



St Mary's Catholic Primary School

Ysgol Gynradd Santes Fair



Healthy, confident individuals



Ambitious, capable learners



Enterprising, creative contributors



Ethical, informed citizens

SCHOOL PROSPECTUS

2022 – 2023



Learning for Life, With Christ as our Light

General Information

Gwybodaeth Gyffredinol

School: St Mary's RC Primary School

Address: Old Bulwark Road, Chepstow, Monmouthshire, N1P6 5JE

Acting Headteacher: Miss Rosie O'Donnell

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Email: stmarysprimary@monmouthshire.gov.uk

Website: www.stmarysrc.monmouthshire.sch.uk

School Twitter: @StMarysRCSch

Education Authority: Monmouthshire County Council

Chief Officer for Children & Young People: Mr Will McLean (01633 644644)

Chairman of Governors: Mr Phil Cotterell

Parents' Association: Parents and Teachers Association (PTA)





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Welcome to St Mary's RC Primary School

Croeso i Ysgol Gynradd Santes Fair

A very warm welcome to St Mary's Roman Catholic Primary School, Chepstow. We are extremely proud of our school and its community. Our success starts with the children and families we serve, and our committed staff and governors. At St Mary's we firmly believe we are a team, a school family, and all pupils, parents, governors, the parish and the wider community are a very important part of that team. We are an inclusive school open to children of all faiths and none. We fully understand that choosing the right school for your child is one of the most important responsibilities you undertake. I have great pleasure in providing you with a copy of our whole school prospectus and sharing with you many of the exceptional qualities which make up St Mary's RC Primary School. The purpose of this prospectus is to help you make that choice and to give you information about our school. This year, we have had to do things differently due to COVID-19, but we are committed to follow all guidelines and keep everyone safe.

We regard each child as special and a unique gift from God. We aim to nurture each individually to ensure they find and fulfil their potential. Within our relationships with our children we promote self-esteem, respect tolerance, honesty, fairness and forgiveness. We want all children to be happy and well-motivated, with a passion for learning and a desire to achieve to their potential. We recognise parents as the first educators of their children and try to find ways to involve parents fully in all aspects of the life and work of the school. We work hard to strengthen the relationship between home, school and parish. We also welcome those families of other faiths who specifically want the education and values we offer at St Mary's school.

As a school we aim to provide a happy, secure and essentially Catholic environment for children, where they can participate readily in the process of learning and encounter as broad a curriculum as possible.

St Mary's has a caring and friendly atmosphere, which is conducive to effective learning. All the staff are concerned with the academic, social, physical and moral development of each individual. We endeavour to create a stimulating, exciting and purposeful environment. The staff team at St Mary's are entirely committed to making a positive impact on your children's futures. For us, teaching is more than a job, it is a vocation and a privilege and as we teach your children, we learn with them and we celebrate their successes with them.

In order to see a true reflection on the educational experience your child will experience as a valued member of the St Mary's family we invite you to look at our various social media platforms like twitter @StMarysRCSch for daily updates on the huge range of opportunities our children have and the successes they achieve.

Please go to our website, www.stmarysrc.monmouthshire.sch.uk/prospective-parents to view some videos and access further information about our school. If you would like an informal chat with me to discuss any questions or queries you have, please call on 01291 623006.

I look forward to meeting you soon and welcoming you into our school family.

Miss O'Donnell
Acting Head Teacher
@StMarysHT





Mission Statement - Datganiad

Learning for Life with Christ as Our Light

Vision - Gweledigaeth

At St Mary's we are committed to providing a Catholic education which also fosters a sense of Welsh identity through an appreciation of Welsh language, history and culture.

We believe firmly in the Gospel Values and in our role as educators to nurture pupils, identify their talents and provide them with all the skills they need for life in the 21st century as citizens of Wales and the wider world. We seek to create a supportive environment in which every pupil feels valued both as an individual and as an integral part of our St Mary's family – Ein Teulu Santes Fair.

Our devoted and dedicated staff will work together alongside families, our parish and the wider community to inspire, motivate and encourage all of our pupils so that they become confident individuals who are ultimately imbued with a love for life-long learning.

Objectives - Amcanion

Encompassing the Four Core Purposes of the Welsh Curriculum and the Catholic Pupil Profile, we seek to:

- Provide a broad and balanced curriculum, utilising a variety of creative, practical and problem-solving activities which enable access for all learners.
- Use our local environment in Chepstow and look further - in Wales and the wider world to enhance our learning.
- Provide excellent role-models for our pupils, leading by example in all that we do.
- Encourage and support one another in all goals - recognising talents, celebrating achievement and embracing failure as a path to future success.
- Strengthen our home-school links, recognising that parents are the first educators of their children and supporting families in this important role.
- Provide high quality, enriching learning experiences which will support children in their knowledge, understanding and development of academic and life-long skills.
- Regularly monitor and evaluate progress and standards throughout the school, with the support of all stakeholders, to ensure continual growth and development.
- Obtain advice from, and work in tandem with external agencies to support all pupils with additional learning needs.

Aims – Nod

Through the achievement of our objectives, our aims are that all children will:

- Develop a loving, personal relationship with God which will deepen their faith.
- Be accepting of others, respectful in their behaviour and always considerate towards the feelings of those around them.
- Recognise our similarities and differences and developing a sense of fairness and justice.
- Become well-rounded individuals who have a positive attitude to life and recognise their self-worth.
- Become enthusiastic life-long learners – ready to face the challenge of the ever changing modern world and global society.
- Recognise their strengths and areas of development.
- Develop confidence in challenging themselves in order to fulfill their potential.



Our Setting

Ein Lleoliad

St Mary's Roman Catholic Primary School is in the Bulwark area of Chepstow. We have a very large catchment area, which includes the parish of St Mary's in Chepstow and St Paul's in Caldicot. Some of our pupils live outside the Chepstow area (including Gloucestershire) and travel to school by bus. Children attend school from 4-11 years of age.



St Mary's is a Voluntary Aided School. This means that the school is the responsibility of the Trustees of the Archdiocese of Cardiff. The school is funded in the same way as the schools in the Monmouthshire Local Authority with the exception of the maintenance of the externals of the school building, which are the responsibility of the Governors.

At the end of their Primary education, we actively support our children transferring to local Comprehensive schools; St Joseph's RC Comprehensive (Newport) and Chepstow Comprehensive (Chepstow). We have well established links with these local schools and work passionately to ensure smooth transition for each child in our care.

In St Mary's, we welcome families of all faiths and the whole school community takes on an active role in the religious life of the school.

Catholic Education

Addysg Gatholig

St Mary's staff team and governors strive to ensure that the religious dimension of the school permeates all aspects of school life. The curriculum is intended to promote the spiritual, moral, cultural, academic, emotional and physical development of the children at our school. It must prepare children for the opportunities, responsibilities and experiences of adult life in the twenty-first century. We are driven by our Mission Statement: **"Learning for Life, with Christ as Our Light!"**

The school recognises the fact that parents are the first and main educators in faith. Our school curriculum enables our pupils to grow intellectually and spiritually rooted in a religious understanding of life based on gospel values. Religious education is a daily part of the curriculum for every pupil.

In St Mary's, we practice and live our virtues, from the Pupil Profile. Using these as a daily reminder of the 'good person' we are all aspiring to be.

- Compassionate & Loving
- Faith-filled & Hopeful
- Eloquent & Truthful
- Learned & Wise
- Curious & Active
- Intentional & Prophetic
- Attentive & Discerning
- Grateful & Generous



The Buildings

Ar Adeiladau

The present building was opened in 1960 in response to the needs of the Catholic families of Chepstow and the surrounding areas. The school was originally two separate schools, but later merged as one. Our classrooms are very large in size and we are very lucky to have two large sports halls. The school is set in extensive grounds with two playgrounds, field and a Forest School area. All classrooms are equipped with wide-screen TVs and each class has access to iPads, Chromebooks or laptops to support their learning. Our Church building is located by the KS2 playground.





Home and School - Working in Partnership

Cantref a'r Ysgol- Gweithio mewn Partneriaet

As a Catholic School we see ourselves as an extension of the home, we believe in working closely with parents who are the main educators of their children. Education is about partnerships. Strong, committed partnerships between our school and our parents are the key to children's development into successful young adults. By working together, we will give your child the best start in life. Thus we strongly feel that effective communication between home and school is essential if children are to achieve their true potential. When children join St Mary's we ask parents and carers to sign the Home-School Agreement – this is an important commitment towards working together. St Mary's school operates an open door policy where parents are encouraged to make an appointment to see their child's teachers if they need any information.

We will keep you well informed about your child throughout each year and we value your interest and support. At the beginning of each school year, all parents are invited to a 'Welcome Meeting' with the teachers and other staff in their child's year group. This is an opportunity for parents and staff to meet, and for teachers to establish expectations for the year ahead.

At the start of each term throughout the year parents will receive newsletters from each class teacher outlining the skills their child will be learning that term. We also complete termly progress reports for each child as well as completing comprehensive written reports in the summer term. Parents are offered an opportunity to discuss these reports with the class teacher.

We offer a class 'Open Morning' each academic year, which includes tours of the school led by our pupil leadership team and talks from the Head Teacher and other members of staff regarding school developments and achievements. Other family members are also very welcome to attend. We can also offer workshops for parents through the year, offering information on areas such as the curriculum, e-safety, new initiatives, and advice on how you can support your child at home.

We love inviting parents into school for special events to celebrate their child's learning. During the school year there are a number of liturgical, cultural, harvest festival and social events held at St Mary's to which parents will be invited, these include; plays, concerts, assemblies, our carol service, class and school Masses, the annual Eisteddfod and Open day.

We welcome all parents to come to school to discuss the education of their children and parents can request a meeting with their child's class teachers by contacting them directly. Should parents wish to see a class teacher, we would prefer appointments to be made in advance as this will allow the teachers to prepare and save classes from being disrupted. If you wish to speak with a senior member of staff or the Head Teacher you are warmly invited to school to make an appointment if we are not immediately available to meet you. Appointments can be made by telephoning the school office.



Parents Evenings

Noson Rhieni

We firmly believe that communication leads to success. Thus a meeting can be arranged at any time by parents wishing to consult with the Head Teacher or your child's class teacher. Consultations between parents and teachers are an important part of the school year and you will have an opportunity to meet with your class teacher each term. Throughout the year we will also give updates of your child's progress, with results of national tests and a written report. They are arranged out of school hours and appointments can be booked through an online booking system.

Parent Teacher School Association

Cymdeithas Rhieni'r Ysgol

There is a very active and successful Parent Teacher Association at the heart of our school. Our PTA provide invaluable support for our school through organising social and fundraising events for parents and children. This is a thriving organisation that works hard for our children. All members strive to foster strong relationships among parents, staff and friends of school. Any money raised by our PTA is used to purchase valued resources for our children, such recent recourses include lots of new playground toys including bikes, scooters and trikes. Our PTA are currently fundraising in order to purchase a large wooden classroom. The PTA always warmly welcomes new members, please do not hesitate to contact our school for further information about joining, a PTA information leaflet is available.



Parent Volunteers

Rhieni

At St Mary's we warmly welcome parent volunteers. Parents can help in a wide variety of ways, from hearing readers to accompanying classes on school trips or even to support the school with cutting, sticking or making resources. To ensure the safeguarding of our children all volunteers must complete a DBS check. If you are interested in helping in school information is available from the school office. Our school email address is stmarysprimary@monmouthshire.gov.uk



School Twitter

Twitter Ysgol

As a school we enjoy celebrating our pupil's achievements and learning through active use of our school twitter page. If you haven't already we encourage and welcome you to start following our twitter page @StMarysRCSch. Our school twitter page is updated regularly by each class so parents are able to share with their children what they have been learning in class that day. We also have a school website. <http://stmarysrc.monmouthshire.sch.uk>. We will continue to fully populate the website throughout this academic year. It will contain a huge amount of information for pupils, parents and the wider community so we advise that you visit it regularly.

ParentMail

Post Rhiant

We employ a range of methods to maintain good communications for all those who work in and for the school, including verbal, written and responses to questionnaires. All written communication is sent electronically via ParentMail. You will be asked to complete ParentMail set up form by our office team. Feedback is regularly provided on specific issues, via newsletters on ParentMail, ensuring all parties are kept fully informed of developments throughout the year.

Parent Voice

Llais rhiant

For us as a school community, parent voice is a valuable component of our schools self-evaluation and development processes. We welcome feedback from our parents and have a regularly updated parent voice noticeboard and floor book. This is available for all to read upon request.



Meet our Staff Team

Cwrdd â'n Tîm Staff

We are very proud of the staff Team at St Mary's. All members of staff work together with care and pride for our school. They act as role models to our children and continually go above and beyond to ensure our children have the best possible learning experiences.

All staff members are DBS (Disclosure Barring Service) checked and have completed up to date MCC Safeguard training.



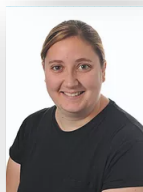
Mrs Tuck
Reception Teacher
Expressive Arts



Mrs Stevenson
Year 1/Year 2 Teacher
Acting Deputy Head
Health and Wellbeing
Professional Learning
Lead



Miss Reece
Year 3 /Year 4 Teacher
ALNCO
Humanities



Miss Williams
Year 5 Teacher
Science & Technology



Miss Way
Year 6 Teacher
Assessment Lead
Maths and Numeracy



Mrs Appleby
Language & Literacy



Miss PB
Teaching Assistant
ELSA



Mrs O'Hara
Teaching Assistant
ELSA



Miss Phillips
Teaching Assistant



Mrs Robbins
Teaching Assistant
Breakfast Club



Mrs Hall
Admin



Mrs Watkins
Admin



Mrs Hopkins
Teaching Assistant
Breakfast Club



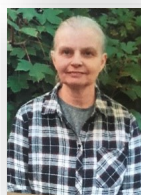
Miss O'Donnell
Acting Head Teacher
RE



Mr Mullins
Care Taker



Mrs Brice
Breakfast Club
Cleaner



Mrs David
Cleaner

Class Teachers

Athrawon Dosbarth

Class teachers have responsibility for teaching all aspects of the curriculum to their classes. Class teachers teach in a variety of styles, reflecting the abilities, attainment aptitudes and interests of the child. The variety of teaching styles and the organisation of the class, group or individual teaching groups reflect what it is felt appropriate to facilitate pupil learning at any given time or context.

Senior Leadership Team

Uwch dîm Arweinyddiaeth



The Senior Leadership Team at St Mary's is dedicated to the development of the whole school. The current team consists of the Acting Headteacher, Acting Deputy Headteacher, Foundation Phase and Key Stage 2 Leader who all work closely and efficiently. Other leaders are routinely invited into team meetings to discuss their work and progress against our school improvement priorities.

Cluster Collaboration

Gwaith Clwstwr

As a school we are very lucky to be a part of two leading cluster groups of schools. We work closely with our Newport Catholic cluster to ensure we are abreast of new developments in religious and Catholic education.

The school is also part of an established cluster of schools in Chepstow. Chepstow School, The Dell Primary, Pembroke Primary, Thornwell and Shirenewton Primary work alongside us very closely. We have a shared cluster improvement plan which all schools actively work together on. Our cluster work is focussed primarily on ensuring that together we are providing the best standard of education for all the pupils of Chepstow. This is achieved through sharing of best practice, professional development opportunities and through a series of reviews to provide quality assurance.



Our Curriculum

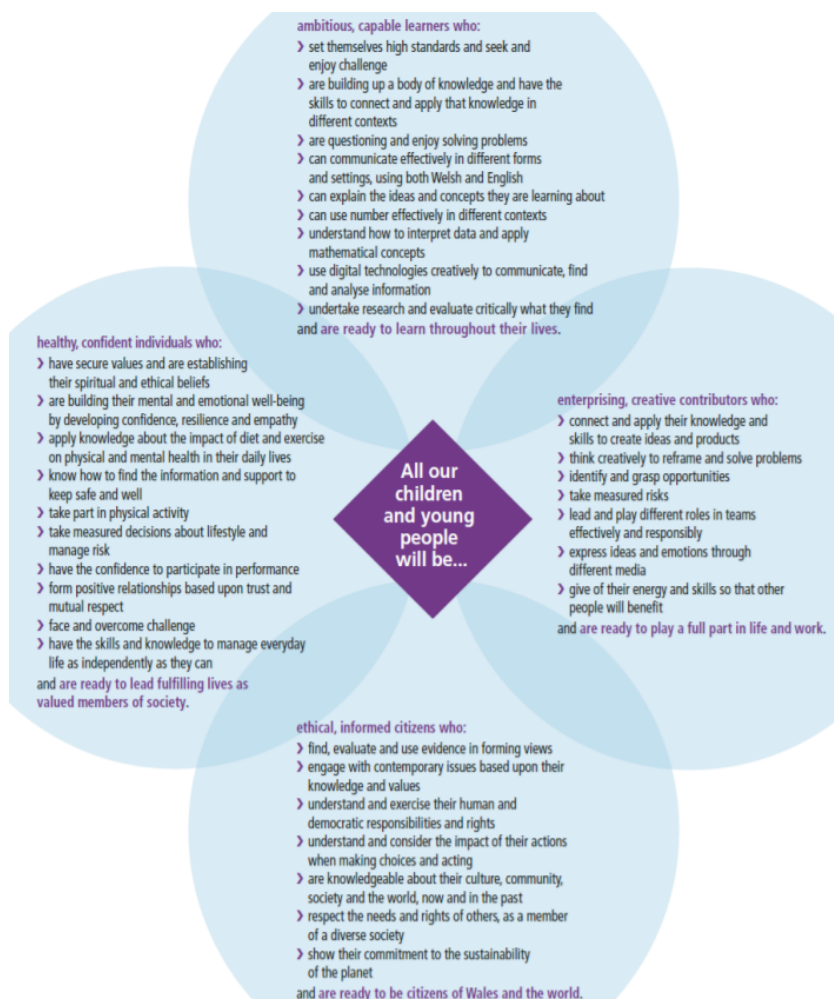
Ein Cwricwlwm

Our dedicated team of teaching professionals consistently ensure that all children are given a wide range of authentic learning experiences during their time at St Mary's R.C. Primary School. We offer a holistic curriculum which is broad, balanced and differentiated to meet individual needs and abilities.

We seek to develop a lifelong love of learning in all our pupils through developing a culture of challenging themselves and acknowledging mistakes as an important part of the learning process.

The new curriculum in Wales includes all the learning experiences and assessment activities planned in pursuit of the four purposes of the curriculum, which are to develop children and young people as:

- Ambitious, capable learners, ready to learn throughout their lives
- Enterprising, creative contributors, ready to play a full part in life and work
- Ethical, informed citizens of Wales and the world
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society

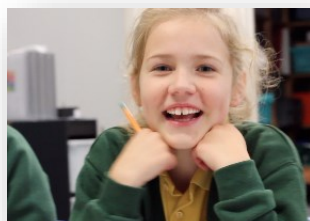


Teaching and Learning

Dysgu a Dusgu



All children are encouraged to reach their full potential. We build from the principle that when happy, effectively motivated and appropriately challenged, all learners will develop and succeed. As a school we foster children's ability to think independently and creatively, developing skills they can transfer between all areas of the curriculum. The children engage in group activities which encourage discussion, negotiation and positive working relationships. Children are encouraged to develop a range of transferable skills, through problem solving activities. Our classroom environments, alongside the range and quality of opportunities provided, ensure children become effective and confident learners.



Following the new curriculum in Wales, we will be teaching six Areas of Learning and Experience. Each Area of Learning and Experience will be equally valued. Our aim is to teach the skills of these areas through over-arching topics to create an enriched curriculum for our children. There areas of learning include:

- Expressive Arts
- Health and Well-being
- Humanities
- Language, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology



Religious Education

Addysg Grefyddol

Throughout the school we use 'Come and See' a religious scheme approved by the Bishops of England and Wales. Central to this programme is Christian belief in Jesus Christ, Word and Revelation of God.



The Aims of Religious Education as stated in the RE Curriculum Directory are:

- *To present engagingly a comprehensive content which is the basis of knowledge and understanding of the Catholic faith;*
- *To enable pupils continually to deepen their religious and theological understanding and be able to communicate this effectively;*
- *To present an authentic vision of the Church's moral and social teaching so that pupils can make a critique of the underlying trends in contemporary culture and society;*
- *To raise pupils' awareness of the faith and traditions of other religious communities in order to respect and understand them;*
- *To develop the critical faculties of pupils so that they can relate their Catholic faith to daily life;*
- *To stimulate pupils' imagination and provoke a desire for personal meaning as revealed in the truth of the Catholic faith;*
- *To enable pupils to relate the knowledge gained through Religious Education to their understanding of other subjects in the curriculum;*
- *To bring clarity to the relationship between faith and life, and between faith and culture.*

10% of curriculum time is allocated to Religious Education. This does not include Collective Worship. To fulfil the above aims and to address the four areas of study outlined in the Religious Education Curriculum Directory, 2012 – Revelation, Church, Celebration and Life in Christ - we use the 'Come and See' programme.

Religious Education is taught through the process of *Explore, Reveal, Respond*. This follows the pattern of: the human **search** for meaning, God's initiative in **Revelation** and the **response** in faith. This pattern is outlined both in the Catechism of the Catholic Church and in the Curriculum Directory.

Language, Literacy and Communication

leithoedd, Llythrennedd a Chyfathrebu



The Languages, Literacy and Communication area of learning and experience enables all learners to gain knowledge and skills in Welsh, English and international languages as well as in literature. Listening and reading as well as speaking and writing exist in relation to each other and not separately. We follow these what

matters statements in everything we do in Literacy, Language and Communication teachings:

- Literature fires imagination and inspires creativity.
- Learners who listen and read effectively are prepared to learn throughout their lives.
- Learners who speak and write effectively are prepared to play a full part in life and work.
- Learning about identity and culture through languages prepares us to be citizens of Wales and the world.

We are passionate about the teaching of skills for oracy, reading and writing, and use enriching texts to help us deliver the English curriculum. We also teach reading through Guided Group Reading sessions, where teachers can focus on reading skills in groups. We believe oracy is the root of good writing, so develop oracy skills from Reception.

We use Read Write Inc Phonics to develop reading and spelling in Foundation Phase.

We are committed to encouraging pupils to learn Welsh as a second language. We are very aware of our role, as a school in Wales, in promoting and developing the use of Welsh as a living language. We provide all our children with opportunities throughout Foundation Phase and Key Stage 2 to develop their oral skills competently and to develop them as effective readers and writers. Children become confident and competent in use of the Welsh language as they work on their own, in pairs and in groups. Our children learn how to listen and speak with others in a range of situations. Reading will be for both enjoyment and information. They learn to apply their skills through using Welsh on a daily basis in and around school. Children learn to adapt their speech and writing to suit purpose and audience. We successfully received our Cymraeg Campus Bronze Award in July 2019. We are now building upon knowledge and skills as we work towards the Silver Award.

We also promote the use of informal Welsh through a variety of strategies:

- All classes spend 10 minutes each day practising vocabulary appropriate to their age and ability, e.g. greetings, informal conversations, instructions, songs and rhymes, games, etc.
- Almost all instructions are given bilingually or in Welsh, for children to hear and respond to, e.g. register, hands up, line up, asking for the toilet,
- Teachers and children greet each other throughout the day using the medium of Welsh and pupils are encouraged and supported to use the short sentence patterns they know outside of the classroom on the playground.
- Our pupil voice group known as Criw Cymraeg is supported by staff to promote Welsh outside of the classroom.
- We use incidental Welsh during prayer and collective worship.

Mathematics and Numeracy

Mathemateg



We develop our children in all areas of mathematics as they are all connected and dependent on one another. We build concepts and skills up over time, drawing on prior knowledge and learning, often from more than one area of mathematics. We will focus on:

- The number system
- Algebra, geometry and statistics
- Geometry and measure
- Probability

Real-life contexts can be used to introduce and explore mathematical concepts, as well as to consolidate them. Through a reasoning and problem-solving approach to all mathematics and numeracy experiences we will support the development of maths.

Health and Wellbeing

Iechyd a Iles



This area of learning and experience will support learners to develop and maintain not only their physical health and well-being, but also their mental health and emotional well-being, as well as developing positive relationships.

We will focus on:

- Developing physical health and wellbeing
- How experiences can affect our mental health and emotional wellbeing
- Decision making
- Social influences
- Healthy relationships and belonging

For physical activities, all children are expected to take part unless excluded for medical reasons. A written note is required to confirm this. We also offer a variety of After School sports clubs both free, run by teachers and paying clubs run by external providers.



The school aims to compete in a range of sports against other schools and to take part in area competitions, when they are arranged.



Extra-curricular sports opportunities at the school are “seasonal” in nature and they include football, rugby, netball and athletics.



Science and Technology



Science and Technology draws on the disciplines of biology, chemistry, computer science, design and technology, and physics to enhance our knowledge and understanding of the world. The six what matters statements capture the key aspects of learning for

Science and Technology. They are designed to operate together, and support settings and schools to develop a more detailed and holistic curriculum for learning and teaching:

- Being curious and searching for answers
- Design thinking and engineering
- The world around us
- Understanding our earth
- Forces and energy
- Computation – solving real world problems

Gwyddoniaeth a Thechnoleg

Humanities



Humanities encompasses geography, history, religious education, business studies and social studies. Humanities will provide opportunities for all learners to learn about their heritage and sense of place through a study of their local area and of Wales. It

will promote an understanding of how the people of Wales, its communities, culture, landscape, resources and industries interrelate with the rest of the world. Promoting an understanding of the ethnic and cultural diversity within Wales will also help learners appreciate the extent to which it is part of a wider international community. Consequently, Humanities will help learners see how their personal story is part of a wider picture of the past and present.

- Developing an enquiring mind
- Events and human experiences
- Our natural world
- Human societies
- Informed self-aware citizens

Dyniaethau

Expressive Arts



The dynamic nature of the Expressive Arts can engage and motivate learners and so encourage them to develop their creative, artistic and performance skills to the full. The Expressive Arts Area of Learning and Experience centres on the five disciplines

of art, dance, drama, film and digital media, and music. What matters in the Expressive Arts is the creative process, i.e. exploration, response, reflection, and creation:

- Exploration through and of the Expressive Arts
- Responding and reflecting,
- Creative work combines knowledge and skills

We work extensively with a range of talented musicians to provide a vast array of enrichment activities for our learners.

Celfyddydau mynegiannol



Assessment

Continuous assessment of the children's progress is made throughout the primary year and each term there is the opportunity for parents to receive updates on their child's progress. At the beginning of the year we facilitate 'Meet the Teacher' evenings and provide parent consultations during Autumn and Spring terms to report on progress. In the Summer the meeting is offered if requested by parents to discuss the end of year written report. Children in Years 2-6 will sit a National Reading Test, Procedural Test and Reasoning Test as guided by Welsh Government. The school also makes termly core subject assessments against targets. Parents receive the termly updates and an end of year full written report in the Summer Term.

Children with Additional Needs

Plant Ag Anghenion Addysgol Arbennig

At St Mary's R.C. Primary School we are an inclusive school where we value the individuality of all children. Each individual has a unique place in the eyes of God. We are committed to giving all of our children every opportunity to achieve the highest of standards. All children receive the curriculum and are given the opportunity to develop at their own pace through each stage of their education. There are no limitations placed on any of the children. Children with additional needs are given access to the National Curriculum with some receiving targeted support. Whether at a lower or higher start point than their peers, these pupils are expected to make the same rate of progress.

The school is proactive in identifying each child's individual needs. Some children require extra support to maximise their learning. All children have individual needs but special provision is needed for most children at some times to ensure they make as much progress as all others within the curriculum, similarly more able or talented children also need support from time to time. We endeavour to meet the special needs of all these children by using additional, appropriate teaching support and support from a number of volunteer parents.

Class teachers assess the pupil's actual needs and plan accordingly to take the first step. Parents are brought into the process at an early stage with the Additional Needs Co-ordinator (ALNCo). The pupil may then be offered an individual learning plan that would be reviewed termly and involve discussion with the child, the parents, class teacher and ALNCo. If after two reviews the pupil has not made progress other agencies outside the school will be involved and a multi-professional assessment may be sought.

Children with Statements of Additional Educational Needs receive additional appropriate support, as detailed on their statement, and an annual review of needs takes place, which involves all those concerned with the pupil's learning. Further details can be obtained from the School.

Home Learning

Dysgu yn y cartref

At St Mary's we appreciate that children work hard all day in school and therefore are entitled to some relaxation time in the evening. We are also aware that many take part in after school activities. Therefore children will not usually be set nightly homework that needs to be ready for the next day, unless of course it is reading which should be enjoyed every day.

Children will be provided with reading books that will be changed regularly. Foundation Phase children will also receive a handwriting book to keep at home and weekly letter formations will be shared with the children in school, ready to practise at home. Our junior children are also expected to learn their multiplication tables and spellings, parental help and encouragement is extremely important to us. Please note that home learning isn't just work that is set by your child's class teacher. We understand that our parents have a wealth of skills and knowledge and children enjoy sharing their knowledge, skills and talents with their parents. Therefore, we actively encourage parents and children to see home learning as a fun learning experience to be enjoyed together.

Children will receive a Homework Menu each term. From this menu they can choose which item of homework to complete each week. For an incentive, at the end of the term, for pupils who have completed a piece of homework every week, there will be a reward agreed by the class and their teacher.

Your support with your child's homework is invaluable and the example you give to this area of school life will determine your child's attitude now and in the future.

All children have access to online platforms through the Welsh Government system, Hwb. We encourage a mix of online working and working in books whilst working in school, and would like this to continue at home. Every child has a Hwb account which gives them access to a lot of online apps, platforms and resources to access.



Cross-Curricular Skills

Fframweithiau'r Sgiliau Trawsgwricwlaidd

Literacy and Numeracy Framework (LNF)

Literacy and numeracy skills are essential in order for young people to reach their potential. The National Literacy and Numeracy Framework has been developed to help achieve the Welsh Government's aim that the children of Wales are able to develop excellent literacy and numeracy skills during their time at school. Expectations for literacy and numeracy are given for each school year group. At St Mary's, the LNF is at the heart of the curriculum planning, ensuring the embedding of literacy and numeracy across the curriculum.

Digital Competency Framework (DCF)

Citizenship - Through these elements learners will engage with what it means to be a conscientious digital citizen who contributes positively to the digital world around them and who critically evaluates their place within this digital world.

Interacting and Collaborating - Through these elements learners will look at methods of electronic communication and know which are the most effective. Learners will also store data and use collaboration techniques effectively

Producing - These elements cover the cyclical process of planning (including searching for and sourcing information), creating, evaluating and refining digital content. Digital content includes the production of text, graphics, audio, video and any combination of these for a variety of purposes. As such, this will cover multiple activities across a range of different contexts.

Data and Computational Thinking - Computational thinking is a combination of scientific enquiry, problem-solving and thinking skills. Through these elements learners will understand the importance of data and information literacy, and they will explore aspects of collection, representation and analysis.



Cwricwlwm Cymreig

Children are provided with ample opportunity in lessons, school activities, visiting guests and trips and visits to experience those features which give Wales its own distinctive historic, social and cultural identity. Cwricwlwm Cymreig permeates the whole curriculum through singing Welsh songs, Welsh country dancing and the study of land use in Wales and Welsh history. Eisteddfods are held to celebrate St David's Day where children can participate in a wide range of Welsh related activities. In addition we celebrate famous Welsh role models and special Welsh events such as Shwmae Day.



Outdoor Learning

Dysgu yn yr awyr agored



Outdoor Learning is a regular component of our school curriculum. All classes have regular outdoor learning lessons, which are very popular amongst our children. Our Outdoor Learning programme aims to improve our children's self-esteem and self-confidence, social skills, language, communication and physical motor skills. It also aims to increase children's knowledge and understanding of the environment and improves motivation and concentration. We are lucky to have a Forest School area which is also accessed during Outdoor Learning sessions.

Healthy Schools

Addysg Iechyd

At St Mary's we promote healthy living through our curriculum as we want our children to be healthy, confident individuals. We are very proud to have received our Phase 4 Healthy Schools award in 2018 and we are currently working towards receiving our Phase 5 Award.

- Children are only allowed healthy snacks for morning break times, e.g. fresh fruit
- Children are encouraged to sip their water throughout the day to avoid dehydration and maximise learning. We have access to water fountains in order for children to refill their bottles with fresh water throughout the day.
- We ask parents to provide a balanced, healthy lunchbox for their child.
- Global handwashing day is celebrated each year and we have regular handwashing and hygiene routines in place throughout the school day.
- The whole school celebrates Healthy Eating week every autumn and summer term whereby our children are taught about the benefits of a healthy diet and regular exercise.
- All junior classes have termly swimming lessons each year.
- Daily mile is a regular part of our school day, this allows children to run or walk a mile a day.
- All classes undertake the SEAL Programme developing children's qualities and skills that help us manage life and learning effectively.

Clubs

Due to Covid restrictions, we are hoping to reinstate an extensive range of extra-curricular activities. These are led, on a voluntary basis by the staff. Children benefit hugely from these activities, and their education is enriched by them. Clubs take place during lunchtimes and after school.

There are a variety of extra-curricular activities each year that may include: Spanish, netball, rugby, football, arts and crafts, nature club, athletics and book club.



Gwent Music Tuition

Music tuition is available during the school day and is provided by Gwent Music. The peripatetic music teachers provide individual or small group lessons. As a school we will provide a room for lessons to take place during afternoon sessions. Music Peripatetic teachers teach guitar, violin, recorders, pennywhistles, drums and piano lessons on a weekly basis. As a school we like to celebrate all children's achievements and provide opportunities for children to show case their learning by playing their instrument during assemblies.

Pupils in receipt of Free School Meals are able to apply to Monmouthshire County Council's Music Access Fund. Details can be found on the Monmouthshire County Council website.



Educational Visits

Ymweliadau Addysgol

We plan exciting learning experiences that engender curiosity and questions in our learners and encourage them to make independent choices. Learning and teaching is enhanced through real life experiences for the learners. This includes educational visits to places of interest, and visitors to school sharing their experiences. When children go on educational visits or leave the school premises risk assessments are made to try to minimise any potential risk involved in the activities.

We have an extensive program of educational visits linked to different areas of the curriculum. Such educational visits include; Newport Wetlands, Sporting venues, Chepstow library, National Museum of Wales, Chepstow castle, Technquest, Cwmbran Community farm and many more. We have very close links with St Joseph's, Chepstow and Wydean Comprehensive schools. These links are developed to ensure the transition is smooth and happy. These high schools also host a number of cluster and parish events so that children have opportunities to visit and become familiar with the schools. Children in Year 6 undertake cross-curricular 'transition units' and staff from St Joseph's High School visit St Mary's during the summer term to meet the children and gather important information.



Outdoor Pursuits

Gweithgareddau Awyr Agored

We look for opportunities for our children to experience an adventurous curriculum. This is sometimes in the form of a residential trip. This takes place at an Outdoor Pursuit Centre, which provides a range of outward bound activities. The Centre has staff who help organise activities safely. For all school trips and outings the school will rigidly follow the guidelines for school excursions compiled by Monmouthshire Local Authority.



Collective Worship and Celebrations

Cyd-addoli a Dathliadau



Our school is very conscious that Catholic Education is not just the subject, RE. For us it is a way of life. Every aspect of our school reflects this, so that by its very nature, the school contributes to the life of the parish and the community. As a Christian community, prayer plays an important part in school life.

Within Wales, there is a legal requirement in all schools for daily acts of worship to take place, however worship at St Mary's is more than just a legal requirement. It is an integral part of School Life.

Daily acts of worship include, Gospel assemblies, assemblies based on our Pupil Profile, class led assemblies and child led class worship.

During class assemblies children are taught how to plan, prepare and deliver their own acts of worship alongside their peers. We always welcome and encourage parental support and engagement.

We encourage our children to take the Gospel values into the community and as a school we are continuously engaging in a variety of community activities. Classes take it in turns to plan assemblies, masses and other liturgies and we always welcome the parents' support. Daily acts of worship include, Gospel assemblies, assemblies based on our Pupil Profile, class based worship and joining masses at St Mary's RC Church.

The whole school community takes an active role in the religious life of the school. Parents, families and parishioners are all invited to join in with community worship.



Sacramental Preparation

We believe sacramental preparation is important, and as a school we assist the parish in preparing children in Year 3 and above for Reconciliation and First Holy Communion. Parents and carers are asked to attend a number of preparation meetings in our school to support their child. Teachers, children, parents and the parish community share each step of the programme preparing for the sacraments. Following these celebrations the school hold a Celebration Mass at St Mary's R.C. Church.





Pupil Voice

Llais y Disgyblion

Throughout your child's time at St Mary's there will be many opportunities for your child to gain valuable experience carrying out pupil leadership roles across the school. In Year 6 children have the opportunity to apply for roles such as head boy, head girl, deputy heads, prefects and playground buddies. We aim to involve all stakeholders, including the children, in the decision making process. We believe all pupils should be fully involved in this process and have many successful and active pupil leadership groups. Children vote for their class representatives annually and they ensure they give credence to the wishes and aspirations of the class. This provides valuable experience in becoming responsible citizens of the future. We also have many pupil leadership groups as listed below.

Roles and responsibilities for each pupil leadership groups

School Council	Eco Council
<ul style="list-style-type: none"> Developing the core purposes and preparing the school for the new welsh curriculum Learning strategies and techniques Supporting the school development plan Fundraising Behaviour policy and school rules 	<ul style="list-style-type: none"> Working towards becoming a green school Maintain an energy efficient school Responsible for recycling around the school Research new initiatives Working towards becoming a fair trade school
Criw Cymraeg	Well-being Warriors
<ul style="list-style-type: none"> Promote the use of Welsh within the school Plan and lead on whole school learning experiences such as Shwmae day Development of Cwricwlwm Cymraeg through teaching and learning activities Lead the Eisteddfod Support the school working towards attainment of Cymraeg Campus accreditation 	<ul style="list-style-type: none"> Gaining Level 5 Healthy Schools Award Exercise and fitness Daily mile initiative Access to drinking water Extra-curricular clubs Health related advice. Buddy playground system. Playtime activities - Anti-bullying
Mini Vinnies	Digital Leaders
<ul style="list-style-type: none"> Pupil Profile Planning, setting up and leading of collective worship spaces Co-ordinate links with parish Organise visits to St Mary's Church Organise visits for Parish Priest to come to school. Share with school the actions of the Mini Vinnies 	<ul style="list-style-type: none"> Assistance and support with IT App and software advice/ teaching Keep up to date records of digital equipment Ensure all devices remain in working order, updated and accessible. Ensure iPads charged daily Twitter/Links with media School website
Sports Ambassadors	Heddlu Bach
<ul style="list-style-type: none"> Sports ambassador training Sports clubs PE Curriculum & enrichment activities PE equipment and storage maintenance Play equipment Storage of equipment Supporting the daily mile 	<ul style="list-style-type: none"> Promote good citizenship Develop positive relationships with local Police service Raising awareness of anti-social behaviour Support developing good relationships with our local community Understand the role of the Police force



Looked After Children

Plant sy'n Derbyn Gofal

The schools policy for Looked After Children - LAC (children in the public care of the Local Authority) details the arrangements made for LAC including personal support plans. Each pupil in care will have a Care Plan that will include a Personal Education Plan (PEP) that is developed jointly by the Social worker and Designated Teacher. This will identify specific areas of concern and include achievable targets.

The LAC co-ordinator is the Acting Headteacher, and the Chair of Governors. Our aim for all children is to ensure that they reach their potential and we use assessment data to target their progress carefully and ensure support is provided in a timely manner.

Relationship and Sex Education (RSE)

Addysg Rhyw

At St Mary's, we are inspired by Jesus to be the very best we can be. We look after one another and show respect and love through our relationships with one another. Jesus is invited into our lives. In the Beatitudes, Jesus invites us to lead a full life with him by explaining what makes people blessed or happy. This is about understanding how loving our neighbour enables us to be fulfilled too. Therefore, having a good relationship with ourselves and the other people in our lives makes us grow and flourish and we respect that everyone is a unique and beautiful part of God's creation. We are all children of God, called to grow in love for him through the person of Jesus Christ and to spread the Good News through the action of the Holy Spirit.

We teach young people about how to grow in relationships, including understanding loving relationships and acknowledging that children's first experience of love is in the home. We encourage children from the earliest age to recognise that they are all children of God and that each person shares a God-given dignity. As children mature, we encourage them to follow the example of Jesus and live lives inspired by the Gospel virtues, enabling them to follow His commandment to "Love your neighbour as yourself" (Mark 12:31). This is the basis for all relationships in our school. Teaching about relationships in our schools is supported by Christian virtue teaching as outlined in the Catechism of the Catholic Church and in line with 'Fit for Mission? Schools'.

Legal guidelines suggest that relationship and sex education should build on the children's own experiences, be sensitive to the specific domestic contexts the children come from, form attitudes and values towards relationships, develop personal and social skills and increase the knowledge and understanding of each young person as they grow about their relationships and well-being, including sexual health. We support all these aims in educating about relationships and sex education by incorporating them into the wider understanding of human relationships and human formation as reflected in the relevant CBEW and CES RSE Guidance.

Please contact us for more information if you have any questions or concerns. Where a teacher feels that a child has such questions, worries or problems, the matter will be referred to parents. Where parents themselves find difficulties in answering the child's problems, the school will offer such advice and support that is requested. The school will support parents in all matters of health education following the Catholic Archdiocesan policy.

Pastoral Care and Discipline

Gofal Bugeiliol a Disgyblaeth

At St Mary's we are proud of our excellent behaviour and manners. We expect all children to work and play together harmoniously in a happy school environment and to treat all members of the school community with courtesy and respect. We seek and expect the highest standards in work, attitude and behaviour. The class teacher has responsibility for the pastoral care of children and will work with them to enhance their social education and awareness. Teachers work in partnership with parents to assist children to develop into caring and responsible people. Each member of staff cares for pupils with firmness, fairness and understanding.



Our school applies Assertive Discipline techniques. The essence of this is the consistent application of a clear set of rules relating to high standards of behaviour and appropriate consequences if these standards are not being reached. There is also an emphasis on rewarding the good behaviour of individuals and classes. It is important that children are made aware that they have to take responsibility for their own actions.

If parents are concerned about their child's behaviour or emotional well-being they are urged to contact the class teacher in the first instance but are also welcome to contact the Deputy Headteacher or the Headteacher to discuss any difficulties. The chief concern of Teachers, Governors and Parish Priest is the education of the child in the true sense of the word, including body, soul and mind. Therefore our pastoral aim is to prepare the children to mature and integrate in society as good Christians and good citizens. We have members of staff who are trained ELSA's. An ELSA is an Emotional Literary Support Assistant. The ELSA works 1:1 or in small groups with children regarding emotion work. The ELSA can cover many focuses such as confidence, self-esteem, anger, anxiety, friendships and loss to name a few. The children are taught over a 6 week bespoke programme and are supported emotionally in the aim that they take these strategies away; increasing their own emotional resilience.

Cwtsh Dawel

Our quiet room 'Cwtsh Dawel' is a recent success of pupil leadership team the school council. As a group, the children came together to evaluate and discuss our current school learning environment. As a result they decided as a team they wanted to develop a new quiet space for times of reflection and independent learning.

The school council planned, fundraised, designed and purchased resources to create the Cwtsh Dawel. This warm and inviting room is available for all children to access throughout the school day. Our school council members are very proud of their achievements.



Bullying

Bwlio



Bullying is a problem that occurs in all schools and will not be tolerated at St Mary's. The school seeks to confront it openly and ensure that all pupils are made aware that bullying is not acceptable under any circumstances. The school has a comprehensive 'Anti-Bullying Policy' that lays out measures that seek to remove the silence and secrecy that can nurture bullying. It also details a set of agreed procedures for dealing with bullying when it occurs. All staff and governors are aware of the policy. Pupils are encouraged to discuss any aspects of bullying that are affecting them at any time with their teachers and their parents. As a Catholic school we endeavour to ensure all pupils learn how to treat each other with respect and compassion, we hold anti-bullying and respect weeks across the school year. We model positive relationships and good communication skills on a daily basis and encourage all pupils to show love towards one another.

Equal Opportunities

Cyfleoedd Cyfartal

At St Mary's Primary School, we are committed towards working towards equality for all regardless of age, race, disability, gender, religion or belief and sexual orientation. We are concerned with the equality of opportunity for all our children in our care. We aim to create an inclusive culture in which every individual, regardless of ability and background is enabled to participate and is valued as a member of our school community. We recognise and celebrate the fact that society is made up of people from diverse backgrounds and life experiences. It is important that all pupils are prepared to live in such a society. Our school promotes many positive approaches to difference and foster respect for people of all cultural backgrounds. We ask that all visitors to our school respect this statement.



School Links with the Community

Cysylltiadau Ysgol â'r Gymuned

We endeavour to foster as many links with the local and wider community as possible, for example:

- The whole school regularly attends Mass at St Mary's RC Church Chepstow
- The children participate in the Monmouthshire Schools' Swimming Gala and Athletics Championships.
- Local people visit school in order to enhance the curriculum.
- Visits from the Police Liaison Officers
- Visits from the Fire Brigade Officers
- Visits from theatre companies
- The children visit local areas of interest, linking with their Geography curriculum and global citizenship.
- Links with other schools, both local and national
- Volunteer readers from the local community support pupils reading.
- Local businesses provide time and resources to enhance the outdoors learning areas.



Visits and visitors are important to St Mary's and enrich both the curricular and non-curricular life of the school. Throughout each academic year our school welcomes a wide variety of visitors. Such visitors include;



- Father Michael (St Mary's RC Church)
- Members of the Governing Body
- Members of the LA and EAS
- Teaching staff from Primary schools within the Chepstow Cluster
- Teacher staff from St Joseph's and Chepstow High School
- Representatives from charities
- The Fire Service
- Gwent Music service peripatetic teachers
- The Police service
- Local Authors and arts
- Staff from local banks/building societies
- Warburton's bakery/Braces bread workshops
- Arts Council of Wales representatives



School Uniform

Gwisg Ysgol

The Governors have approved the following uniform. It is compulsory for all pupils from Reception to Year 6. Uniform is worn to create a school identity and a sense of belonging and pride for pupils. We politely request that all items of uniform and other belongings are labelled with your child's name and class.

Branded school uniform items are available to order online with a click and collect option from Kudos Companies, Kudos House, Bulwark Industrial Estate, Bulwark Road, Chepstow NP16 5QZ. Also, the school operates a "nearly new" uniform service, please ask the school office for full details. All green items should be bottle green.

All clothing should be marked with the child's name. Suitable swimwear and a towel should be brought to school on swimming days. Junior Years take turns to go swimming through the year. On health and safety grounds, children are not allowed to wear any jewellery types to school except for studs if they have pierced ears and a watch. Extreme hairstyles, including the use of gel are not permitted.

Summer – Haf (Summer Term)	Winter - Gaeaf (Autumn and Spring Term)	PE Kit Dillad Ymarfer Corff
<ul style="list-style-type: none">• Gold polo-shirt with collar and crest• Grey shorts• Green Gingham Dress• School shoes (black - not trainers)• Grey or white ankle socks• Green long sleeved v-neck sweatshirt or cardigan with crest	<ul style="list-style-type: none">• White shirt• School tie• Grey trousers or Grey/green skirt or pinafore• School shoes (black - <u>not</u> trainers)• Green long sleeved v-neck sweatshirt or cardigan with crest• Grey, white or green socks or tights.	<ul style="list-style-type: none">• Green PE Shorts• Green / Grey jogging bottoms• Gold polo-shirt with collar and crest• Black daps/plimsolls

Emergency Contact Numbers

Rhifau Ffôn Brys

When your child first enters school, you will be asked to complete a confidential form detailing emergency contacts, doctors and any health problems. Please inform us of any changes to these details especially daytime emergency contact telephone numbers. All information will be stored safely in compliance with GDPR data protection protocols.

Times of the School Day

Amseroedd y Diwrnod Ysgol

Times of the school day	Morning	Afternoon
Foundation Phase	9.10am – 12.00pm	1.15pm – 3.30pm
Key Stage 2	9.10am – 12.15pm	1.10pm – 3.30pm

Lunchtimes and Playtimes	Morning play	Lunchtime
Foundation Phase	10.45am – 11.00am	12.00pm – 1.10pm
Key Stage 2	10.30am – 10.45am	12.15pm – 1.10pm

The number of hours taught per week excluding time for collective worship, registration, lunch and other breaks are prescribed by the Welsh Government: Foundation Phase - 21 hrs 15min Key Stage 2 - 23hrs 45mins. Due to current restrictions, some of these times are different this year, with staggered starts, finishes and break times to adhere to Welsh Government guidelines.

St Mary's Breakfast Club

Clwb Brecwast

Our Breakfast Club operates from 08:00am—09:00am each school day and is run by fully qualified members of St Mary's school staff. There is a charge of £1 per child for the childcare element of this Club. Breakfast is served from 08:00am—08:40am. Formal supervision (the chargeable element) will run from 08:00am—08:30am and last admittance is at 08:45am. This Club can be booked and paid for via ParentPay only (the school office will provide you with log-in details).

SMASH – After School Club

SMASH - Clwb ar ol Ysgol

Our SMASH (St Mary's After School Help) team offers an excellent after school club (3.30pm-5.30pm) during term time. Children are collected from their classrooms by a member of SMASH staff and taken to the Key Stage 2 Hall which is where they will be collected from. During their time at SMASH they will be given a drink and a snack and take part in a variety of different activities, for example, art and crafts, computing, cooking, role playing and dressing up. Some of the SMASH team are also employed by the school as teaching assistants, thus your child will be greeted and cared for by familiar faces. Further information and registration forms are available from our school office.





School Dinners

Ysgol Cinio

School meals are prepared and cooked on site. Parents can pay online via 'ParentPay', no cash is to be sent in to school. There are facilities for your child to bring a packed lunch. Please see below regarding Free School Meals.

Important! - Children having packed lunches at school must not bring any food products that are nut based.

Free School Milk

Llaeth ysgol am ddim

Free school milk is available for all our pupils in Foundation Phase on a daily basis. Milk is given to all children in the late afternoon during story time.

Healthy Snacks

Byrbrydau iach

We operate a healthy eating policy in school. Pupils should bring in their own healthy snacks (fruit, veg or salad) for break-time but parents are reminded that snacks must be nut-free as we have a few pupils in school who have nut allergies.

Free School Meals

Prydau ysgol am ddim

If you are in receipt of certain benefits you can claim free school meals for your child. For more information visit Monmouthshire County Council's website: <https://www.monmouthshire.gov.uk/home/counciltaxandbenefits/fsm>. You will need to complete a free school meals application form online when you first start to receive benefits or if your child is starting reception. Monmouthshire County Council (MCC) will then re-assess your claim each year and send you a letter to confirm if you are entitled. All MCC need is for you as the parent/carer to complete all sections of the application and they will verify your benefit entitlement with the Department for Children, Schools and Families (DCSF) database. MCC will process applications received during the academic year within five to ten working days. If you are entitled to free school meals you will receive a letter confirming the date from which you will be able to claim free school meals. Schools will be notified directly by MCC that your child can have a school meal free of charge.

Packed Lunch

Cinio Pecyn

At lunchtimes many of our children opt to bring a packed lunch from home. We do not 'police' food that comes from home as we do not feel this is the role of the school however we do recommend that you provide a balanced diet with minimal fat and sugar content as well as fresh fruit and/or vegetables. Please do not include foods which contain nuts or nut derivatives as a number of pupils (at any given time) have allergies which, in some case, can lead to life threatening reactions. Finally, we recommend you include an ice pack in your child's packed lunch to ensure it is fresh and keeps the food cool particularly in warmer weather.

Health and Safety

Iechyd a Diogelwch

The school has a comprehensive Health and Safety Policy which endeavours to provide a safe and secure environment for all pupils, staff, parents and visitors. Our school also has a nominated Health & Safety Officer on the staff and on the Governing Body who has the responsibility for liaising with the Headteacher, to discuss Health and Safety issues.

Everyone is conscious of the need to provide a place where the children are safe and secure. A Whole School Risk Assessment is carried out annually and allows the school, its governors, staff and the Local Authority to address any areas of concern within reasonable financial constraints. Areas covered are: all external and internal areas, (including flooring of high use areas) glazing, electrical equipment, and P.E. and play equipment. Further risk assessments are carried out as appropriate for specific issues where an element of risk may be involved such as school trips, science, technology, P.E. and other crafts. The school grounds are checked daily by the school caretaker and any defects or hazards are reported to the Headteacher. Any maintenance or repairs identified through this process will be completed at the earliest possible time. A termly fire drill is conducted at varying times with no warnings given to ensure proper procedure is followed by all staff and pupils. The time taken to evacuate the building and any delays or difficulties exiting are duly noted and rectified. The fire alarm is tested on a weekly basis, Fire wardens checks are made monthly.



If your child is being collected from school by anyone other than the person who regularly collects him/her, parents must inform the school before hand in writing. If you are collecting your child during the school day, e.g. for a medical appointment, you must report to the school office first. The school is very conscious of the safety of the children. The teacher will not let your child leave until they are sure that this has been done.

Parking

Parcio

Please note that the safety of our children and other pedestrians is paramount when using the school and church parking areas. Parking at St Mary's is very limited, please use the appropriate space on Old Bulwark road during drop offs and pick up times. Furthermore Father Michael kindly welcomes parents and families to use the small Church car park for pick up and drop offs. We politely ask you not to park in the bus bays as this is a designated area for children using bus and taxi transport. At peak times the local roads are quite congested so please take care and give way to pupils and families on foot.

School Transport

Trafnidiaeth Ysgol

Monmouthshire County Council will provide free home to school transport for children who are living more than 1.5 miles from school. For more information please visit the Monmouthshire County Council website.



Child Protection and Safeguarding

Diogelu

All staff, Governors and volunteer helpers have current Enhanced DBS checks. All teaching and support staff are registered with the Education Workforce Council (formerly EWC of Wales). Staff are trained in identifying signs which may indicate a child protection issue.

Designated Child Protection Officer: Miss O'Donnell (Acting Headteacher)
Deputy Child Protection Officer: Mrs Stevenson (Acting Deputy Headteacher)
Link Governor for Child Protection: Mr Phil Cotterell (Chair)

There are thorough systems in place, based on the All Wales Child Protection Procedures 2008 manual, to deal with all incidents. In such circumstances the safety of the child is paramount and is therefore put before the needs of the parents. Although efforts are made to contact parents to discuss issues, advice will initially be sought from the Social Services Duty Officer. The school will then follow their recommendations. Fortunately such incidents are very rare and this information is not intended to alarm parents, but to demonstrate the high quality of care that is provided for the children.

Health, Welfare and Pupil Absence

Iechyd, Lles ac Absenoldeb Disgyblion

We always appreciate you keeping us informed about any changes in your child's health so that we are able to support you in their care. It is essential that any health concerns are shared with us. If your child is ill please keep them at home until they are fully recovered. If illness is due to infectious sources e.g. virus, disease, remaining at home is vital until the infection has cleared or as advised by current NHS guidance. Cases of sickness and/or diarrhoea must follow the guidelines that the pupil cannot return to school until 48 hours have elapsed from the last bout. Parents will be contacted if children return before this time has lapsed.

If your child is absent from school you will need to inform the school immediately as this makes a difference to your child's registration of attendance. Parents can inform the school by choosing "Option 1" on the school answerphone. The school operates a "First Response" policy by which parents are notified by 10 am if their children are absent without the school having been informed.

NB. The school cannot authorise any holiday absence for children. Parents wishing to take children out for holidays may find themselves in breach of national legislation which allows local authorities to fine parents for their children's non-attendance. The school is duty bound to follow up on any absences above 10 sessions in any one term, whether authorised or not. Monmouthshire Education Welfare service also makes their own checks. NB The only exceptional circumstances now allowed are for MOD families and/or holidays for religious observance (MCC Absence Policy).

Attendance

Presenoldeb

Pupils should take maximum advantage of the educational opportunities offered to them in school. Pupils' attendance at school is a basic requirement of the achievement of this goal; clearly, this is a matter that needs parents' active support and co-operation. Parents have a legal responsibility to send their children to school.

Encouraging regular, punctual attendance develops the child's sense of responsibility and commitment to his/her own education. Furthermore, punctuality avoids the embarrassment of entering the classroom when classmates are already settled and at work. On admission of your child's first days at school you may experience some problems with your child not wanting to come to school. This is not unusual and the staff are prepared for this. Please feel confident to leave your



Medicines

Meddygyniaeth

It is vital that the school is informed of any health problems, which might affect a child's well-being or academic performance at school and parents should contact the Headteacher directly to discuss matters related to medication in school. Staff cannot administer medicines in school except in exceptional circumstances and with the appropriate training from a suitable qualified person, e.g. epi-pen. In some cases parents will need to come to school to administer medicine. Parents may also be asked to complete a medical form for medications to be given to your child, however staff are under no obligation to administer medication so check with a member of staff first. If your child becomes ill in school parents will be contacted. It is, therefore, very important that emergency contact numbers are made available to the school and in the event of any changes in circumstances, to inform the school as soon as possible. In the event of an emergency the child will be taken to the hospital by a member of staff or ambulance and the parent contacted as soon as possible.

Medical Appointments

Apwyntiadau Meddygol

If your child needs to attend a medical appointment then a medical card/letter must be provided. If you are unable to provide the school with documentary evidence that your child has an appointment then again, they will be marked as absent ("O" code), which is recorded as unauthorised and will affect your child's percentage attendance.

Asthma

The school has developed a policy for children who suffer with asthma; this can be viewed at the school. A teacher will help any child who needs to receive treatment during the day. Any child on the asthma register MUST bring their medication to school with them daily.

First Aid

Cymorth Cyntaf

Minor accidents occurring during school hours - Treatment for minor cuts and bruises will be given and recorded. It is at the discretion of the school that parents will be notified either by a phone call or a note your child brings home of the accident. All staff of St Mary's hold a First Aid Certificate. First Aid training is ongoing and staff continually update.





Charging and Remissions Policy

Polisi ar Godi Tâl a Pheidio â Chodi Tâl

Although it is the policy of the Governing Body to make no charge for education provided during school hours, including provision of books and apparatus, these are the following exceptions:-

- a) A charge for board and lodging costs on residential visits.
- b) A charge for educational visits
- c) A charge for visiting theatre productions and visits by other educational performers
- d) A charge for instrumental music tuition provided by the Gwent Music Support Service
- e) Lost or misplaced reading/library books.

However it is also the policy of the Governing Body to remit a proportion of charges for board and lodging on residential visits for pupils whose parents are in receipt of income support or family credit.

We only seek contributions from parents so that activities during school hours can continue. No children will be excluded from such a compulsory activity because their parents cannot make a contribution, but these activities can only be provided if there is sufficient funding.

Monies

Arian

We encourage all parents to use the online payment system called ParentPay. On the rare occasions children are asked to bring in money we kindly ask parents to ensure any money is placed securely in a labelled envelope.

Any activity that takes place wholly or mainly in school hours cannot be charged for; however, taking into account the restrictions of the school budget, parents will be asked to contribute voluntarily towards the cost of certain activities, e.g. educational visits. It will be made clear at the outset that such voluntary contributions are necessary to make the trip viable and if there is insufficient support the arrangements will not go ahead. For further information see the school's 'Charging Policy' that can be requested from the school office or found on the school website.

School Security

Diogelwch Ysgol

We are always ever mindful of the children's safety and security. As part of the general school routine all visitors are asked to report to the school office during the school day before going to classrooms or meeting with anyone in the school. Unless in extreme emergencies; no child is allowed to go home with anyone other than an agreed adult. If arrangements change then parents must inform us in writing of these changes. Furthermore, all visitors must report to the school office to present or collect an identification badge and to sign in and out of the Visitors Book. This enables us to meet Health and Safety regulations and give due care to the safety and wellbeing of pupils in the school. Visitors, other than a known parent, not wearing a visitors badge will be challenged.

A number of measures have been adopted by the school to maximise security. An electronic entry system can be found on the doors of the entrances preventing unauthorised access during the school day. Admission to school after the start of sessions is by means of the main Reception entrance door only, all external gates are kept locked during the school day and an electronic entry and intercom system with digital camera were installed in 2018. A mobile telephone is always taken on school trips, however short, during the school day. Please be aware that children playing in the school grounds either before or after official school hours will be unsupervised and do so at their own risk, climbing apparatus, or playing on the field unsupervised is not allowed. CCTV cameras, and all external doors to the school have security systems on them to ensure as much safety as possible for the children. The CCTV has on-going recording of all external areas and the main entrance.

Access to School

Mynediad i'r Ysgol

All access to school should be made via the main ramp during school hours. You can contact the school office via the intercom system attached to the gate. Parents should not drive into the staff carpark in the school for any reason unless with prior permission from the Head Teacher.



Dogs

Ci

For health and safety reasons dogs and other domestic pets are not allowed on the school site and we ask that parents do not bring them or stand with them / tie them close to the schools gates. Thank you for your cooperation.



Admission to St Mary's RC Primary School

Mynediad i i Ysgol Santas Fair

The Governing Body consults on its admission arrangements on an annual basis as it is the Admissions Authority at St Mary's. The admission numbers for our school is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government. Admissions Application forms for Reception Class September 2022 are available from the school office.

The deadline for September 2022 intake is Wednesday 12th January at 15:30.
Please return your admission application forms direct to the school office.

Complaints Procedure

Trefn Cwyno

At St Mary's we are committed to providing the best possible education for every child in our school regardless of their needs, ability or background. However, sometimes we understand that parents might not agree with an aspect of how we run the school. We endeavour to respond to parental and community concerns and complaints both promptly and seriously at the earliest stage. If parents do have concerns, we ask that you raise these with the school first, so that as a school we can respond, support and adapt.

It is hoped that in most cases problems will be dealt with at this level. If the complaint at this level cannot be resolved you may wish or be asked to follow the school's formal complaints procedure. The Complaints Policy is available from the school office on request or can be found on our school website.

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

- Parents should address all complaints to their class teacher as far as possible.
- If the situation is not resolved or it is not possible to speak with the teacher, an informal discussion with the Headteacher should take place and in most cases this should resolve any issues.
- If the situation is not resolved by the Headteacher then the parent should submit the complaint in writing to the Chair of Governors at St Mary's R.C. Primary School.

Dates for the school year

Dyddiadau'r Flwyddyn

Academic Year 2022-2023: These are provisional dates being put forward by Monmouthshire County Council and may be subject to change.

Term	Start	Half term start	Half term end	Term End
Autumn	02/09/2022	31/10/22	04/11/2022	23/12/2022
Spring	09/01/2023	20/02/2023	24/02/2023	31/03/2023
Summer	17/04/2023	29/05/2023	02/06/2023	21/07/2023



Governing Body

Corff Ilywodraethu

Our Governing body is comprised of parents, staff and members of the Parish and community. It is a hardworking group of people who are actively involved in the life of our school. Governors meet regularly under the chairmanship of Mr Phil Cotterell. Through our Vision, Mission Statement, Objectives and Aims, the Governing Body work to ensure that all the children at St Mary's are provided with the opportunity to develop their unique talents to benefit themselves, the school and wider community. Our Governors are active in promoting the school and have the children's best interests at heart when making decisions. Governors are responsible for the general direction of the school's policies on organisation and curriculum.

The full Governing Body usually meets a minimum of twice each term in order to discuss all relevant school issues. The Headteacher reports on how she has discharged her responsibilities. The minutes of the meetings, when approved, are published and become the official record of the manner in which the Governing Body has discharged its responsibilities. The published minutes are available for inspection at the school, as is all documentation. The Governors hold an Annual General Meeting and they report directly to the parents in an annual written report. To be effective, regular visits to the school take place by members of the Governing body, with opportunities to share training and link closely with members of staff and their areas of responsibility. They are also directly involved in self-evaluation processes.

Governors of St Mary's RC Primary

Name	Role within our Governing Body	Sub Committee
Miss R O'Donnell	Acting Head Teacher	Recruitment and resources Performance and management Catholic Life
Mr P Cotterell	Chair of Governors Foundation Governor	Recruitment and resources Catholic Life
Miss K O'Hara	Vice chair of Governors Parent representative	Recruitment and resources
Mr P Pavia	Foundation Governor	Recruitment and resources
Mr F Tindall	Foundation Governor	Recruitment and resources
Fr M Sinclair	Foundation Governor	Recruitment and resources Catholic Life
Mrs E Choules	LA Appointed	Recruitment and resources
Mrs A Robbins	Staff representative	Performance and management
Mrs M Wagstaff	LA Appointed	Performance and management
Mrs K Stevenson	Teacher representative	Performance and management
Mrs A Evans	Foundation Governor	Performance and management Catholic Life
Mr V Hughes	Foundation Governor	Performance and management

Thank You

Diolch yn Fawr

We sincerely hope that our prospectus has helped you to gain an insight into the life of our school and the education we provide. We look forward to working with you in a fruitful partnership that will provide your child with an exciting but firm foundation for their future as a 'life-long' learner. We very much look forward to welcoming you and your child into our St Mary's family. - Ein Teulu Santes Fair.

Please check our school website for further information about our school. On the Perspective Parents section, you will find an introduction video to our school , as well as some other messages from parents, pupils and governors.

Our school website also has lots of other information on it - school policies, diary dates, term dates, class newsletters etc.

If you require any further information about our school please visit us online or contact our school office and we will be more than happy to help.



01291 623006

stmarysprimary@monmouthshire.gov.uk

<http://stmarysrc.monmouthshire.sch.uk>

@StMarysRCSch



**We are
St Mary's RC
Primary School**



*Learning for Life, With
Christ as our Light*