation Subjects

Children follow studies in the full range of National Curriculum subjects; Music, PE, Art and Design, Design Technology and History and Geography. Wherever possible **the children's work/learning** is **linked/organised** -into themes with strong cross-curricular links where these can be made. Aspects from our schemes of work that cannot be linked into themes are taught as stand-alone topics.

Children's Social and Emotional Learning, including citizenship is taught via the SEAL (Social, Emotional Aspects of Learning) project Scheme of Work with weekly timetabled lessons. This programme runs in all classes in school.

Trips, visits, performances and visitors all provide experiences and insights that give colour and breadth to the learning children are engaged in.

Peripatetic Music Lessons

As well as class music lessons specialist teachers come in to work with those children who want the opportunity to learn an instrument. Currently we have teachers for drums, guitar, woodwind and brass. There is a charge to cover the cost of these lessons. For children who access free school meals there is a bursary available from the Local Authority to cover the cost. Please see the School Charging policy for more details.

Homework

All children will be given weekly tasks to perform at home to support classroom learning. Sometimes class teachers will ask parents to practise specific tasks with their child in addition to regular home learning.

Home learning may include learning multiplication tables, spellings, online tasks or tasks specific to subject areas including project work. Parents are asked to help their children with these activities in a constructive way to support their learning. Parents are asked to listen to and/or read with their children "little and often" 10-15 minutes 5 days a week. They are also expected to learn their tables and spellings; parental help and encouragement with this is extremely important.

Other homework is set but in a way which provides the children with the freedom to develop their skills and creative abilities.

Open-ended tasks will be set by the class teacher based on the current learning taking place in the classroom. This may be in the form of research, reporting on aspects of learning or demonstrating a skill in a different context. The older the children are, the greater the amount

of homework set. Parents are encouraged to support them in these homework tasks but not to do the work for them!

Target Setting

All pupils are set targets for improvement at the beginning of each academic year. These individual pupil targets for attainment are used to inform the school's overall targets for pupil attainment at the end of the Foundation Phase and Key Stage 2, which are submitted to Newport LA, Education Achievement Service for South East Wales and the Welsh Assembly Government and monitored throughout the year. Teachers, in consultation with pupils, set individual learning targets for pupils in English and Maths; these are regularly reviewed as part of the on-going assessment for learning. Pupils regularly evaluate their own learning and the learning of others through peer and self-assessment.

Assessment

Your child will be continually assessed in all aspects of his/her development, personal social and academic, throughout the school. A variety of evidence is used about each child's progress and achievements in all aspects of learning to provide a holistic view of progress and achievement.

Assessment for Learning:

The purpose of assessment is to monitor progress, assess what each child has learnt, and plan the next stage in his / her learning. It is important that pupils themselves are engaged in this process and are taught the skills needed to be reflective learners, assessing their own progress and engagement in learning and understanding what's needed to move forward. Class teachers, and pupils themselves, make ongoing assessments during normal classroom teaching situations.

Summative Assessment

In order to measure year-on-year attainment we engage in teacher assessment for each pupil against set targets as well as using the results of national tests to support the final judgment of the level achieved (see below). The purpose of this process is to monitor progress, diagnose areas that need to be developed and to give staff indications for a child's future work as they move through school. Targets for progress in the core subjects are made known to parents at Parent Consultation meetings and in the annual report.

Each National Curriculum subject has its own attainment target. For each attainment target there are a number of levels covering progress through the 10 levels of the National Curriculum (3 -16 years). In the Foundation Phase these are called 'Learning Outcomes' and run through 6 levels. There is an overlap with the attainment targets in KS2 which run from Level 1 to level 6.

Foundation Phase	KS2
Outcome 1	Outcome 1

Outcome 2	Outcome 2
Outcome 3	Outcome 3
Outcome 4	Level 1
Outcome 5: <i>expected for the majority of children at the end of Y2</i>	Level 2
Outcome 6	Level 3
	Level 4 : <i>expected for the majority of children at the end of Y6</i>
	Level 5
	Level 6

At the end of each Key Stage (end of Year 2 and Year 6) your child will be assessed by their teachers and given an appropriate level (see above). These are made known to parents and published with the child's annual report. These results are also used to monitor the school's progress both locally and nationally.

In addition, formal observations take place in the term a child is 6 years old to measure early progress in Literacy Skills.

Reading Ages are monitored using a published schema recommended by the Local Authority.

In May each year all children in Years 2 to 6 sit the National Tests in reading and maths. The maths test has two papers; procedural maths, which tests understanding in being apply to recognise and carry out arithmetic procedures, and a reasoning paper which tests learners' abilities to apply maths to problem solving.

The results from these tests are used by teachers to support their own assessment of progress and are also made known to parents along within the annual report.

Children with Additional Educational/Learning Needs

We appreciate that children have varying individual needs, which can be short or long term. These can include:

- a child being particularly gifted
- having a general or specific learning difficulty
- a medical need
- emotional or behavioural problems

It is the policy of the school to identify, as early as possible, children with additional needs and provide them with as much additional support as possible. We have a number of Learning Support Staff (LSAs) who are involved in supporting children who have an additional need.

It is usually the class teacher or the parent who initially identifies a child with additional needs. The class teacher then assesses the needs of the child and plans accordingly. The child will be entered onto the school's special educational needs (SEN) register and the teacher with responsibility for Special Needs (AENCO) is consulted - Mrs. J. Johnson. Children on the SEN

register follow an individual development plan (IDP) including specific targets for achievement, written with the family and the class teacher with support from the AENCO. Together the class teacher and AENCO monitor the progress made by the child and involve the parents in discussion as appropriate. If further support is required, advice will be sought by referral to the Newport City Council Pupil Support Services or other suitable identified external agencies.

Children with Statements of Special Educational Need receive additional appropriate support and an annual review of their needs takes place involving all those concerned with the pupils' learning (for further information see our Additional Educational Needs Policy).

Children who are identified as abler or talented are also provided for through classroom activities designed by the class teacher to meet their needs. If the ability or talent is of a sporting or artistic nature, then we will endeavor to work with parents in suggesting outlets within the community that will help further develop the talent.

Pupil Voice

Children are actively encouraged to engage in all aspects of school life. Their views on the way they learn and the organisation of the school are important and taken due account of.

In the Foundation Phase children take an active part in planning the types of learning activities they would like to engage in the next week. As the children get older and advance through the school they are supported in tracking their own personal learning through the monitoring of their learning targets and evaluation of their own performance. In the juniors this is recorded in their Learning Journals whilst younger children do this collectively with their class teacher.

Pupil views on specific areas or styles of learning are also sought and these feed into our curriculum planning.

The school has a vibrant School Senedd, all pupils from Year 2 to Year 6 take an active role in the development of the school and its work in the community. Elections are keenly contested and the elected representatives are expected to - and do - take their responsibilities seriously. The Senedd gives the children a real say in the way we are developing as well as giving them experience of how decisions are made.



We also have an Eco-Council who have worked to gain the school the prestigious Green Flag Award, at the highest Platinum level which was awarded in July 2015 and has been sustained since. The Eco-Council has also achieved Fairtrade status for the school.



Pupils act as "Play leaders" to make playtimes a more rewarding experience and they enjoy the rewards that responsibility that give them.

Governing Body Policy Statement on Sex and Relationships Education

Commented [A3]: Should this be 'Governing Body's'

Introduction

St Patrick's Primary School is committed to the teaching of Sex and Relationships Education (SRE) in line with the Catholic Faith. It will be taught as part of our Personal and Social Education Programme (PSE) with areas of overlap into the Science curriculum and aspects of the R.E. curriculum. We will try to prepare all pupils for the opportunities, responsibilities and experiences of adult life, taking note of their moral, spiritual, cultural, mental and physical development at school and in the wide world.

The Welsh Assembly Government recommends that every primary school should provide SRE using the PSE framework as a basis (SRE in schools 2002).

The SRE programme will be co-ordinated by the RE co-ordinator and is approved by the Governing Body.

This policy was developed in consultation with pupils, parents, teaching staff and the School Governing Body.

The Aims of SRE in St Patrick's Primary School:

- To help children to communicate about matters to do with their bodies and relationships without embarrassment
- To help children to understand their own feelings and the feelings of others
- To teach children to respect themselves and other people
- To help children to adapt to changes within the family
- To provide information on: -
 - Loving relationships
 - Names for parts of the body
 - Appropriate and inappropriate touching
 - Different kinds of families
 - The physical and emotional changes associated with puberty to include conception, pregnancy and birth.
- To prepare children for decisions they will make in the future and the experiences they are likely to face
- To keep children safe by helping them to recognise and respond appropriately to unacceptable behaviour by adults and other children

- To help children to understand the information and situations they come across and to put them in a values framework
- To begin to introduce children to a variety of values/attitudes regarding relationships in order to help them to develop their own moral code and to show tolerance to those who come from different backgrounds and have different beliefs.

Sex and Relationships Education will:

- Be developmental and be appropriate to the age and stage of the child. Common starting points cannot be assumed
- Put forward factual knowledge and encourage the exploration of facts
- Examine opinions and concepts and encourage appropriately levelled and mature discussion
- Encourage awareness, respect, and responsibility for oneself and others

Collective Worship

The children come together each day for collective worship. Collective Worship and Assemblies are varied throughout the week: -

Monday	Whole school Collective Worship that explore the previous Sunday's Gospel.
Tuesday	A varied programme of separate phase based Liturgies/collective worship
Wednesday term.	Whole School Collective Worship- based on the pair of virtues for the half term.
Thursday	Welsh Language Based Collective Worship
Friday	Class worship planned and led by the children and reflections on the topics covered in the RE Scheme of Work or a varied programme of Class Liturgies and Assemblies to which parents are warmly invited KS 2 children attend the Parish's morning Mass, each class in turn.

Parents and family are warmly invited to join the school to celebrate class liturgies and assemblies (Thursdays) and in the celebration of Mass on Holy Days and days specials to the school. Details are published in our newsletter.

Parents and the School Working Together

Parental Involvement

At St. Patrick's, we strongly believe that the education of the children is based on a partnership between home, school and parish. Parents are always welcome, and are actively encouraged, to take an active part in the life of the school e.g. supporting with classroom activities, coaching with football / netball, assisting the class teacher when escorting children on school trips etc. If you are interested in helping with children's learning, we welcome volunteers from family members. We can put you forward for training run by the LA in helping children with reading. Help for Forest School Activities with the Foundation Phase classes, both on site and off, is especially welcome. Be warned though, we go out in all weathers! Please contact the Headteacher if you are able to help.

The school also aims to periodically run Parents' Workshops that keep parents 'up to date' with current educational practices and offer advice on how they can support their child in their learning. The school is involved periodically in the Positive Parenting Training where parents, with the aid of a tutor, learn how to support their own children in their learning as well as developing their own personal skills.

Parent Consultations

Parent Consultation evenings are held in the Autumn and Spring Terms to provide parents with the opportunity to discuss their children's progress with the class teacher.

During parents' evenings children's individual targets are explained and discussed with parents. In addition, following the issuing of the children's Annual Report at the end of the Summer Term, we offer an optional meeting to discuss the report's contents. Special attention is given to the discussion of the outcome of Teacher Assessments in Year 2 and Year 6.

At other times the teachers and Headteacher are available and willing to discuss any matters of concern parents may have with regard to their child but, where possible, parents are asked to make an appointment first.

Friends of St Patrick's Association

All parents are automatically members of the Friends of St. Patrick's. All are encouraged to join the committee who organise a variety of social and fund-raising events for the school, support events such as the Easter Bonnet Parade, sports day, discos and much more.

The children have benefited greatly from the support of this hard working association who work with the staff to provide extra resources for the children and improve the quality of the learning environment at school. New parents are always welcome and extra help is much appreciated.

Parish Links

The school has very close links with its parish and the Parish Priest is a regular visitor. As part of these close ties, children take a lead role in preparing the Celebration of Feast day masses and children are actively encouraged to attend and take a leading role in the Family Mass. The school provides readers for this Mass once each term. We encourage all our parents to attend and take part in this Mass with their children as part of the school community but also to take their

children along to Mass each week in order to help develop their understanding. KS2 children attend Mass on Fridays, each class in turn.

Holy days, which occur in school time, are celebrated by the whole school's attendance at Mass. As part of this development in understanding the Liturgy, Penitential Services and Class Masses are held in the school at various times of the year and in particular during Lent and Advent.

Sacramental Preparation

Sacramental Preparation is done within the Parish. The school assists this programme by acting in a supporting and celebratory role. Baptised children are prepared ~~in the main~~ by the parish catechists (and parents are prepared by the Parish Priest) to receive the Sacrament of Reconciliation in the Spring term of Year 4 and the Sacrament of Holy Communion in the Summer Term. Children of other (older) year groups who join our school are able to join these classes if they have not yet received the sacraments.

Child Protection Issues

There is a duty of care placed upon us to protect children placed in our care. This duty places upon us, under law, the responsibility of reporting all actual or suspected cases of 'children at risk' or 'children in need'. It is the Headteacher, as the named Child Protection Officer, who has the responsibility in St Patrick's of reporting all such cases brought to his attention. Teachers and staff are also charged with the duty of bringing cases, that come to their attention, to him for action. In his absence this duty is delegated to the Deputy Headteacher, Mrs. Euden. The Governing Body's named person for child protection matters is Mrs. J Cook. She is contactable via the school office.

Please be aware that where children are perceived to be 'at risk' it is not possible to speak to parent or carers about concerns raised prior to making referrals to the Social Services' Duty Team.

School Uniform

The governors have approved the following uniform. It is compulsory for all children and any new children seeking a place.

Girls (Winter)

Grey pinafore / skirt / trousers
White shirt
School tie
Bottle green/ grey/ white socks/tights
Bottle green long sleeved V-necked sweatshirt with school crest
Bottle green long sleeved cardigan with school crest
Flat black school shoes

(Summer)

Green checked/striped dress
Black or white closed toe flat sandals
White t-shirt

P. E. Kit

Commented [A4]: I think we need to state that this is optional.

Black shorts
Training shoes/ plimsolls
Track suit (for winter games)

Boys
Grey trousers
White shirt / polo shirt in summer (optional)
School tie
Bottle green long sleeved V-necked
sweatshirt with school crest
Black school shoes (preferably not trainers)

P. E. Kit
White t-shirt
Black shorts
Training shoes/ plimsolls
Football boots / track suit

P. E. Kit should be kept in school.

Key items of school uniform are available through school and through Tesco's and a specialist shop in Newport. (For a full list and order form please ask the school secretary for details.)

All clothing should be marked with your child's name.

The wearing of jewellery is discouraged but, if worn, is done so at the wearer's own risk. The school will not be held responsible for injury, damage or loss resulting from the wearing of jewellery.

However, any jewellery worn **must** be limited to **one** ring and **stud** earrings **only**. All jewellery must be **removed or taped over** during P.E. and Games.

Hair must be kept neat and tidy and styles, which may be regarded as outrageous by the Headteacher and Governing Body, will not be permitted. Further clarification on this matter may be sought from the Headteacher.

Children are not permitted to use mobile telephones in school. If children bring their phone to school, the School takes no responsibility for the loss or damage to such equipment. If, for any reason, a child wishes to contact their parent in an emergency (or vice versa) then the telephone in the Secretary's office must be used.

Toys and personal equipment must not be brought into school. Key Stage 2 children may carry their phones but must not use them during the school day. The school will not be held responsible for any damage or loss of such items.

Sports and Extra Curricular Activities

Commented [A5]: Is this the only place where school uniform can be obtained these days?

Sports

At St. Patrick's, we aim to offer a wide range of sporting activities in order to develop fitness and confidence in all of our children, the school operates an equal opportunities policy which attempts to ensure that, where possible, all needs are met. The school takes part in several local competitions in a variety of sports including netball, football, rugby, baseball and athletics. Year 4 are taught to swim at Newport's pool at the International Sports Village, under the supervision of trained Instructors. This is an intensive, daily, course scheduled for a 3-week period during the school year.

Extra-Curricular Activities

A variety of school clubs are available for children in both Key Stages during the various seasons of the year. A full programme is published at the beginning of each term. In the past the range has included infant games, football, netball, hockey, rugby, athletics, tennis, baseball, cooking, art and crafts. In the main clubs take place during lunchtimes with some in the evening. The football, netball, rugby, baseball and athletics teams play fixtures in various competitions and tournaments on a friendly basis throughout the year.



Charging and Remissions Policy

It is the policy of the Governing Body:

- 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 to cover the cost of music tuition (approximately £35 per term at present depending on the demand for the instrument)
 - iii) Lost or misplaced reading/library books.
 - iv) A charge to cover the cost of swimming lessons and the cost of transport to and from the swimming pool.
- *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 will only be provided if there is sufficient voluntary funding.*

General Information

The School Day: Bringing and collecting children

Nursery

The Nursery occupies its own building. The sessions for Nursery are 9:30 -12:00 and 1:00 - 3:30. Parents are welcome to wait within the Nursery's outside area when bringing or collecting your child. You are welcome to come into the building to help settle your child and to collect him or her at the end of your session.

Reception - Year 2

In the morning, the doors to the school are open from 8:45am and children can come into their class from that time. In class they are supervised by their teachers and support workers. It is a social time with a chance to chat and catch up as well as engage in some 'early morning tasks' to challenge and encourage. School formally starts at 8:55am.

For safety and organisational reasons, parents are asked **not** to follow their child into the school but say good-bye at the entrance doors. Please do not come in to dress/undress your child. The class teacher will endeavor to ensure that either she (or the child when able) carries this out. This is to encourage independence and ease the congestion in the lobby making it safe for all.

When you come to collect your child please wait outside the fencing to the play areas. Once these gates are opened then you can move to the external doors for each class. Your child will then be sent out to you. Once your child is back in your care please keep them close to you. They are not permitted to use the main playground nor should they be allowed to wander into the car parking area. Your co-operation with this is appreciated.

Key Stage 2

Early morning routines are the same.

At the end of the school day the Junior children will be dismissed through the Junior doors and into the Junior yard. Pupils in Years 5 / 6 are dismissed through the Hall doors to ease congestion.

Other Considerations

The children are not allowed to leave the school during the day unless accompanied by an adult or notification has been given to the school. Please ensure the class teacher is notified (via the school office) if you intend to take your child out of school during the day. If you make alternative arrangements for your child to be collected, please inform us. We will not let children go with other adults unless we have prior warning.

Attendance

Regular and punctual attendance is very important for the children to gain maximum benefit from their education at school. Registers are marked at the beginning of each morning and afternoon session.

Commented [A6]: Pm?

Under the Education (Pupils Attendance Records) Regulations 1991 all schools must distinguish between authorised and unauthorised absences on their attendance registers. Authorised absences include illness, medical appointments and other special circumstances for which a valid explanation has been given. Unauthorised absences include unexplained absences and lateness after the register closes each session, and holidays taken in term time.

If your child is absent, for any reason, please telephone the school as soon as possible and leave a message which will be passed on to the class teacher. Failure to do so could affect your child's registration of attendance. When your child returns to school, if possible, please send in a note of explanation.

The school operates a "First Day" contact policy where the Headteacher or school secretary will attempt to contact parents at home or by text in order to ascertain the reason for absence if missing from registration.

If your child needs a medical appointment, please make every effort to make these for after the end of the school day. When a morning appointment is the only option available to you it is better to make this for after 9:00 and bring them to school first so they can be registered.

We actively discourage the taking of family holidays during term time because of the disruption caused and the loss of learning for your child. The school will not authorise any absence for holidays in term time because of the disruption caused and the loss of learning for your child. If it is your intention to take a holiday during term time parents are asked to inform the school of this via the form available from the School Secretary. The form is to be signed to confirm parents' intentions and to say they understand the implications of such action. **THE SCHOOL WILL NOT AUTHORISE ANY ABSENCE FOR HOLIDAYS IN TERM TIME, BECAUSE OF THE DISRUPTION CAUSED AND THE LOSS OF LEARNING FOR YOUR CHILD.**

Please note that from September 2014 the law has been changed to make it possible to fine parents for persistent absence. This procedure was adopted by the Governing Body from September 2019

Punctuality

Parents must ensure their children are in school for 8:55am registration. Lateness is disruptive for all the class as it prevents learning from starting promptly. It is also embarrassing for your child to be late and can seriously impact on their learning as they can miss important teaching.

We work closely with the Educational Welfare Officer (EWO), Ms. J Baron, to monitor both attendance and punctuality. Either the Headteacher or the EWO will follow up families where needed to both challenge and support to improve both attendance and or punctuality as required.

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Commented [A7]: As per the last meeting, we agreed to make this statement stronger. I'd suggest:
"The school will not authorise any absence for holidays in term time because of the disruption caused and the loss of learning for your child."

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Commented [A8]: Suggest:
"Parents must"

Walking to School.

For older Year 6 and Year 5 children where you want to encourage your child's independence by allowing them to walk to or from school alone, please let us know in writing before doing so. We will not let a child leave the premises without an adult unless we have such a notification.

School Security

For the safety and security of the children, staff and school property, all entrance doors are kept closed at all times during school hours. The doors are fitted with security locks enabling staff and children to exit the building safely whilst, at the same time, preventing the doors being opened from the outside. During school hours the only entrance into school is via the main gate located on Fairfax Road. For safety reasons this gate is inaccessible to vehicles during peak hours, i.e. 8.30 - 9.30am and 2.30 - 3.45pm. Children and parents arriving for Breakfast Club must use the top gate. N.B. Authorised vehicles only are permitted to drive onto the school site.

All visitors are instructed to report, in the first instance, to the Secretary who will escort them to the Headteacher. It is important that the Headteacher is aware of who is on the premises at all times.

Children who are collected during the day will be 'signed out' prior to leaving the building.

Behaviour and Discipline

At St. Patrick's, all the staff work together to create a safe, caring learning environment for the children. At all times the children are encouraged to maintain a high level of self-discipline. The school rules are kept at a minimum and emphasis is placed on the children developing a caring and considerate attitude towards other people, their property and environment.

The school's positive approach towards behaviour and discipline provides for good behaviour and good work being rewarded. Praise Assembly on Fridays is often used to highlight positive examples of such attributes. Each class displays the Rules, Consequences and Reward system in place.

All staff have been trained in Assertive Discipline techniques.

Bullying

Bullying, whether physical, verbal or emotional, is totally unacceptable and will not be tolerated.

Bullying can be defined as "the willful conscious desire to hurt or frighten someone else and in nature is often repeated over time" (whilst recognising that a 'one-off' event can also be traumatic).

All staff are vigilant to ensure that any incidents are dealt with immediately. Generally, we are proud to say that bullying is not a problem at our school but if it does occur, children are encouraged to notify a member of staff straight away. If you suspect or are concerned that your

child is being bullied and this has not been reported, please contact the Headteacher as soon as possible so that appropriate action can be taken.

Where bullying is an issue the school will contact parents of both the victim and the perpetrator to offer help and support.

Pastoral Care

At St. Patrick's we believe that the education of the children is based on a partnership between home, school and parish. Our chief concern is for the whole child helping and guiding them to develop to their full potential educationally, spiritually and morally. Should any changes occur at home which might affect the progress and behaviour of your child in school, or they appear unhappy for some reason, then please contact the class teacher, or make it known to the Headteacher. Mrs. Griffin also acts as the school's Family Liaison contact point and is happy to help families where she can. The school has limited access to a counselling service for children run in partnership with the local Authority and the University of Wales. You may be sure that any situation brought our attention will be handled with sensitivity and treated in the strictest confidence.

Medication and Illness

If a child becomes ill during school time, we will contact the parents. It is essential, therefore, that emergency contact numbers are made available to the school and, in the event of any changes to contact numbers or circumstances, the school is informed as soon as possible.

For safety reasons members of the staff will not administer medicines. The only exception to this may be if the illness is on-going or potentially life threatening (such as Epilepsy, nut allergy etc.).

Arrangements for dealing with such conditions will be discussed on an individual basis and appropriate arrangements made. Pupils suffering from Asthma must bring a pump to school which will be kept in an accessible place by the class teacher.



We have all our LSA trained in First Aid and our Mid-Day Supervisors have also been trained in dealing with the minor everyday knocks and scrapes. 2 members of staff are pediatric first aid trained.

If you need to take your child to see a doctor or dentist on a non-urgent matter, please can you organise appointments for after school. If you can only have a morning appointment, please arrange for them to be later in the morning and bring him or her to school first so that registration is complete.

Drinks, snacks and School Meals

Commented [A9]: Eh?

Commented [A10]: We agreed to add something here about FSM and that we will help with completion of forms, etc.

The importance of proper nutrition is a major concern of the Welsh Government and schools, working together with parents, are seen as a major influence in providing children with guidance and support for a healthy lifestyle. New legislation has been passed, to take effect in September 2014, and the school is bound by this.

During the day your child will be encouraged to take frequent sips of water to maintain their hydration. Suitable water bottles are available from the school at a cost of £1.90. These are to be taken home daily for washing and brought back full each morning. Children are able to replenish them later in the day with fresh, cooled water from the water fountains. Please note that squash and fruit juices are not permissible.

In all classes children are encouraged to bring in fruit or vegetables for the morning break.

School meals are provided and delivered to the school from contractors employed by the Local Authority. Currently the company is Chartwells. The children have a choice of menu, and can have either the cooked meal or sandwiches from the sandwich bar. Salad and fruit are always available. The menus are planned well in advance and designed to provide a balanced and nutritious meal. Salt and sugar are kept to safe intake levels for the children. We send the menus home termly. Menus are also always available on request from the school office and displayed on the notice board in the infant area.

The School Meals Service operates a pre-payment system. Orders for lunch are to be made in advance using the online Parent Pay system- please see the office staff for log on details.

If you are eligible for a free school meal, then you must apply to the Local Authority at the Civic Centre. We hold the application forms and guidance notes in school and will be happy to help you complete these.

If you prefer, then your child can bring a packed lunch from home. We would ask that lunch boxes are clearly marked with your child's name. We are keen to support parents in helping to develop the children's understanding of the importance of eating a healthy meal and maintaining a balanced diet. In keeping with the spirit we ask that you provide a balanced meal for your child's lunch. Foodstuffs high in salt, sugar and fat (crisps, chocolate, biscuits etc.) should not be provided except small portions on Fridays as a treat. Water is always available so carbonated flavoured drinks and squash of any kind are not allowed in school.

If you want to share your child's birthday celebration with the class, then your child is more than welcome to share cakes (but not sweets or confectionery) with their peers. Please send in individual cakes as staff cannot cut up and wrap portions from large cakes. The cakes will be kept until the end of the day and distributed so they can be taken home at the end of the day.



Educational Visits

Educational visits are a necessary and enjoyable part of school life and take place throughout the school year in association with class projects and National Curriculum programmes of study.

Parents are asked to make a voluntary contribution towards the cost of providing an activity or visit organised by the school. If insufficient contributions are received, then the activity or visit may have to be cancelled due to lack of funds to cover the cost. All money for trips, visits, theatre groups etc. should be brought to school

in a clearly marked envelope containing the exact money or a cheque.

Cheques for trips and visits should be made payable to:

"ST. PATRICK'S R. C. PRIMARY SCHOOL"



Car Parking and Cycling

As the school is part of the Sustrains project - If you live close enough we really would encourage you to walk to and from school. However, we recognise that in our busy lives this is not always possible. Whilst appreciating the parking difficulties experienced in Fairfax Road, we must request that you respect the parking restrictions and regulations at all times. **Do not park on the yellow zig-zag lines outside the school gates. Careless or selfish parking could cost a child's life.** In addition, we would like to maintain the goodwill of our neighbours in Fairfax Road who often have a great deal to put up with at our busy times. Traffic access to the school site is strictly controlled with no traffic allowed during the peak times at either end of the school day. Parents must **not** bring their cars onto site.

Bikes and Scooters

We are happy for children to ride their bikes to school and have bike and scooter racks in the school grounds. However, this is a choice for parents to make once they are satisfied of their child's competence to ride safely and with due awareness of traffic dangers. School can take no responsibility for this parental decision.

Please note - cycling/ use of scooters is not allowed on the school premises for safety reasons.

Pets and Animals

Dogs, of whatever age or size, must not be brought onto the school site, even if carried. Other pets can be brought into class to support learning where the teacher gives prior permission and this is supported by the Headteacher.

Complaints Procedures

There is an agreed policy for dealing quickly, and hopefully successfully, with complaints that arise. This policy is available from the Headteacher on request. In the event of a complaint the procedure is as follows:

An informal discussion with the Headteacher when it is hoped, in most cases, that this will enable the problem to be resolved. If the complaint cannot be resolved with the Headteacher, then the parents should submit the complaint, in writing, to "The Clerk to the Governors, St Patrick's R. C. Primary School"

Complaints about the curriculum should be directed to the Headteacher in the first instance. If this fails to resolve the problem then the Chairperson of Governors should be contacted in writing, at the school address.

Smoking

St. Patrick's R. C. Primary School is a "No Smoking School" Parents and visitors must **NOT** smoke or dispose of cigarettes on the school site. All cigarette "ends" should be safely and responsibly disposed of by parents and visitors before they pass through the school gates. We would respectfully ask parents not to smoke in the immediate vicinity of the school gates. **This ban also includes electronic cigarettes.**

Transfer to Secondary School - St Joseph's Roman Catholic High School

All Roman Catholic Primary Schools in Newport feed into St Joseph's High School. St. Joseph's is an English Medium, Catholic Voluntary Aided School for girls and boys aged 11-18 years in the Archdiocese of Cardiff.

It has over 1400 students on roll, including over 300 students in the sixth form. The school is sited in a new building completed in September 2004, that incorporates many exciting features including interactive technology being available in all classrooms, purpose-built suites for Science, Technology, ICT, Drama, Art and Music, a well-resourced library, sixth form study area and a sixth form social area.

We have very strong links with the high school and pride ourselves on a seamless transition between primary and secondary school. Year 5 and 6 pupils attend various events in the High School including Science Days, Performing Arts Days, Masses and sporting events.

Breakfast Club

Breakfast Club is available (provided there are spaces and the application form has been completed).

Doors open at 8:15 am. Pupils must be in the hall by 8:35 when the doors close. This is to ensure that all pupils have sufficient time to eat their breakfast. For further information, please see our separate information leaflet.



ST PATRICK'S R.C.
PRIMARY SCHOOL