



St Mary's Catholic Primary School

Ysgol Catholig Santes Fair



Prospectus

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Welcome

to St. Mary's Catholic Primary School.

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-Menevia and so all that we do here is rooted in 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 becomes a pupil here.

We have a broad range of policies, practices and structures in place that guide our work; for example we promote a philosophy of **Building Learning Power**. This ensures that we promote positive dispositions towards learning and that we enable pupils to develop as confident, happy, independent problem solvers. We know that successful people tend to possess a body of common knowledge and therefore, we have designed a **Core Knowledge Curriculum** which is bespoke to St. Mary's. 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.



'WE BELIEVE THAT OUR VOCATION IS TO PROVIDE A CATHOLIC EDUCATION THAT ENABLES ALL CHILDREN AT ST. MARY'S TO FLOURISH ACADEMICALLY, SOCIALLY AND SPIRITUALLY.'

Rachel Azzopardi
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-Menevia. 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: 01656 642600
- 5 The School Caretaker is: Mr. Mark Sadd

Contact Us

Address: Llangewydd Road,
Bridgend,
CF31 4JW

Telephone: 01656 815560

E-mail: head@stmaryscps.bridgend.cymru

School Office e-mail: admin@stmaryscps.bridgend.cymru

Website: www.stmaryscatholicprimary.co.uk

School Staff

Teaching Staff			
Mrs Rachel Azzopardi (Headteacher)	Mrs Kathleen Williams (Deputy Headteacher)	Mrs Catherine Bowd	Mrs Janet Wallace
Mrs Ruth Jones	Miss Annalese Canter-Lewis	Miss Emma Morgans	Mrs Sally Loveridge
	Miss Sophie Parle	Mrs Elizabeth Frampton	

Learning Support Officers		
Mrs Ann Morgan (Senior Learning Support Officer)	Miss Claire Dalton (Senior Learning Support Officer)	Miss Katie Thayer
Mrs Kimberly Llewellyn	Ms Claire Quiazon	Mrs Barbara Sadler
Mrs Lucy Bolton	Mrs Ellie Watt	Mrs Lucyna Juraszek
Miss Katie Griffiths	Mrs Heather Smith	Mr Ben Wooding

Cover Supervisors
Mrs Ann Morgan
Mr Ben Wooding
Miss Claire Dalton

Senior Administrative Officer
Mrs Lorna Large

Family Engagement Officer
Mr Ben Wooding

Lunchtime Supervisors
Mrs Tara Mcgreggor
Mrs Renata Lemanska
Ms Ceri Richards
Mrs Justyna Paclawska
Ms Jamie Stanley
Mrs Patricia Davis

Kitchen Staff
Mrs Claire Barlow
Mrs Lianne Nota

Peripatetic Staff	
Mrs Ruth Jones	Strings (LA)
Mr Edmund Hartzell	Piano
Mr Adam Behrens	Guitar

Communication from School

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



Class Dojo App is used as a Communication Platform with parents. Teachers regularly share photographs and key information on their class page.

Our website includes a range of useful information about the school at www.stmaryscatholicprimary.co.uk
Archive newsletters are also available there.

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, she will telephone, e-mail or write to arrange a meeting.

Further news is also shared through the Parish Newsletters.

Social Media

We have a presence on social media through Facebook and Twitter.
Please follow us:

@stmarysbridgend



St Mary's Catholic Primary School, Bridgend



Communication to School

If your child is absent the school would expect to receive a 'phone message by 9.30 am.

If we do not hear from you, we will contact you directly in the interest 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 Catholic Primary School

The Chairperson of our governing body is Dr. David Bolton. The Vice-Chair is Mr Brendan Devine. 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 renewing the school's perimeter fencing and replacement of the school roof.

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 united 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 are asked 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 am - 10.45 am
Afternoon Break:	2.15 pm - 2.30 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 taxi are dropped off at the side gate. A member of staff is always 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. Please refrain from parking in front of the school gates as this blocks the entrance to a public building for any Emergency Vehicles that may be required.

Recently a number of cars have received 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 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, PE, 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.

Prayer at St Mary's

Prayer is an integral part of the school day at St Mary's and all children are invited to participate in their own personal way. We strive to help our children to value and recognise the importance and power of prayer. Prayer is an essential part of the Catholic life of our school as we put our mission statement into practice. Children are taught traditional prayers and they are introduced to a variety of ways to pray allowing them to spontaneously express their praise and thanks to God.

We have a number of places for prayer within our school and grounds.

- ⇒ Prayer garden
- ⇒ Chapel
- ⇒ Hall prayer area
- ⇒ Prayer areas in all classrooms



Children are given regular opportunities to spend time in prayer and reflection in Capel Santes Fair.

Mass is celebrated at school



Prayer Table at Advent



We join as a school and Parish community to celebrate Mass at St Mary's Catholic Church.



Annual May Procession

The Curriculum

St Mary's is a **Building Learning Power school**. This means that we enable our children to become better learners per se 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.

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.

At St Mary's, children are given the opportunity to become:

ambitious, capable learners, ready to learn throughout their lives and achieve to their full potential.

enterprising, creative contributors, ready to play a full part in life and work, drawing on their resourcefulness.

ethical, informed citizens, ready to be citizens of Wales and its world with a secure understanding of their culture and heritage.

healthy, confident individuals, ready to lead fulfilling lives as valued members of society with a knowledge of mental and physical wellbeing.

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. This process has led us to design a bespoke **Core Knowledge Curriculum** which aims to provide our children with a strong body of knowledge which, in turn, allows them to develop a broad range of skills. We break the curriculum into the following Areas of Learning:

Religious Education (RE)

We use the Magister resource to support and enhance teaching and 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.



Fr Tim regularly visits the school to support the teaching of RE and Catholic faith, for example, the teaching of the Sacraments.

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 achieve and progress with their learning. This area includes the Welsh language (see below for details).

Mathematics and Numeracy

Basic skills 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

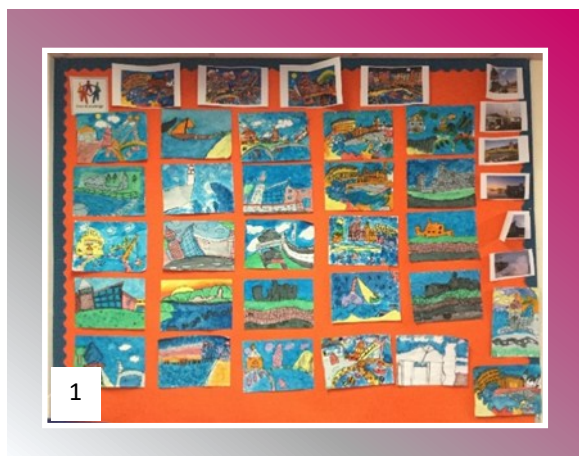
Many opportunities exist for pupils to develop their 'finding out' and making skills. We encourage the development of curiosity and scientific rigour simultaneously.



1. Our pupils use a range of equipment to develop their coding and programming skills.
2. Pupils exploring different forces using K'Nex.
3. Exploring the pH level of different liquids.
4. Pupils investigating the most effective material to filter dirty water.

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.



1. Artwork in the style of Welsh artist, Dorian Spencer Davies.

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.



1. 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. Welsh skills are developed in speaking, listening, reading and writing. Formal Welsh lessons are taught along with daily short Helpwr Heddiw sessions, developing key vocabulary, language patterns and incidental Welsh. Our emphasis is always on oracy.

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 the Welsh language.

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 terms.

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 can’t be resolved informally, the school’s Complaints Policy will be evoked. A copy is available on our website.

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.

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 Office.

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 children with particularly high skill levels.

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

- a) Liaise with parents throughout.
- b) Inform and work with external agencies if required such as education psychologists, behaviour support teachers, speech and language experts.
- c) Produce individualised plans when needed in keeping with current Welsh Government guidance
- d) Provide additional support according to need and within the resources available.
- e) Track pupil progress closely and keep parents informed.

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 30% 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 Williams is the main contact teacher.

Life at St Mary's

Eco School

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



1. Our pupils regularly help to manage the apiary.
2. Pupils assisting with harvesting the honey.

Pupil Voice

St Mary's actively encourages pupil voice, enabling pupils to contribute meaningfully to the development of many aspects of school life. A variety of groups, including Mini Vinnies, Wellbeing Warriors, Criw Cymraeg and the Eco Committee, meet regularly to discuss school life and work collaboratively to bring about positive change. Through the pupil voice process, children learn about democracy and responsibility by considering holistic issues for the benefit of the whole school community. Pupils are also given opportunities to share their opinions and views through questionnaires and other forms of consultation.

Music

Music lessons on string instruments are available as a Local Authority provision. The cost of lessons are subsidised. There are a limited number of spaces available and there is an age limit.

In addition, individual and small group music lessons are available in any instrument through CAVMS, at any age. The financial arrangements are between the parent and CAVMS directly.

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.

Extra Curricular Activities

We offer a broad range of activities at various points during the school year. Currently we offer:

- ◆ Astronomy – Star Gazing,
- ◆ Chess,
- ◆ Choir,
- ◆ Coding,
- ◆ Entrepreneurship,
- ◆ Cross-stitch,
- ◆ Football,
- ◆ Multisports,
- ◆ Netball and
- ◆ Rugby.

Sport features strongly in the life of the school and we regularly take part in competitive games against other schools.



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 the Headteacher / Office. No child will be stopped from going on a visit for financial reasons.



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

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. Children have the opportunity to learning musical instruments within the school (strings via the LA or alternative instruments via CAVMS).

PTA/The Friends of St Mary's

The prime function of the Friends of St Mary's is to raise money for the benefit of our children and to create opportunities to develop the social life of the school. This is done by organising events such as Discos, BBQs, Easter Hunts, Raffles, Shopping trips, Cinema Nights and Coffee Mornings for example.

If you can't be an organiser or a helper please support events with gifts or by turning up at the function. We are very grateful to all parents who support the school in any way that they can. If you'd like to join the Friend, please get in touch with us at school, or via the Friends on their Facebook page.

Please visit their Facebook page: [Friends of St. Mary's Catholic Primary School Bridgend.](#)

Snacks

Fruit is provided for children in Nursery, Reception and Year 1. **Parents are asked to contribute £1 per week which is collected half termly.**

Children in Year 2-6 **are encouraged to bring a healthy snack to have at break time.**

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

The School Meals Service have improved the range and quality of their menu in recent times. Meals are healthy and well balanced and are eaten in the Hall. Children are supervised in the hall and good eating habits and manners are encouraged.

School Meals for all children are free in line with the Welsh Government's Universal Primary Free School Meals.

Children of all ages are welcome to enjoy a hot school meal. Alternatively, they can bring a packed lunch to school.

The school lunch menu can be viewed on our [website](#).

Packed Lunches

Please ensure packed lunches are nutritious and balanced.



The school's leadership is deeply committed to the Church's mission in education. This is evident in every aspect of the school's work [including] the excellent relationships between all groups within the school (Section 50 Inspection).

Housekeeping

Attendance

Your support in ensuring that attendance is regular and punctual is vital and much appreciated.

Children, who are not attending the Breakfast Club, need to arrive between 8.40 and 8.50am. They will be supervised by staff after 8.40am.

Persistent lateness disrupts not only your child's learning but also that of his/her peers therefore, your punctuality is much appreciated. If you are late, please report to Reception.

If your child is absent, you should inform the school on the first morning of the absence before 9.30am. **We will contact you if you do not do this, in order to ensure that your child is safe.**

Children who have medical appointments – dental, optician, hospital visits – should attend school before or after the appointment if possible. Holidays in term time are **strongly discouraged**. They will only be authorised according to exemptions given in Welsh Government guidance. We work closely with our EWO who monitors attendance closely. Parents whose children's attendance give any causes for concern will be contacted directly.

Discipline

The school mission statement is:

**As a Catholic family:
We will do our best to live and learn as Christ taught us.**

We aim to take a positive approach towards behaviour. All staff model a positive attitude to school life and we treat each other with respect. Our expectation is that all pupils adhere to the simple rules, shown below. This allows each person to mature in a Christian way and to produce their very best learning, free from distractions.

On occasions when pupil behaviour is not acceptable we invoke the principle of **restorative justice** (please see our policy on our website).

In the final instance, the Headteacher has the right to exclude any child whose 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.

St Mary's School Rules are:

- ◆ Always try your best.
- ◆ Show good manners; be kind.
- ◆ Talk quietly inside the school building.
- ◆ Listen first time to all staff.
- ◆ Always walk in classrooms, corridors and the hall.
- ◆ Keep hands and feet to yourself.



All classes will operate the **Dojo on-line** system. Points will be awarded for good behaviour (and learning). This will allow parents to be aware of their child's good behaviour.

The promotion of excellent behaviour is a central part of the Catholic mission of our school as we encourage all: pupils, staff, parents and governors to follow the model of Jesus Christ. We do all we can to achieve this aim by promoting the virtues identified in our *Catholic Pupil Profile*.

Pupils at St. Mary's are growing to be . . .

Grateful and **generous**, **Attentive** and **discerning**, **Compassionate** and **loving**, **Faith-filled** and **hopeful**, **Eloquent** and **truthful**, **Learned** and **wise**, **Curious** and **active**, **Intentional** and **prophetic**.



If we are able to put this profile into practice successfully, standards of behaviour will be excellent. All staff will keep it in mind, as positive relationships are continually developed. The school's positive Catholic ethos will be in evidence from all staff and pupils will be treated with the respect they deserve because they are made in God's image.

Sickness and Accidents

If your child is unwell in school and the Class teacher feels he/she should be home, you will be contacted. 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 minor, you will be notified.

The school will do all in our power to contact you at these times. Please ensure that you update us if your contact details change.

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.

School Uniform

The school uniform policy has been agreed by governors and we ask for your co-operation in allowing us to maintain high standards. Uniform can be purchased locally from Euroschools and Uniforms2go.

Uniform requirements:

Infants

- ◆ 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/grey tights or white socks and black shoes may be worn.
- ◆ In the Summer term, grey shorts or a pink checked dresses may be worn.

Nursery

Nursery pupils are required to wear joggers on a Friday for physical activities / learning, but are welcome to wear them all week if preferred.

Year 3 to Year 6

In addition to the above, pupils are to wear a white shirt/blouse and school tie. On warm summer days, summer uniform may be worn.

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: 01656 642600

For children whose behaviour is constantly unacceptable:

1. parents will be notified by letter from the LA.
2. 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.

Wrap Around Care

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

Breakfast Club

A free Breakfast Club is available to all pupils from 8.10am, you have to register to attend, a form can be obtained from the school office.

Sunbeam Club

The after school Sunbeam Club runs as a separate entity to the school between 3.15 and 5.00pm. A daily rate applies.

Please 'phone: 07840378886



The notable strengths of teaching include high expectations of pupils' achievements, effective classroom management, regular praise and purposeful use of probing questions, which ensure that pupils extend their thinking skills exceptionally well (ESTYN Inspection).

Joining us at St Mary's

Admission Arrangements

The governors are responsible for all admissions to St. Mary's. The full Admissions Policy can be found on our website: www.stmaryscatholicprimary.co.uk

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.

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 each child feel secure and happy. St Mary's is a 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 enjoy a close, professional and honest relationship with Archbishop McGrath. Teachers from there visit St Mary's to introduce themselves and provide points of contact. Children visit Archbishop McGrath School on several occasions before transition. These include:

- a) An Open Evening.
- b) A Mass of Welcome and
- c) Two whole day visits.

In addition, any pupils who feel particularly anxious about transition can benefit from a 'Helping Hands' approach. This allows them to have further opportunities to familiarise themselves with key staff and the surroundings at Archbishop McGrath School.

St Mary's Policies

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, medical and physical needs. The school is committed to working with external agencies to help meet these needs.

Visitors with Disabilities

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

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 (DSP) and acts as a source of advice and support to other school staff. In her absence, the Deputy Headteacher takes the role. Our Senior Admin is also a Deputy DSP.

Our school also has a nominated child protection governor (Dr. 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. The full policy is available on our website.

Home-learning Policy

It is 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.

Teachers will make professional judgements about the nature of home learning to be completed. They will inform parents about regular routines, such as those relating to spelling and times tables for example. Parents can complement our work greatly by ensuring that reading takes place every day at home for increasing periods of time as children develop, culminating with about 45 minutes per day once in Year 6.

Ten Top Tips for Reading

- ◆ Try to make reading and listening pleasurable experiences for both the reader and the listener. Success is directly linked to enjoyment
- ◆ Find a comfortable place to sit, as far away as possible from distractions such as mobile 'phones, the radio, television or other family members.
- ◆ 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.
- ◆ 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.
- ◆ 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.

- ◆ 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.
- ◆ 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 child and then let them read it a second time. Praise the improvement – success breeds success!
- ◆ 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.
- ◆ 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.
- ◆ Last but not least.... Do you set a good example to your children? Do they see you reading newspaper, magazines or books?

Education in Personal Relationships/Sex Education (RSE)

In our RSE programmes we aim to develop self – esteem; to help our young people adapt to 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. This is done within the context of our Catholic faith and the teachings of the Church.

Governor's 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.

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 Organisation.
 - (iii) Lost or misplaced reading/library books without a valid reason.
- (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.